

NATIONAL EMERGENCY NURSES ASSOCIATION



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| Board Policy | Job Description – Director of Education |
| Number of Pages | 2 |
| Approval Date | February 2016 |
| Past Revision Dates | None |
| Next Revision Date | November 2018 |

DIRECT REPORT: President, NENA Board of Directors (BOD)

TERM: Two years.

JOB DUTIES

- Executes training programs within corporate strategic goals.
- Monitors courses including tracking information, costs, effectiveness, and feedback
Current courses include TNCC/ENPC/CTAS/EPICC
Acts as the NENA BOD liaison for NENA sponsored courses.
- Analyzes and evaluates courses for strengths and areas of improvement to promote delivery of courses.
- Regularly connects with NCAC chair, Triage working group, EPICC working group to assist with course issues/dissemination. This may include teleconferences, face to face meetings, or email correspondence.
- Assists with course or instructor issues as they arise. Seeks feedback from the NENA BOD when needed or an official response required.
- Provides reports on courses to the NENA BOD on an annual basis
- Participates in contract negotiations for education with CTAS NWG, ENA, prn Education, and/or other organizations as required
- Updates the course information and course related documents on the NENA website
- Acts as a liaison for educational related opportunities with the NENA BOD and interested groups.
- Acts as a resource for emergency nursing certification to NENA members seeking certification, CNA, and other interested groups.
- Develops educational tools to assist emergency nurses prepare for the emergency nursing certification exam-Canada.
- Provides input into the operational activities of NENA: Financial, educational, policies and procedures.
- Completes duties in a timely manner.
- Assists with the reconciliation of course funds as determined by the NENA financial advisor.
- Term of office – begins July 1 the year of election into the position and is for a term of 2 years.
- This role involves at minimum 2-4 hours per week of your time in the 2 year commitment. It is expected that you will attend all NENA in person Board meetings, monthly teleconference meetings, the AGM and National Conference.
- Other duties, responsibilities as determined by the President.
- Supports all members of the NENA BOD and assists other members on the NENA BOD with assigned duties as required
- Promotes NENA as the organization and voice for emergency nurses in Canada

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QUALIFICATIONS

- Must be a current instructor trainer in at least one course: TNCC,ENPC,CTAS, EPICC
- Current or previous experience as an NCAC member preferred
- Current or previous experience on the NENA BOD and/or President's Council an asset
- Emergency nursing certification (current) preferred
- Must be a current NENA member and be an active current member for the last five years
- Must have a current RN license in Canada and be actively working in emergency care
- Experience with educational programming an asset
- Able to commit to 4-8 hours per week of volunteer time to the business of the position