



**Canadian Course Administration and Resource Manual
(for ENPC and TNCC)**

**Revised
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Statement of Purpose

In order to maintain the quality of the courses, NENA, as a result of contractual agreements with ENA, requires that all courses are administered in accordance with consistent structured course Administrative Procedures as outlined in this document.

The overarching goals of ENA's Courses are to foster safe care of patients in the emergency setting and to increase the skill and confidence of Nurses who care for them. Accordingly, all individuals involved in the presentation or dissemination of ENA's Courses (whether as an Instructor, Course Director or Instructor Trainer) shall, at all times, abide by the ENA Code of Ethics and the terms of the most current version of the Canadian Course Administration and Resources Manual for Emergency Nursing Pediatric Course (ENPC) and Trauma Nursing Core Course (TNCC).

Failure to strictly comply with the Canadian Course Administration and Resources Manual may, at NENA's sole and absolute discretion, result in the immediate termination, suspension, or permanent revocation of an individual's instructor status (thereby resulting in the loss of such individual's opportunity to present, teach, lead, or otherwise be involved with the administration, dissemination, or teaching of ENPC and/or TNCC).

ICAC may not place restrictions on who may serve as Course Directors, Instructors, and Instructor Trainers, or how they perform their roles beyond the requirements in these Administrative Procedures.

NOTE: If there are any inconsistencies noted between the Canadian Course Administration and Resources Manual (for ENPC and TNCC) and the ENA Administrative Procedures, please refer to the ICAC folder on the NENA website or contact your regional ICAC representative at courses@nena.ca.

Definitions

Course and Participant Description

(ENPC) and (TNCC) courses may be held using an in-person or virtual format. All administrative rules and course integrity standards outlined herein must be adhered to regardless of course format. Participants may be any of the following:

- **Full Course (RN)** - Minimum of one and a half days of Instructor-led classroom time with skills testing, an online exam, and required pre-course work. This option is for registered nurses (RNs) RNs will be verified as an ENPC or TNCC provider after successful completion of the Course. This course choice is an ideal option for RNs taking the course for the first time. Contact hours are awarded if the RN is unsuccessful but otherwise meets the contact hour requirements.
- **Fast Track (RN)** – One day of Instructor-led classroom time with skills testing, an online exam, and required pre-course work. This TNCC-only option is for registered nurses. RNs are eligible for verification as a TNCC provider after successful completion of the course. Although not required, prior experience with the Trauma Nursing Process is ideal. Contact hours are awarded if the RN is unsuccessful but otherwise meets the contact hour requirements.
- **Challenger (RN)** – No classroom time. This option includes skills testing and an online exam only and does not require pre-course work. It is for registered nurses with ENPC or TNCC experience and who are comfortable with self-study. RNs are eligible for verification as an ENPC or TNCC provider after successful completion of the course. Contact hours are awarded if the RN is unsuccessful but otherwise meets the contact hour requirements.
- **Non-RN** – Minimum of one and a half (1.5) days of Instructor-led classroom time, skills testing, and required pre-course work. This option is for healthcare professionals interested in trauma patient care who are not registered nurses. No provider verification is granted. Contact hours are awarded if the non-RN meets the contact hour requirements.

Bridging

Bridging is defined and operationalized in the following way:

- The slightly abbreviated process for current Instructors for one course (ENPC or TNCC) to become an Instructor for the other course. Portions of the pre-course online modules do not need to be repeated, but the Instructor must complete the Instructor Course and monitoring for the other course.
- Current ENPC or TNCC Instructor Trainers (faculty) for one course (ENPC or TNCC) who meet the eligibility for Instructor Trainer status in the other course must only submit a letter of intent to ICAC to become an Instructor Trainer in the other course.

Commercial Interest

- Commercial Interest, as defined by the American Nurses Credentialing Center (ANCC), is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients.

Commercial Support

- Commercial Support can be financial or in-kind support. This support must be documented in a Commercial Support agreement required by the American Nurses Credentialing Center in advance of the course and must be submitted to ENA's continuing education provider unit (CNE@ena.org) in advance for review and approval.
 - Financial support is money supplied by a Commercial Interest Organization to be used for expenses related to the educational activity. Financial support may be provided as an unrestricted grant, educational grant, donation, or scholarship.
 - In-kind support is materials, space, or other non-monetary resources or services used to conduct an educational activity. This may include but is not limited to human resources, marketing services, physical space, and equipment. In-kind donations may not bear the trade names, logos, or other identifying insignia of the Commercial Interest Organization. In-kind support may not include promotion of goods or services of the Commercial Interest Organization. If the trade name, logo, or other identifying insignia cannot be removed (i.e. it is embedded in the piece of equipment), learners must be made aware of similar products produced by other companies. In addition, disclosure of the in-kind support must be provided to learners.

Conflict of Interest

- As defined by the American Nurses Credentialing Center, the potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity and has a financial relationship with a Commercial Interest, the products or services of which are pertinent to the content of the educational activity.

Continuing Professional Development Contact Hours

- ENA is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. Participants receive a Certificate of Attendance with the appropriate number of contact hours awarded after attending the entire course and completing a Course Evaluation. Participants must attend the entire course to receive the contact hours. Contact hours may NOT be prorated. If a participant misses any portion of the course, it is up to the Course Director's discretion as to how the missed time may be made up or whether the participant should attend an upcoming course.

Course Director

- The Instructor who oversees and coordinates all aspects of a Provider Course.

Course Materials

- All manuals and teaching materials, including but not limited to activities, applications, evaluations, examinations, forms, information, multimedia products, online modules, policies, presentations, procedures, reports, study guides, supplements, translations, videos, or other materials constituting and accompanying the courses. ENA may update or amend any course materials at its sole discretion.

Indirect Fee

- Fees charged by ENA and NENA for each course participant. This fee is to be paid to ENA and NENA by the Course Director or facility hosting the course, not by the participants.

Instructor

- A Provider who has met the eligibility criteria to teach all aspects of either the ENPC or TNCC Provider Course.

Instructor Candidate

- The status awarded to a Provider with Instructor potential after completion of the Instructor Course. An Instructor Candidate must be monitored teaching in a Provider Course within 12 months of the completion of the Instructor Course to become an Instructor.

Instructor Course

- An educational program in which an ENPC or TNCC Provider with Instructor potential is prepared for the required monitoring to achieve ENPC or TNCC Instructor status. The ENPC and TNCC Instructor Course (also simply referred to as “Instructor Course”) emphasizes appropriate teaching strategies and evaluation methods.

Instructor Trainer

- Instructor Trainers (referred to as Faculty by ENA) can teach and serve as Course Director for an Instructor Course.

(First Time) Instructor Trainer

- A Course Director who has met the eligibility criteria for becoming an Instructor Trainer (faculty) and is being supported in teaching an Instructor Course.

Instructor Potential

- A status awarded to exceptional ENPC or TNCC providers at the conclusion of the Provider Course. This status is awarded by the Course Director, in part based on feedback collected from the Instructor's present. Providers with Instructor potential may attend an Instructor Course.

International Course Administration Committee (ICAC)

- The committee appointed by the NENA Board of Directors to oversee, administer, and promote ENPC and TNCC as well as any other course designated by the Board of Directors.

Librarying

- The process of sharing or collecting manuals for use by multiple course participants. Manuals cannot be shared for the course or shared and collected for subsequent distribution as from a library. All participants must have their own manual for course preparation, review, and post-course reference.

License

- The nonexclusive, non-transferable, limited, and revocable right granted by ENA to its Course Instructors and Course Directors to instruct or direct courses (ENPC or TNCC as applicable) in accordance with the terms of the Administrative Procedures. This license also allows Instructors and Course Directors to use ENA's name, logo, and the ENPC/TNCC trademark in connection with such activities, in accordance with the terms of the Administrative Procedures.

Licensee

- An individual that ENA grants a license to act as Instructor or Course Director for ENPC or TNCC in accordance with the terms of the Administrative Procedures. This individual can also use ENA's name, logo, and the ENPC/TNCC trademark in connection with such activities in accordance with the terms of the Administrative Procedures.

Mentoring

- The process of coaching by a Course Director. Successful mentoring results in Course Director Status. In-person courses should use in-person mentoring.

Monitor

- An experienced Course Director/Instructor who monitors Instructor Candidates.

Monitoring

- The process of observing, coaching, and evaluating an Instructor Candidate while teaching in their first Provider Course. The monitor will provide feedback to the Instructor Candidate, fill out the required monitoring form, and indicate whether the Instructor Candidate is ready to be an Instructor. Instructor Candidates can be monitored up to three (3) times if needed to further develop their teaching skills.

National Emergency Nurses Association (NENA)

- A Canadian Association that represents the voice of Canadian Emergency Nurses.

Provider Course

- An educational program in which participants are prepared to care for pediatric or trauma patients by learning core emergency nursing knowledge and a systematic nursing process to guide patient care.

Provider Verification

- The process by which RN participants of ENPC or TNCC demonstrate competency in course-specific knowledge and skills, as reflected in the results of the Online Examination and the Psychomotor Skill Testing Station. Provider status is valid for 4 years.

