

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

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

1. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction including active communication with instructors.
2. Promote and expand TNCC/ENPC courses within the state. Identify underserved areas within the state to facilitate course availability.
3. Collaborate with the ENA State Council President and Treasurer to plan for adequate resources for course growth.
4. Maintain and uphold the quality of TNCC/ENPC courses.
5. Monitor course evaluations and feedback for course and instructor quality and compliance with Course Administrative Procedures.
6. Conduct or delegate audits and evaluations of courses and instructors, as necessary. Use reports from the Course Management Portal.
7. Review instructor evaluation reports annually
8. Support qualified course directors to become Faculty. The course director should start by submitting a letter of intent to their state pediatric or trauma state chair or state council president. The State Chair ensures that Course Administrative Procedures are followed so that the qualified course director can actively participate as a first-time faculty in teaching all aspects of an instructor course with a current faculty person present for the entire course. Once requirements are met, email the First-Time faculty form to ENA Course Management so that status can be updated.
9. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course within 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. Address and resolve course or instructor issues. Contact ENA, as necessary.
13. Adhere to the Administrative Procedures and uphold ENA's intellectual property rights for the TNCC and ENPC course and materials. Report failures to ENA.
14. Explore funding opportunities to support courses by pursuing local grants, scholarships, or sponsorship where appropriate. File forms with ENA's accreditation department if 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 for State Chair:

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

### 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

### State Chair Tools to Assist in Managing ENPC and TNCC Courses

1. General Reports in Course Management Portal
  - Instructor Report – Find ENPC and TNCC instructors based on location, certification, disclosure status, etc.
  - Past Student Report – review the past students who took your courses within 120 days.
  - Courses Report – Find ENPC and TNCC courses by location.
  - Instructor Evaluations report – search by name or instructor number to find evaluations report.
  - My Course Evaluations – review student feedback for your courses and the instructors that taught in your courses.
2. State Chair Reports – assigned to State Chairs only in the Course Management Portal.
  - Student Report – find the total student counts in your state broken down by month for both in-person and virtual courses.
  - Evaluation report – review student feedback for courses and instructors in your state.
  - Instructor Monitor Report – add, remove, or review the current monitors in your state.
  - Course Director Mentor Report – add, remove, or review the current mentors in your state.

3. TNCC/ENPC Administrative Procedures posted on the ENPC and TNCC Course Director Community page on [ENA CONNECT](#).
4. ENA Activity Plan: <https://www.ena.org/sites/default/files/2025-02/2025%20Activity%20Planning%20Calendar%20Feb%204%202025.pdf>

