

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description NCAC Representative
Number of Pages	2
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Past Revision Dates	January 2016, February 2016

DESCRIPTION

The National Course Administration Committee (NCAC) is responsible for the administration of EPICC – the Emergency Practice, Interventions and Care - Canada. The NCAC Representatives shall be selected from among qualified applicants by the NENA Board. NCAC Representatives shall work collaboratively under the leadership of the NCAC Chair, to be selected by the committee and approved by the NENA Board. A member of the prn Education leadership (chosen by prn Education) will be present or otherwise available for NCAC meetings to discuss aspects of the course.

JOB DUTIES

- Serve as a resource to NENA, Provincial Presidents, EPICC Instructors
- Serve as course liaison to facilitate communication at all levels
- Promote the dissemination of EPICC Foundations and other subsequent NENA-endorsed courses.
- Assist in developing or enhancing quality improvement mechanisms as they pertain to EPICC
- Work with Provincial NENA Directors and provide reasonable timelines, monitor instructor eligibility
- Monitor participant-to-instructor ratios on an ad-hoc basis
- Serve as a resource and assist in resolving issues regarding course administration, instructor or instructor-candidate performance, and related issues
- Supervise the suspension/revocation process of instructors
- Develop and review Terms of Reference of the NCAC Committee
- Review and update the EPICC 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, the AGM and National Conference at the direction of the NENA Board
- Other duties, responsibilities as determined by the NENA Board
- Shall choose, subject to NENA Board approval, a Chairperson from among committee members to interface with the NENA Board and the Director of Education

QUALIFICATION CRITERIA

- Current NENA member in good standing
- Instructor-Trainer status in 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

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- Must hold a current RN or RN/NP license in Canada and be actively working in emergency care
- ENC(C) preferred