INTERNATIONAL COURSE ADMINISTRATION COMMITTEE (ICAC)

Purpose

- Administers, delivers, and evaluates all aspects of ENPC/TNCC across Canada in accordance with the contractual agreement with the Emergency Nurses Association (ENA) and within the ENA and NENA Administrative Manuals.
- Develops and administers policies to facilitate the management and evaluation of courses.
- Serves as course liaisons to facilitate communication at all levels (ENA, NENA BOD, Course Directors/Instructors, and participants of the courses) and to resolve issues as they arise. Email courses@nena.ca.
- Promotes the dissemination of ENPC/TNCC and other NENA endorsed courses as requested by the NENA Board of Directors.
- Assists in developing or enhancing quality improvement processes pertaining to ENPC/TNCC and other NENA endorsed courses.
- Monitors course quality by reviewing quality data from ENA on Instructor evaluations. ICAC reserves the right to monitor courses on an ad-hoc basis.
- Monitors Instructor eligibility, including current NENA membership (twice a year), provincial Registered Nurse (RN) Licensure, as well as participant-to-Instructor ratios on an ad-hoc basis.
- Oversees the suspension/revocation process (see **Appendix J: Suspension/Revocation of ENPC/TNCC Instructor Status**).
- Develops and reviews Terms of Reference of ICAC.
- Acts, as requested by ENA, to review/recommend/write course content on a periodic basis.
- Upon request by a Course Director, ICAC will assist in locating Instructors willing and able to assist with a course in which Instructors are required to run the course.
- Reviews and updates the Administration/Resource manual as needed.
- Responds to any identified provincial/territory issues.
- To ensure all requirements of designated courses are abided by.
- The overarching premise of this Committee is to assist in upholding the goals of ENPC and TNCC as established by ENA.

Qualifications

- Must have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must maintain current NENA membership.
- All ICAC members will be an Instructor-Trainer (IT) in either ENPC or TNCC or have ability to obtain as soon as feasible within term.
- Current emergency nursing experience in any one of the following areas of practice is required: clinical, education, administration, or research.

Appointment Procedure: Committee Members

- There will be a minimum of 4 members including a chairperson.
- There shall be at least one member that is an ENPC-IT and one member that is a TNCC-IT.
- The members of the ICAC committee are appointed by the NENA Board of Directors as recommended by the Director of Education.
- Committee representation shall have at least one member representing each of the following regions: West (BC, AB, SK, MB); Central (ON); East (NS, NB, PE, NL); Independent (Yukon, NWT, NUN, QC).
- Committee representation shall have preference over demographics and alternates shall be considered from other regions if suitable candidates are not found for vacant committee positions.
- A minimum of one member shall be fluent at communicating in both official languages (English and French).
- Submitted applications will be screened using ICAC Qualification Criteria (**see Appendix A: International Course Administration Committee (ICAC) Qualification Criteria**).
- Recommendations for final appointments to ICAC will be forwarded to the NENA Board of Directors by the Director of Education.
- Appointment of ICAC Committee Members will be for a three-year (3) term with a reappointment option of one term. All other extensions of appointments shall be at the discretion of the Director of Education and NENA Board of Directors.

Appointment Procedure: Chairperson

- Must be a current ICAC member.
- Must have attended at least two ICAC meetings.
- Will not be a current member of the NENA Board of Directors.
- Eligible candidates must submit a current CV and a Letter of Intent and Commitment to the outgoing ICAC Chair for submission to the Director of Education for appointment consideration.
- The Director of Education as approved by NENA Board of Directors will appoint the ICAC Chairperson.
- Appointment as ICAC Chairperson will be for a three-year (3) term with a reappointment option of one term.
- Should there be no candidates for the vacant Chair position, special considerations shall be mutually agreed to between the ICAC and NENA Board of Directors and the Director of Education.

Quorum

- A quorum will be **fifty percent (50%) plus one**.

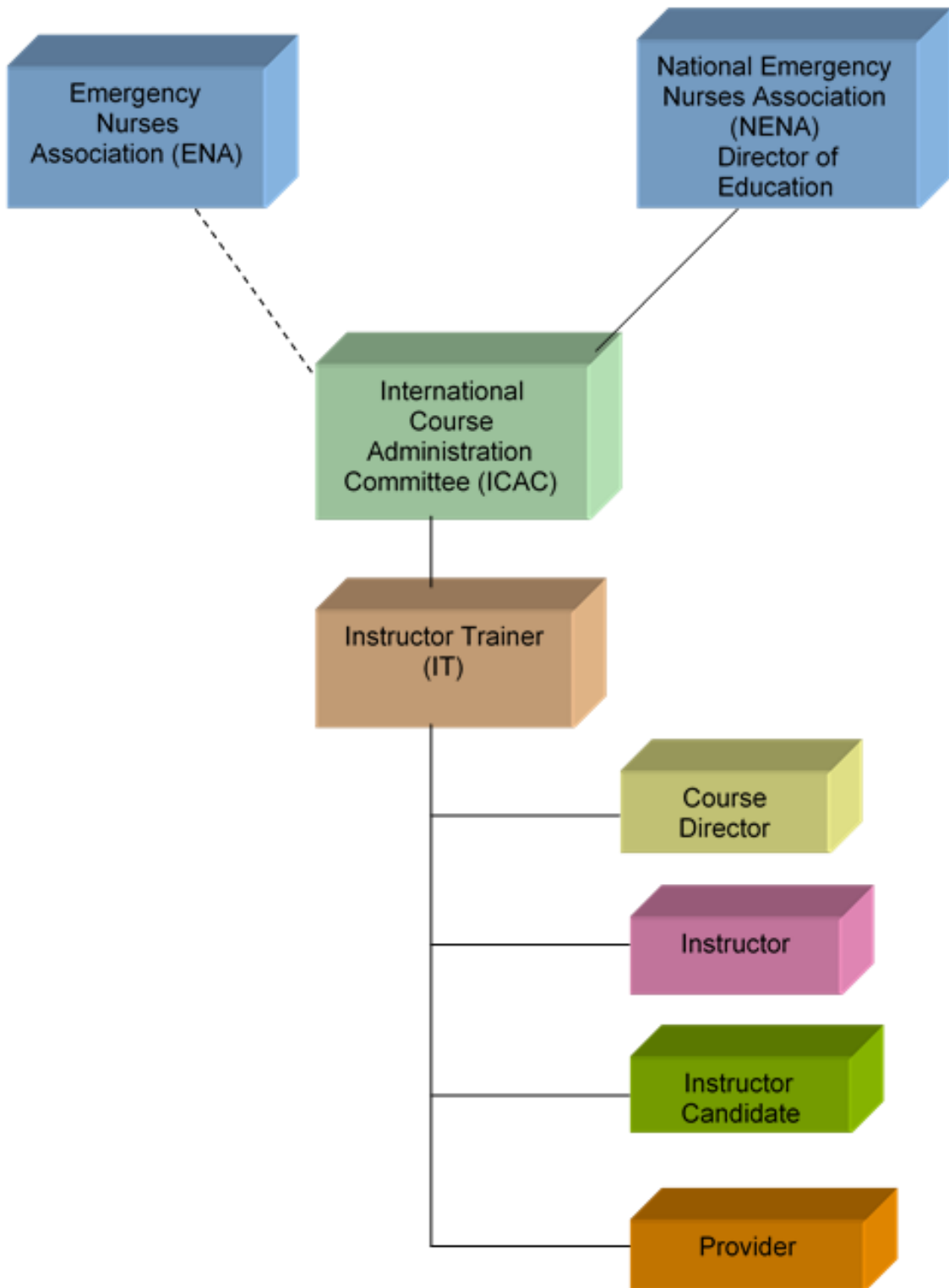
Meetings

- Face-to-Face meetings will be held at least once per year. Additional meetings will be with special permission of the NENA Board of Directors.

Expenses

- NENA will pay expenses to Committee Members as per current NENA expense policy including per diem and working lunches.

International Course Administration Committee - Flow Chart



COURSE ORGANIZATIONAL STRUCTURE: Roles, Requirements and Responsibilities

Course Organization

- Authorization for ENPC and TNCC Provider and Instructor Courses is obtained through ENA Course Management prior to offering a course by registering the course via ENPC/TNCC Course Management Portal.
- NENA Finance Administrator maintains records of ENPC/TNCC Courses and related NENA indirect fees.
- NENA/ICAC maintains a database of Instructors in collaboration with ENA.
- Individuals who have concerns regarding courses and/or procedures within a province/territory are encouraged to first contact the ICAC regional representative by emailing courses@nena.ca.

Responsibilities All Roles

- Must have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must maintain current NENA Membership.
- Present ENPC/TNCC content according to the current edition and in accordance with the NENA and ENA Administrative Procedures.
- Uphold ENA's intellectual property rights to the ENPC/TNCC and course materials, translation, rules, policies, and procedures.
- Maintain a professional and supportive learning environment.
- Maintain the security of course materials.
- Report Instructor, Director and Instructor Trainer deficiencies or failure to adhere to these Administrative Procedures to your regional ICAC representative at courses@nena.ca.
- All Course Directors and Instructors must have their own personal copy of current edition course manual, and are responsible for staying current of all updates, amendments, additions, and clarifications to materials as released by ENA via ENA Connect ENPC/TNCC Course Director or Instructor Digest forums.
- All Course Directors and Instructors are responsible for ensuring that they are in compliance with update processes of any new editions of courses in a timely manner in order to continue teaching and/or course directing.

