



EMERGENCY NURSES ASSOCIATION

TRAUMA NURSING CORE COURSE™
AND
EMERGENCY NURSING PEDIATRIC COURSE™

ADMINISTRATIVE PROCEDURES

EFFECTIVE SEPTEMBER 1, 2016

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The Emergency Nurses Association is the sole and exclusive owner of all rights, title, interest and ancillary rights in and to the Trauma Nursing Core Course™ and the Emergency Nursing Pediatric Course™, including, without limitation, all course materials, text books, examinations, examination questions, study guides, slides, presentations, translations, rules, policies, procedures, information or other materials related thereto including, without limitation, all copyrights, trademark rights, patent rights, trade secret rights, or other intellectual property rights therein.

OVERVIEW

The Emergency Nurses Association (“ENA”), through its Institute of Emergency Nursing Education (IENE), has developed core-level continuing education for nurses who care for emergency and trauma patients.

ENA’s courses are based on best emergency nursing practices with the goal of improving patient care in the emergency setting and increasing the skill and confidence of emergency nurses who care for these patients. As part of its course offerings, ENA offers the Trauma Nursing Core Course™ (also known as TNCC® and referred to herein as “TNCC”) and the Emergency Nursing Pediatric Course™ (also known as ENPC® and referred to herein as “ENPC”).

Trauma Nursing Core Course (TNCC): TNCC is a standardized, interactive course recognized internationally as providing the learner with core-level trauma knowledge and psychomotor skill experience. TNCC integrates the trauma nursing process into its content.

Emergency Nursing Pediatric Course (ENPC): ENPC is a standardized, interactive course recognized internationally as providing the learner with core-level pediatric emergency knowledge and psychomotor skill experience.

The following course levels are offered as part of each of the TNCC and ENPC course offerings:

Provider Course

The Provider Course is a two-day educational program in which a registered nurse (RN) attendee who successfully passes the written and psychomotor testing requirements receives verification as a TNCC or ENPC Provider for a four-year period.

TNCC 1-Day Renewal Course

The TNCC 1-Day Renewal Course is a one-day option for an RN with current TNCC Provider status. The content and testing requirements are the same as the TNCC Provider Course.

Instructor Path

The Instructor Path is a blended learning program including an online component, a live component, and a monitored teaching component designed to prepare Providers with Instructor Potential (prospective Instructor) status to achieve TNCC or ENPC Instructor status. The TNCC and ENPC Instructor Path emphasizes appropriate teaching strategies and correct evaluation methods.

**TRAUMA NURSING CORE COURSE™ AND EMERGENCY NURSING PEDIATRIC COURSE™
ADMINISTRATIVE PROCEDURES**

In order to maintain the quality of the Courses, ENA requires that all Courses are administered in accordance with consistent, structured course administrative procedures as outlined in this document. The overarching goals of ENA's Courses are to foster safe care of patients in the emergency and trauma setting and to increase the skill and confidence of nurses who care for them. Accordingly, all individuals involved in the presentation or dissemination of ENA's Courses (whether as an Instructor, Course Director or Faculty) shall, at all times, abide by the [ENA Code of Ethics](#) the terms of the most current version of the ENA Trauma Nursing Core Course™ and Emergency Nursing Pediatric Course™ Administrative Procedures, including all appendices attached thereto (collectively, the "Administrative Procedures") and such other operational documents, guidelines or rules instituted by ENA governing the conduct or dissemination of the Courses and the TNCC/ENPC (collectively, the "Rules"), as may be amended or adopted by ENA from time to time in its sole discretion. The Appendices attached to these Administrative Procedures are incorporated herein by this reference and made a part of hereof.

Failure to strictly comply with the Administrative Procedures or Rules may, in ENA's sole and absolute discretion, result in the immediate termination, suspension or permanent revocation of an individual's Instructor or Director status (thereby resulting in the loss of such individual's opportunity to present, teach, lead or otherwise be involved with the administration, dissemination or teaching of an ENA Course). (See Appendix D)

Important Definitions (additional definitions are included in Appendix I – Glossary)

The TNCC and ENPC Provider Courses and Instructor Courses are collectively referred to throughout these Administrative Procedures as the "Courses", "courses" or "TNCC/ENPC Courses" and individually as either a "Course" or "course".

The term "TNCC/ENPC" is used to refer to either TNCC or ENPC (or both), as applicable.

Administrative Procedures Statement of Purpose

The Administrative Procedures describe the requirements for TNCC/ENPC course administration.

The current online version of the Administrative Procedures and the Rules are controlling and are the final authority over all course requirements as defined in any course-related documents including TNCC and ENPC Instructor Supplements.

ENPC and TNCC are standardized courses. In the United States, no additional guidelines or procedures may be developed to restrict the dissemination of the courses. State Councils or other organizations may not place restrictions on who may serve as Course Directors, Instructors, and Faculty, or how they perform their roles across state lines or outside of an organization, beyond the requirements in these Administrative Procedures.

In addition to these Administrative Procedures, international disseminations are subject to the terms of a written agreement between ENA and the applicable organization responsible for overseeing such dissemination.

I. PROVIDER COURSES

A. Course Requirements	7
Course Authorization	
Course Content and Format	
Course Materials	
Attendee-to-Instructor Ratio	
Allowable Number of Course Attendees	
Attendee Requirements	
Non-RNs as Attendees	
Continuing Nursing Education Contact Hours	
B. Security of Course Materials	10
General Security	
Test Security	
Test Environment: Written Examination	
Test Environment: Psychomotor Skill Testing Station	
Review and Remediation	
C. Verification	13
Provider Course and TNCC 1-Day Renewal Testing Requirements	
Review and Remediation Process	
Verification Status	
Instructor Potential	
D. Confidentiality of Attendee Information	16
Course Director Responsibility	
Attendee Responsibility	

II. INSTRUCTOR PATH

A. Path Requirements	16
Live Session Course Authorization	
Course Path and Format	
Course Materials	
Instructor Path Live Session Attendee-to-Faculty Ratio	
Allowable Number of Instructor Course attendees	
Eligibility Criteria to Become an Instructor	
Pre-course Testing/Competency Validation Requirements	

Options in the Event of Unsuccessful Pre-course Testing/Competency
Validation
Continuing Nursing Education Contact Hours

B. Instructor Status	21
Achievement of Instructor Candidate Status	
Achievement of Instructor Status	
Maintenance of Instructor Status	
Failure to Maintain Instructor Status	
Updating Instructor Status – Course Revisions	
Instructor Evaluation Scores	
C. Course Director	24
Provider Course Director Eligibility Criteria	
Process to Achieve Course Director Status	
D. Faculty Status	25
Faculty Candidate Eligibility Criteria	
Process to Achieve Faculty Status	
Maintenance of Faculty Status	
Updating Faculty Status – Course Revisions	
E. Bridging	26
Instructors	
Faculty	
APPENDICES	
A Course Organizational Structure: Roles and Responsibilities	29
B International Dissemination	37
C License to Serve as a TNCC/ENPC Instructor and/or Director	39
D Disciplinary Procedures	41
I. Procedure for Suspension/Revocation of TNCC/ENPC Course Director or Instructor Status	41
II. Procedure for Denial/Revocation of TNCC/ENPC Provider Status	44
III. Appeal Process	47
E Course Director Provider Course Activities	51
F Course Director Instructor Course Activities	54

G	Guidelines for use of Computerized Patient Simulators in TNCC/ENPC.....	57
H	Guidelines for Video Conferencing of TNCC/ENPC.....	58
I	Glossary.....	59

I. PROVIDER COURSES

A. Course Requirements

1. Course Authorization

- a. Authorization must be obtained from ENA Course Operations prior to offering a course by first registering the course via eCourseOps. Applications should be submitted at least eight (8) weeks prior to the course date.
- b. Non-US course providers must adhere to their contractual agreements with ENA.

2. Course Content and Format

- a. While the courses are standardized with specific lectures and skill stations, it is recognized that nursing practice varies among states and countries. Nurse practice acts and institutional policies that prescribe specific independent and interdependent nursing activities must be considered when implementing the described assessments, interventions, and evaluations for specific patients.
- b. No pictures, images, or video may be added to the slides. ENA obtains permission to use any and all images within each course, some of which require payment. The complete course content belongs to ENA, and therefore ENA becomes liable for any unauthorized addition to course content.
- c. The use of computerized patient simulators in TNCC/ENPC may be a valuable adjunct to teaching and learning. However, each program using a simulator must be approved by ENA Institute for Emergency Nursing Education (IENE) in advance. Appendix G outlines the ENA Guidelines for Use of Computerized Patient Simulators.
- d. Videoconferencing is an acceptable method for teaching TNCC/ENPC as long as the Course Director has received prior approval from ENA IENE. In order to make this method of delivery a quality service, the guidelines outlined in Appendix H must be followed.
- e. Provider Courses are most commonly conducted in a two-day format. Alternate scheduling formats may be implemented at the discretion of the Course Director provided the core didactic and psychomotor skills are presented in full. Examples of alternate schedules are courses scheduled over three (3) or four (4) consecutive evenings, or over two (2) or three (3) weekends. The total number of instructional hours, which is how contact hours

are calculated, must remain the same. The TNCC 1-Day Renewal Course is most commonly conducted in a one day format.

3. Course Materials

- a. All attendees must have their own Provider Manual (current edition). Manuals cannot be shared during the course.
- b. Manuals cannot be librated, i.e. collected at the end of the course, for subsequent distribution to other attendees as from a library. All attendees must have their own manual, to be used for course preparation, review and for later reference. Courses must use only the current version of the manual as the basis for instruction.
- c. Course Directors must purchase manuals directly from ENA for distribution to attendees at least 30 days prior to the course.
- d. It is strongly recommended that all attendees be provided with access to online material at least 30 days prior to the course.

4. Attendee-to-Instructor Ratio

- a. A 4:1 attendee-to-instructor ratio for Psychomotor Skill Teaching Station is highly recommended.
- b. The maximum attendee-to-instructor ratio for the courses may not exceed 6:1. If the ratio is extended from 4:1 to 6:1, the skill station times must be lengthened to allow a minimum of 15 minutes per attendee, per station.
- c. If the Course Director is conducting a small course and is the only Instructor, the attendee-to-instructor ratio must not be greater than 4:1.
- d. Instructor Candidates and Instructors being remonitored are not included in the attendee-to-instructor ratios.
- e. In general, ratios beyond 4:1 are not intentionally planned in advance, but may be implemented to accommodate last minute changes in instructor availability due to emergencies so as to avoid course cancellation.
- f. To maintain the required ratios, the Course Director may serve solely as a Course Director, or as both Course Director and Instructor. Prior to defining their roles, Course Directors should consider potential late schedule changes, Instructor cancellations, and Instructor Candidate monitoring.

5. Allowable Number of Course Attendees

- a. There is no limit to the number of attendees for each course; however, the attendee-to-instructor ratios must be maintained and adequate equipment must be available.

6. Attendee Requirements

- a. Registered nurses (or their equivalent as defined by the country holding the course) are the only health care providers eligible for TNCC/ENPC verification.
- b. Attendees of the TNCC 1-Day Renewal course must be RN's with a current TNCC provider status at the time of the course.
- c. Regardless of clinical background, all attendees are expected to thoroughly read the TNCC/ENPC Provider Manual prior to the start of the course and to complete any online materials and the practice test. These requirements form the basis for early distribution/access to course materials at least 30 days in advance of the course date.

