

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Triage Committee - NENA
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	February 2016; July 2020

**DIRECT REPORT:** NENA Director of Education

## **JOB DUTIES**

- Responsible for the creation/revision of all CTAS course processes and documents
- Responsible for dissemination of NENA endorsed triage courses throughout Canada
- Processes and approves Instructor and Instructor Trainer (IT) applications for CTAS and Pre-CTAS
- Teach all IT courses
- Ongoing mentorship and resource for Instructors and ITs
- Maintains the up-to-date Instructor database
  - Ensures all Instructors are current NENA members
- Assists Instructors, ITs and triage clinicians with course related issues
- Directs course revisions and updates
- Is the direct report for the NENA Triage Committee Administrative Assistant and NENA Finance Administrator for CTAS
- Provides committee reports to NENA Board of Directors
- Liaises with organizations with a commitment to triage, such as CEDIS, NACRS, CIHI
- Attends NENA Board of Director meetings, Annual General Meeting and National Conference as directed
- Other duties, responsibilities as determined by the Director of Education/NENA Board of Directors
- Committee member position begins July 1 of the year of appointment and serves for a term of 3 years

## **QUALIFICATIONS**

- Current NENA CTAS Instructor Trainer in good standing throughout their term
- Must hold a current RN license in Canada and be actively working in emergency care
- Instructor in related emergency nursing education (such as EPICC, ACLS, PALS, ENPC, TNCC) preferred
- ENC(C) preferred
- Previous experience in NENA/Provincial Emergency Nursing Associations an asset
- Other duties as directed by the NENA Board of Directors
- This role may involve a serval hours per week
- Attend NENA Triage Committee meetings, and NENA Board of Director meetings as directed
- One seat may be held by a Pre-CTAS Instructor Trainer in good standing

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Application must include:

- Proof of current CTAS/Pre-CTAS Instructor Trainer status
- Proof of current NENA membership
- Cover letter and current Curriculum Vitae (CV)
- Letter of recommendation
- Submitted to [ctas@nena.ca](mailto:ctas@nena.ca)

The Triage Committee and Director of Education will review and select the candidates to bring forward to the NENA Board of Directors for final approval.