All Course Directors, Instructors and Instructor Candidates shall complete the annual Disclosure of Financial Relationships Form online via the ENA portal. Failure to do so results in the inability to teach until completed

*Failure to strictly comply with the Administrative Procedures may result in the **immediate termination, suspension, or permanent revocation** of an individual's Instructor Status (thereby resulting in the loss of such individual's opportunity to present, teach, lead, or otherwise be involved with the administration, dissemination, or teaching of an ENA Course).*

Course Instructors

A: Role & Responsibilities

- Teach assigned components of ENPC/TNCC using current edition, up-to-date course material, and in accordance with the NENA and ENA Administrative Procedures.

B: Course Instructor Requirements

- Have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must maintain current NENA membership.
- Must have completed an ENPC or TNCC Instructor Course and monitoring.

Process of becoming a Course Instructor:

A: Be identified as a Potential Instructor:

- The Course Director and Instructor(s) review RN participants' performances to determine which participants meet the guidelines for Instructor Potential (IP). It is recommended that the Provider be considered as a potential instructor if they have the following:
 - Have demonstrated an increased level of engagement, participation, and expertise in the course content.
 - **Achievement of at least 90%** on the Provider Multiple-Choice Examination.
 - **Achievement of at least 90%** of total points in the Evaluation Skill Station for ENPC/TNCC. If the participant does not score at least 90%, they may still be considered if other indicators of strong Instructor Potential are recognized.
 - Recommendation by more than one Instructor (unless there is only one Instructor).
- Instructor Potential status must be formalized by the Course Director upon successful completion of the Multiple-Choice Online Exam in the ENA Course Portal within 30 days of course completion. The Course Director should provide the IP with a copy of the Instructor Potential Recommendation and Checklist found on the ENA Portal under Course Director Resources.
- The IP must submit a copy of this form to the Instructor Course Instructor Trainer when applying for the Instructor Course.

B. Instructor Potential Eligibility Requirements:

- Must have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must be a NENA member.
- Current Provider status for the appropriate course.
- Must have an Instructor Potential Recommendation and Checklist Form, received from the ENPC/TNCC Provider Course Director.

The following additional criteria are recommended:

- At least 2 years of experience in trauma or pediatric nursing as applicable.
- Teaching experience.

C. Apply and Qualify to Attend an Instructor Course:

1. Apply to attend an Instructor Course and submit completed Instructor Potential Recommendation and Checklist form to the Instructor Trainer (IT). ENA will approve potential instructors requesting an Instructor Course and will determine any pre-course competency validation requirements.
 2. Instructor Potentials must pretest to revalidate their competency as an ENPC/TNCC Provider within 90 days prior to the Instructor Course. This includes:
 - Achieving at least 90% on the Provider Online Examination (2 attempts).
 - Achieving at least 90% of the total points on the Provider Psychomotor Skill Testing Station.
-
- The only exception to the above pre-course testing/competency validation requirement is for an Instructor Course participant who has taken the same edition of the Provider Course within 90 days of the Instructor Course, received IP status from the Course Director, and scored at the IP level (i.e., 90% or better on the online examination and 90% or better on the Psychomotor Skill Testing Station) on the first attempt. Any Instructor Course participant meeting those specific requirements does not need to be pretested.
 - Note that a potential instructor who has taken the Provider Course within 90 days of the Instructor Course and received IP status from the Course Director, but did not score at the IP level, must successfully demonstrate the Instructor Course pre-course testing/competency validation on both the Online Examination and the Psychomotor Skill Testing Station.

Note: *That any participant in an Instructor Course whose Provider Status is from an earlier edition of the course MUST observe an entire revised course PRIOR to taking the Instructor Course for the current edition. They MUST also successfully pretest prior to the Instructor Course whether or not their Provider Course was within ninety (90) days of the Instructor Course.*

- All Instructor Course participants who have taken the Provider Course more than 90 days prior to the Instructor Course must retest regardless of their scores.
- All pre-course testing/competency validation must be done by the Course Director of the Instructor Course or his or her designee.
- All pre-course testing/competency validation must be done within ninety (90) calendar days of the start of the Instructor Course.
- Providers with instructor potential who are unsuccessful in the pre-course competency validation may not attend the Instructor Course. This must be reflected in the ENPC/TNCC Course Management Portal and the IT should keep all paperwork for a period of 7 years. ENA Course Management will not charge the Instructor Course indirect fee.
- The IP may attempt to pretest for another Instructor Course after ninety (90) days.
- Once IPs are approved to attend an Instructor Course by ENA, they will receive access to the Instructor Course Online Modules. These modules must be complete prior to attending the Instructor Course.

Options in the Event of Unsuccessful Pre-course Testing/Competency Validation

- If the Provider with instructor potential scores too low (less than 90%) on the Online Exam to continue in the Instructor Course but high enough to renew Provider Status (between 80% and 88%), then:
 - The Provider will have the option to receive a new provider card as a challenger by also passing the Psychomotor Skills Testing.
 - Course Directors must contact Course Management and payment of indirect fees for the Provider Course for these participants must be made.
- The IP may attempt to pretest for another Instructor Course after ninety (90) days.

Achieving Instructor Status

1. Receive IP recommendation from the Course Director of the Provider Course. The Course Director should provide the IP with a copy of the Instructor Potential Recommendation and Checklist found in the ENPC/TNCC Course Management Portal.
2. Apply for and be accepted into an Instructor Course.
3. Complete the on-line Instructor Course Modules prior to attending the Instructor Course
4. Attend the Instructor Course:
 - Each IP will demonstrate their ability to present a lecture, lead a group discussion, teach, and evaluate a Psychomotor Skills Station.
 - Upon completion of Instructor Course – the IP becomes an Instructor Candidate (IC) and must be monitored teaching a Provider Course within 12 months of the Instructor Course.
5. Monitoring of the Instructor Candidate:
 - Monitoring must be completed in a Provider Course and is done by the Instructor-Trainer (IT).
 - If the IT is unable to do so, they will designate (at their discretion) another qualified ENPC/TNCC Instructor to perform the function. The IT must email ICAC (courses@nena.ca) with the name of the Instructor that has been delegated to monitor the Instructor Candidate (**Appendix I: Designee Appointment for Instructor Candidate Monitoring**).
 - The Monitor may not evaluate more than two ICs in a single Provider Course.
 - The Monitor may not evaluate more than one IC at a time during the Psychomotor Skill Teaching Station or the Psychomotor Skill Testing Station.
 - For TNCC, the IC will be required to evaluate participants during the Trauma Nursing Process Skill Station. For ENPC, the IC will be required to evaluate participants during the Management of the Ill or Injured Pediatric Patient skill station.
 - An IC may be monitored up to three times and is encouraged to use these Monitored Sessions to gain comfort and expertise in the teaching process. The IC may request a different monitor for the second and third sessions. If the IC is not deemed ready to teach independently after three monitoring attempts, the IC may retake the Instructor Course if his/her Provider Status is still current.
 - ENA Course Management will change the IC's status to Instructor in the ENPC/TNCC Course Management Portal when all IC requirements have been met and appropriate forms and documentation have been submitted to ENA at ENAU@ENA.org.

Achievement of Instructor Status between Course Revisions

- **If a course revision occurs before the Instructor Potential can take an Instructor Course**, the IP must observe an entire revised course PRIOR to taking the Instructor Course for the current edition.
 - They must also successfully pretest prior to the Instructor Course whether or not their Provider Course was within ninety (90) days of the Instructor Course.
- If there is a course revision during the twelve (12) months after the Instructor Course, the IC must complete monitored teaching of the previous edition prior to completing the Instructor Update for the new edition.
 - If this is not possible, the IC must observe a current edition course and complete the Instructor Update prior to being monitored in the revised edition.
 - This needs to occur within twelve (12) months of the Instructor Course.

Continuing Nursing Education Contact Hours for the Instructor Courses:

- ENA is accredited as a provider of continuing nursing education by the **American Nurses Credentialing Center's Commission on Accreditation (ANCC)**. Participants receive a Certificate of Attendance with the appropriate number of contact hours awarded after attending the entire course and completing a Course Evaluation. Participants must attend the entire course to receive the contact hours. Contact hours may NOT be prorated. If a participant misses any portion of the course, it is up to the Course Director's discretion as to how the missed time may be made up or whether the participant should attend an upcoming course.

Maintenance of Instructor Status:

- Have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must maintain current NENA membership.
- Instructors remain verified as Instructors and Providers by facilitating/teaching both large group discussion and skill station elements in at least one Provider Course every 24 months.
- Instructors must monitor the dates of their last course taught to maintain eligibility to teach. These dates will be listed in their profile on www.ena.org. If there are questions regarding an Instructor's eligibility, ENA Course Operations may be contacted for clarification of status.
- ENPC/TNCC Instructors' Provider status will expire simultaneously with their Instructor status unless they have a valid Provider card.
- Instructors must maintain a composite Instructor Evaluation score of 3.0 or higher. This score is a compilation of participant evaluation scores from the courses submitted to ENA Course Management.
- All Course Directors, Instructors and Instructor Candidates shall complete the annual Disclosure of Financial Relationships form on the ENA portal. Failure to do so results in the inability to teach until completed.

Updating Instructor Status - Course Revisions:

- When there is a new edition of the Provider Course, all Instructors must successfully complete all components of ENA's update requirements to retain Instructor status. New Instructor Cards will not be issued, but Instructors' files will be updated in ENA's database.