7. Non-RNs as Attendees

- a. At their discretion, Course Directors may elect to allow non-RN attendees into a Provider Course. (Non-RN's may not attend a TNCC 1-Day Renewal Course.) If non-RN attendees are registered for a Provider Course, they may not exceed 25% of the total course attendees without obtaining prior permission from ENA IENE. One hundred percent non-RN attendee Provider courses do not require prior approval. Non-RN attendees, who may include non-RN healthcare providers who work in an emergency setting and prelicensure nursing students, may attend the Provider course with the following provisions:
 - i. They can participate in the Written Examination and Psychomotor Skill Testing Station portion of the TNCC/ENPC Provider course as long as the attendee-to-instructor ratio is maintained.
 - ii. They must be provided with a Provider Manual and access to all online materials to facilitate the learning process.
 - iii. They must be listed on the Non-RN page of the Summary Performance Report as Non-RN attendees.
 - iv. Indirect fees must be submitted to ENA for all Non-RN healthcare provider attendees.
 - v. They will receive a Certificate of Attendance with the appropriate number of nursing contact hours awarded, but will **not** receive a verification card or verification status. **This certificate of attendance is different from the one provided to RN attendees. The Course Director must**

request these forms from ENA Course Operations prior to the course.

8. Continuing Nursing Education Contact Hours

- a. ENA is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Contact hours are provided to attendees for attending the Provider Course or the TNCC 1-Day Renewal Course, regardless of performance during evaluation as long as they meet the requirements for successful completion as outlined in the following section.
- b. Attendees will receive a Certificate of Attendance with the appropriate number of contact hours awarded, from the Course Director at the end of the course.
 - i. Attendees must attend the entire course to receive the contact hours. Contact hours may **NOT** be prorated.
 - ii. If an attendee misses any portion of the course, it is up to the Course Director's discretion as to how the missed time may be made up or if the attendee should be encouraged to attend an upcoming course.
- c. Some attendees may **challenge** a Provider Course or a TNCC 1-Day Renewal Course, by attending only the Written Examination and Psychomotor Skill Testing Station portion of the course.
 - i. Those RNs who successfully challenge the course receive their 4-year verification, but do **NOT** qualify for contact hours.
 - ii. It is up to the discretion of the Course Director to allow Challengers in a Course and, if so, how many. Challengers must be registered for the course. Course Directors must also submit indirect fees for Challengers.

B. Security of Course Materials

1. General Security

- a. All course materials are ENA's valuable intellectual property, must be protected, and may be used only within TNCC and ENPC. Course Directors and Instructors are strictly prohibited from using ENA's course materials for any other teaching or training purpose. Violations are considered a breach of permissible use. In the event of such a breach, Course Director and/or Instructor status may be revoked as outlined in Appendix D.

- b. Breaches in the security of course and test material are to be reported immediately upon discovery to ENA Course Operations and the appropriate State Chair.
- c. Course Directors are encouraged to share the Written Examination and Psychomotor Skill Testing Scenarios with the Course Instructors to ensure the Instructors are familiar with the testable content. This review is to be supervised and all materials subsequently accounted for.
- d. This review is not intended to promote the concept of teaching to the test. During teaching, Instructors must not in any way emphasize, allude to, reference or disclose the specific content of the Written Examination.
- e. Question and answer sessions are encouraged to clarify content, but no specific review is allowed.
- f. To ensure course security when the Course Director is acting as the sole instructor (e.g., for a course with four attendees), Written Examination and Psychomotor Skill Testing may not be done simultaneously unless there is an additional designated proctor for the Written Examination.

2. Test Security

- a. The Course Director is responsible for maintaining security of all testing materials, either on paper or in any digital format (e.g., CD-ROM, flash drive, hard drive).
- b. Testing materials must be kept in the possession of the Course Director or a designee. The Course Director must know who is in possession of these materials at all times.
- c. It is recommended that Written Examination forms are individually numbered and their distribution to attendees recorded. This allows tracking in the event of a missing form.
- d. Psychomotor Skill Testing Scenarios used with a high-fidelity simulation manikin must either be removed from the computer after use or be password protected to prevent unauthorized access.

3. Test Environment: Written Examination

- a. A proctor must be used for all written testing.
 - i. The proctor must remain in the testing room at all times.
 - ii. The proctor is responsible for observing the attendees while testing and assuring the rules are followed.
 - iii. The proctor should have **NO** other responsibilities.

- iv. The proctor is not required to be an instructor or a nurse.
- b. Attendees may not leave the room during testing.
- c. Attendees should be reminded that it is not an open book examination and that books, papers, notes, phones, smart watches, tablets, and any other mobile devices are not allowed in the testing area.
- d. Talking is not allowed during testing.

4. Test Environment: Psychomotor Skill Testing Station

- a. The area in which the testing station is set up must be private. Only one testing station may be set up per room (unless sound/sight line barriers are erected). Testing may not be conducted in any public area (i.e., a hallway is not an appropriate testing area).
- b. Only the attendee testing at the time is allowed in the testing area; no other attendees may be present, even if they've completed the psychomotor testing.
- c. Remind the attendees not to share any information regarding their Psychomotor Skill Testing Scenarios with other attendees (including those who have already completed the testing).
- d. Remind the attendees that it is not an open book examination and that books, papers, notes, phones, smart watches, tablets, and any other mobile devices are not allowed in the testing area.
- e. The exception to this rule is that the attendee is allowed a blank sheet of paper and a pen/pencil.
 - i. The blank paper and pen/pencil are provided by the testing instructor or director. This can also be in the form of a white board and marker or poster paper.
 - ii. If using a white board, ensure it is completely erased prior to admitting the next attendee.
 - iii. No other materials may enter the testing room. Anything the attendee writes on this blank paper must come from his or her memory. It may be used to write the A-I mnemonic or to write notes while receiving a report (case introduction). If the attendee is allowed to write notes of completed assessments or interventions throughout the testing process, ensure this does not slow down the testing, making others wait.
 - iv. The paper provided is collected by the instructor or director and is NOT allowed to leave the testing room.

- f. The attendee is not allowed to carry his or her completed Psychomotor Skill Testing Scenario to the Course Director or to another Instructor. Completed scenarios are handled exclusively by the Course Director or a designee.

5. Review and Remediation

- a. A Course Director may delegate remediation to an Instructor who will have access to the Annotated Answer Key or Psychomotor Skill Testing Scenarios to assist with this process.
 - i. Remediation is conducted by reviewing missed items on the Written Examination or missed steps in the Psychomotor Skill Testing Scenario with the attendee and confirming understanding of the content. This does not replace retesting.
- b. Attendees may not leave the room with a copy of the Written Examination, nor have access to any books, papers, notes, phones, smart watches, tablets, and any other mobile devices while reviewing the examination.
- c. Remind the attendees that they may not discuss the Written Examination questions and answers or the content of the Psychomotor Skill Testing Scenarios with any other attendee.
- d. The Course Director is responsible for controlling contact between those attendees who have completed the testing and those waiting to test.

C. Verification

1. Provider Course and TNCC 1-Day Renewal Testing Requirements

- a. Written Examination
 - i. The Written Examination consists of 50 multiple-choice questions. The Written Examination evaluates the knowledge of the content presented in the TNCC/ENPC lectures, course manual, online material, and psychomotor skill stations.
 - ii. The passing score is 80% (40 correct answers). If a passing score is not achieved, but the attendee has successfully completed the Psychomotor Skill Testing Station on the first attempt, the attendee may complete one (1) retest of a different version of the Written Examination.
 - iii. The attendee may retake the Written Examination immediately or within two (2) weeks of the last day of the course. The arrangements are at the discretion of the

Course Director and the attendee must abide by the arrangement set by the Course Director.

- iv. If the attendee is unsuccessful on retest, he/she must register to take another course or to challenge a subsequent course in order to pursue verification status.
- b. Psychomotor Skill Station Evaluation
- i. The Psychomotor Skill Testing Station is graded based on objective data that are tallied on the Skill Performance Results.
 - ii. To successfully pass the Psychomotor Skill Testing Station, all starred criteria and at least 70% of the total points identified on the evaluation sheet must be demonstrated.
 - a. Double-starred criteria must be completed during the primary assessment and sequentially.
 - b. Single-starred criteria must be done before completing the station.
 - iii. Instructors may not coach, direct, instruct, prompt or otherwise guide or assist attendees through the Psychomotor Skill Testing Station. The instructor may respond to the learner's questions related to the scenario, such as repeating vital signs or providing additional information listed in the scenario to guide the case progression.
 - iv. The attendee who does not successfully pass the Psychomotor Skill Testing Station but has achieved a passing score on the Written Examination on the first attempt may be re-evaluated using a different Psychomotor Skill Testing Scenario.
 - a. The attendee should be retested by a different instructor if one is available.
 - b. If the attendee does not successfully pass the skill testing on retest, he/she must register to take another course or to challenge a subsequent course in order to pursue verification status.
- c. If the attendee does not achieve a passing score on the Written Examination **AND** is unsuccessful at the Psychomotor Skill Testing Station, he/she may **not** retest at either the Written Examination or the Psychomotor Skill Testing Station. He/she must register to take another course or to challenge a subsequent course in order to pursue verification status. Whether the RN chooses to attend or challenge a subsequent course, testing at BOTH the

Psychomotor Skill Testing Station and the Written Examination is required.

2. Review and Remediation Process

- a. If an attendee fails the Written Examination, the Course Director will facilitate an opportunity to review and remediate the examination with the attendee to ensure that the attendee understands the missed questions and the tested content.
 - i. The review must be done at the course, with the appropriate test security in place.
 - ii. The Course Director may assign this to another Instructor.
- b. If an attendee fails the Psychomotor Skill Testing Station, the Course Director will facilitate an opportunity to review and remediate the missed steps or missed content to ensure the attendee understands the tested content and process.
 - i. The review must be done at the course, with the appropriate test security in place.
 - ii. The Course Director may assign this to another Instructor.

3. Verification Status

- a. Successful RN attendees will receive a card verifying the successful completion of the Provider Course or the TNCC 1-Day Renewal Course.
- b. Expiration of verification status will occur four (4) years from the last day of the month in which the course was completed.

4. Instructor Potential

- a. Successful RN attendees may be considered for designation as Instructor Potential. This recommendation is given by the Course Director and Course Instructors. In order to be recommended for designation as Instructor Potential, the following criteria should be considered:
 - i. Achievement of at least 90% on the Provider Written Examination
 - ii. Achievement of at least 90% of total points on the Provider Psychomotor Skill Testing Station
 - iii. Teaching experience
 - iv. Two years of experience in the nursing care of the trauma or pediatric patient
- b. A Provider Course or TNCC 1-Day Renewal Course attendee who passes the provider verification testing but does not score at the

Instructor Potential level may not retest the Written Examination or the Psychomotor Skill Testing Station just to improve his/her score.

- c. A Provider Course or TNCC 1-Day Renewal Course attendee may receive Instructor Potential status with a passing score of less than 90% on the Written Examination and 90% on the Psychomotor Skill Testing Station if other attributes indicate teaching potential. All pre-course testing/competency validation requirements must be met before attending the Instructor Course. (See II.A.7)
- d. The Instructor Potential status must be formalized in an Instructor Potential Content Expertise Form furnished by the Course Director. The Instructor Potential RN must submit a copy of this form to the Instructor Course Faculty when applying for the Instructor Course.

D. Confidentiality of Attendee Information

1. Course Director Responsibility

- a. The Course Director is responsible for maintaining confidentiality of the attendee's personal information.
 - i. The Course Director may not release this information to anyone other than ENA Course Operations.
 - ii. The Course Director may release copies of the postcourse materials to the State Trauma or Pediatric Chair excluding demographic information, which includes personal and contact information.
 - iii. In cases where the State Chair needs contact information, permission must be obtained from the attendee.

2. Attendee Responsibility

- a. The attendee is responsible for sharing verification status and pass/fail information with his or her employer. The Course Director maintains the confidentiality of the attendee's results.

II. INSTRUCTOR PATH

A. Path Requirements

1. Live Session Course Authorization

- a. Course authorization to hold an Instructor Live Session must be obtained from ENA Course Operations by first registering the

course via eCourseOps. It is recommended that applications be submitted at least eight (8) weeks prior to the course date.

