

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Triage Committee - NENA
Number of Pages	1
Approval Date	July 2020
Past Revision Dates	February 2016

**DIRECT REPORT:** NENA Director of Education and National Triage Acuity Tool – Canadian Society (NTAT-CS)

## JOB DUTIES

- Responsible for NENA endorsed triage course(s) (e.g. NTAT/CTAS) dissemination in Canada
- Approves new applications for NENA endorsed triage course(s) Instructors and Instructor Trainers and provides mentorship to same
- Maintains up to date instructor database. Ensures instructors are current NENA members
- Assists Instructors, Instructor Trainers and NENA members with course related issues in a timely manner
- Assists with course revisions and quality improvement initiatives
- Responds to inquiries regarding, acts as a resource for NTAT-CS and NENA endorsed triage courses
- Represents NENA at meetings of the NTAT-CS
- Provides annual report to NENA on NTAT-CS and instructors Liaises with organizations with a commitment to triage, such as CEDIS, NACRS, CIHI
- Attends NENA leadership meetings, AGM and National Conference as directed
- Other duties, responsibilities as determined by the Director of Education Term of office – begins July 1 the year of appointment and serves for a term of 3 years
- Ensures communication between NENA and provincial organizations regarding NTAT-CS activities

## QUALIFICATIONS

- Current NENA endorsed triage course (e.g CTAS/NTAT) Instructor Trainer status
- Must hold a current RN license in Canada and be actively working in emergency care
- Current NENA membership required Significant ED nursing experience including recent triage experience using CTAS/NTAT
- Instructor in related emergency nursing education (such as EPICC, ACLS, PALS, ENPC, TNCC) preferred
- ENC(C) preferred
- Previous experience in NENA/Provincial Leadership an asset
- Others as outlined in NTAT/CTAS Course Administration Manual
- This role involves at minimum 4 – 8 hours per week plus travel
- Other duties as directed by the NENA Board of Directors

Application must include:

- Proof of current CTAS/NTAT Instructor Trainer status

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- Proof of current NENA membership
- Letter of support from your provincial emergency nursing organization
- Cover letter and current Curriculum Vitae (CV)
- Submitted to [ctas@nena.ca](mailto:ctas@nena.ca)

The NENA President, Vice-President, Director of Education and current Triage Committee Chair(s) will select the candidates and forward to the NENA Board of Directors for final approval for the Triage Committee representative(s).