


# NATIONAL EMERGENCY NURSES ASSOCIATION

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

## DESCRIPTION

The National Emergency Nurses Education Committee (NENEC) is responsible for the administration and dissemination of internationally-developed courses (Trauma Nursing Core Course-TNCC, Emergency Nursing Pediatric Course - ENPC) within Canada. The NENEC 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 NENEC
- Review and update the NENEC Resource manual annually and as needed
- Respond to any identified provincial or regional issues
- This role involves approximately 2-4 hours per month 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 NENEC
- Submit copy of current resume
- Follow requirements outlined in course administration guidelines

# NATIONAL EMERGENCY NURSES ASSOCIATION

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