- b. Non-U.S. Course Directors must adhere to their contractual agreements.

2. Course Path and Format

- a. The Instructor Path is designed to prepare Providers with Instructor Potential status to become Instructors. The TNCC/ENPC Instructor Path emphasizes appropriate teaching strategies as well as correct evaluation methods.
- b. The Instructor Path Live Session is most commonly held in a one-day format.
- c. Additional time will be required for pre-course testing/competency validation. This can be done the day of the Instructor Path Live Session or up to four (4) weeks, 28 calendar days, prior to its start.

3. Course Materials

- a. To prepare for the Lecture Microteach Exercise, the Group Discussion Exercise, and the Psychomotor Skill Station Teaching Exercise, the Course Director must provide the Instructor Course attendees with the relevant slides/scenarios from the *Course Directors Only* section of the website. In addition, the Course Director must provide the Instructor Course attendees with directions for accessing the Instructor Path Online Session Modules. The Instructor Path Live Session attendees should have these materials at least four (4) weeks in advance.
- b. The Instructor Path Guide is available in two versions; one for the Instructor Faculty and one for the Instructor Potential. The Instructor Path Guide: Instructor Potential is available through the Instructor Path Online Session and the Instructor Path Guide: Faculty is available in the *Course Directors Only* section of the website.
- c. On successful completion of the Online Session and the Live Session, the Instructor Potential achieves Instructor Candidate status. Once ENA Course Operations receives all post-course materials from the Live Session, the Instructor Candidate will receive access to the *Course Instructors Only* section of the website.
- d. The Instructor Path Guide, and the *Course Instructors Only* section of the website includes materials to prepare new Instructors in the principles of adult learning, methods for teaching content,

and teaching and testing psychomotor skill stations, and materials needed for teaching a Provider Course.

4. Instructor Path Live Session Attendee-to-Faculty Ratio

- a. A 4:1 Instructor Course attendee-to-Faculty ratio is highly recommended.
- b. The maximum Instructor Course attendee-to-Faculty ratio may not exceed 6:1.
- c. Observers and first-time Faculty, as defined in *Section II.D: Faculty Status*, are not included in the ratios.
- d. Faculty Candidate Observers may not outnumber Instructor Course attendees.
- e. The ratio of first time Faculty to Instructor Course attendees in an Instructor Course is one (1) first time Faculty to every two (2) attendees.

5. Allowable Number of Instructor Course Attendees

- a. There is no limit to the number of Instructor Course attendees that may attend a course; however, the Instructor Course attendee-to-Faculty ratios must be maintained and adequate equipment must be available.

6. Eligibility Criteria to Become an Instructor

- a. To begin the process of becoming an Instructor, the successful Provider must meet ALL of the following eligibility criteria:
 - i. Must be a registered nurse with a current license to practice (or equivalent as defined by each country outside of the United States)
 - ii. Current Provider status for the appropriate course.
 - iii. Must have an Instructor Potential Content Expertise form, received from the TNCC/ENPC Provider Course Director
- b. The following additional criteria are recommended:
 - i. At least 2 years of experience in nursing care of the trauma or pediatric patient
 - ii. Teaching experience

7. Pre-course Testing/Competency Validation Requirements

- a. Instructor Course attendees must pretest to revalidate their competency as a TNCC/ENPC Provider just prior to or at the beginning of the Instructor Course. This includes:

- i. Achieving at least 90% on the Provider Written Examination
 - ii. Achieving at least 90% of the total points on the Provider Psychomotor Skill Testing Station
 - iii. No retests are allowed on either the Written Examination or Psychomotor Skill Testing Station.
- b. The only exception to the above pre-course testing/competency validation requirement is for an Instructor Course attendee who has taken the same edition of the Provider Course, or TNCC 1-Day Renewal Course, within 90 days of the Instructor Course, received Instructor Potential status from the Course Director, **and** scored at the Instructor Potential level (i.e., 90% or better on the Written Examination and 90% or better on the Psychomotor Skill Testing Station) on the first attempt. Any Instructor Course attendee meeting those specific requirements does not need to be pretested.
 - i. In order to facilitate this, the Provider Course Director or TNCC 1-Day Renewal Course Director must provide the Instructor Potential attendee with the Instructor Potential Content Expertise Form that includes his/her scores to bring to the Instructor Course.
 - ii. The Course Director of the Instructor Course must submit a copy of the Instructor Potential Content Expertise Form to ENA Course Operations with the post Instructor Course materials along with a separate Summary Performance Report for those attendees who did not need to be pretested.
 - iii. Those Instructor Course attendees who are not required to pretest must still complete a Written Examination answer sheet to ensure that ENA Course Operations has their current demographic information.
- c. Note that an Instructor Course attendee who has taken the Provider Course or TNCC 1-Day Renewal Course within 90 days of the Instructor Course and received Instructor Potential status from the Course Director, but did **not** score at the Instructor Potential level, must successfully demonstrate the Instructor Course pre-course testing/competency validation on both the Written Examination and the Psychomotor Skill Testing Station.
- d. All Instructor Course attendees who have taken the Provider Course more than 90 days prior to the Instructor Course must retest regardless of their scores.
- e. All pre-course testing/competency validation must be done by the Course Director of the Instructor Course or his or her designee.

- f. All pre-course testing/competency validation must be done within 4 weeks (maximum of 28 calendar days) of the start of the Instructor Course.
- g. Note that any attendee in an Instructor Course whose Provider status is from an earlier edition of the course **MUST** successfully pretest prior to the Instructor Course whether or not their Provider Course was within 90 days of the Instructor Course.
- h. Providers with Instructor Potential who are unsuccessful in the pre-course testing/competency validation may not attend the Instructor Course. Their paperwork must be returned along with the Instructor Course material. In this circumstance, ENA Course Operations will not charge the Instructor Course indirect fee. See *Section II.A.8: Options in the Event of Unsuccessful Pre-course Testing/Competency Validation* outlining the potential for renewing Provider status.

8. Options in the Event of Unsuccessful Pre-course Testing/Competency Validation

- a. It is possible for a Provider with Instructor Potential to score too low to continue in the Instructor Course, but high enough to renew Provider status. In that event, the Provider will have the option to receive a new Provider card.
- b. For those attendees who are given a new Provider card, the Instructor Course Director must submit a Provider Course indirect fee to ENA Course Operations along with a second Summary Performance Report listing those specific attendees awarded Provider status. ENA Course Operations will automatically assign them a new Provider Course number upon receipt of the performance report.

9. Continuing Nursing Education Contact Hours

- a. ENA is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Contact hours are provided to attendees for the course they attend. The attendee must attend the entire Live Session. Contact hours for the Online Session will be awarded to the learner online.
- b. Attendees will receive contact hour certificates for the Live Session from the Course Director at the end of the course.

B. Instructor Status

1. Achievement of Instructor Candidate Status

- a. TNCC/ENPC Instructor Courses require that attendees demonstrate the ability to present a lecture, lead a group discussion, and teach and evaluate a psychomotor skill station.
- b. Instructor Course attendees who meet the eligibility criteria and complete the pre-course testing/competency validation to attend the Instructor Course obtain Instructor Candidate status following successful completion of the Instructor Course.

2. Achievement of Instructor Status

- a. Monitoring of the Instructor Candidate is done by a current member of the State Trauma or Pediatric Committee (or of the comparable bodies for the military or countries outside of the United States), or a designee of the State Chair or Committee who is a TNCC/ENPC Instructor. The term State Monitor, or Monitor is used to define those with this authority.
- b. Monitoring of Instructor Candidates must be completed in a Provider Course. Monitoring cannot be completed in a TNCC 1-Day Renewal Course.
- c. No Monitor may evaluate more than two Instructor Candidates in a single Provider Course. The Monitor may not evaluate more than one Instructor Candidate at a time during the Psychomotor Skill Teaching Station or the Psychomotor Skill Testing Station.
- d. To achieve TNCC/ENPC Instructor status, the Instructor Candidate must:
 - i. Be favorably evaluated while teaching one (1) or two (2) lectures, during a Provider Course, with a maximum of one lecture per day.
 - ii. Be favorably evaluated while conducting the teaching and testing of the entire skill station in a Provider Course during one (1) full rotation with a minimum of 4 attendees.
- e. For TNCC, the Instructor Candidate will be required to teach and test at the Trauma Nursing Process skill station. For ENPC, the Instructor Candidate is required to teach and test at the Management of the Ill or Injured Pediatric Patient skill station.
- f. Evaluation and monitoring requirements must be completed within 12 months of the Instructor Path Live Session. An Instructor Candidate may be monitored up the three times and is encouraged to use these Monitored Sessions to gain comfort and expertise in the teaching process. The Instructor Candidate may request a different Monitor for the second and third Sessions. If

the Instructor Candidate is not deemed ready to teach independently by the Monitor after three Monitored Sessions, the Instructor Candidate may retake the Instructor Course if his/her provider status is still current.

- g. ENA Course Operations will issue an Instructor Card when all Instructor Candidate requirements have been met and submitted to ENA Course Operations.

3. Maintenance of Instructor Status

- a. Instructors remain verified as Instructors and Providers by teaching both lecture and skill station elements in at least one Provider Course (or TNCC 1-Day Renewal Course) every 18 months (subject to audit by ENA) while maintaining an average quality assurance score of 3.0 or greater.
- b. Instructors and Course Directors must carefully monitor the dates of their last course taught to maintain eligibility to teach. If there are questions regarding an Instructor's eligibility, ENA Course Operations may be contacted for clarification of status.
- c. TNCC/ENPC Instructors' Provider status will expire simultaneously with their Instructor status unless they have a valid Provider card.

4. Failure to Maintain Instructor Status

- a. An Instructor who has not taught a Provider Course (or TNCC 1-Day Renewal Course) for between 18 and 24 full months must be remonitored by a State Monitor to regain Instructor status.
 - i. The remonitoring process is the same as for the monitoring of an Instructor Candidate and must be completed in a Provider Course.
 - ii. The Course Director must submit an Instructor Candidate/Instructor Evaluation form to document the remonitoring process.
 - iii. The Instructor being remonitored is not counted in the Instructor-to-Attendee ratio.
- b. An Instructor who has not taught a Provider Course (or TNCC 1-Day Renewal Course) for more than 24 months must retake the Provider Course (if Provider status has expired) and the Instructor Course, and then be successfully monitored as an Instructor Candidate to regain Instructor status.
- c. If an Instructor has not taught a Provider Course (or TNCC 1-Day Renewal Course) for more than 18 months because of military deployment outside of the United States or the Family Medical Leave Act, he/she may contact ENA Course Operations for an extension (generally consistent with term of leave). If possible,

this contact should take place prior to the expiration of Instructor status.

5. Updating Instructor Status – Course Revisions

- a. When there is a new edition of the Provider/Instructor Course, all Instructors must successfully complete the updated requirements to retain Instructor status.
- b. New Instructor Cards will not be issued, but Instructors' files will be updated.

6. Instructor Evaluation Scores

- a. In order to continue teaching TNCC/ENPC, Instructors must achieve a composite Instructor Evaluation score of 3.0 or higher. This score is a compilation of attendee evaluation scores from the courses submitted to ENA Course Operations.
- b. Course Directors are encouraged to review the Instructor Evaluation scores at the end of the course. This will allow Instructors more immediate feedback regarding their performance and the need for remonitoring.
- c. Course Directors may obtain the compilation reports of Instructor Evaluation scores for individual Instructors using the *Course Directors Only* section of the ENA [website](#).
- d. Course Directors who identify an Instructor with a quality assurance score less than 3.0 should develop an action plan to address the problem in collaboration with the State Trauma or Pediatric Chair. This plan should be communicated to ENA Course Operations via mail, fax, or email.
- e. State Chairs can run an Instructor Evaluation report for Instructors within the entire state from the *Course Directors Only* section of the ENA website.
- f. State Trauma or Pediatric Chairs are expected to run the Instructor Evaluation report annually, and identify Instructors with cumulative scores less than 3.0.
- g. The State Trauma or Pediatric Chair will notify any Instructor of a cumulative score of less than 3.0 and will develop an action plan for remonitoring if it has not already been established.
 - i. Within 60 days of action plan development, the State Pediatric or Trauma Chair must notify ENA Course Operations whether remonitoring or an alternative action plan has been agreed upon.