Failure to Maintain Instructor Status:

- An Instructor who has not taught a Provider Course for 24 full months must be re-monitored by an IT to regain Instructor Status before their Provider Status expires. The re-monitoring process is the same as for the monitoring of an IC and must be completed in a Provider Course.
- The Course Director must submit an Instructor Candidate/ Instructor Evaluation form to document the re-monitoring process.
- The Instructor being re-monitored is not counted in the Instructor-to-participant ratio.
- If the Instructor's Provider status has expired, they must retake the Provider Course, retake the Instructor Course, and be successfully monitored as an IC to regain Instructor Status.

*Failure to strictly comply with Administrative Procedures may result in the **immediate termination, suspension, or permanent revocation** of an individual's Instructor Status (thereby resulting in the loss of such individual's opportunity to present, teach, lead, or otherwise be involved with the administration, dissemination, or teaching of an ENA Course).*

Course Directors

A: Roles & Responsibilities

- Responsible for overseeing and coordinating all aspects of the ENPC and TNCC Courses. ***All the required components of the course must be taught.***
- Ensure course integrity by conducting ENPC/TNCC and other NENA endorsed courses in a professional manner in accordance with the Administrative Procedures in the **Canadian Course Administration and Resource Manual (For ENPC and TNCC)**.
- **Adhere to copyright laws in regard to all ENPC/TNCC products.** ENA is the sole and exclusive owner of all rights, titles, interests, and all ancillary rights to any and all materials and information pertaining to ENPC/TNCC including official translations (including without limitation, copyrights, trademark rights, patent rights, and trade secret rights).
- It is recommended to retain a copy of the final skill station evaluation sheets for participants who were unsuccessful for a period of six (6) years.
- It is the expectation that the Course Director maintains confidentiality of the participant's personal information and results of exams and skill testing stations with this exception:
 - Participation in the course is a direct requirement of employment and the participant's attendance and/or course fees have been paid for by their employer.
- **Complete course registrations, submit course fees, and appropriate post-course documents to ENA via the ENPC/TNCC Course Management Portal and to NENA within specified time frames (see Appendix B: Provide Course Organization Checklist and Appendix C: Instructor Course Organization Checklist).**
- Maintain the security of Trauma Nursing Process (TNP) and Pediatric Nursing Process (PNP) testing scenarios.
- **Must be present and maintain immediate availability** during the **entire course**. Assists with problems, ensures current materials are used, maintains course integrity, and ensures course objectives are being met.
- Advise and support new Instructors/Instructor Candidates by providing constructive feedback.
- Notify ICAC regional representative of persistent course or Instructor concerns related to delivery and conformation with course content or performance.
- It is ***strongly*** encouraged that Course Directors promote NENA membership at each course. Promotional Material available from NENA (promotions@nena.ca).
- ***If a course is cancelled or postponed update the ENPC/TNCC Course Management Portal and notify NENA (financeadmin@nena.ca) by email.***
- Course Directors **MUST** ensure all course Instructors are NENA members. If they require assistance, they can contact their regional ICAC representative or email: courses@nena.ca.
- Course Directors or Instructors who wish to teach outside Canada must seek permission from ENA.
- Course Directors are to use Instructors in the province or territory where the course is held unless permission is received from ICAC.
 - In order for Course Directors and Instructors in each province to remain current and meet the required teaching and course directing frequency for ENA, it is required that a Course Director in Canada seek permission from ICAC (courses@nena.ca) if they wish to CD/teach in another province or territory in Canada.

- The ICAC representative for that province or territory will contact a Course Director from the province or territory where the request came from to determine if there is another provincial CD or Instructor to assist with the course in question.
- Any payment from NENA will go to the province or territory where the course was delivered.
- Canadian Instructors are to be offered the opportunity to teach before any International Instructors.

Note:

Course Directors may serve as Director only, or as both Director and Instructor. Prior to defining their role, Course Directors should consider potential late schedule changes, Instructor cancellations and Instructor Candidate monitoring.

B: Eligibility Requirements

- Have a current practicing and unencumbered RN or Nurse Practitioner license in Canada.
- Must maintain current NENA membership.
- Must have current ENPC or TNCC provider and Instructor Status.
- Must have taught at least one (1) Provider Course in the current course edition. It is strongly recommended that the Instructor teach in a minimum of two (2) Provider Courses prior to being mentored as a Course Director.

C: Process to Achieve Course Director Status

- The potential Course Director must be mentored in at least one (1) Provider Course prior to holding a course independently.
- The mentor must be a current ENPC or TNCC Course Director.
- Both the mentoring Course Director and the potential Course Director must be physically present for the entire Provider Course.
- The Course Director mentoring agreement form must be signed by the mentor and the mentee and submitted to ENA.
- Ongoing communication with the mentoring Course Director is recommended when acting as a novice Course Director
- A Course Director who has completed mentorship for one course (e.g. TNCC) may act as Course Director for the other course (e.g. ENPC) provided he or she has current Instructor Status for the other course. The Instructor must email ENA at ENAU@ENA.org to request access to the appropriate Course Director Library.

D: Maintenance of Course Director Status

- Must maintain current NENA membership.
- Course Directors remain verified as Instructors and Providers by facilitating/teaching both large group discussion and skill station elements in at least one Provider Course every 24 months (subject to audit by ICAC) while maintaining an average Instructor evaluation score of 3.5 or greater

- Course Directors must monitor the dates of their last course taught to maintain eligibility to teach. These dates will be listed in their profile on www.ena.org. If there are questions regarding a Course Director's eligibility, ENA Course Management may be contacted for clarification of status.
- When there is a new edition of the Provider all Course Directors must successfully complete all components of ENA's update requirements to retain Course Director, Instructor, and Provider Status.

*Failure to strictly comply with the Administrative Procedures may result in the **immediate termination, suspension, or permanent revocation** of an individual's Instructor Status (thereby resulting in the loss of such individual's opportunity to present, teach, lead, or otherwise be involved with the administration, dissemination, or teaching of an ENA Course).*

Instructor - Trainers (IT)

Instructor Trainer/Faculty: These two terms can be used interchangeably; ENA refers to Faculty whereas NENA refers to Instructor Trainer.

A. Role:

- Teach and /or direct ENPC and/or TNCC Instructor Courses.

B. Eligibility Requirement:

- Maintain current NENA membership.
- **Must** have current ENPC/TNCC Provider, Instructor and Course Director Status.
- **Must** have taught at least four (4) Provider Courses in the past four years (ENPC or TNCC).
- **Must** have served as Course Director in at least two (2) courses in the past four (4) years.
- **Must** have cumulative Instructor evaluation scores of 3.5 or higher in the past year.
- Process to become an Instructor-Trainer (IT):
 - Instructors who meet the IT eligibility requirements and wish to become an Instructor-Trainer must submit a letter of intent to the ICAC Committee Chairperson and the NENA Director of Education (email: courses@nena.ca). The applicant must be given an opportunity to:
 - Actively participate as first time Instructor Trainer in teaching all aspects of an Instructor Course with a current Instructor Trainer present for the entire course. If one is not scheduled currently, Instructor Trainer applicants may seek a course outside of their home province.
 - Once these steps have been successfully completed, the applicant will be granted I-T status.

Bridging Process between ENPC and/or TNCC Instructor Trainer:

- Instructor Trainer bridging is the process whereby an IT in one course program can become an IT in the other course program by meeting Eligibility Criteria and completing course and teaching requirements. ENPC IT must meet Eligibility Criteria to bridge to TNCC IT and likewise, TNCC IT must meet Eligibility Criteria to bridge to ENPC IT.
- Current ENPC or TNCC ITs for one course (ENPC or TNCC) who meet the eligibility for IT in the other course need to submit a letter of intent to the ICAC (courses@nena.ca) and to ENA (enau@ena.org) to become IT for the other course. This letter must identify a mentor or request a mentor for the bridging IT's first Instructor Course. The mentor does NOT need to be present for the course.

Maintenance of Instructor Trainer Status:

- Must maintain current NENA membership.
- Instructor Trainers must maintain their Instructor Status which means they must participate as an Instructor in at least one Provider Course every 24 months.
- Instructor Trainers must participate in at least one (1) Instructor Course every 48 months.
- Instructor Trainers must monitor the dates of their last course taught to maintain eligibility to teach. These dates will be listed in their profile on www.ena.org. If there are questions regarding an IT's eligibility, ENA Course Management may be contacted for clarification of status.
- When there is a new edition of the Provider or Instructor Course, all ITs must successfully complete ENA's update requirements to retain Course Director, Instructor, and Provider Status.

*Failure to strictly comply with the Administrative Procedures may result in the **immediate termination, suspension, or permanent revocation** of an individual's Instructor Status (thereby resulting in the loss of such individual's opportunity to present, teach, lead, or otherwise be involved with the administration, dissemination, or teaching of an ENA Course).*

SETTING UP COURSES

Marketing:

- It is important to market TNCC/ ENPC and any other NENA endorsed courses well in advance in order to ensure timely identification of course participants. Any marketing materials should clearly identify required course registration dates and deadlines. A clearly identified cancellation policy is also required. It is recommended where possible that fees reflect a price for NENA members that is reduced from that of non-NENA members. This is to support and encourage membership to NENA; therefore, it is suggested that the price reduction reflect the cost of membership in the province in which the course is occurring.

Where there may be an exception is where courses are funded through hospitals or health regions and the course fees are based solely on course cost recovery.

