

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE
STANDING COMMITTEE: PEDIATRICS**

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I. PURPOSE

The purpose of the Standing Committee: Pediatrics is:

A.To promote emergency nursing care of the sick or injured child through support of research, education, injury prevention and quality improvement efforts;

II. MEMBERSHIP

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*.

1. Chair
2. Chair-Elect (optional but desirable)
3. ENPC Regional Directors (3)
5. State Council Board of Directors liaison

A.QUALIFICATIONS

- 1.Chair and Chair-Elect shall have and maintain:
 - a. current active ENA membership;
 - b. current California nursing licensure;
 - c. Certified Emergency Nurse (preferred);
 - d. leadership skills as demonstrated by active involvement at Chapter, State or National level of ENA;
 - e. minimum of two (2) years experience in the nursing care of the pediatric patient; and
 - f. verification as an ENPC Provider and Instructor.
2. ENPC Regional Directors shall have and maintain:
 - a. current active ENA membership;
 - b. current California nursing licensure;
 - c. leadership skills as demonstrated by active involvement at Chapter, State or National level of ENA;
 - d. minimum of two (2) years experience in the nursing care of the pediatric patient; and
 - e. verification as an ENPC Provider and Instructor.
3. Members shall have and maintain:
 - a. current active ENA membership;
 - b. current California nursing licensure;

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I. MEMBERSHIP

- c. interest in the emergency care and welfare of children and their families;
- d. verification as an ENPC Provider and/or Instructor (preferred).

B. TERM OF OFFICE

- 1. Chair: Two (2) year term, subject to reappointment.
- 2. Chair-Elect: Two (2) year term, subject to reappointment.
- 3. Regional Directors: Two (2) year term, subject to reappointment.
- 4. Members: Two (2) year term, subject to reappointment.

Term of office shall run the calendar year i.e. beginning in January and ending in December.

C. VACANCIES

- 1. Chair and chair-elect vacancies will be filled by the State Council President according to ARTICLE VII of the *Bylaws*.

D. REMOVAL FROM COMMITTEE

- 1. Appointed members may be removed from the Committee by the Chair for consistently failing to perform assigned duties.

E. QUORUM

- 1. Three or more members present will constitute a quorum.
- 2. Lack of a quorum when a decision is necessary will be carried out with the assistance of members of the State Council Board of Directors.

III. SPECIFIC RESPONSIBILITIES

A. CHAIR

- 1. Develop, submit for approval and monitor an annual Committee budget.
- 2. Prepare annual revenue and expense report.
- 3. Submit a written report of Committee activities at State Council meetings and to the Newsletter Editor, deliver an oral report on behalf of the Committee at said meetings.
- 4. Submit an annual written summary report of Committee activity to the State Council, which includes assigned committee goals based on the Strategic Plan.
- 5. Develop and distribute meeting agendas and minutes for Committee meetings.

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6. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings.
7. Assist with organization, implementation and dissemination of ENPC and monitor activities of ENPC classes scheduled in California.

II. SPECIFIC RESPONSIBILITIES

8. Maintain liaison with the national ENA Committee on Pediatrics and the ENPC National Task Force.
9. Act as liaison to the Cal ENA Injury Prevention Committee.

B. CHAIR-ELECT

1. Assume responsibility in absence of Chair.
2. Assist with the responsibilities of the Chair as requested.
3. After serving as Chair-Elect for a term, willing to seek appointment as Chair the following term at the approval of the State Council.

C. REGIONAL DIRECTORS

There shall be three (3) Regional Directors for the state of California:

1. Northern California Regional Director;
2. Central California Regional Director; and
3. Southern California Regional Director.

Each Regional Director shall report to and be accountable to the Pediatric Committee Chair. In addition, responsibilities shall include:

1. Involvement in a minimum of two (2) ENPC classes a year: one as a course director and one as an instructor.
2. Act in an advisory capacity to all ENPC faculty located in their respective regions.
3. Serve as a resource for ENPC classes conducted in their respective regions.
4. Precept, evaluate and verify ENPC instructor candidates who are conducting an ENPC for the first time.
5. Re-verify existing ENPC instructors when indicated.
6. Attend a minimum of one Pediatric Committee annually

D. MEMBERS

1. Provide input at meetings, both verbal and written, and complete assigned tasks as requested.

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2. Committee members who are ENPC Instructors shall be asked to complete or assure completion of the Quarterly Assessment Form and the Quality improvement Form.
3. Attend a minimum of one Pediatric Committee annually.

I. FUNDING, EXPENSES AND REIMBURSEMENT

- A. The Pediatric Committee will submit a yearly budget to the State Council for their approval. The Pediatric Committee receives quarterly assessment from the National Office for Emergency Nurse Pediatric Courses (ENPC) taught in California. This Committee will maintain a checking account for the disbursement of funds.
- B. The Pediatric Committee Chair will be reimbursed for reasonable expenses incurred traveling to each State Council meeting, to include:
 1. Airfare or mileage in accordance with State Council guidelines
 2. Airport travel
 3. Airport parking
 4. Hotel room expenses due to airport/location inaccessibility or other circumstances that would cause undue hardship. Sharing the room would be encouraged.
- C. Travel receipts are to be submitted to the Chair at each meeting.
- D. The Chair shall receive a stipend of \$150 for each meeting, as the budget allows.
- E. ENPC / Outreach Funding
 1. Based on financial resources, the Committee will sponsor ENPC courses under special circumstances, especially encouraging courses to be held in areas not yet served by ENPC. Courses held in these areas will then be followed by an Instructor course so as to encourage the growth of the course.
 2. All requests must be submitted in writing and supported by need. The Pediatric Committee will review each request.
 3. Based on financial resources, the Committee will also sponsor outreach programs that benefit children. A written request must be submitted.
- F. Regional Director Reimbursement
 1. Each Regional Director/member who attends three or more meetings in a calendar year may receive reimbursement for travel expenses once annually to encourage attendance to these meetings. The amount will be determined annually by the Committee members, not to exceed state council reimbursement guidelines and Committee budget.

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2. Regional Directors will be reimbursed for reasonable expenses incurred traveling to each State Council meeting, to include:
 - a Airfare or mileage
 - b Airport travel
 - c Airport parking
 - d Hotel room expenses will be reimbursed when necessary due to airport/location inaccessibility or other circumstances that would cause undue hardship.
 2. Each Regional Director will receive a stipend of \$50 for each meeting attended.
- G. Member Reimbursement
1. One time per year, a member who attends 3 or more meetings may be reimbursed for reasonable expenses up to \$300. This will be dependent on the budget each year.

**ORIGINAL APPROVED BY STATE COUNCIL: January 1994
REVIEW: August 05
REVISION DATE: January 2003**