- ii. If the Instructor fails to comply with the action plan, he/she will immediately be suspended from teaching and his/her ability to teach TNCC/ENPC may be revoked.
- iii. The remonitoring process is the same as for the monitoring of an Instructor Candidate. The Course Director and State Monitor must submit an Instructor Candidate/Instructor Evaluation form as documentation of the remonitoring process.
- iv. An instructor can be remonitored a total of two (2) times. The second time, a different evaluator must do the remonitoring. If unsuccessful on the second attempt, the Instructor will no longer be able to teach TNCC/ENPC.

C. Course Director

1. Provider Course Director Eligibility Criteria

- a. To become a Course Director, an Instructor must meet ALL of the following eligibility criteria:
 - i. Must be a registered nurse with a current license to practice (or equivalent as defined by each country outside of the United States)
 - ii. Must have current TNCC/ENPC Provider and Instructor status
 - iii. Must be a current ENA member (or member of an equivalent organization defined by each country outside of the United States)
- b. In addition, it is strongly recommended that the Instructor teach in a minimum of two (2) Provider Courses prior to becoming mentored as a Course Director.

2. Process to Achieve Course Director Status

- a. Once the eligibility criteria are met, the potential Course Director must be mentored in at least one Provider Course prior to holding his/her own course independently. This mentoring cannot be completed in a TNCC 1-Day Renewal Course.
 - i. This mentor must be a current member of the State Trauma or Pediatric Committee (or of the comparable body for the military or a country outside of the United States) or a designee of the State Chair or Committee.
 - ii. This mentor must be a current TNCC/ENPC Course Director.
 - iii. Both the mentoring Course Director and the potential Course Director must be physically present for the

Provider Course and must fill out and sign the Course Director Mentoring Agreement form and submit it to ENA with the post-course materials.

- b. A Course Director who has completed mentorship for one course (e.g., TNCC) may act as Course Director for the other course (e.g., ENPC) provided he or she has current Instructor status for that second course.
- c. Ongoing communication with the mentoring Course Director is recommended when acting as a novice Course Director.

D. Faculty Status

1. Faculty Candidate Eligibility Criteria

- a. Must have current TNCC/ENPC Provider, Instructor, and Course Director status
- b. Must be a current ENA member (or member of an equivalent organization defined by a country outside of the United States)
- c. Must have taught at least four Provider Courses in the past four years (For TNCC Faculty eligibility, up to two of the four courses may be the TNCC 1-Day Renewal Course)
- d. Must have served as Course Director in at least two Provider Courses in the past four years
- e. Must have cumulative course evaluation scores of 3.5 or higher within the past year

2. Process to Achieve Faculty Status

- a. Those Instructors who meet the Faculty Candidate eligibility requirements and wish to become Faculty must:
 - i. Submit a letter of intent to their State Trauma or Pediatric Chair or State Council President.
 - ii. Observe an entire Instructor Course.
 - iii. Actively participate as First Time Faculty, in teaching all aspects of a subsequent Instructor Course.
- b. The State Chair or State Council President must ensure that the applicant be given an opportunity to:
 - i. Observe the next scheduled Instructor Course. If one is not scheduled currently, Faculty Candidates may observe an Instructor Course outside of their home state to complete the observation requirement.
 - ii. Be supported teaching at an Instructor Course, as First Time Faculty. If an Instructor Course is not scheduled currently within the home state, it is acceptable to teach as First Time Faculty outside of the home state.

3. Maintenance of Faculty Status

- a. Faculty must participate as an Instructor in at least one (1) Provider Course every 18 months.
- b. Faculty must maintain current ENA Membership and uphold and adhere to these Administrative Procedures.
- c. Participation as Faculty in at least one (1) Instructor course every 24 months is strongly recommended.

4. Updating Faculty Status – Course Revisions

- a. When there is a new edition of an Instructor Course, all Faculty must be updated to retain their Faculty status.

E. Bridging

1. Instructors

- a. TNCC Instructors must meet eligibility criteria to bridge to ENPC Instructor status and likewise, ENPC Instructors must meet eligibility criteria to bridge to TNCC Instructor status.
- b. Instructor bridging eligibility criteria:
 - i. Current Instructor status
 - ii. Current Provider status in the course to which they are bridging
- c. Process to Bridge
 - i. Successfully complete the Instructor Course pre-course testing/competency validation as defined in *Pre-course Testing /Competency Validation Requirements Section II.A.7*
 - ii. Review Online Session content specific to course to which they are bridging
 - iii. Attend Live Session of the Instructor Course for the course to which they are bridging and participate in all teaching exercises
 - iv. Be monitored as an Instructor Candidate following the guidelines defined in *Achievement of Instructor Status Section II.B.2*

2. Faculty

- a. TNCC Faculty must meet eligibility criteria to bridge to ENPC Faculty status and likewise, ENPC Faculty must meet eligibility criteria to bridge to TNCC Faculty status.
- b. Faculty bridging eligibility criteria:
 - i. Current Faculty status

- ii. Current Provider, Instructor, and Course Director status in the course to which they are bridging
 - iii. Must have served as a Course Director in the Provider Course to which they are bridging in at least two courses within the past four years
 - iv. Must have cumulative Course Evaluation scores for both TNCC and ENPC Provider Courses of 3.5 or higher in the past year
- c. Process to Bridge
- i. Submit a letter of intent to the State Trauma or Pediatric Chair or State Council President
 - ii. Actively participate as First Time Faculty teaching in an Instructor Course to which they are bridging

APPENDICES

- A. Course Organizational Structure: Roles and Responsibilities**
- B. International Dissemination**
- C. License to Serve as a TNCC/ENPC Instructor and/or Director**
- D. Disciplinary Procedures**
- E. Course Director Provider-Course Activities**
- F. Course Director Instructor-Course Activities**
- G. Guidelines for Use of Computerized Patient Simulators in TNCC/ENPC**
- H. Guidelines for Videoconferences of TNCC/ENPC**

Appendix A: Course Organizational Structure: Roles and Responsibilities

A. Emergency Nurses Association (ENA)

1. Role
 - a. ENA is the sole and exclusive owner of all rights, title, interest and ancillary rights in and to the Trauma Nursing Core Course™, the Emergency Nursing Pediatric Course™ and the Courses including, without limitation, all course materials (as defined in Appendix I) and all copyrights, trademark rights, patent rights, trade secret rights, or other intellectual property rights therein.
2. Responsibilities
 - a. Development, design, content, and revision of TNCC/ENPC courses.
 - b. Approval of all applications for Provider, TNCC 1-Day Renewal, and Instructor Courses; no courses may be held without prior ENA approval.
 - c. Maintenance of records of course applications, post-course materials, and related financial transactions.
 - d. Provide access to course materials upon request and manuals upon payment.
 - e. Monitor course quality by investigating reported concerns, conducting reviews, and directing site visits and audits when indicated.
 - f. Serve as a resource to the ENA State Councils, State Trauma and Pediatric Committees/Chairs, Course Administration Faculty, Course Directors, Instructors, and Providers.
 - g. Assist in resolving issues regarding course administration, Faculty, Course Director, Instructor, or Instructor Candidate performance, and remonitoring.
 - h. Provide the continuing nursing education contact hours for the courses in accordance with current accreditation standards.
 - i. Facilitate the suspension/revocation process in collaboration with the Course Administration Faculty.
 - j. Periodically revise the Administrative Procedures in collaboration with the Course Administration Faculty.
 - k. Revoke the license and Instructor and/or Director status of individuals that fail to comply with these Administrative Procedures or the Rules.

B. Course Administration Faculty (CAF)

1. Role
 - a. The CAF is a committee of course faculty that collaborates with ENA in the administration of the courses.
2. Responsibilities
 - a. Collaborate with ENA with respect to proposed revisions to the Administrative Procedures.
 - b. Serve as a resource to the ENA Board of Directors, ENA Staff, ENA State Councils, State Trauma and Pediatric Committees/Chairs, and Course Directors, Instructors, and Providers.
 - c. Assist in developing or enhancing quality improvement mechanisms and tools.
 - d. Upon ENA request, collaborate with ENA in the revision of the courses.
 - e. Upon ENA request, collaborate with ENA in the suspension/revocation process.
 - f. Review the roles of State Trauma and Pediatric Chairs.
 - g. Review applications for international course dissemination faculty to make recommendations to the ENA President; act as a resource for international disseminations.
 - h. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.

C. ENA State Councils

1. Role
 - a. The State Council oversees courses presented within the state to ensure adherence with the Administrative Procedures and Rules.
2. Responsibilities
 - a. Appoint Chairs and members of the Trauma and Pediatric Committees for their states based upon qualifications established in these Administrative Procedures.
 - b. Ensure that members of the Committees are geographically dispersed throughout the state as much as possible. State Councils may choose to have one combined Trauma and Pediatric Committee.
 - c. Assign charges and goals to the Trauma and Pediatric Committees based upon the State Council's planning priorities and with consideration of the course activities.
 - d. Monitor course activities for consistency and quality.
 - e. Use course assessments and other course monies to promote and support courses.

- f. Hear concerns regarding courses and procedures within the state that have not been satisfactorily resolved by the Trauma or Pediatric Chairs.
- g. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.
- h. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.

D. State Trauma and Pediatric Chairs

1. State Trauma and Pediatric Committee Chairs must meet the following eligibility requirements:
 - a. Current ENA membership.
 - b. A registered nursing license that is active and unencumbered.
 - c. Current Course Director status appropriate to the committee.
 - d. Demonstrated leadership through involvement in Chapter, State or National ENA projects, committees or programs.
 - e. Current certification preferred (e.g. CEN, CPEN, TCRN).
2. Role
 - a. The State Trauma and Pediatric Chairs support and oversee the quality and delivery of TNCC/ENPC.
3. Responsibilities:
 - a. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction.
 - b. Promote TNCC/ENPC courses within the state. Identify underserved areas within the state to facilitate course availability.
 - c. 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.
 - d. Maintain and uphold quality of TNCC/ENPC courses conducted within their jurisdiction.
 - e. Monitor course activities within the state for course and instructor quality and compliance with these Administrative Procedures and the Rules.
 - f. 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.
 - g. Review instructor evaluation reports at least annually.
 - h. Provide opportunities for qualified individuals to observe an Instructor Course, and subsequently teach in a separate Instructor

Course (Faculty eligibility requirements must be met, and a letter of intent must have been submitted to the State Chair).

- i. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course to meet established timelines.
- j. Mentor, monitor, evaluate and support all Instructor Candidates personally or through delegation to committee members or designees.
- k. Mentor qualified Instructors to become Course Directors, personally or through delegation to committee members or designees.
- l. Provide opportunities and support to Faculty Candidates to be mentored and monitored teaching in an Instructor Course.
- m. Immediately report all known or suspected failures to abide by these Administrative Procedures, the Rules and breaches in course protocols or testing to ENA.
- n. Address problems or concerns with courses or instructors. Resolve if possible. If necessary, contact ENA regarding adherence to the Administrative Procedures and Rules.
- o. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.
- p. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.

