

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Director of Education
Number of Pages	2
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Past Revision Dates	2016, 2018, 2022

This position is to be held by 2 people with a new Director of Education being voted in yearly. This position is for a term of 2 years with the first year assisting the other Director as needed and co-managing the position as needed. The second year of the term allows for the Director to take on more of a mentoring role for the new electee. This position covers a large portfolio, so teamwork is essential.

JOB DUTIES

1. Acts as the NENA Board of Directors (BOD) liaison for NENA supported courses
2. It is expected that you will attend all NENA in person BOD meetings, monthly virtual meetings, the AGM and National Conference. Please refer to NENA Bylaws 5.06 (f) for meeting attendance expectations.
3. Term of office – If voted in, a term is 2 years commencing July 1. In the case that someone is appointed by the BOD. The appointment term is not to exceed 1 year and will be up for nomination at the subsequent AGM.
4. This role involves at minimum 2-4 hours per week of your time in the 2-year commitment.
5. Oversees National Emergency Nurses Education Committee (NENEC)
6. Oversees the NENA Triage Committee (CTAS) to assist with course issues/dissemination
7. Co-chair of Website Committee with another board member.
8. Assists with course or instructor issues as they arise.
9. Provides reports on courses to the NENA BOD and the Annual General Meeting on an annual basis and as requested.
10. Prepares and sends course statistics report to ENA annually.
11. Participates in contract negotiations for education with ENA, CAEP and other organizations as required.
12. Updates the webmaster regarding course information and course related documents to be posted on the NENA website.
13. Acts as a liaison for educational related opportunities with the NENA BOD and interested groups.
14. Assists with the reconciliation of course funds as determined by the NENA financial administrator.
15. Recognize TNCC and ENPC instructors who have 20, 25 and 30 years of instructing.
16. Other duties, responsibilities as determined by the President.

QUALIFICATIONS

1. Currently employed in a Canadian emergency nursing environment; with an active license as per NENA Bylaws 5.06 (g).
2. Current NENA member, in good standing, for a minimum of 2 years referenced in the Organizational Statement 'Definition of a member in Good Standing'.
3. Current or previous experience as a NENEC or Triage committee member preferred.
4. Emergency Nursing Certification ENC(C) preferred.
5. Current (or past) certification in NENA endorsed courses preferred.
6. Current/recent NENA BOD experience preferred.
7. Proficient with computers and software programs including word processing and spreadsheets.
8. Must have current instructor trainer qualification in either TNCC/ENPC or CTAS.