- The marketing materials must clearly state that non-RN licensed health care providers (HCPs) (i.e. LPN, paramedics, RTs etc.) can participate in courses and practice skill stations. Non-RN HCPs cannot be granted Verification/Provider Status but can receive education credits. Non-RN HCPs may participate in all components of the course, including Skills Station Testing and the online exam; however they cannot be granted Verification/Provider Status. They will receive education credits.
- ENA is the sole and exclusive owner of all rights, titles, interests, and all ancillary rights to any and all materials and information pertaining to ENPC/TNCC including official translations (including without limitation, copyrights, trademark rights, patent rights, and trade secret rights).

Co-Sponsorship:

- ENPC/TNCC and other-NENA endorsed courses may be presented in conjunction with other organizations including health care facilities, academic institutions, governmental agencies, and product companies. Co-sponsors may provide a source of financial support, equipment, or instructors (certified ENPC/TNCC for those courses) to assist in presenting the course. A co-sponsor may not alter the course content. Any financial relationships must be declared as part of the Disclosure of Financial Relationships process on the ENA portal.

Manuals and Security of Course Material:

- Manuals are to only be given to course participants and should be given to them at least one month in advance. All participants must have their own manual (current edition) to use during the course. No sharing of manuals permitted during the course. The manual must be kept by the participant to use as a reference after the course (i.e. NO librarying of manuals allowed). Bulk ordering of manuals is permitted. The dissemination of manuals is the responsibility of the Course Director. In the event of late registrants, it is recommended the Course Director ask the participant to sign the late book acknowledgement form found on the ENA portal; late admittance to a course is at the discretion of the Course Director. This form is recommended to protect the Course Director from allegations of inadequate opportunity to prepare for the course should the participant not be successful.
- All course materials are ENA's valuable intellectual property that must be protected and may be used only within ENPC and TNCC.
- Course Directors and Instructors are strictly prohibited from using ENA's course materials for any other teaching or training purpose.
- Violations are considered a breach of permissible use. In the event of such a breach, Course Director and/or Instructor Status may be revoked.

- Breaches in the security of the course and test material are to be reported immediately upon discovery to ENA Course Management and to ICAC.
- Course Directors are encouraged to discuss the available course material with the Course Instructors to ensure the Instructors are familiar with the content.
- Instructors are responsible for maintaining security of all testing materials, either on paper or in any digital format.
- Psychomotor Skill Testing scenarios used with a high-fidelity simulation manikin must either be removed from the computer after use or be password protected to prevent unauthorized access.

Course Fees:

- When organizing a course, the fee structure for ENPC/TNCC courses should include the cost of the manual, fees to ENA and NENA as well as other costs associated with organizing a course (see **Appendix D: Course Fees**).
- **Manuals are ordered through eCourseOps.** Course Directors are encouraged to order manuals **at least** eight (8) weeks in advance of the course in order to ensure that participants have sufficient time to read the manual prior to the course.
(*Note:* Once manuals are shipped to the Course Director or designee, they are the responsibility of the Course Director and cannot be returned to the ENA Office for a refund or credit.)
- **Fees must be paid within 30 days of course end to ENA and NENA. Course Directors with delinquent accounts are subject to suspension of their Course Director status. If a Course Director's status is suspended and the Director's accounts are not current, his or her instructor status will be suspended as well. If there is no resolution regarding payment of fees, the course director may be permanently removed by the NENA Board of Directors from the Canadian roster of instructors (Appendix J: Suspension/Revocation of ENPC/TNCC Instructor Status).**
- Fees must be paid for both RN and non-RN HCP participants. Fees must also be sent for any course participant even if they do not complete the course

NOTE: Fees must be paid to ENA and NENA even if a participant is unsuccessful in the course.

- Fees can be paid electronically or by cheque to both ENA and NENA.
- If paying electronically to ENA, view the invoice and pay by credit card on the eCourseOps portal. If paying by check, the Course Director must download the invoice generated by ENA from the eCourseOps portal and may pay it by check or money order in US funds.
- If paying NENA fees electronically they can be e-transferred to NENA Finance Administrator by using financeadmin@nena.ca; the Course Director must send the Finance Administrator a separate email which includes the established question and password for the e-transfer, which must be accompanied by NENA payment form (Form C) as an attachment.
- If you require an invoice for NENA indirect fee please email financeadmin@nena.ca.

PROVIDER COURSES

- Course Directors should check the Course Director section at www.ena.org for any changes and updates to course materials.
- Course Directors and Instructors should subscribe to receive ENA Connect Email for all roles in which they serve and courses they teach which is accomplished through the ENA portal. Ensure email addresses with NENA and ENA are current in order to receive updates from ICAC.

Course Authorization:

- Provider Courses **must** be conducted within the guidelines described in these Administrative Procedures.
- It is recommended that applications be submitted to ENA via the ENPC/TNCC Course Management Portal **at least** eight (8) weeks prior to the course date.
- If using computerized simulation please refer to **Appendix F: Use of Computerized Patient Simulators** for ENA approval.
- The course number will be provided by ENA and shall NOT be altered in any manner.

Course Content and Format:

- Videoconferencing is an acceptable method for teaching ENPC/TNCC courses. In order to make this method of delivery a quality service, the guidelines outlined must be followed (see **Appendix G: Guidelines for Videoconferencing of ENPC/TNCC**).
- Provider Courses are designed as minimum 1.5 days in length.
- Alternate scheduling formats may be implemented at the discretion of the Course Director provided that the minimum 1.5-day time allotment for required core didactic and psychomotor skills are presented.
- The length of the course may be increased at the Course Director's discretion should there be a need to adjust for needs of the learner demographics or should the Course Director need to expand content related to local/regional processes and policies or knowledge deficits.
- The length of the course may also be increased should the participant-to-Instructor ratio need to be increased.
- No pictures, images, or video may be added to the slides. ENA obtains permission to use any and all images within each course, some of which require payment. The complete course content belongs to ENA, and therefore ENA becomes liable for any unauthorized addition to course content.
- The Instructor or Course Director may discuss, demonstrate, and/or disseminate material that is in-keeping with Provincial Nursing Standards of Practice as well as Institutional/Provincial Policies and/or Practice Guidelines. It must be clearly stated that this is not part of ENPC/TNCC but rather an adaptation.

Participant-to-Instructor Ratio:

- It is recommended that the participant-to-Instructor ratio for **Psychomotor Skill Stations be 4:1**.
- The **maximum participant-to-Instructor ratio may not exceed 6:1**. If the ratio is extended from 4:1 to 6:1, the skill station times must be lengthened to allow a minimum of 15 minutes per participant/station.

- Instructor Candidates are not included in the 4:1 or 6:1 ratio.

Allowable Number of Course Participants:

- There is no limit to the number of participants that may be in a course. However, the participant-to-instructor ratios must be maintained and adequate equipment must be available.
- If local and/or regional Instructors cannot be secured, it is inherent that the Course Director make all possible attempts to secure additional Instructors by reaching out to their ICAC Representative (courses@nena.ca) in order to see if Instructors from other provinces may be in a position to assist.
- All fees for travel/compensation for this Instructor must be budgeted by the Course Director; NENA or ICAC will not be responsible for this.
- If adequate Instructors cannot be secured then participant numbers must be limited to maintain 6:1 ratio.
- It is also recognized that there will be instances whereby a Course is planned and an Instructor must back out for personal or professional reasons that are unavoidable at a late date.
- If a replacement Instructor cannot be located locally, regionally or by the above described process, an email **must be** sent to Course Operations at ENA (CourseOps@ena.org) and to NENA at (courses@nena.ca) to explain the occurrence and efforts to mitigate a shortage of Instructors for a course. Course times will need to be extended as appropriate.

Participant Requirements:

- **Registered Nurses** are the only health care providers eligible for ENPC/TNCC Provider verification.
 - Nurses in a variety of clinical areas would benefit from and should be encouraged to take ENPC/TNCC.
 - Regardless of clinical background, all participants are expected to thoroughly read the ENPC/TNCC Provider Manual prior to the start of the course.
 - Both ENPC and TNCC Courses have required pre-course modules that participants must be registered for and complete prior to the beginning of the course. The Course Director should include directions on accessing the pre-course modules to participants within their welcome letter/email. Participants will have access to these online modules for the duration of their ENPC/TNCC verification period (i.e. 4 years).
- **Non-RN Health Care Providers** (LPNs, paramedics, RTs) can participate in all portions of the course.

Provider Course Testing Requirements:

To achieve Provider Status (RNs only), the participant must complete the following requirements:

- Completion of online pre-course modules (This does not apply to the Challenger RN).
- Attend in-person course in its entirety.
- Successful completion of Psychomotor Testing.
- Successfully complete multiple-choice exam within 7-days of course completion.