E. State Trauma and Pediatric Committee Members

1. State Trauma and Pediatric Committee Members must meet the following eligibility requirements:
 - a. Current ENA membership.
 - b. A registered nursing license that is active and unencumbered.
 - c. Current TNCC or ENPC Instructor appropriate for the committee.
 - d. Current certification preferred (e.g. CEN, CPEN, TCRN).
2. Role:
 - a. The State Trauma and Pediatric Committee Members support the Chair in the quality and delivery of TNCC/ENPC.
3. Responsibilities:
 - a. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction.
 - b. Promote TNCC/ENPC courses within their state.
 - c. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction.

- d. 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.
- e. Assist the Chair in overseeing the quality of TNCC/ENPC courses conducted within their jurisdiction.
- f. Assist the Chair in monitoring course activities within the state for course and instructor quality and compliance with these Administrative Procedures.
- g. Mentor, monitor, evaluate and support Instructor Candidates as assigned by the Chair.
- h. Mentor qualified Instructors to become Course Directors in collaboration with the Chair.
- i. In collaboration with the Chair, address problems or concerns with courses or instructors. Resolve if possible. If necessary, contact ENA regarding adherence to the Administrative Procedures.
- j. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.
- k. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.

F. Course Directors for Provider and Instructor Courses

- 1. Role:
 - a. Course Directors coordinate all aspects of TNCC/ENPC Provider Courses and TNCC 1-Day Renewal Courses.
- 2. Responsibilities:
 - a. Ensure course integrity and adhere to the Administrative Procedures and Rules, the terms of the license set forth in Appendix C and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.
 - b. Ensure that Conflict of Interest Disclosure forms for Course Director, Course Instructors, and Instructor Candidates are completed prior to each course.
 - c. Market the course in advance to ensure early registration allowing for timely distribution of course materials to all registered attendees.
 - i. All marketing materials must clearly identify course registration dates and deadlines with cancellation policy.
 - ii. In the United States, all marketing materials must contain the following Americans with Disabilities Act (ADA) statement: "In accordance with the ADA, please advise

[insert name] if you have any disability that requires special materials and /or services so that appropriate personnel can be advised.”

- iii. Must use the ENA TNCC/ENPC logo in marketing materials in the appropriate format provided by ENA and in accordance with the ENA Course Branding Guide available in the *Course Directors Only* site.
- d. Ensure Instructors and Faculty are prepared, have current materials, and maintain time schedules.
- e. Ensure all registrants for the TNCC 1-Day Renewal Course have a current TNCC provider status.
- f. Collect all fees from attendees and submit timely payment to ENA; single payments from individual attendees will not be accepted.
 - i. Submit fees to ENA within 30 days following the course.
 - ii. Course Directors with outstanding invoices 120 days beyond the course date are subject to automatic suspension or revocation of Course Director status; after 150 days, the Instructor status may also be automatically suspended or revoked.
 - iii. State Council assessments for Provider Courses are paid quarterly based on:
 - a. Timely submission of all post course materials.
 - b. All fees have been paid and the course balance is zero (any credits must have been refunded or applied to other courses).
- g. Maintain a professional and supportive learning environment.
- h. Maintain immediate in-person availability during the entire course to assist with problems.
 - i. Notify State Trauma or Pediatric Chair of course or Instructor concerns.
 - j. Maintain responsibility for the security of all course materials during the course, especially Written Examinations and Psychomotor Skill Testing Scenarios.
 - k. Immediately report all known or suspected breaches in course protocols or testing to the State Trauma or Pediatric Chair or Committee Member, or to ENA Course Operations.
 - l. Review Instructor evaluations to provide immediate feedback to Instructors regarding their performance.
- m. Advise and support new Instructors and Faculty by providing constructive feedback including on maintenance of course integrity and meeting course objectives.

- n. Review course evaluations for consideration in planning future courses.
- o. Maintain a copy of the final course materials for a period of six (6) years and provide copies to ENA upon request
- p. Communicate with State Trauma or Pediatric Chair of a state outside of the Course Director's home state before scheduling a course there.
- q. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.

G. Instructor Course Faculty

- 1. Role:
 - a. Instructor Course Faculty teach TNCC/ENPC Instructor Courses.
- 2. Responsibilities:
 - a. Present TNCC/ENPC Instructor Course content according to the current edition of the Provider Manual/Instructor Supplement/Guide and in accordance with these Administrative Procedures and the Rules.
 - b. Adhere to the Administrative Procedures and Rules, the terms of the license set forth in Appendix C and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.
 - c. Maintain a professional and supportive learning environment.
 - d. Assist the Course Director in maintaining the security of course materials.
 - e. Report any concerns to the Course Director, the State Chair or State Committee member, and ENA Course Operations.
 - f. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.

H. Course Instructors

- 1. Role:
 - a. Course Instructors teach TNCC/ENPC Provider Courses
- 2. Responsibilities:
 - a. Present lectures and psychomotor skill stations according to the current edition of the Provider Manual and Instructor Supplement/Guide and in accordance with these Administrative Procedures.
 - b. Evaluate psychomotor skill stations according to the current edition of the Provider Manual and Instructor Supplement/Guide and in accordance with these Administrative Procedures.

- c. Adhere to the Administrative Procedures and Rules, the terms of the license set forth in Appendix C and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials.
- d. Maintain a professional and supportive learning environment.
- e. Assist the Course Director in maintaining the security of course materials.
- f. Report any concerns to the Course Director or the State Chair or State Committee member, and ENA Course Operations.
- g. Annually submit a Conflict of Interest Disclosure form to ENA. The form resides on the ENPC Administration and TNCC Administration pages of the ENA website and can be filled out and submitted from that location.
- h. Report Instructor, Director and Faculty deficiencies or failure to adhere to these Administrative Procedures and/or the Rules to ENA.

Appendix B: International Dissemination

International dissemination is the process by which an organization outside of the U.S. becomes licensed and authorized, through a contractual agreement with ENA, to receive the training required to hold TNCC and/or ENPC courses within a specified jurisdiction, for a specified period of time.

This process is governed by a contract between ENA and the sponsoring organization of the host country that must be signed before the international dissemination process begins.

Upon completion of the dissemination process, the host organization is contractually obliged to follow these Administrative Procedures, the Rules and the terms of the contract.

All international courses must be submitted to ENA in advance for approval.

The host organization is responsible for overseeing the quality of the courses held within the specified jurisdiction.

ENA is the sole and exclusive owner of all rights, titles, interests, and all ancillary rights to any and all materials and information pertaining to TNCC/ENPC.

International Provider Courses held outside of the dissemination process **MUST** be approved in advance by ENA.

Instructor courses **CANNOT** be held in countries that do not have a current contract in effect with ENA, with the exception of the U.S. Military holding an Instructor Course for U.S. Military RN Providers on a U.S. base in another country.

A. Dissemination Faculty Selection Criteria

1. ENA will assemble dissemination teams per contract requirements with the host organization. Periodically, there will be a call for interested Faculty to apply to be considered for future dissemination teams. Qualified applicants will be considered for subsequent dissemination assignments. The dissemination team will consist of Faculty chosen on the basis of the following criteria:
 - a. All team members must be current, experienced Faculty who have taught in the current version of an Instructor Course within the past 24 months.
 - b. All team members must have consistently represented ENA in a positive and professional manner.

- c. All team members must have maintained a cumulative score of 3.0 or more on both Provider and Instructor Course evaluations.

B. Course Director Selection Criteria

1. The Course Director must have experience as a member of a prior dissemination team.
2. It is preferable that the Course Director have taught in at least two prior disseminations.

C. Dissemination Team

1. The dissemination team will preferably have no more than two Faculty new to the dissemination process.
2. The CAF shall recommend a slate of potential dissemination team members for the ENA President's consideration.
3. All team members are appointed by the ENA President and ratified by the ENA Board of Directors.
4. When the Course Director is new to that role in a dissemination, it is preferable that the team includes a Course Director of a prior dissemination as a resource.
5. An ENA staff member will be assigned as the contact person for the dissemination team while it is on an international dissemination.

D. Translation Guidelines

1. No one may translate the course materials without ENA's prior written consent and the execution of a translation agreement, in a form acceptable to ENA in its sole discretion.
2. If approval is granted pursuant to a written agreement with ENA, all such translations must be performed by a professional translation company with experienced medically and scientifically qualified linguists with subject-matter expertise. Translation and printing expenses will be the requesting organization's sole responsibility. ENA shall not be responsible for any errors in any translated course materials and the requesting organization shall indemnify ENA from and against any and all liability arising in connection with errors in any translated materials. ENA shall own all copyrights in and to any translated course materials.

Appendix C: License to Serve as a TNCC/ENPC Instructor and/or Director

Individuals who desire to act as a Course Instructor and/or Course Director for TNCC/ENPC must meet the requirements set forth in these Administrative Procedures to qualify as TNCC/ENPC Instructors and/or Directors and must agree to abide by these Administrative Procedures, the Rules and the terms of the license set forth below. Acceptance of Instructor and/or Director status constitutes an individual's binding agreement to abide by these Administrative Procedures, the Rules and the terms of the license set forth below.

- A. ENA desires to license those individuals (i) granted Instructor or Director status in accordance with these Administrative Procedures; and (ii) that agree to abide by the terms of these Administrative Procedures and the Rules the right to act as Course Instructor or Course Director for TNCC/ENPC (each designated as a "Licensee").
- B. ENA grants such Licensees a nonexclusive, nontransferable, limited and revocable license to (i) instruct or direct Courses in accordance with the terms of the Administrative Procedures and the Rules; and (ii) use ENA's name, logo and the TNCC/ENPC trademark (collectively, "ENA's Trademarks") solely in connection with such activities to identify ENA as the owner of the TNCC/ENPC course materials and on promotional materials (collectively, the "License").
- C. All marketing, promotional or other materials including ENA's name or other Trademarks must be submitted to brandcourses@ena.org for prior approval on an annual basis. Once a use is approved, subsequent use shall be deemed approved and does not need to be resubmitted for prior approval except on an annual basis. A licensee may submit a new use for ENA's approval at any time as may be necessary. Continue to submit the marketing material used for each course with the post-course materials, as defined on the Post-Course Checklist, for continuing education accreditation purposes.

- D. Licensees may not (nor permit others to) use ENA's Trademarks in any way that would imply that ENA recommends or specifically endorses such Licensees services specifically.
- E. Licensee acknowledges ENA's ownership of ENA's Trademarks, the TNCC/ ENPC and the course materials. No title to or ownership of ENA's Trademarks, the TNCC/ENPC or the course materials, or any part thereof, is transferred to the Licensee by these Administrative Procedures or this License.
- F. Licensee agrees that all goodwill and benefits arising from use, instruction or direction of the TNCC/ENPC and the course materials shall inure to the benefit of ENA, and that Licensee shall acquire no right, title, interest, or goodwill in ENA's Trademarks, the TNCC/ENPC or course materials.
- G. Licensee agrees not to challenge the validity of ENA's rights in ENA's Trademarks, TNCC/ENPC or course materials. Licensee shall not take any action that is inconsistent with ENA's ownership of ENA's Trademarks, the TNCC/ENPC, or course materials, and shall not, at any time, seek to register any rights in or to ENA's Trademarks, TNCC/ENPC, or course materials.
- H. Licensee's activities undertaken as Instructors or Directors shall be in conformance with these Administrative Procedures, of a consistently high standard of quality, and commensurate with the current standards and reputation for quality associated with ENA, and Licensee's actions shall not reflect adversely upon ENA.
- I. ENA may, at any time, (i) visit and monitor a course for purposes of quality control (ii) inspect and review Licensee's uses of the course materials and ENA's Trademarks; and (iii) require Licensee to submit for ENA's inspection all advertising, promotional and related materials relating to the TNCC/ENPC or course materials for compliance with these Administrative Procedures and Rules.

