

Title: Coordinator of the Aeromedical Retrieval Course, for the NZNO College of Air and Surface Transport Nurses

Responsible to: National committee of the NZNO College of Air and Surface Transport Nurses. The Course Coordinator is appointed for a two year term, which is renewable by mutual agreement.
To liaise between: the COASTN committee, venue provider and education institution.

Course Coordinators responsibilities (include and not limited to):

- Manage COASTN course application process, setting up event actions for the NZNO to work from
- Manage the selection process, including presenting all applicants to the committee to be decided who attends,
- setting the number of places on the course in consultation with the committee
- Communication with all applicants following the selection process.
- Mark MCQ's if set, manage results, liaise with markers and AUT for moderation.
- Link with NZNO for all documents to be held for 7 years
- Manage the COASTN course content, liaising with the committee and then linking with outside speakers to ensure experts are teaching content.
- Manage communication with, not limited to, education institute external providers and the committee in relation to course provision.
- Manage the budget associated with running the COASTN course, liaising with the treasury and finance team with the committee treasurer to submit proposed and then final budgets.
- Managing Course bank account.
- Receive course feedback, review and distribute to the COASTN committee.
- Summarising reports at the end of each course, and for the AGM.
- Write up for the COASTN magazine after each course.
- Supporting all students with needs prior and during the course
- Escalating any issues with participants, speakers or potential reputational issues with the committee in a timely manner.
- Updating any content sent to the students, including and not limited to pre reading, course information, timely updates, timetables, medical forms, emergency contact forms, grades received, certificates.
- Reviewing each course and how changes or improvements can be made in consultation with the COASTN committee.
- Provide regular updates to committee at each meeting (via Zoom/Teams/in person).
- The coordinator does not need to be a committee member – but remains responsible to them and will need to act in a manor that resrepresents the committee standars and values.
- File paperwork within the NZNO system – either online or in person to be scanned into the system to be stored for 7 years.