Psychomotor Skill Station Evaluation:

- The Psychomotor Skill Stations are graded based on objective data that are tallied on the skills evaluation sheet.
- To successfully pass the Psychomotor Skill Station, all critical criteria and at **least 70% of the total points** identified on the evaluation sheet must be demonstrated.
- ***Double-starred criteria must be completed during the primary assessment and sequentially. Single-starred criteria must be done before completing the station.***
- ***The Course Director is to record the percentage points in the ENPC/TNCC Course Management Portal upon completion of the station.***
- The Psychomotor Skill exam area must be private and each Participant must be tested separately.
- Remind the participants not to share any information regarding their Psychomotor Skill Testing scenario with other participants (including those who have already completed the testing).
- The participant may only take in a blank piece of paper and pen/pencil into the Psychomotor Skill Station. If the paper was written on by the participant during testing, it may not leave the testing area and should be disposed of by the Instructor.
- During the Course and the Practice Skill Stations, Instructors are encouraged to coach and guide participants. **However**, during the Psychomotor Skills Testing, Instructors may not coach, direct, prompt or guide participants during the testing. The Instructor may provide additional information listed in the scenario to guide the case progression and respond to the participants' questions related to the scenario, for example asking for vital signs to be repeated.
- If a participant fails the Psychomotor Skill Testing, the Course Director will facilitate an opportunity to review and remediate the missed steps or content to ensure the participant understands the tested content and process.
- The participant who does not successfully pass one (1) of the Psychomotor Skill Testing Stations may be re-evaluated once using an alternate testing scenario.
- The participant may request a different Instructor where possible to conduct re-evaluation.
- The Instructor may elect to have a second Instructor present for re-testing where the participant may challenge the Instructor.
- If the participant does not achieve a passing score on the Psychomotor Skill Testing on two (2) attempts, he or she will not be issued a link to complete the multiple-choice exam and therefore will not receive ENPC/TNCC Provider Status. They will receive the contact hours. He/she will be required to retake or challenge the ENPC or TNCC Course.

Multiple-Choice Online Examination:

- The Course Director is responsible for marking attendance of the participant in the ENA ENPC/TNCC Course Management portal during day two (2) of the course.
- The Course Director is responsible for entering the Psychomotor Skills Station scores upon completion of the course. The student will access the online examination by logging into their ENAU account and completing the online evaluation.
- Once the student successfully passes the Psychomotor Skills Station, they have seven (7) days to complete the exam. The exam must be taken independently. No group testing or coaching is permitted.
- The exam consists of fifty (50) multiple-choice items. Some exams may include 5 items that are being pre-tested for use on future exams. These items will not be scored. An additional thirty (30) minutes will be added to the time limit if pre-test items are included.
- Students have two (2) attempts to complete the exam.
- The participant can reference the current provider manual during the exam.

- After successful completion of the exam with a passing score of 80% or higher and completion of a Course Evaluation, the participant is verified as a Provider. The Provider will have online access to the Contact Hour Certificate and the Verification Card.
- Providers will not be able to retest for a higher score if they passed on the first attempt.
- If the participant is unsuccessful on their first attempt, they will have one (1) opportunity to retake the examination within the same seven (7) day exam window.
- If the participant is unsuccessful on retest, he/she will be required to retake or challenge the ENPC or TNCC course.

Verification Card:

- After successful completion of the online exam and submitting the Online Course Evaluation, participants will have access to a Verification Card that can be downloaded, saved or printed as required.
- Expiration of Verification will occur four (4) years from the last day of the month in which the course was completed.
- The card can be reprinted or downloaded at a later date by the participant by accessing ENA Course Portal.

INSTRUCTOR COURSES

Instructor Course Authorization:

- Instructor Courses must be conducted within the guidelines described in these Administrative Procedures.
- It is recommended that the course is created on ENPC/TNCC Course Management Portal at least 30 days prior to the course date.
- The Course Director of the Instructor Course invites Instructor Potentials (IP) to attend the course by registering them in the ENAs ENPC/TNCC Course Management Portal. ENA will determine if the IP meets the criteria to attend the Instructor Course and will verify any requirements to revalidate their competency as an ENPC/TNCC provider prior to attending.

Instructor Course Format:

- The Instructor Path Online Modules are designed to prepare Providers with IP status to become Instructors. The Instructor Path Online Modules emphasize appropriate teaching strategies as well as correct evaluation methods.
- These modules must be completed prior to attending the Instructor Course.
- If competency revalidation is required, the online multiple-choice exam must be successfully completed with a minimum score of 90%.
- The Instructor Course is most commonly held in a one-day format.
- Additional time will be required for pre-course Psychomotor Skills Testing. This can be done the day of the Instructor Course or up to ninety (90) calendar days, prior to the course.

Course Materials:

- To prepare for the lecture Microteach exercise, the group discussion exercise, and the Psychomotor Skill Station teaching exercise, the Course Director must provide the IP with the relevant slides/scenarios from the Course Directors Only section of the website.
- The Instructor Course Guide is available through the Instructor Path Online Modules and in the Course Directors Only section of the website.
- On successful completion of the Instructor Course, the Instructor Potential achieves Instructor Candidate Status.
- Once the Instructor Candidate successfully completes his/her monitoring, he/she will receive access to the Course Instructors Only section of the website.
- The Course Instructors Only section of the website includes materials needed for teaching a Provider Course.
- The Instructor Trainer (IT) will demonstrate how to access the Canadian Course Administration and Resource manual (for ENPC and TNCC).

Instructor Course Participant-to-Instructor Trainer Ratio:

- A 4:1 Instructor Course participant-to-IT ratio is highly recommended. The maximum Instructor Course participant-to-IT ratio may not exceed 6:1
- Observers and first-time ITs (as defined in Instructor Trainer Status) are not included in the ratios.
- The ratio of first-time IT to Instructor Course participants in an Instructor Course is one (1) first-time IT to every two (2) attendees.

Allowable Number of Instructor Course Participants:

- There is no limit to the number of Instructor Course participants that may attend a course; however, the Instructor Course participant-to-IT ratios must be maintained and adequate equipment must be available.

QUALITY ASSURANCE

- In order to continue teaching ENPC/TNCC, Instructors must achieve a composite instructor evaluation score of 3.0 or higher. This score is a compilation of participant evaluation scores from the courses submitted to ENA Course Management. Course Directors may obtain the compilation reports of Instructor Evaluation scores for individual Instructors using the Course Directors Only section of the ENA website. Course Directors who identify an Instructor with a cumulative evaluation score less than 3.0 should develop an action plan to address the issue. This plan should be communicated to ICAC via e-mail (courses@nena.ca). ICAC will assist in the development of an action plan if a plan or re-monitoring schedule has not already been established. Within 60 days of this notification, ICAC must notify the ENA Office whether re-monitoring or an alternative action plan has been agreed upon.
- If the Instructor fails to comply with the action plan, he/she will be placed in the Suspension/Revocation process (see **Appendix J: Suspension/Revocation of ENPC/TNCC Instructor Status**). The Instructor will be immediately suspended from teaching, pending the outcome of the Suspension/Revocation process. The re-monitoring process is the same as for the monitoring of an Instructor Candidate. The Course Director must submit an Instructor Candidate/Instructor Evaluation form as documentation of the re-monitoring process. An Instructor can be **re-monitored a total of two (2) times**. The Instructor candidate may request a different monitor for the second time. If unsuccessful after two monitored sessions, the Instructor will no longer be able to teach ENPC/TNCC.

APPENDIX A: INTERNATIONAL COURSE ADMINISTRATION COMMITTEE (ICAC) QUALIFICATION CRITERIA

(*bolded documents are located in the Instructor Course folder)

Pre-Requisite:

- Instructor-Trainer status in either ENPC or TNCC
- Letter of support/endorsement from your Provincial Emergency Nursing organization.
- Cover letter indicating your rationale for becoming a member of ICAC.

Copy of current resume/CV highlighting the selection criteria items for ICAC and copies of relevant continuing education courses/certifications:

- TNCC Instructor
- ENPC Instructor
- ENPC and/or TNCC Instructor Trainer status
- Completion of BSN or BN
- NENA Committee involvement
- Provincial Emergency Nursing Organization involvement
- Currently practicing in an emergency environment
- NENA Member
- ENC (c)

APPENDIX B: PROVIDER COURSE ORGANIZATION CHECKLIST
(Suggested timeline - (*bolded documents are located in the Instructor Course folder))

3-4 MONTHS PRIOR TO COURSE

- Select and book course date and site.
- Create course in the ENPC/TNCC Course Management Portal.
- Marketing – Prepare and distribute brochures and registration forms.
- Book qualified Instructors
 - Select and book qualified Instructor. The participant to Instructor ratio is 4:1, with a maximum ratio of 6:1
- Ensure Instructors are NENA members and have completed their Disclosure of Financial Relationships form.
- Purchase manuals on eCourseOps platform or by contacting ENA course Ops as required.
- If required for verification of Instructor Candidates book an Instructor-Trainer or designate (see **Appendix I: Designee Appointment for Instructor Candidate Monitoring**).
- Make hotel and travel arrangements as necessary.
- Establish course budget and fees

2 MONTHS PRIOR TO COURSE

- Book A-V equipment and Skill Station equipment (Computer/laptop, Projection equipment, Speakers, Microphones etc.).
- Book models/manikins (see **Appendix F: Use of Computerized Patient Simulators in ENPC/TNCC Courses**).
- Book catering, if required.
- Prepare Participant pre-course letter.
- Add Participants to the course management portal.
- Distribute manuals, pre-course letter and Provider Pre-course Module Directions to Participants once payment is complete (if applicable).
- Assign group discussions and skill stations to Instructors.
- Prepare and print tentative course schedules and rotations for distribution to Instructors and Participants.

1 MONTH PRIOR TO COURSE

- Distribute schedule to Instructors and confirm availability.
- Ensure course registration completed by participants.