Appendix D: Disciplinary Procedures

I. Procedure for Suspension/Revocation of TNCC/ENPC Course Director or Instructor Status

In order to ensure the integrity of the Trauma Nursing Core Course (TNCC) and the Emergency Nursing Pediatric Course (ENPC), ENA requires that all Courses are instructed and directed in strict accordance with these Administrative Procedures and the Rules.

1. ENA may suspend or permanently revoke an individual's Instructor and/or Director status and license to instruct, or direct the TNCC/ENPC for failing, as determined by ENA in its sole discretion, to adhere to and abide by these Administrative Procedures, the Rules or the terms of the License set forth above.
2. In the event that ENA becomes aware, either independently or by way of a written complaint meeting the criteria set forth below, that an Instructor or Director has violated these Administrative Procedures or the Rules, a preliminary investigation will be conducted.
3. Complaints must be:
 - a. Submitted in writing to ENA within 90 days of the alleged violation.
 - b. Signed by the complaining party.
 - c. Include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint.
4. Complaints failing to meet the criteria set forth above will not be pursued.
5. ENA will conduct a preliminary investigation regarding the validity of the alleged violation. ENA will determine, with the assistance of legal counsel as necessary, whether the complaint warrants a full investigation. If ENA determines that the matter does not warrant a full investigation, the matter shall be closed.
6. Complainants should not expect anonymity in this process and should expect that their identity could be disclosed to the accused Instructor/Director during the investigation.
7. If ENA determines that the matter does warrant a full investigation:
 - a. ENA will conduct a full investigation and appoint a Review Committee.
 - b. ENA shall notify the affected Instructor/Director that a complaint has been filed, that an investigation will be conducted, and that the Instructor/Director shall be advised of the results. Such notice shall state

- whether or not their Instructor/Director status and license to instruct or direct a course is suspended pending the results of the investigation.
- i. The notice shall be sent by email and overnight or certified mail, return receipt requested, to the affected Instructor/Director at the address on record with ENA.
 - ii. The notification will request the individual to submit in writing any evidence or argument concerning the stated issue(s) within 20 business days.
- c. ENA shall further notify the Course Administration Faculty Board Liaison and the Chair of the Course Administration Faculty that an investigation is in process involving the Instructor/Director.
 - d. Copies of the notification also will be sent to the applicable State Trauma/Pediatric Chair(s), State President(s), and ENA President as appropriate.
 - e. Once the response is received, ENA will perform any additional investigation required.
 - f. ENA reserves the right to consult with legal counsel.
8. The Review Committee shall be comprised of:
- a. The Chair of the Course Administration Faculty.
 - b. The Course Administration Faculty Board Liaison in a nonvoting, advisory capacity.
 - c. Two (2) additional members of Course Administration Faculty selected by the Chair and the Board Liaison.
9. All members of the Review Committee shall be free of any conflicts of interest.
10. The Board Liaison will keep the ENA President informed of the status of the complaint.
11. Upon conclusion of its review, the Review Committee may, among other actions, issue a warning, temporary suspension, or permanent revocation of an Instructor/Director's status and license to instruct, direct or facilitate the instruction or direction of the TNCC/ENPC and courses (as applicable).
12. ENA shall notify the following of the Review Committee's decision:
- a. The affected Instructor/Director (by overnight or certified mail, return receipt requested).
 - b. The State Trauma/Pediatric Chair and State President.
13. ENA shall notify the affected Instructor/Director that he or she may submit a request, in writing, in accordance with the Review and Appeal Process below, for an appeal of the Review Committee's decision. This request must be postmarked

within 10 business days of such Instructor/Director's receipt of the Review Committee's decision.

14. During the appeal process, the decision of the Review Committee will be upheld.

II. Procedure for Denial/Revocation of TNCC/ENPC Provider Status

In order ensure the integrity of the Trauma Nursing Core Course (TNCC) and the Emergency Nursing Pediatric Course (ENPC), ENA reserves the right to take disciplinary action for valid cause against a Provider or individual seeking TNCC/ENPC Provider verification status from ENA.

1. **Denial/Revocation of Provider Status.** ENA may refuse to confer a Provider verification status or may revoke Provider verification status for violating the Rules including but not limited to the following:
 - a. Revocation, suspension, or restriction of professional registered nurse license or its equivalent as defined by the nursing licensure authority of a country outside of the United States.
 - b. Falsification of the TNCC/ENPC provider card, certificate of completion or any other materials or information submitted to ENA in connection with a Course.
 - c. Cheating on the TNCC/ENPC Written Examination or Psychomotor Skill Testing Stations or enabling another attendee to cheat.
 - d. Utilization of the TNCC/ENPC content and audiovisual materials for purposes outside of the course without obtaining prior written consent from ENA Course Operations.
 - e. Unprofessional conduct (including, but not limited to: discrimination, harassment or inappropriate language).
2. For circumstances such as those listed above, the Course Director has the authority to evict the individual from the Provider Course and withhold the Provider card.
3. For circumstances that are reported to ENA after the Course has been completed and the Provider status has been conferred, ENA will conduct a preliminary investigation as to the validity of the allegation.
4. Complaints must:
 - a. Be submitted in writing to ENA within 90 days of the alleged violation
 - b. Be signed by the complaining party
 - c. Include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint
5. ENA will determine whether the complaint warrants a full investigation. If ENA determines that the matter does not warrant a full investigation, the matter shall be closed.

6. If ENA determines that the matter does warrant a full investigation, ENA will conduct a full investigation.
 - a. ENA shall notify the affected individual that a complaint has been filed, that an investigation will be conducted, and that the accused shall be advised of the results. Such notice shall disclose the complainant's name, describe the accused's alleged violation or misconduct, ENA's preliminary findings, the possible disciplinary action that may be imposed. In addition, the notice will inform the accused that they have an opportunity to appear (via conference call or other electronic means), at their sole expense, at a hearing to take place at a time to be set at the discretion of the Review Committee (as defined below). The notice should further state that a hearing, if requested by the accused, will not take place less than thirty (30) calendar days from the date of receipt of the notice.
 - i. The notice shall be sent by overnight or certified mail, return receipt requested, to the affected Provider at the address on record with ENA.
 - ii. The notice will request the individual to (a) submit in writing any evidence or argument concerning the stated issue(s), (b) inform ENA whether or not he/she is requesting a hearing, and if requesting a hearing, whether he/she will have legal counsel participate in the hearing, and (c) submit this response within 20 business days of his or her receipt of such notice.
 - iii. The notice will also include a copy of this *Procedure for Denial/Revocation of TNCC/ENPC Provider Status*.
 - iv. The notice also will state that an individual who does not respond in writing within twenty (20) business days after receipt of the notice, or who chooses not to have a hearing, will waive the right to a hearing.
 - v. The notice will further state that any member who has waived the right to a hearing will be deemed to have waived the right to an appeal.
 - b. Complainants should not expect anonymity in this process and should expect that their identity could be disclosed to the accused during the investigation.

- c. If the accused waives the right to a hearing, the Review Committee shall make its findings and recommendations based on the material available to it.
 - d. ENA shall further notify the Course Administration Faculty Board Liaison and the Chair of the Course Administration Faculty that an investigation is in process involving the Provider. This notification will describe the reported cause.
 - e. Copies of the notification will be sent to the State Trauma/Pediatric Chair, State President, and ENA President.
 - f. Once the response is received, ENA will perform any additional investigation required.
 - g. ENA reserves the right to consult with legal counsel if necessary.
7. ENA will appoint a Review Committee which shall be comprised of:
 - a. The Chair of Course Administration Faculty.
 - b. The Course Administration Faculty Board Liaison in a non-voting, advisory capacity.
 - c. Two (2) additional members of Course Administration Faculty selected by the Chair and the Board Liaison.
 8. All members of the Review Committee shall be free of any conflicts of interest.
 9. The Board Liaison will keep the ENA President informed of the status of the complaint.
 10. Upon conclusion of its review, the Review Committee may, among other actions, issue a warning or revocation of Provider status and determine when (if ever) the accused may take another Provider Course.
 11. If the affected individual requests a hearing, ENA shall notify such individual in writing, by email and overnight or certified mail, return receipt requested, of the time and place of the hearing, which hearing shall be held no less than fifteen (30) days after the date of such notice. The hearing may be held either via conference call or other electronic means affording participants the opportunity to hear each other and respond in real-time, as determined by ENA in its sole and absolute discretion.
 - a. During the hearing, the affected individual shall have full access to the evidence against him or her, and shall have the right to: (i) appear at such hearing (via teleconference or other electronic means, as applicable), with legal counsel if desired; (ii) rebut the information produced by the Review Committee; (iii) present witnesses; and (iv) submit pertinent evidence. The affected individual's presentation to the Review Committee may be no more than 15 minutes in duration. If the individual chooses to have legal counsel present, the Review Committee

- will decide whether and to what extent such legal counsel may address the Review Committee directly. Any additional written material presented by the affected individual must be provided to the committee at least seven (7) calendar days prior to the date of the hearing.
- b. The Review Committee may have ENA staff and legal counsel present at any such hearing to advise the committee with respect to procedure and to present the Review Committee's position.
 - c. A hearing may be postponed, recessed, or reconvened for good cause in the sole discretion of the Review Committee, but an affected individual who fails to attend a hearing shall be deemed to have waived his or her right to appear and to appeal the Review Committee's decision.
12. ENA shall notify the following individuals of the Review Committee's decision:
- a. The affected individual (by email and overnight or certified mail, return receipt requested), the State Trauma/Pediatric Chair and State President as appropriate.
 - b. Further, ENA shall notify the affected individual that he or she may (if eligible) submit a request, in writing, in accordance with the Appeal Process below, for an appeal of the Review Committee's decision. This request must be postmarked within 10 business days of such individual's receipt of the Review Committee's decision.
13. During the appeal process, the decision of the Review Committee will be upheld.
14. Written materials considered in the above process and written decisions of the Review Committee will be retained in the ENA office in accordance with its records retention policies.

III. Appeal Process

As previously stated, Course Director, Instructor, or Provider status may be suspended or revoked or individuals may be censured under certain circumstances. This review and appeal process has been developed for individuals seeking reconsideration of a decision regarding suspension or revocation of Course Director, Instructor, or Provider status. This process is conducted by an Appeal Committee.

The Appeal Committee shall consist of five (5) individuals whose main purpose is to ensure an impartial appeals procedure. The members of the Appeal Committee shall be appointed by the ENA President as described below and the members of the committee shall be free of any conflicts of interest and qualified through education and experience to serve on the Appeal Committee. The ENA Board of Directors grants to the Appeal Committee full and final authority to suspend, revoke, or reinstate TNCC or ENPC Course

Director, Instructor, or Provider status. Upon the conclusion of its review, the Appeal Committee may affirm, reject or modify the decision of the Review Committee.

A. Circumstance for Appeal

1. The appeal process is available to any individual seeking reconsideration or reversal of the Review Committee's decision. However, any individual whose Course Director, Instructor, or Provider status has been revoked or suspended because of denial, revocation, or suspension of the individual's professional license by the state, provincial, or national licensure agency shall have no right to pursue an appeal.

B. Request for Appeal

1. Any individual who wishes to appeal a decision of the Review Committee that suspended or revoked his or her TNCC/ENPC Course Director, Instructor, or Provider status must submit a written request for an appeal that must be signed by the individual and include the following:
 - a. A statement of the individual's reasons for believing that the decision was incorrect, along with a copy of any supporting materials or documentation.
 - b. A statement of the desired outcome.
 - c. A statement informing ENA whether or not such individual is requesting a hearing in front of the Appeal Committee. If a hearing is requested, the individual must also inform ENA whether legal counsel will participate in the hearing.
2. This written request must be sent by overnight carrier or certified mail to ENA, attention of the Director, Course Operations. This request must be postmarked within 10 business days of receipt of the notice informing such individual of the Review Committee's decision to suspend or revoke such individual's Course Director, Instructor, or Provider status. Any materials not postmarked within this 10-day period will not be considered in the review and appeal process.
3. Individual Providers who (i) failed to respond in writing to the original complaint notice; (ii) chose not to request a hearing; or (iii) failed to appear at a requested hearing are not eligible to request an appeal. In such cases, the decision of the Review Committee is final and binding.

