



## **ENA Trauma and Pediatric State Council Chairperson Role and Responsibilities**

The role of the State Council Trauma and Pediatric Chairpersons includes supporting and overseeing the quality and delivery of TNCC/ENPC courses within the state

### **Responsibilities and activities include:**

1. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction
2. Promote TNCC/ENPC courses within the state. Identify underserved areas within the state to facilitate course availability.
3. Work in collaboration with the ENA State Council President and Treasurer to plan for adequate resources to support the growth of courses within the state
4. Maintain and uphold quality of TNCC/ENPC courses conducted within their jurisdiction
5. Monitor course activities within the state for course and instructor quality and compliance with these Administrative Procedures and the Rules
6. Conduct or delegate to an appropriate committee member the auditing and evaluation of the quality of courses and instructors within the state as indicated. Utilize the TNCC/ENPC Course Integrity Assessment Tool provided in the State Leaders section of the ENA web site.
7. Review instructor evaluation reports at least annually
8. Provide opportunities and support for qualified individuals to observe an Instructor Course, and subsequently teach as a Faculty Candidate in a separate Instructor Course. (Faculty eligibility requirements must be met, and a letter of intent must have been submitted to the State Chair).
9. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course to meet established timelines
10. Mentor, monitor, evaluate and support all Instructor Candidates personally or through delegation to committee members or designees



11. Mentor qualified Instructors to become Course Directors, personally or through delegation to committee members or designees
12. Immediately report all known or suspected failures to abide by the Administrative Procedures, the Rules and breaches in course protocols or testing to ENA
13. Address problems or concerns with courses or instructors. Resolve if possible. If necessary, contact ENA regarding adherence to the Administrative Procedures and Rules.
14. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials
15. Explore funding opportunities to support courses, by pursuing local grants or obtaining course sponsorship or commercial support as appropriate. File appropriate forms with ENA's CNE department whenever commercial support is obtained
16. Other duties may include:
  - Provide current content on local and state TNCC and/or ENPC efforts
  - Participate in TNCC and/or ENPC advocacy efforts

**Qualifications:**

- Current ENA membership
- Current Course Director status that is appropriate to the committee
- Current registered nurse licensure that is active and unencumbered
- Demonstrates leadership through involvement in Chapter, State or National ENA projects, committees, or programs

**The following outlines various attributes this role should encompass:**

- Demonstrates leadership skills
- Current certification preferred (e.g. CEN, CPEN, TCRN)
- Five years' experience in emergency, trauma, or pediatric nursing care preferred



### Tools available on the ENA website:

1. eCourseOps has a state leader view separate from the course director view:  
<https://nf.ena.org/eweb/dynamicpage2.aspx?webcode=CMDashboard&site=courseops>  
Within the state leader view, the Trauma and/or Pediatric chair has the ability to:
  - View all upcoming and past courses held within the state
  - View all outstanding invoices related to the courses within the state
  - View all instructor candidates waiting to be monitored
  - Maintain the list of who can monitor instructor candidates in the state
  - Run an instructor evaluation report for all instructors within the state, or for an individual instructor
  - Run a report of courses being held in the state
  - Run a report of current instructors in the state
2. TNCC/ENPC Administrative Procedures posted on the TNCC Course Director Community page on ENA CONNECT:  
<http://connect.ena.org/communities/community-home/librarydocuments?communitykey=43189c03-b37c-426f-a746-d9ab1d057f1d&tab=librarydocuments>
3. TNCC/ENPC Administrative Procedures posted on ENPC Course Director Community page on ENA CONNECT: <http://connect.ena.org/communities/community-home/librarydocuments?communitykey=92e0a9e6-7833-40d1-a094-b2330ac302ba&tab=librarydocuments>
4. TNCC/ENPC Course Integrity Assessment Tool:  
ENPC 4<sup>th</sup> Edition Course Directors Community Library:  
<http://connect.ena.org/viewdocument/informational-2?CommunityKey=92e0a9e6-7833-40d1-a094-b2330ac302ba&tab=librarydocuments>  
TNCC 7<sup>th</sup> Edition Course Directors Community Library:  
<http://connect.ena.org/viewdocument/informational?CommunityKey=43189c03-b37c-426f-a746-d9ab1d057f1d&tab=librarydocuments>



5. ENA Activity Plan: <http://www.ena.org/membership/get-involved/state-and-chapter-leader-area/state-admin-and-operations>