

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

I. Purpose

The purpose of the Trauma Committee is to enhance the professional practice of trauma nursing through a focus on education, leadership, consultation, legislation, and research and prevention.

II. Membership

A. Appointed members

1. The Trauma Committee consists of the following who shall be appointed to the committee by the State Council President according to the Article XI of the State Council *Bylaws*:

Members	Number	Voting Status
Chair	1	Voting
Chair-elect	1 (Reg. Dir.)	Votes as Reg. Dir.
Past Chair	1	Voting
Regional Directors	3	Voting
State Council Liaison	1	Non-voting

2. Other Members - unspecified number with non voting status

B. Qualifications

1. Chair
 - a. Current unrestricted California RN license
 - b. Current active ENA membership
 - c. Served as a Trauma Committee Regional Director for a minimum of two years
 - d. Current verification as TNCC provider/instructor/faculty
 - e. Currently active in trauma clinical/systems nursing
 - f. Current TNCC course director
 - g. Current CEN (Certified Emergency Nurse) preferred
 - h. Baccalaureate or higher in Nursing preferred

2. Chair elect
 - a. Current unrestricted California RN license
 - b. Current active ENA membership
 - c. Served as a Trauma Committee Regional Director for a minimum of one year. Shall continue to serve as Regional Director during Chair-elect term.
 - d. Current verification as TNCC provider/instructor/faculty
 - e. Currently active in trauma clinical/systems nursing
 - f. Current TNCC course director
 - g. Current CEN (Certified Emergency Nurse) preferred
 - h. Baccalaureate or higher in Nursing preferred

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3. Past Chair
 - a. Served as Trauma Committee Chair for preceding 2 year period
 4. Regional Directors
 - a. Current unrestricted California RN license
 - b. Current active ENA membership
 - c. Current verification as TNCC provider/instructor
 - d. Currently active in trauma nursing at the clinical or trauma systems level
 - e. Current TNCC course director
 - f. Current CEN (Certified Emergency Nurse) preferred
 - g. Baccalaureate or higher in Nursing preferred
 5. Other members
 - a. Current unrestricted California RN license
 - b. Current ENA active membership in ENA
- C. Term of Office: All terms shall begin with the calendar year.
1. Chair
 - a. Term of office for the Chair is two years
 - b. Reappointment as Chair subject to Board approval.
 2. Regional Directors
 - a. Term of office for the regional director is two years subject to re-appointment
 3. Chair Elect
 - a. Term for one year and is selected no later than the January meeting of the Chair's remaining year.
- D. Vacancies
1. All vacancies shall be filled by the State Council President according to Article VII of the State Council *Bylaws*.
- E. Removal of appointed members
1. State Trauma Committee members may be removed by the Chair for consistently failing to perform assigned duties, subject to Board approval.
- III. Specific Responsibilities
- A. Chair
1. Plans and facilitates all meetings. Submits an annual written summary report of committee activity to State Council at the November meeting.
 2. Reports committee progress to Board Liaison prior to State Council Board of Directors meeting. Written and verbal reports at State Council Meetings.

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3. Maintains Instructor Roster.
 4. Review website course listings.
 5. Prepares and submits budget to Treasurer by November meeting for Board approval.
 6. Responsible for monitoring expenditures and reporting to Board
 7. Manages quality improvement program.
 8. Communicates with National Liaison and National ENA Officers
 9. Select a Chair-elect by the January meeting of second year of term, and submit to Board of Directors for approval. Mentors Chair elect.
 10. Each January completes required documents from National regarding registration of new committee members.
- B. Chair elect
1. Duties as assigned
 2. New member/guest orientation
 3. See Regional Director responsibilities
- C. Regional Director (s)
1. Attends all Trauma Committee Meetings unless there is an excused absence by the Chair.
 2. Communicates regional and local concerns to the Chair in an expeditious manner.
 3. Documents any issues related to quality improvement and sends copies to the Chair in a timely manner.
 4. Contacts all TNCC Instructors in assigned region at least once per year to update instructor roster, and assists in planning for future need for instructors in the region.
 5. Completes process to achieve faculty status.
- D. Non-specified members
1. Duties as assigned
- IV. Meetings
- A. Trauma Committee meetings are held in conjunction with the CAL ENA State Council meetings. The Trauma Committee meets immediately preceding the State Council Meeting. All members attend the Trauma Committee Meetings unless there is an excused absence by the Chair.
- B. Quorum
1. Quorum consists of a majority of the voting members
- V. Funding, Expenses, and Reimbursement
- A. The Trauma Committee will submit a yearly budget to the State Council for their approval.
1. Funding
 - a. The Trauma Committee receives quarterly assessments from the

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National Office for Trauma Nursing Core Courses (TNCC) taught in California.

- b. The Trauma Committee will maintain a checking account for the disbursement of funds.

