PTTC Network Moderated Ethics Moderator Sample Scope of Work

**Title:** Virtual Course Moderator – PTTC Prevention Ethics Course

**Purpose:** To ensure successful course delivery and participant engagement through active facilitation, tracking progress, and providing support.

**Responsibilities:**

**Course Preparation:**

1. Review course materials and familiarize with platform functionalities.
2. Join the Prevention Ethics Trainer Learning Community and access the test instance of the course.

**Participant Engagement:**

1. Send a welcome email to participants one week before the course begins.
2. Actively participate in and moderate discussions across five learning forums.
3. Provide timely and constructive feedback to participant posts and responses.

**Tracking and Reporting:**

1. Monitor participation using platform reports and ensure participants meet requirements for certificate issuance.
2. Reach out to students lagging in progress with pre-approved communication templates.

**Technical and Content Support:**

1. Address questions related to course content or technical issues.
2. Liaise with the HealtheKnowledge Helpdesk for unresolved technical issues.
3. Document participant suggestions or errors in content and escalate them to the ethics team.

**Completion Oversight:**

* Verify that participants complete all required activities, including modules, forum posts, and quizzes, by the deadline.
* Ensure certificates are issued automatically upon course completion.

**Deliverables:**

* Weekly participation and progress report to the course administration team.
* Final course summary highlighting participant engagement, challenges, and recommendations for future iterations.

**Qualifications:**

* Familiarity with substance use prevention ethics and online learning platforms.
* Strong communication and organizational skills.
* Ability to provide constructive feedback and foster an inclusive learning environment.