 **ENA Chapter 401 Wabash Valley Roadrunners**

 **Local Chapter TNCC/ENPC Course Co-Sponsorship**

 **Policy and Guidelines**

**A. POLICY**

“TNCC/ENPC courses may be presented in conjunction with other organizations including State Councils and Chapters, health care facilities, academic institutions, governmental agencies, and product companies. Co-sponsors may provide a source of financial support, equipment, or instructors to assist in presenting the course. The co-sponsor may not alter the course content” (Administrative Procedures, 12).

ENA chapter 401 recognizes the Course Director’s ability to hold classes and plan the fee schedule based upon the needs and requirements of the particular class. The local chapter is not given any jurisdiction over classes not co-sponsored by it, such as those solely co-sponsored by a health care facility. In saying that, the local chapter would like to acknowledge the following:

 1. Our first and foremost goal is to see the widespread dissemination of trauma education.

 2. Our second goal is to maintain the financial solvency of the local chapter, and

 this has historically been accomplished through the profits earned from the chapter co-

 sponsoring TNCC/ENPC courses. We encourage our local chapter affiliated Course

 Directors to consider this as they make decisions about holding stand-alone courses

 vs. chapter co-sponsored courses.

 3. Our third goal is to exemplify fiscal responsibility and financial stewardship by

 assisting our local chapter affiliated Course Directors keep their costs to a minimum

 through:

 a. Maintaining an adequate pool of local TNCC and ENPC instructors from which

 Course Directors can choose. The benefit of using local instructors is the

 decreased cost of travel and elimination of need for lodging, thus reducing

 costs.

b. Assisting local nurses with the cost associated with attending the TNCC/ENPC

 instructor course; the local chapter will give priority consideration to members

 applying for scholarships to use for the payment of such fees.

c. Encouraging local hospitals who employ our TNCC and ENPC instructors to

 consider supporting trauma education and the local ENA chapter by paying

 these employees for the time they spend teaching these classes, thus

 eliminating honorarium fees.

d. Allowing Course Directors to order textbooks from the ENA utilizing E-Course

 Ops and a local chapter debit card for courses that are co-sponsored by the

 chapter. Debit card will be held by the Chapter Treasurer; additional signing

 privileges will be held by the State Treasurer and Chapter President.

**B. PROCEDURE**

Course Directors desiring to offer a TNCC or ENPC course co-sponsored by the local

chapter must:

1. Submit a Sample Budget Format TNCC/ENPC Provider Course form to the local

 chapter administrative team; recommended 45 days prior to the course.

 The local chapter administrative team consists of:

 Chapter President

Chapter Past President

Chapter President-Elect

 Chapter Secretary

 Chapter Treasurer

 \*\*\* In the event that the submitting Course Director is a part of the local chapter

 administrative team, they will abstain from the vote.

2. The Course Director is responsible for following the Administrative Guidelines

 and Course Director Mentoring Packet.

3. In addition, the Chapter requests that in all TNCC/ENPC courses that it co-

 sponsors:

 a. Every effort is to be made to utilize *local* Course Directors and Course

 Instructors.

 b. All course Instructors will be informed of the sections they are to teach at least

 2 weeks prior to the course date.

 c. Those students with Instructor Potential will be supplied a formalized

 recommendation.

 d. TNCC cards are to be held until full payment is received from the individual or

 facility.

 e. On the rare occasion a class has a projected negative balance, a discussion

 must occur between the Course Director and the chapter administrative team

 *prior to the class* and special approval must be granted.

 f. Courses will be cancelled that do not have a minimum of 10 registered

 students by 30 days prior to the course. Any exceptions to this must be

 discussed and approved by the local chapter administrative team and the

 Course Director.

 g. Course Directors may develop a budget working in conjunction with the local

 chapter and a sponsoring facility to provide deeply discounted rates that cover

 at least indirect fees, books, and handling to facility employees when the

 facility is providing all or some of the instructors and/or course directors. In

 order to cover costs and at least break even financially it is suggested that such

 courses be advertised to students outside of the facility who will attend at the

 normal price.

References

Emergency Nurses Association. (2008). *Course Director Mentoring Packet for the Emergency*

 *Nursing Pediatric Course (ENPC), the Trauma Nursing Core Course (TNCC), and the*

 *Course in Advanced Trauma Nursing-Injury and Illness (CATN-II).*

Emergency Nurses Association. (2013). *Emergency Nurses Association Trauma Nursing Core*

 *Course and Emergency Nursing Pediatric Course: Administrative Procedures.*