



California State Council

POLICY AND PROCEDURE

Title: Pediatric Committee	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 01/2003, 08/2005	Approval Date: 01/12/2017
	Revision Date: 08/01/2016

I. POLICY PURPOSE:

To establish the Pediatric Committee as a Standing Committee of the California Emergency Nurses Association; and to describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The Pediatric Committee shall promote emergency nursing care of the sick or injured child through support of education, research, prevention and quality improvement efforts. Of note, significant policy and procedure changes were made in 2014 and 2015 to decrease the emphasis of the Committee from solely ENPC and broaden the Committee’s purpose.

III. PROTOCOL:

1. Membership: All California Emergency Nurses Association (ENA) members interested in pediatrics and Emergency Nursing Pediatric Course (ENPC) Instructors are welcome to attend committee meetings.
2. The Pediatric Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE XI of the Bylaws.
 - a. Chair
 - b. Chair-Elect
 - c. ENPC Regional Directors
 - d. State Council Board of Directors (BOD) Liaison
 - e. Members at large
3. ENPC Quality Assurance/Quality Improvement (QA/QI) Sub-Committee consisting of the Chair, Chair-elect and Regional Directors, focus on course quality improvement reports and corrective action. Report should be presented to California ENA Board of Directors. A member of the ENA Board of Directors shall be appointed by the California ENA President to represent the BOD on the subcommittee.
4. Qualifications: Chair shall have and maintain
 - a. Minimum two (2) years experience in nursing care of the pediatric patient.
 - b. Current ENA membership.
 - c. Current unrestricted California RN License.
 - d. Currently active in pediatric care at the clinical, educational or systems level.



California State Council

POLICY AND PROCEDURE

- e. Working knowledge of the current version of the Course Administrative Procedures.
 - f. Currently serving as ENPC Provider, ENPC Instructor and ENPC Course Director. ENPC Instructor Faculty preferred.
 - g. Leadership as demonstrated by active involvement at Chapter, State or National level of ENA.
 - h. Certified Emergency Nurse (CEN) and/or Certified Pediatric Emergency Nurse (CPEN) certification preferred
5. Qualifications: Chair-Elect shall have and maintain
 - a. Served as Pediatric Regional Director for minimum of 1 year.
 - b. Shall continue to serve as Regional Director during Chair-elect term.
 - c. Currently serving as ENPC Provider, ENPC Instructor and/or ENPC Course Director. ENPC Instructor Faculty preferred.
 - d. If not currently a Course Director will achieve Course Director status prior to assuming Chair position.
 6. Qualifications: Regional Directors shall have and maintain
 - a. Currently ENPC Provider, ENPC Instructor.
 - b. ENPC Course Director or ENPC Instructor Faculty preferred.
 - c. Working knowledge of the current version of the Course Administrative Procedures.
 - d. Currently active in pediatric care at the clinical, education or systems level.
 7. Membership: Members at large shall have and maintain
 - a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California
 8. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: Two (2) year term, subject to reappointment with BOD approval
 - b. Chair-elect: Minimum one (1) year term. It is preferable that the selection/appointment of the Chair-Elect be made no later than January of the Chair's second year in order to allow for mentoring for remainder of Chair's term.
 - c. Regional Director: Two (2) years, subject to reappointment with BOD approval.
 9. Vacancies
 - a. Chair or Chair-elect: A vacancy of the role of Chair is filled by the current Chair-elect. The Chair-elect is by appointment of the California ENA State Council President. Qualified individuals will be submitted to the BOD by the Pediatric Committee for approval.
 - b. Adding additional Regional Directors to the Committee:
 - i. Additional Regional Directors may be considered necessary for the Committee to complete its work, based on current needs of the State and Committee activities.



California State Council

POLICY AND PROCEDURE

- ii. Budget projections must be sufficient to support the decision to add a Regional Director.
- iii. Adding additional regional director(s) requires BOD approval.

10. Specific Responsibilities:

a. Chair shall:

- i. Develop and distribute meeting agendas and minutes from committee meetings.
- ii. Deliver an oral report on behalf of the committee at State Council meetings and submit a written report of committee activities, to include State-sponsored courses, to the State Council secretary at said meetings.
- iii. Develop, submit for approval and monitor annual committee budget per established budgetary process.
- iv. Assist with organization, implementation, dissemination and monitoring of ENPC related activities.
- v. Annually ensure that the Conflict of Interest Disclosure forms for Course Director, Instructors, and Instructor Candidates shall be completed online and submitted to ENA. Conflict of Interest Disclosure forms reside on the ENPC pages of the ENA web site and can be filled out and submitted from that location.

b. Regional Directors shall:

- i. Maintain ENPC Instructor status in good standing and demonstrate an annual QA score of 3.5 or greater.
- ii. Act in an advisory capacity to ENPC instructors and faculty.
- iii. Act as a State Monitor to precept, evaluate and verify ENPC instructor candidates teaching in an ENPC course for the first time.
- iv. Attend a minimum of three (3) Pediatric Committee meetings annually.
- v. Achieve ENPC Faculty Status during appointed term.

c. According to the current version of the National ENA Course Administrative Procedures, the Pediatric Committee has the following responsibilities:

- i. Serve as a resource for ENPC courses conducted within their jurisdiction.
- ii. Monitor compliance with the Course Administrative Procedures.
- iii. Monitor and evaluate the quality of the courses and instructors within their state. The Committee will comply with quality monitoring procedures as outlined in the Course Administrative Procedures.
- iv. Address problems or concerns with courses and instructors. ENA encourages resolution of issues at the state level. In addition, the committee may use ENA and/or the ENPC Course Administration Faculty as resources regarding adherence to the Course Administrative Procedures.
- v. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course in a timely fashion.
- vi. Providing pediatric emergency care expertise as needed and requested.



California State Council

POLICY AND PROCEDURE

- d. Committee education activities:
 - i. Assess the need for ENPC Provider and Instructor courses in the state
 - ii. Plan and conduct ENPC courses as identified in the educational assessment.
 - iii. Plan other education events in response to identified needs.
 - iv. Collaborate with the Education Committee to provide speakers/topics for ENA-sponsored educational events.
 - e. Quality Assurance/Quality Improvement (QA/QI) activities:
 - i. The Committee is responsible for the overall ENPC QA/QI program in the state.
 - ii. The Chair will investigate identified ENPC QA/QI issues and address as outlined in ENPC Administrative Procedures.
 - iii. Regional Directors will serve as a resource and support for Instructors and Course Directors in their region.
 - iv. All QA/QI activities will be reported to the BOD.
 - f. Networking and outreach:
 - i. The Committee serves as the resource for pediatric emergency care related networking.
 - ii. On behalf of the California ENA State Council serves as liaison with other organizations concerning pediatric emergency care related issues.
 - iii. Committee and pediatric-related information will be posted on the California ENA Website when available and/or appropriate.
 - g. Committee activities:
 - i. Committee and sub-committee meetings will coincide with the regularly scheduled State Council meetings, unless previously approved by the BOD.
 - ii. Completes work as assigned by the Board of Directors.
11. Removal of Committee Members
- a. The Chair may be removed by the State Council President with BOD approval.
 - b. Committee members may be removed by Committee Chair with BOD approval.