



California State Council

POLICY AND PROCEDURE

Title: Trauma Committee	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 10/1999
Review Date(s): 05/2003, 08/2005, 02/2007	Approval Date: 01/12/2017
	Revision Date: 08/01/2016

I. POLICY PURPOSE:

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

II. POLICY BACKGROUND:

The Trauma Committee shall promote emergency nursing care of the traumatically injured patient 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 TNCC and broaden the Committee’s purpose.

III. PROTOCOL:

1. Membership: All California Emergency Nurses Association (ENA) members interested in trauma and Trauma Nursing Core Course (TNCC) Instructors are welcome to attend committee meetings.
2. The Trauma 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. TNCC Regional Directors
 - d. State Council Board of Directors (BOD) Liaison
 - e. Members at large
3. Regional Director Sub-Committee: Focus on TNCC quality improvement reports and corrective action. Report shall be presented to the 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. At least two (2) years experience in emergency or trauma nursing care and must be a current TNCC instructor
 - b. Current ENA membership
 - c. Current unrestricted California RN License
 - d. Currently active in trauma care at the clinical, educational or systems level



- e. Working knowledge of the current version of the Course Administrative Procedures
 - f. Currently serving as TNCC Provider, TNCC Instructor and/or TNCC Course Director. TNCC Instructor Faculty preferred
 - g. Leadership as demonstrated by active involvement at Chapter, State or National level of ENA
 - h. Currently serving or served within last 2 years as a TNCC Regional Director
 - i. Certified Emergency Nurse preferred
 - j. Baccalaureate or higher nursing degree preferred
5. Qualifications: Chair-Elect shall have and maintain:
- a. Served as trauma committee Regional Director for a minimum of 1 year
 - b. Shall continue to serve as Regional Director during Chair-elect term
 - c. Currently serving as TNCC Provider, TNCC Instructor and/or TNCC Course Director. TNCC 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 TNCC Provider, TNCC Instructor
 - b. TNCC Course Director or TNCC Instructor Faculty preferred
 - c. Currently active in trauma care at the clinical, education or systems level
 - d. Working knowledge of the current version of the Course Administrative Procedures
 - e. Baccalaureate or higher nursing degree preferred
7. Membership: Members shall have and maintain:
- a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California
 - c. Certified Emergency Nurse (CEN™) and/or CPEN certification preferred
 - d. TNCC provider and Instructor preferred
8. All terms of office will be defined as as a calendar year beginning in January and ending in December.
- a. Chair: Two (2) year term, subject to reappointment
 - b. Chair-elect: 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
 - d. Members: may be repeated as necessary or required to maintain smooth operations of the committee
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 Trauma 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.
 - ii. Budget projections must support the decision to add a Regional Director.
 - iii. Adding additional regional director(s) requires BOD approval
10. Specific Responsibilities:
- a. As a standing committee of the California ENA State Council, the trauma committee serves as the agent to fulfill the directives of the National ENA Course Administration Procedures in providing oversight of the TNCC program within the state
 - b. According to the current version of the National ENA Course Administrative Procedures, the trauma committee is responsible for the following:
 - i. Serves as a resource for TNCC courses conducted within their jurisdiction
 - ii. Monitors compliance with the Course Administrative Procedures
 - iii. Monitors and evaluates the quality of the courses and instructors within their state. Each committee should comply with quality monitoring procedures as outlined in the Course Administrative Procedures
 - iv. Addresses 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 TNCC / ENPC Course Administration Faculty (CAF) as resources regarding adherence to the Course Administrative Procedures
 - v. Evaluates Instructor Candidates (ICs). In order to carry out this responsibility the committee members must each be a TNCC Instructor
 - vi. Designates in their absence, the authority to evaluate Instructor Candidates and/or re-monitor Instructors. Instructors who would be considered qualified for this authority shall include:
 1. Course Administration Faculty, and
 2. State-designated monitors as approved by the Chair
 - vii. State Committees are encouraged to develop a process for this delegation of authority. The designation must be made by the State Chair or a member of the Committee
 - viii. Provide opportunities to observe an Instructor Course, and subsequently teach in a separate Instructor Course
 - ix. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course in a timely fashion
 - x. Maintains fiscal reporting responsibility to the State Council
 - xi. Further responsibilities of the Trauma Committee are established at the state level
 - xii. The Trauma Committee is responsible to the California State Council for completing other duties as assigned



- xiii. Committee Education Activities
 - 1. Assess the need for Provider and Instructor courses in the state
 - 2. Plan and conduct TNCC courses as identified in the educational assessment
 - 3. Plan other education events in response to identified needs, as able
 - 4. Collaborate with the Education Committee to provide speakers/topics for other ENA-sponsored educational events
 - xiv. Quality Assurance/Quality Improvement (QA/QI) Activities:
 - 1. The Committee is responsible for the overall TNCC QA/QI program in the state
 - 2. Regional Directors are responsible for performing QA/QI activities and serving as a resource and support for Instructors and Course Directors in their region
 - 3. The Chair serves as a resource for all regions
 - 4. Site visits are intended to provide support and guidance to new or existing programs, and to ensure course quality, integrity and adherence to the Administrative Procedures
 - 5. Site visits may be scheduled with the Course Director or may be unannounced
 - xv. Networking and Outreach
 - 1. The Committee serves as the resource for trauma-related networking
 - 2. Serves as liaison between trauma-related organizations and California ENA State Council as necessary
 - 3. Committee- and trauma-related information will be posted on the California ENA Website when available and/or appropriate
 - xvi. Committee completes work as assigned by the BOD.
11. Removal of Committee Members
- a. Chair may be removed by the State Council President with BOD approval.
 - b. Committee members may be removed by Committee Chair with BOD approval.