- B. Trauma Committee Chair, Past Chair, and Regional Directors will be reimbursed, according to *Standard Procedure- Reimbursement of Expenses*, for reasonable expenses incurred traveling to each State Council Meeting, to include:
 - 1. Airfare or mileage
 - 2. Airport travel
 - 3. Airport parking
 - 4. Hotel room expenses will be reimbursed when necessary due to airport / location inaccessibility or other circumstances that would cause undue hardship.

- C. Travel receipts are to be submitted to the Trauma Committee Chair at the time of each meeting. The Chair will reimburse members by check within two weeks of the last meeting.

- D. The Chair will receive a monthly stipend as determined by Committee and approved by the Cal ENA Board of Directors.

- E. TNCC and CATN OUTREACH FUNDING: Outreach funding may be available to assist in sponsoring TNCC and CATN courses under special circumstances. Outreach funding will provide assistance with instructor travel costs for courses in areas without sufficient number of local instructors. Outreach funds can also be used to support course activities (purchasing books, slides, etc.) A request should be submitted according to an appropriate time line in advance of the proposed course. All requests will be reviewed by the Trauma Committee. Monies will be allocated dependent upon the number of requests and the yearly budget and funds available.

- F. GARY SPARGER MEMORIAL LECTURE
 - 1. The Trauma Committee will sponsor a Gary Sparger Memorial Lecture at a Cal ENA sponsored educational offering. Recommendations for topics/ speakers will be provided to the Education Committee in the time frame requested. A faculty stipend will be provided for the trauma related educational offering designated as the Gary Sparger Memorial Lecture.

- G. Funds in excess of \$ \$7000 in start-up monies are to be returned to the State Council General Fund by December 15 of each year.

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VI. ENA Courses

- A. Trauma Nurse Core Course (TNCC)
 - 1. The Course Director agrees to conduct all courses in accordance with national ENA administrative procedures.

- B. Course in Advanced Trauma Nursing: A Conceptual Approach (CATN)
 - 1. Sponsoring Organization: California State Emergency Nurses Association is the official sponsoring organization for CATN
 - 2. Course Director:
 - a. A State CATN Course Director is appointed to administrate the course for CAL ENA.
 - b. The Course Director must be a member of ENA with a current unrestricted RN license and have successfully completed the Trauma Nursing Core Course at the provider level.
 - c. The Course Director agrees to sponsor at least one course per year to remain active. This contract is valid as long as the Course Director maintains their ENA membership and their TNCC provider verification or until this contract is otherwise revoked by ENA.
 - d. The Course Director agrees to conduct all courses in accordance with national applicable ENA and CATN administrative procedures.
 - 3. Rights: Permission for the course will be at the approval of CAL ENA, and a predetermined reimbursement to CAL ENA will be established for usage of the course.
 - 4. Different options for sponsoring a CATN course
 - a. Local chapter can sponsor and receive profit after covering costs. Course Director makes budget with chapter
 - b. Contact ENA and obtain information on a Course Director from another state.
 - c. Contact a private business that has an approved CATN Course Director Course sponsored by a hospital or agency.

ORIGINAL APPROVED BY STATE COUNCIL: October 1999
REVIEW: August 05
REVISION DATE: May 2003

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APPENDIX D

**EMERGENCYNURSES ASSOCIATION
California State Council**

SITE SELECTION CHECKLIST

CONTACT PERSON (Sales Office):

1. Name: will the same person be available at the event
2. Telephone numbers: is there an 800 number?
3. Hotel address

CONFERENCE REQUIREMENTS:

1. Number of guests the hotel can accommodate
2. Will the hotel reserve a block of rooms: how many must you commit to
3. The exhibit space should be a minimum of 5,000 square feet, large enough to accommodate thirty- five (35) to forty (40) 6 or 8 foot long tables
4. Is there a fee for setting up exhibit tables?
5. How many people can the ballroom accommodate for the general sessions?
6. How many people can each breakout room accommodate?
7. Are breakout rooms in close proximity to each other?
8. Any plans for pre or post conference classes?
9. Is cost of conference rooms waived if there is a minimum number of guest rooms guaranteed?
10. Does hotel provide A / V equipment?
11. Food costs
12. Is a deposit required?

DATES:

1. Dates of availability
2. Near any holidays
3. Date you can visit the hotel for tour (should try to include a complimentary nights lodging and breakfast/lunch/dinner)

LOCATION:

1. Location of hotel
2. Major airports, major freeways
3. Airlines that service that airport
4. Shuttle service: cost and frequency

HOTEL RATES:

1. Cost per night for single / double / suite
2. Can rates be guaranteed not to increase?
3. Complimentary room / suite with block of guest rooms occupied
4. Parking or valet charges

MISCELLANEOUS:

1. Areas of interest within walking distance
2. Shopping
3. Excursions available
4. Hotel amenities: spa/massage/tennis/golf/pool/hot tub etc
5. Variety of restaurants within walking distance