C. Selection of Appeal Committee

1. The Appeal Committee will be appointed by the ENA President in consultation with the Course Administration Faculty Board Liaison and the Course Administration Faculty Chair.
2. If any member of the committee knows or is otherwise related to or affiliated with the appealing individual or has any conflict of interest, a substitute member will be appointed.
3. The members of the committee shall make every reasonable effort to review the case documents and be available for the necessary call(s) to resolve the case in a reasonable period of time.

D. Appeal Committee Composition

1. The Appeal Committee will consist of five (5) individuals: a Chair and four (4) voting members. The Appeal Committee will appoint a committee member to act as Chair. The members of the Appeal Committee shall be qualified through education and experience to serve on the Committee to review individual decisions regarding instructor status and verification. Members of the Appeal Committee must agree to maintain the confidentiality of the details of the case and deliberations of the Appeals Committee.

E. Appeal Process

1. If an appeal is submitted, the Appeal Committee shall review the findings and recommendations of the Review Committee based only on the evidence upon which the decision was made. After receipt of a request for an appeal and the selection of the Appeal Committee, the case will be considered as soon as practical.
 - a. If the affected individual requested a hearing, they shall be given at least fifteen (15) days' prior notice of the time and date of the hearing. The affected individual shall have the right to appear before the Appeal Committee, with legal counsel, if desired, to present reasons why the Review Committee's decision should not be accepted. The affected individual's presentation to the Appeal Committee may be no more than 15 minutes in duration. If the individual chooses to have legal counsel present, the Appeal Committee will decide whether and to what extent such legal counsel may address the Appeal Committee directly. Such hearings may be held either via conference call or other electronic means affording attendees the opportunity to hear each other and respond in real-time, as determined by the Appeals

Committee in its sole and absolute discretion. ENA's legal counsel may be present, as well as ENA staff and the Board Liaison to the Course Administration Faculty.

2. Upon the conclusion of its review and hearing (if any), the Appeal Committee, by a majority vote, shall affirm, reject or modify the decision of the Review Committee. The action of the Appeal Committee shall be final and binding. No further appeals are available.
3. ENA shall notify the following individuals of the Appeal Committee's decision: the affected individual (by overnight or certified mail, return receipt requested), ENA's President, the State Council President, and State Trauma or Pediatric Chair (as applicable).
4. Written materials considered in the Appeal Process and written decisions of the Appeal Committee will be retained in the ENA office in accordance with its records retention policies.
5. The decision of the Review Committee shall be upheld during the entirety of the appeal process.

Appendix E: Course Director Provider-Course Activities

A. Precourse Activities: Starting Eight (8) or More Weeks Prior to Course

1. Select the course site and dates.
2. Ensure a professional site is available for the course that allows proctored test security and has space for all required equipment.
3. Select qualified instructors.
4. Assign lectures and psychomotor skill stations to instructors sufficiently in advance to allow them enough preparation time.
 - a. Register the course through eCourseOps, ENA's online course management tool,
 - i. <http://www.ena.org/education/ENPC-TNCC/eCourseOps/Pages/default.aspx>
 - ii. Directions on how to navigate eCourseOps are also located on this page.
 - iii. When necessary, paper applications can be faxed to ENA at 847-460-4001, or emailed to courseops@ena.org
 - b. Distribute Provider Manuals to all attendees. Manuals will be shipped to the Course Director or designee upon receipt of payment. No manuals will ship prior to payment. **It is strongly recommended that all attendees receive Provider Manuals and all other materials at least 30 days prior to the course.**
 - i. Any registrants admitted per Course Director discretion after the 30-day manual deadline must sign the Late Book Acknowledgement form acknowledging their acceptance of the late manual distribution along with the receipt date of the book.
 - ii. Once manuals are shipped to the Course Director or designee, they are the responsibility of the Course Director and cannot be returned to ENA Course Operations for a refund or credit.
 - c. Provide for the security of registration fees. It is recommended that a non-refundable fee policy be developed to cover costs the Course Director may incur with late cancellations, including a Provider Manual fee.
 - d. Ensure all registrants to the TNCC 1-Day Renewal Course have a current TNCC provider status.
 - e. Provide the attendees instructions for accessing the ENPC/TNCC pre-course modules.
 - f. Arrange for availability of equipment and live models, if used.
 - g. Make psychomotor skill group assignments.
 - h. Prepare contact hour certificates.

- i. Prepare/print documents and forms needed for the course.
- j. Meet with Instructors and models as needed.
- k. Identify Instructor Candidates who require monitoring and Instructors who requiring remonitoring. Communicate with the Trauma or Pediatric Chair or Committee regarding needed State Monitors.
- l. Ensure that Instructor Candidates are scheduled to teach and test a minimum of 4 students while being monitored at the tested skill station in accordance with these Administrative Procedures.
- m. Ensure the Attendee-to-Instructor ratio meets the requirements in these Administrative Procedures.

B. Activities at the Course – the following activities must be performed by the Course Director or designee unless otherwise indicated.

- 1. Before arrival of attendees, examine the facilities and meet with Instructors to ensure course readiness. Check lecture classroom to ensure correct set-up and availability of equipment.
- 2. Welcome attendees and provide an overview of what is expected of attendees and review the Disclosure to Learners slides. Emphasize testing requirements, environment, and copyright protection.
- 3. Ensure adherence to time schedule.
- 4. Instruct attendees to complete course evaluation/Written Examination sheets.
 - a. Attendees must separate the Course evaluation sheets from the Written Examination sheet before submitting to the Course Director.
 - b. All attendees must complete the demographic information on the course evaluation/Written Examination answer sheet for ENA Course Operations to maintain TNCC or ENPC data records. Remind attendees that all demographic information must be complete and legible.
 - c. Ensure all course security precautions are in place.
 - d. Collect and count all Written Examinations to ensure that all have been returned and ensure test security.
 - e. Notify attendees of individual course performance.
 - f. Oversee review and remediation for unsuccessful attendees.
 - g. Manage any conflicts that may occur.
 - h. Complete and distribute Contact Hour certificates and Provider verification cards. Contact hours may **NOT** be prorated. Successful challengers receive a verification card but no contact hours.
 - i. Complete all post-course documents.

- j. Conduct a post-course meeting with Instructors to review Instructor and attendee performances.
- k. Identify attendees who meet the guidelines for Instructor Potential.
- l. Complete the Instructor Potential Content Expertise form and distribute to the appropriate attendees.

C. Post-Course Activities to be Completed Within 30 Days of Course

- 1. As defined in the Post-course Checklist, return all required post-course materials to ENA Course Operations no later than 30 days following the conclusion of the course.
- 2. Submit payment for unpaid indirect fees and any other charges outstanding for the course to ENA no later than 30 days following the conclusion of the course.
- 3. Post-course materials and payment must be received at ENA Course Operations no later than 30 days following the end date of the course.
 - a. Forward a copy of any requested documents to the State Trauma or Pediatric Chair, with the exception of the Written Examination sheet and Demographic Information.
 - b. Keep a copy of course documents for six (6) years. At a minimum, this should include the Final Faculty Roster, the Summary Performance Report, Psychomotor Skill Station Evaluation sheets for attendees who were unsuccessful, and any Instructor Candidate Monitoring forms or Course Director Agreement forms.

Appendix F: Course Director Instructor-Course Activities

A. Pre-course Activities: Starting Eight (8) or More Weeks Prior to Course

1. Select the course site and dates.
2. Ensure a professional site is available for the course that allows proctored test security for pre-course testing/competency validation, and has space for all required equipment.
3. Plan for necessary pre-course testing/competency validation.
4. Select qualified Faculty.
5. Register the course through eCourseOps, [ENA's](#) online course management tool.
 - a. <https://www.ena.org/education/ENPC-TNCC/eCourseOps/Pages/default.aspx>
 - b. Directions on how to navigate eCourseOps are also located on this page.
 - c. When necessary, paper applications can be faxed to ENA at 847-460-4001 or emailed to courseops@ena.org

B. Pre-course Activities: Starting Four (4) Weeks Prior to Course

1. Verify current provider status of Instructor Course attendees and review Instructor Potential Content Expertise forms.
2. Utilize the group registration process, through ENA Learn, to register the Instructor Potential attendees for the Online Session.
3. Assign and distribute slides for the Lecture Microteach and scenarios for the Psychomotor Skill Teaching and Group Discussion to Instructor Potentials sufficiently in advance to allow them enough time to thoroughly prepare their presentations.
4. Send acceptance letters including
 - i. Directions to access the Online Session modules
 - ii. Slides for the Lecture Microteach Exercise
 - iii. Psychomotor Skill Station Teaching Scenario for
 - a. Group Discussion Exercise
 - b. TNP or Management of the Ill or Injured Pediatric Patient Teaching Station Exercise
 - c. TNCC Only: Airway and Ventilation Skill Station Scenario
 - d. TNCC Only: Trauma Interventions Skill Station Scenario (assign one or two)
 - e. Critique forms for the Lecture Microteach, Group Discussion, and Psychomotor Skill Station Teaching Exercises.
5. Provide for the security of registration fees. It is recommended that a

non-refundable fee policy be developed to cover costs the Course Director may incur with late cancellations, including covering the cost of the Online Session modules.

6. Arrange for availability of equipment.
7. Prepare Contact Hour certificates.
8. Prepare/print documents and forms needed for the course.
9. Distribute course schedule and teaching assignments to Faculty; meet with Faculty as needed.
10. Identify Observers and First-time Faculty who require monitoring or support.
11. Ensure the Instructor Course attendee-to-Faculty ratio is acceptable.

C. Activities at the Course – The following activities must be performed by the Course Director or designee unless otherwise indicated.

1. Before arrival of the Instructor Course attendees, examine the facilities and meet with Faculty to ensure course readiness. Check lecture classroom to ensure correct setup and availability of equipment.
2. Welcome Instructor Potentials and provide an overview of what is expected of attendees and review the Disclosure to Learners slides.
3. Ensure adherence to time schedule.
4. Instruct Instructor Course attendees to complete course evaluations/Written Examination sheets (for pre-course testing/competency validation).
 - a. Attendees must separate the Course evaluation sheets from the Written Examination sheet before submitting to the Course Director.
 - b. All Instructor Course attendees must complete the demographic information on the course evaluation/Written Examination answer sheet for ENA Course Operations to maintain TNCC or ENPC data records. Remind the Instructor Course attendees that all demographic information must be complete and legible.
5. Ensure all course security precautions are in place.
6. Manage any conflicts that may occur.
7. Complete and distribute Contact Hour Certificates.
8. Complete all post-course documents.
9. Conduct a post-course meeting with Faculty.
10. Complete the Instructor Candidate Performance Report and review comments and instructions for monitoring with the new Instructor Candidates.

D. Post-course Activities to be Completed Within 30 Days of Course

1. As defined in the Post-course Checklist, return all required post-course materials to ENA Course Operations no later than 30 days following the conclusion of the course.
2. Submit payment for unpaid indirect fees no later than 30 days following the conclusion of the course.
3. Forward a copy of any requested documents to the State Trauma or Pediatric Chair, no later than 30 days following the conclusion of the course. Documents with demographic information, such as the Written Examination sheet may not be shared with the State Trauma or Pediatric Chair.
4. Keep an electronic or paper copy of course documents for six (6) years. At a minimum, this should include the Final Faculty Roster, the Summary Performance Report, and Psychomotor Skill Station Evaluation sheets for attendees who were unsuccessful.

