

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description ICAC Representative
Number of Pages	2
Approval Date	November 2, 2018
Past Revision Dates	

DESCRIPTION

The International Course Administration Committee (ICAC) is responsible for the administration and dissemination of internationally-developed courses (Trauma Nursing Core Course-TNCC, Emergency Nursing Pediatric Course - ENPC) within Canada. The ICAC Chair shall be selected from within the committee and approved by the NENA Board. The Chair is the recognized spokesperson and the visible representative of the committee.

JOB DUTIES

- Serve as a resource to NENA Board and TNCC/ENPC Instructors
- Serve as course liaisons to facilitate communication at all levels
- Promote the dissemination of TNCC and ENPC other subsequent NENA-endorsed international courses
- Assist in developing or enhancing quality improvement mechanisms as they pertain to international courses
- Work with NENA Directors to monitor instructor eligibility to teach (i.e. NENA membership, RN status)
- Monitor participant-to-instructor ratios as requested by ENA
- Serve as a resource and assist in resolving issues regarding course administration, instructor or instructor-candidate performance, and related issues
- Supervise the suspension/revocation process of instructors
- Assist with the development of and review of Terms of Reference of ICAC
- Review and update the ICAC Resource manual annually and as needed
- Respond to any identified provincial or regional issues
- This role involves at minimum 2-4 hours per week of your time. It is expected that you will attend NENA Board meetings, the AGM and National Conference at the direction of the NENA Board
- Provide updates and responses to inquiries by the NENA Board or the Director of Education within requested timelines
- Other duties and responsibilities as determined by the NENA Board

QUALIFICATION CRITERIA

- Current NENA member
- Course Director in either TNCC or ENPC with willingness to become an Instructor-Trainer
- Instructor-Trainer status in either TNCC or ENPC preferred
- Letter of support/endorsement from your Provincial Emergency Nursing organization
- Cover letter indicating your rationale for becoming a member of ICAC
- Submit copy of current resume
- Follow requirements outlined in course administration guidelines

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