



Course Grievance Policy

The Colorado ENA Trauma & Pediatrics Committee is responsible for ensuring the integrity of TNCC and ENPC courses within the state. All courses must be instructed and directed in strict accordance with the National Course Administrative Guidelines. In the event an Instructor, Director, or Faculty has violated these Guidelines, a preliminary investigation will be conducted. This policy will be reviewed, updated, and ratified annually and may be amended by resolution of The Committee at any time.

This grievance must:

1. Be submitted, in writing, to The Committee within 45 days of the alleged violation. The Course Administration Guidelines require that grievances be submitted within ninety (90) days. The Committee has allowed forty-five (45) days in order to accommodate a preliminary review period. Grievances received after forty-five (45) days will be escalated directly to the ENA in order to accommodate the allotted timing.
2. Be signed by the reporting party.
3. Include a complete description of the alleged violation, as well as specific references to the activities or conduct supporting the complaint.

The Committee will conduct a preliminary investigation and review of the alleged violation and will determine, with the assistance of National Course Management, whether the grievance should be escalated to ENA. If it is determined that the matter does not warrant further investigation, the matter shall be closed.

Complainants should not expect anonymity in this process and understand that their identity may be disclosed during the investigation.

Grievances can be emailed to Trauma or Pediatrics State Chair or chapter President.

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