Appendix G: Guidelines for Use of Computerized Patient Simulators in TNCC/ENPC

- A. The use of computerized patient simulators in TNCC/ENPC courses may be a valuable adjunct to teaching and learning.

- B. The following guidelines will be used when considering proposals:
 1. Intention to use computerized technology must be submitted to ENA Institute for Emergency Nursing Education (IENE) at education@ena.org for approval prior to preparing the computerized scenarios.
 2. The computerized program must include a manikin to ensure a hands-on experience; no other format or version is acceptable (i.e., no computer screen simulations).
 3. The TNCC/ENPC Psychomotor Skill Testing Scenarios (e.g., Trauma Nursing Process, Management of the Ill or Injured Pediatric Patient) may be used only in the simulation environment for TNCC or ENPC. No additional use in other courses or other training sessions is permitted.
 4. In all cases, the information as provided in the TNCC/ENPC scenarios must be entered into and reproduced by the simulator **exactly** as stated in the scenarios.
 5. ENA may exercise the right at any time to examine the computerized simulation and courses delivered using the simulator.
 6. ENA retains all rights to the TNCC/ENPC scenarios.
 7. Computerized scenarios may never be given, sold, or shared with other programs unless specifically approved by ENA.
 8. Psychomotor Skill Testing Scenarios used with a high-fidelity simulation manikin must be removed from the computer or password protected to ensure they may not be accessed by unauthorized users.

Appendix H: Guidelines for Video Conferencing of TNCC/ENPC

- A. Video conferencing is an acceptable method for teaching the lecture component of the TNCC/ENPC courses.
- B. In order to make this method of delivery a quality service, the following guidelines must be followed:
1. Intention to use videoconferencing during a TNCC/ENPC must be submitted to ENA Institute for Emergency Nursing Education (IENE) at education@ena.org for approval prior to the course.
 2. All Administrative Procedures, policies, and course scheduling are the same as for the original TNCC/ENPC teaching format and regulations.
 3. A qualified TNCC/ENPC Instructor **MUST** be present at each satellite site to coordinate materials, troubleshoot technical problems, answer questions, conduct all teaching and testing skill stations, and oversee the Written Examination.
 - a. The attendee-to-instructor ratio at each satellite site must be 4:1.
 - b. A direct phone number from the satellite site to the origination site must be designated before the class and available throughout the course.
 - c. If any problems occur with transmission of the audio or video, the Instructor present at the satellite site will be expected to complete the course presentation or segments thereof until proper connections are re-established.
 4. A written agreement between the Course Director and the satellite site Instructors is recommended. This agreement should outline expectations of the Course Director and satellite site Instructors and provide guidelines for dealing with any technical difficulties.
 5. It is the responsibility of the Course Director to make sure all necessary course materials are sent to the satellite site coordinators.
 6. It is the responsibility of the Course Director to collate the evaluation and testing materials from all the satellite sites and forward the information to ENA Course Operations.
 7. Video reproduction of the video conference or any rebroadcasting of the conference is strictly prohibited.

Appendix I: Glossary

Bridging - The process for a current Instructor or Faculty in one course, to become an Instructor or Faculty in the other course. There are two categories related to bridging:

- Bridging Instructor status – an Instructor who is current in one course (TNCC/ENPC) can bridge to become an Instructor in the other course. A bridging Instructor must follow the requirements in section II.E.1.
- Bridging Faculty status – a Faculty who is current in one course (TNCC/ENPC) can bridge to become Faculty in the other course. Once meeting Faculty eligibility in the second course, the bridging Faculty does not need to observe an Instructor Course. The next and final step will be to participate as First Time Faculty in an Instructor Course of the other course, as defined in section II.E.2.

Challenge - An option for an RN to complete only the Written Examination and Psychomotor Skill Station Testing portion of the Provider Course, or the TNCC 1-Day Renewal Course. No contact hours will be awarded to RNs challenging a course. If the RN is successful, a new 4-year provider verification status and card will be issued. Challengers must register for the course, be included on the summary performance report, and an indirect fee is due to ENA for the Challenger.

Commercial Support - Commercial support can be financial or in-kind support. This support must be documented on a commercial support agreement required by the American Nurses Credentialing Center in advance of the course, and must be submitted to ENA's continuing education provider unit (CNE@ena.org) in advance for review and approval.

- Financial Support is money supplied by a Commercial Interest Organization to be used by a Provider for expenses related to the educational activity. Financial support may be provided as an unrestricted grant, educational grant, donation or scholarship.
- "In-Kind" Support consists of materials, space or other non-monetary resources or services used by a Provider to conduct an educational activity; which may include and is not limited to human resources, marketing services, physical space, equipment such as audio-visual materials and teaching tools (for example, anatomic models). In-kind donations may not bear the trade names, logos or other identifying insignia of the Commercial Interest Organization. In-kind

support may not include promotion of goods or services of the Commercial Interest Organization. In the event that the trade name, logo or other identifying insignia cannot be removed (i.e. embedded in the piece of equipment), the Provider must ensure that learners are aware of similar products produced by other companies. In addition, disclosure of the in-kind donation must be provided to learners.

Conflict of Interest - Conflict of interest is defined as an individual's relationship with a commercial interest organization.

Course Director - A current ENA member who holds Instructor status and has been mentored to oversee and coordinate all aspects of a Provider Course or a TNCC 1-Day Renewal Course.

Course Materials - All textbooks, supplements, examinations, examination questions, study guides, slides, presentations, skills tests, multimedia products, policies, procedures, reports, forms, evaluation materials, information and other materials constituting and accompanying the Courses, TNCC or ENPC (including all translations of such materials), including, without limitation, the following:

- (i) TNCC/ENPC Instructor Path Guide, as may be updated or amended from time to time by ENA in its sole discretion ("Instructor Supplement");
- (ii) TNCC/ENPC Provider Manual (Book or eBook Format), as may be updated or amended from time to time by ENA in its sole discretion ("Provider Manual");
- (iii) TNCC/ENPC Provider and Instructor Course Process Demonstrations (DVD or subsequent formats), as may be updated or amended from time to time by ENA in its sole discretion;
- (iv) Instructor Evaluation Reports which may be updated or amended from time to time by ENA in its sole discretion;
- (v) Any other materials provided, prepared or developed by ENA in connection with the TNCC/ENPC or Courses; and
- (vi) Any and all translations of such materials.

Facilitate - To make possible, help, promote, further or otherwise aid or assist another in the direction or instruction of a Course.

Faculty - An ENA member and Course Director who has met the eligibility requirements and successfully completed the requirements as outlined in the Administrative Procedures, to teach in an Instructor Course.

Faculty Candidate - An ENA member and Course Director who has met the eligibility requirements and must now complete the process to become Faculty, as outlined in the Administrative Procedures.

First Time Faculty - A Course Director who has met the eligibility criteria for becoming Faculty, and has subsequently observed an Instructor Course, and is now able to take the final step towards becoming Faculty by acting as First Time Faculty. First Time Faculty must be supported in their first time teaching in an Instructor Course.

Indirect Fee - The fee charged by ENA for each individual attendee who attends a Provider or TNCC 1-Day Renewal, or Instructor course. This includes non-RN attendees of the Provider courses. The indirect fee for each attendee is to be paid to ENA by the Course Director or facility, but not by the individual attendees.

Instructor - A qualified RN who successfully completes the TNCC and/or ENPC Provider Course (or TNCC 1-Day Renewal Course) (as applicable), the TNCC and/or ENPC Instructor Course (as applicable), and is successfully monitored while teaching in a TNCC and/or ENPC Provider Course (as applicable). Instructors must meet all ENA qualifications and requirements for teaching either the TNCC or ENPC Provider Course (as applicable) as set forth in these Administrative Procedures and the Rules.

Instructor Candidate - The status awarded to a current Provider with 'Instructor Potential' status, who has successfully completed an Instructor Course. The Instructor Candidate must be monitored teaching in a Provider Course within 12 months of the Instructor Course, in accordance with the Administrative Procedures.

Instructor Evaluation Report - A report available to State Trauma and Pediatric Chairs, on the ENA website, which allows them to monitor the ongoing cumulative evaluation scores of the Instructors in their state. The scores are based on the instructor evaluations completed by the course attendees.

Instructor Evaluation Score - The cumulative composite score an Instructor receives from the calculation of the scores the course attendees have given in each course taught by the Instructor. Instructors are expected to maintain a minimum of a 3.0 cumulative score over an 18 month time period. These scores are reflected on the Instructor Evaluation Reports.

Instructor Potential - The status awarded to a current Provider at the successful conclusion of the Provider Course or TNCC 1-Day Renewal Course attended, which offers the opportunity to attend an Instructor Course. This status is awarded by the

Course Director, with feedback collected from the Instructors present, and is based on the recommendations in the Administrative Procedures. The RN with 'Instructor Potential' may apply to attend an Instructor course.

Libraring - The process of sharing or collecting manuals for use by multiple course attendees. Manuals cannot be shared for the course, or shared and collected for subsequent distribution as from a library. All attendees must have their own manual, to be used for course preparation, review and for later reference. Courses must use only the current version of the manual as the basis for instruction.

License - The nonexclusive, nontransferable, limited and revocable right granted by ENA to its Course Instructors and Course Directors to (i) instruct or direct Courses (as applicable); and (ii) use ENA's name, logo and the TNCC/ENPC trademark in connection with such activities in accordance with the terms of the Administrative Procedures and the Rules.

Licensee - An individual that ENA grants a License to (i) act as Course Instructor or Course Director for TNCC/ENPC; and (ii) use ENA's name, logo and the TNCC/ENPC trademark in connection with such activities in accordance with the terms of the Administrative Procedures and the Rules.

Mentoring - The process of in-person coaching by a member of the State Committee or designee, to train a current Instructor to become a Course Director.

Monitoring - The process of observing and evaluating an Instructor Candidate while teaching in their first Provider Course. The Monitor will also provide appropriate feedback to the Instructor Candidate, fill out the required monitoring form, and indicate whether or not the Instructor Candidate successfully completed this step and is ready to be an Instructor.

Non-RN Attendee - Non-RN attendees, include non-RN healthcare providers who work in an emergency setting and prelicensure nursing students. Non-RN Attendees may attend a Provider Course but cannot receive provider verification status or a card.

Observer - Once a Course Director has met the eligibility criteria for becoming Faculty, and has communicated the intent to become Faculty by notifying the State Chair, the first step is to act as an Observer in an Instructor Course. This step requires that the person observe the entire Instructor Course, without being an active attendee. This step precedes serving as a "First Time Faculty".

Post-Course Materials - The course materials that must be returned to ENA Course Operations within 30 days of course completion, as defined on the Post-Course Checklist.

Proctor - The person assigned to monitor the execution of the Written Examination, and who must remain in the examination room at all times, with no other responsibilities. The proctor ensures that there is no talking, and no access to notes, books, phones, smart watches, or any electronic or mobile devices. The proctor ensures the security of the test at all times, and alerts the course director of any issues.

Provider Verification - The process by which RN Provider Course or TNCC 1-Day Renewal Course attendees demonstrate competency in course-specific knowledge and skills, as reflected in the results of the Written Examination and the Psychomotor Skill Testing Station. Provider verification status is valid for 4 years.

Remonitoring Instructors - An Instructor who has failed to teach within the 18 month requirement, but has not lapsed beyond 24 months, can be remonitored to reactivate their Instructor status. The remonitoring process is exactly the same as the monitoring of an Instructor Candidate, as outlined in the Administrative Procedures.

Rules - Defined collectively as the Course Administrative Procedures and such other operational documents, guidelines or rules instituted by ENA governing the conduct or dissemination of the Courses and the TNCC/ENPC.

State Monitor (previously called State Faculty) - A current Instructor who is a member of the state trauma and/or pediatric committee, or who has been designated authority by the State Chair, to monitor Instructor Candidates within the state.