

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description CTAS Representative
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	None
Next Revision Date	November 2018

## **DIRECT REPORT:** NENA Director of Education and CTAS National Working Group

### **JOB DUTIES**

- Responsible for CTAS course dissemination in Canada per the CTAS Administrative manual
- Assists CTAS Instructors and NENA members with course related issues in a timely manner
- Represents NENA at meetings of the CTAS National Working Group
- Assists with CTAS course revisions and quality improvement initiatives
- Term of office – begins July 1 the year of selection into the position and is for a term of 4 years
- This role involves at minimum 4 – 8 hours per week of your time in the 4 year commitment
- Attend NENA Leadership meetings, AGM and National Conference as directed
- Other duties, responsibilities as determined by the Director of Training and Education

### **QUALIFICATIONS**

- Current CTAS Instructor Trainer status
- Must hold a current RN license in Canada and be actively working in emergency care
- Significant ED nursing experience including recent triage experience using CTAS
- Related emergency nursing education including ACLS, PALS, ENPC, TNCC, ENC(C)
- Current NENA membership required
- Previous experience in NENA/Provincial Leadership
- As outlined in CTAS Course Administration Guidelines

Application must include:

- Proof of current CTAS Instructor Trainer Status
- Proof of current NENA membership
- Letter of support from your provincial emergency nursing organization
- Cover letter and current Curriculum Vitae (CV)
- Duties to be assumed as established by the NENA Board of Directors
- Submitted to [ctas@nena.ca](mailto:ctas@nena.ca)

The NENA Board of Directors will give final approval for the CTAS representative