2 WEEKS TO 1 DAY PRIOR TO COURSE

- Consider Pre-Course meeting of Instructors. Ensure Instructors have current material to teach. Course Directors need to view and check for any updated materials in the Course Director section of www.ena.org.
- Verify participant registration for the Course and completion of pre-course modules on ENAU.
- Consider sending a reminder email to students that have not completed the modules.

1-2 DAYS PRIOR TO COURSE

- Examine facilities and ensure appropriate set up of rooms.
- Review equipment and supplies.
- Prepare files, course signs.
- Prepare name tags as required.
- Optional: Acquire refreshments if they are being supplied to participants.

DAYS OF COURSE

- Check lecture classroom to ensure correct set-up and availability of equipment.
- Verify availability of refreshments, as needed.
- Distribute materials to students (e.g. agendas, evaluation forms).
- Ensure adherence to time schedule.
- Mark participant attendance in ENPC/TNCC Course Management Portal.
- Check in with Instructors to identify any participants that they have concerns with.
- Collect expense forms from Instructors if required.

LAST DAY OF COURSE

- Assist with any re-testing of Psychomotor Testing Stations and/or make a plan for future remediation with student and ENA.
- All Psychomotor Skills Test scores need to be entered and course needs to be finalized in ENPC/TNCC Course Management Portal by 2359 on day two.
- Conduct post-course meeting with Instructors, review Participant Evaluations (QA scores) if applicable, review course effectiveness and identify Instructor Potentials from Course Participants.

POST COURSE

- Prepare receipts of payment as applicable (may be sent out at this time or the day of the course); ensure any invoices that are issued to Health Authorities are paid.
- If applicable: Distribution of Honorariums / Fees
 - Instructors/ Course Director
 - Models
 - Facility and Equipment rental
- Course fees must be paid to ENA and NENA within 30 days of course completion (see **Appendix D: Course Fees**)
- If applicable, Course materials can also be scanned and emailed to ENA Course Operations at courseops@ena.org (e.g. Course Director Mentoring Form, Instructor Candidate Monitoring Form)
- Send payment and Form C (**Appendix)** to NENA Finance administrator **within 30 days** (financeadmin@nena.ca)
- Payment may be made by e-transfer by contacting the NENA Finance Administrator to arrange (financeadmin@nena.ca).
- Complete **IP Recommendation Checklist*** and send to identified Instructor Potentials
- Keep a copy of Psychomotor Skill Station evaluation sheets for participants who were unsuccessful, for a period of six (6) years. It is strongly advised to copy or scan any materials sent to ENA in case they are lost in the mail.

APPENDIX C: INSTRUCTOR COURSE ORGANIZATION CHECKLIST **(Suggested timeline - (*bolded documents are located in the Instructor Course folder))**

3-4 MONTHS PRIOR TO COURSE

- Select and book course date and site.
- Reach out to Course Directors in your area to determine if there are IPs from any of their courses
- Book qualified ITs
 - Select and book qualified Instructor Trainers (ITs) if necessary. The Instructor Potential (IP) to IT ratio is 4:1, with a maximum ratio of 6:1
- Ensure ITs are NENA members and have completed their Disclosure of Financial Relationships form
- Establish course budget and fees
- Make hotel and travel arrangements as necessary

2 MONTHS PRIOR TO COURSE

- Create course in the ENPC/TNCC Course Management Portal at least 30 days in advance
- Book A-V equipment and Skill Station equipment, (Computer/laptop, Projection equipment, Speakers, Microphones etc.)
- Book models/manikins (see **Appendix F: Use of Computerized Patient Simulators in ENPC/TNCC Courses**).
- Book catering, if needed
- Register participants in the ENPC/TNCC Course management Portal using the information provided on the **IP Recommendation Checklist***
- Prepare and send participant pre-course letter and **Instructor Course Guide***
- eCourseOps will determine whether the IP needs to pretest. All IPs must pretest (both online multiple-choice exam and TNP/PNP skill station) if more than 90 days have lapsed since provider course.
- If pretesting is required, eCourseOps will provide access to the online Provider Course Exam. The exam will be assigned no sooner than 90 calendar days before the Instructor Course
- If IPs are unsuccessful, they will not be able to attend the Instructor Course
- Assign group discussions and skill stations to Instructor Potentials

1 MONTH PRIOR TO COURSE

- Confirm availability of Instructor Trainers
- Prepare and print Course Schedule and Rotations for distribution to IT(s) (when applicable) and participants
- Teaching assignment: One group discussion and one TNP or PNP teaching station per participant

*Check the Course Director section on the ENA website to use current Course Materials. All revisions to courses are posted in the Course Director section www.ena.org

2 WEEKS TO 1 DAY PRIOR TO COURSE

- Consider booking IT(s) pre-course meeting

1-2 DAYS PRIOR TO COURSE

- Examine facilities and ensure appropriate set up of rooms
- Review equipment and supplies
- Prepare files, course signs
- Prepare name tags as required
- Optional: Acquire refreshments if they are being supplied to participants
- Print **Peer Performance Critique*** (enough for each IP to critique all students) forms, course evaluation forms, **Contact Hours Certificates***, **Instructor Candidate Monitoring Form***

DAY OF COURSE

- Check classroom to ensure correct set-up and availability of equipment
- Verify availability of refreshments, as needed
- Distribute materials to participants (e.g. agendas, evaluation forms)
- Ensure adherence to time schedule
- Conduct the course as outlined in the **Instructor Course Guide*** and **Agenda***
- Provide each IP with enough **Peer Performance Critique*** forms for the entire class
- Collect the **Peer Performance Critique*** forms to aid completion of the **Instructor Candidate Performance Report***
- Provide each new Instructor Candidate with the following at the end of class:
 - **Peer Performance Critique*** forms
 - Completed **Instructor Candidate Performance Report***
- Discuss future Instructor monitoring requirement with Instructor Candidates
- Once the Instructor Course is completed, the IP must complete the online course evaluation. They will then be able to print their continuing education certificate

POST COURSE

- Prepare Receipts of payment as applicable (may be sent out at this time or the day of the course); ensure any invoices that are issued to Health Authorities are paid
- Note: No indirect fees are required to be submitted to NENA for Instructor Courses.
- If applicable: Distribution of Honorariums / Fees
- Make a copy of the Instructor Trainer Roster if a first-time Instructor Trainer was participating and send to ENA Course Operations
- Include Course number on all course material and payments being sent to ENA
- Payments can be made by credit card or cheque

If applicable, Course materials can also be scanned and emailed to ENA Course Operations at enau@ena.org

- **It is recommended to keep a copy of** Psychomotor Skill Station Evaluation Sheets for participants who were unsuccessful, for a period of six (6) years.

APPENDIX D: COURSE FEES

Course Directors are responsible for all course fees. The Course Director must maintain their accounts in good standing. Course Directors with delinquent accounts are subject to suspension of their Course Director status. Course fees to NENA are due within 30 days of the course.

If a Course Director's status is suspended due to outstanding fees to ENA or NENA the Course Director's Instructor status will be suspended as well.

NENA Fees:

Course Directors are to contact courses@nena.ca if there are questions about the fees structure.

For course fees submission to NENA

E-transfers can be sent to (financeadmin@nena.ca)

Payments can be mailed to: National Nurses Emergency Association
PO Box 365
Chilliwack, BC
V2P 6J4

- Ensure **Form C** accompanies all course fees to the NENA Finance Administrator. Form C is also included on the NENA website under Courses – ENPC or TNCC.
- Payment of fees to NENA is to be within 30 days of completion of the course.
- Follow directions on Form C for payment.
- Please clearly indicate course number and number of participants.

PROVINCIAL REIMBURSEMENT FEES:

- On receipt of fees to NENA, the province in which the course was held will receive a reimbursement. If the province is a non-NENA affiliate, the fees will stay with NENA for further consideration.

ENA Fees:

For course fees submission to ENA:

- Payment of fees to ENA is to be within 30 days of completion of the course
- Ensure Invoice generated from eCourseOps is included with your payment if paying by cheque or money order. Follow directions included in eCourseOps for payment.

APPENDIX E: FORMS (not included with ENA resources)

FORM C

NENA



National Emergency Nurses Association

NENA Course Fee Submission Form

This form must be used to submit all fees for all TNCC and ENPC to the National Emergency Nurses' Association. If a health authority/hospital finance department is paying the invoice, please note that many will NOT include this form with your cheque so please forward a copy of THIS form to NENA Finance at the address below or at financeadmin@nena.ca as well as submitting it to the paying authority to accompany the cheque to ensure that your payment gets credited to the correct course.

Course Number	
Course City	
Course Director	
E-Mail	
Number of Students 30	Amount Submitted
Province Course Held	Choose Province <input type="button" value="v"/>

PLEASE MAIL COMPLETED FORM ALONG WITH YOUR NENA FEES TO:

Print Form

**National Emergency Nurses Association
PO Box 365
CHILLIWACK BC V2P6J4**

APPENDIX F: USE of COMPUTERIZED PATIENT STIMULATORS

The use of computerized patient simulators in ENPC/TNCC courses may be a valuable adjunct to teaching and learning.

