

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description NCAC Representative
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	January 2016
Next Revision Date	November 2018

JOB DUTIES

- Serve as a resource to NENA, Provincial Presidents, Instructors and ENA
- Serve as course liaisons to facilitate communication at all levels
- Promote the dissemination of TNCC/ENPC/CTAS/EPICC and other NENA-endorsed courses.
- Assist in developing or enhancing quality improvement mechanisms as they pertain to TNCC/ENPC/CTAS/EPICC
- Monitor Instructor eligibility, as well as participant-to-instructor ratios on an ad-hoc basis
- Serve as a resource and assists in resolving issues regarding course administration, instructor or instructor candidate performance, and related issues
- Supervise the suspension/revocation process
- Develop and review Terms of Reference of the NCAC Committee
- When requested by ENA, review/recommend/write course content on a periodic basis
- Review and update the Administration/Resource manual as needed
- Respond to any identified provincial issues
- This role involves at minimum 4 - 6 hours per week of your time. It is expected that you will attend NENA Board meetings at the direction of the NCAC Chair, the AGM and National Conference
- Other duties, responsibilities as determined by the NCAC Chair

QUALIFICATION CRITERIA

- Current NENA member in good standing
- Instructor-Trainer status in either TNCC/ ENPC/ EPICC
- Letter of support/endorsement from your Provincial Emergency Nursing organization
- Cover letter indicating your rationale for becoming a member of NCAC
- Submit copy of current resume
- Follow requirements outlined in course administration guidelines
- Must hold a current RN license in Canada and be actively working in emergency care