

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	International Education: Teaching Assignments
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## General:

The National Emergency Nurses Association receives requests for international teaching assignments that involve NENA partnerships and emergency nursing education. These requests provide opportunities for qualified NENA members to apply for international teaching assignments.

NENA will notify the members of the opportunities as they occur. The application period will be for a minimum of one week. NENA will select from the applicants the required number of instructors/instructor trainers, along with alternates.

All qualified individuals who wish to apply must submit all required documents by the application deadline to the person named in the expression of interest. Late or incomplete applications will not be accepted.

The specific application documents required will be determined for each opportunity and approved by the NENA Board of Directors (BOD) prior to posting, but will ordinarily include:

1. Current resume/Curriculum Vitae
2. Record of teaching the requested course/education
3. Proof of current NENA membership:
4. CNA certification in Emergency Nursing
5. Letter of intent specifying how the applicant meets the posted criteria
6. Reference letter from current supervisor/manager, professional or someone who can specifically speak to the applicant's teaching experience.

If there are not enough qualified applications to meet the needs of the assignment, or if the instructors and alternates are unavailable, the NENA BOD will appoint an instructor/instructor trainer to fill the assignment. Requests for specific instructor(s) will be considered, but not automatically granted.

In accepting an international assignment, the instructor/instructor trainer assumes all risks to personal safety.

The amount/type of remuneration for international assignments is between the instructor and host country/sponsoring organization. NENA is not responsible for ensuring payment of instructor/instructor trainer expenses/honorariums.

\*Preferred language needs must be considered prior to selection of instructors. Following the approval by the NENA BOD, the NENA Director of Education or designate shall have final authority for all international dissemination assignments.

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## **Specific International Education requests:**

### **Canadian Triage and Acuity Score (CTAS):**

International dissemination of CTAS is governed by a Letter of Agreement between the Canadian Association of Emergency Physicians (CAEP) on behalf of the CTAS National Working Group (NWG) and the host country. Canadian CTAS Instructors/Instructor Trainers are not permitted to teach CTAS outside of Canada without the permission of the CTAS NWG and NENA.

The need for CTAS Instructor/Instructor Trainer(s) for an international assignment will be determined by the CTAS NWG based on the signed letter of agreement. Permission will be granted to teach CTAS outside of Canada only to meet the needs of a current letter of agreement. Ongoing permission to teach internationally will not ordinarily be granted. The international assignment is for the initial education/training as per the contract. Further requests for education/training by the original host country will be reviewed by the CTAS NWG.

When an international letter of agreement for CTAS is signed, NENA's CTAS NWG representatives will make the NENA BOD aware via the Director of Education or designate. The communication from the CTAS representatives will include: the name of the country, the language/translation plan for the course, the credentials required [CTAS Instructor/Instructor Trainer(s)], number of instructors/instructor trainers required, and expected dates/length of the assignment.

NENA will utilize the following criteria to decide which CTAS Instructors/Instructor Trainers will be selected to teach CTAS outside of Canada.

### **The applicant(s) must be:**

1. Current CTAS NWG Instructor /Instructor Trainer in good standing (paperwork received complete/timely, no outstanding invoices)
2. Registered Nurse or Registered Nurse Practitioner (NP) with active license to practice in Canada
3. Actively employed in emergency nursing as defined by NENA policy: Job Description CTAS NWG Representative.

### **1 point awarded for each of:**

- Current CTAS NWG representative
- Current CNA certification in Emergency Nursing
- CTAS Instructor Trainer in good standing
- Currently on NENA BOD or provincial association committee
- Experience with international dissemination

### **Other NENA Related International Requests for Education/Teaching Assignments:**

NENA will review any international interest for NENA emergency nursing education. Qualifying criteria will depend on the nature of the request and education.

- Registered Nurse or an NP with active license to practise in Canada
- Actively employed in emergency nursing as per NENA policy.

### **1 point awarded for each of:**

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- Current Canadian Nurses Association (CNA) certification in Emergency Nursing
- Teach the requested emergency related course(s) and/or be a Certified Instructor in good standing in the related course(s)
- Currently on NENA BOD or provincial association committee
- Experience with international education dissemination

## **Trauma Nurse Core Course (TNCC) and Emergency Nursing Pediatric Course (ENPC):**

International requests for TNCC and ENPC will be directed to the Emergency Nurses Association (ENA) as per NENA-ENA contract.