- A.** Intention to use computerized technology must be submitted to ENA Education at education@ena.org for approval prior to preparing the computerized scenarios.
- B.** The computerized program must include a manikin to ensure a hands-on experience; no other format or version is acceptable (i.e., no computer screen simulations).
- C.** The ENPC/TNCC Psychomotor Skill Testing Scenarios may be used only in the simulation environment for ENPC or TNCC. No additional use in other courses or other training sessions is permitted.
- D.** In all cases, the information as provided in the ENPC/TNCC scenarios must be entered into and reproduced by the simulator exactly as stated in the scenarios.
- E.** ENA may exercise the right at any time to examine the computerized simulation and courses delivered using the simulator.
- F.** ENA retains all rights to the ENPC/TNCC scenarios.
- G.** Computerized scenarios may never be given, sold, or shared with other programs unless specifically approved by ENA.
- H.** Psychomotor Skill Testing scenarios used with a high-fidelity simulation manikin must be removed from the computer or password protected to ensure they may not be accessed by unauthorized users.

APPENDIX G: GUIDELINES for the VIDEOCONFERENCING of ENPC/TNCC

Video conferencing is an acceptable method for teaching the large group components of the ENPC/TNCC courses.

- A.** Intention to use videoconferencing during ENPC/TNCC outside of processes outlined in this document and endorsed by ENA must be submitted to ENA Education at education@ena.org for approval prior to the course.
- B.** All Administrative Procedures, Policies, and Course Scheduling are the same as those of the original ENPC/TNCC teaching format and regulations.
- C.** A qualified ENPC/TNCC Instructor **MUST** be present at each satellite site to coordinate materials, troubleshoot technical problems, answer questions, conduct all teaching and testing skill stations.
- D.** The appropriate participant-to-Instructor ratio must be maintained at each satellite.
- E.** A direct phone number from the satellite site to the origination site must be designated before the class and available throughout the course.
- F.** If any problems occur with transmission of the audio or video, the Instructor present at the satellite site will be expected to complete the course presentation or segments thereof until proper connections are re-established.
- G.** A written agreement between the Course Director and the satellite site Instructors is recommended. This agreement should outline expectations of the Course Director and satellite site Instructors and provide guidelines for dealing with any technical difficulties.
- H.** It is the responsibility of the Course Director to make sure all necessary course materials are sent to the satellite site Coordinators.
- I.** It is the responsibility of the Course Director to collate the testing materials from all the satellite sites and forward the information to ENA Course Management.
- J.** Video reproduction of the video conference or any rebroadcasting of the conference is strictly prohibited.

APPENDIX H: DISCLOSURE of FINANCIAL RELATIONSHIPS

The ENPC and TNCC Administrative Procedures require all Course Directors and Instructors to annually complete an online disclosure. The purpose is to disclose the presence or absence of an individual's relevant relationship with an ineligible company as required by the American Nurses Credentialing Center's Commission on Accreditation. You must complete this online agreement to be considered compliant and able to teach. The agreement will remain valid for the calendar year and any changes in your disclosure status will require an updated form.

Course Directors and ICAC members: This process will allow you to view the disclosure compliance status of your instructors to ensure, prior to teaching, they have a current disclosure on file. To view instructor status, run a "Current Instructors Report" located in the Reports section of the Course Management portal in ENAU. Disclosure status is also visible in the Course Management portal when you add instructors to your courses. A button to copy the disclosure link is also available to make it easier for you to send reminders.

If Disclosure Compliance Status is shown as "Not Submitted," please remind your instructor to complete the form. A disclosure is required to teach. Course Directors are not able to add an instructor to the course roster until the disclosure is completed. "Compliant" status indicates that the instructor is compliant and has no financial relationship to disclose. "Compliant with Resolution" status indicates that the instructor has a financial relationship to disclose to learners. If status is shown as "Noncompliant" or "Noncompliant in Review", ENA will work with the individual instructor to mitigate.

APPENDIX I: DESIGNEE APPOINTMENT FOR INSTRUCTOR CANDIDATE MONITORING

Sample email text from Instructor-Trainer to ICAC:

To: courses@nena.ca

Subject Line: Designation of Instructor Candidate Monitoring

Text:

I am requesting permission to have [insert designee name] monitor

Instructor Candidate – [insert name of candidate] at the ENPC/TNCC [insert course number] on [insert dates] in [insert location].

[Insert name of designee] is a current NENA member and an experienced Course Director and/or Instructor.

Sincerely, [insert name]

Cc [designee]

APPENDIX J: SUSPENSION/REVOCAION of ENPC/TNCC INSTRUCTOR STATUS

Procedure for Suspension/Revocation of Trauma Nursing Core Course (TNCC)/Emergency Nursing Pediatric Course (ENPC) Instructor Status.

In order to ensure the integrity of the Emergency Nursing Pediatric Course (ENPC) and the Trauma Nursing Core Course (TNCC), the Emergency Nurses Association (ENA) and the National Emergency Nurses Association (NENA) reserve the right to take disciplinary action against Instructors for a valid cause.

Cause for suspension or revocation of Instructor status could include, but are not limited to:

- Failure to maintain NENA membership.
- Failure to pay indirect fees to both ENA and NENA within 90 days of course completion.
- Revocation, suspension, or restriction of professional registered nurse license in Canada (regulated by provincial college or association).
- Falsification of any ENPC or TNCC related information submitted to the ENA or NENA.
- Failure to follow the Canadian Course Administration and Resource Manual for ENPC and TNCC in the proper instruction and administration of the course.
- Utilization of the ENPC or TNCC content and/or audiovisual materials for other purposes outside of the course, without obtaining prior written consent from the ENA Office.
- Unprofessional conduct or compromise to course integrity (e.g., discrimination, harassment, inappropriate language, lack of psychomotor test security).

The individual in question will be notified in writing by certified mail that the NENA/ICAC has received evidence of cause for suspension or revocation of their Instructor status. This notification will describe the reported cause. The notification shall request the individual to submit in writing within 20 business days of notification, any evidence or argument concerning the proposed suspension or revocation of Instructor Status. In addition to the original complaint, the evidence or argument will be reviewed by NENA/ICAC. ENA describes how the complaint should be submitted in **Appendix A: Disciplinary Procedures in the ENA Administrative Manual**.

Once NENA/ICAC has reached a decision following their review, the individual will be notified by certified mail regarding the decision of NENA/ICAC. A copy of the decision will be sent to the NENA President, Director of Education and the Provincial Affiliate President. This notice shall include a statement setting forth the reason for the decision, terms of suspension or revocation, and terms for reinstatement (if applicable). If the NENA Board of Directors determines the need to suspend the individual's Instructor status, the information regarding the review and appeal process, which is attached to this Procedure for suspension/Revocation of ENPC/TNCC Instructor status, will be forwarded to the individual.

APPENDIX K: APPEAL/GRIEVANCE PROCESS

Any individual who wishes to appeal a decision must do so according to the established review and appeal process. This review and appeal process has been developed for individuals seeking reconsideration or reversal of a decision regarding suspension or revocation of Instructor status, or denial of application to become an Instructor, Course Director, or Instructor Trainer. This process is conducted by an Appeal Committee directly with the individual who requests the appeal.

The Appeal Committee will consist of five (5) individuals, whose main purpose is to ensure an impartial appeals procedure. The members of the Appeal Committee shall be qualified, through education and experience, to serve on the committee to review individual decisions regarding verification. The Appeals committee will be appointed by the NENA president and the Director of Education.

Circumstance for Review and Appeal

- Any individual whose Instructor status has been revoked or suspended because of denial, revocation, or suspension of the individual's professional license by their provincial college or association, shall have no right to pursue an appeal.

Request for Appeal

- Any individual who wishes to appeal a decision that suspended/revoked/denied his or her ENPC or TNCC Instructor status or potential status must submit a written request for an appeal, which must be signed by the individual and include the following:
 - A statement of the individual's reasons for believing that the decision was incorrect, along with a copy of any supporting materials or documentation.
 - A statement of the desired outcome.

The statement must be sent by certified mail to NENA's registered Office, to the attention of the Director of Education.

Attention:

Director of Education
PO BOX 365
Chilliwack, BC V2P 6J4

This request must be postmarked within 10 business days after receipt of the certified letter regarding suspension or revocation or denial. Any materials not postmarked within this 10-day period will not be considered in the review and appeal process.

Selection of Appeal Committee

- The Appeal Committee will be appointed by the NENA President, NENA Director of Education and ICAC. The Appeal Committee consists of 5 individuals (1 chair and 4 voting members) whose main purpose is to ensure impartial appeals procedure. If any member of the committee is affiliated with the appealing individual, a substitute member will be appointed.

APPENDIX K: APPEAL/GRIEVANCE PROCESS CONT'D

Appeal Process

- If the individual (appellant) desires an opportunity to address the Appeal Committee by video conference, the appellant may do so. If the appellant desires a review, such a request must be included with the statement of the appellant, described in this paragraph. The NENA Director of Education will advise the NENA president of the request for appeal process.
- In advance of a review, all supporting materials for the case will be sent to the Appeal Committee by the NENA Director of Education with a minimum of fifteen (15) days' notice.
- An appellant may be represented by legal counsel at any meeting the appellant addresses the Appeal Committee.
- After receipt of a request for an appeal and the selection of the Appeal Committee, the Appeal Committee will consider the case as soon as practical.
- At the request of individual members of the Appeal Committee, the Appeal Committee Chairperson may submit additional questions in writing to the appellant. The appellant will have the opportunity to respond in writing. The members of the Appeal Committee will review each case and reach a majority decision.

The decision of the Appeal Committee will be final

- Written materials considered in the Appeal Process and written decisions of the Appeal Committee will be retained by NENA Office and sent to ENA.