

Title: Committee - Pediatrics	Number:
Cross Reference: Trauma Committee; Core Committee	
Approved by: Texas State Council Board of Directors	Origination Date: 04/11/2021
Revised by: Pediatrics Committee	Approval Date: 10/09/2021
	Revision Date:

I. PURPOSE:

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

The State Pediatric Committee is designated with the responsibility of serving as a pediatric resource and advisory committee on the state level by monitoring pediatric issues and assisting with the organization and implementation of ENA’s pediatric courses.

II. BACKGROUND/DEFINITIONS:

The Pediatric Committee shall promote emergency nursing care of the sick or injured child through support of education, research, prevention, and quality improvement efforts.

1. **Membership:** All Texas Emergency Nurses Association (ENA) members interested in pediatrics and Emergency Nursing Pediatric Course (ENPC) Instructors are welcome to attend committee meetings.

2. **Qualifications of Chairperson/Vice-Chair:**

- a. Have attended at least two (2) Texas State Council General Assembly meetings in the previous year.
- b. Current ENA membership
- c. Must be a registered nurse with a current, active, and unencumbered Texas nursing license.
- d. Active in pediatric care at the clinical, educational, or systems level. Five years’ experience in emergency, trauma, or pediatric nursing care preferred.
- e. Current ENPC Instructor and Course Director with working knowledge of the current version of the Course Administrative Procedures
- f. Current certification preferred (e.g., CEN, CPEN, TCRN)
- g. Demonstrated leadership through involvement in chapter, state or national ENA projects, committees or programs.

Terms of Office: 3 years. All terms of office will be defined as a calendar year beginning in January and ending in December

- a. Year 1 – Vice-Chair
- b. Year 2 - Chair
- c. Year 3 – Chair with Vice-Chair

3. **Composition:** The Pediatric Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas BOD.
 - a. Chair
 - b. Vice Chair
 - c. Committee members
 - d. State Council Board of Directors (BOD) Liaison
4. **Vacancies:**
 - a. **Chair** – Filled by the current Vice-Chair
 - b. **Vice-Chair:** Appointed by the Texas State Council President and approved by the Texas State Council BOD.

III. PROTOCOL/PROCEDURE:

The **Pediatrics Committee** has the following responsibility:

1. Serve as a resource for ENPC courses conducted within the state of Texas
2. Promote ENPC courses within the state of Texas. Identify underserved areas within Texas to facilitate course availability.
3. Work in collaboration with the Texas State Council President and Treasurer to plan for adequate resources to support the growth of courses within the state of Texas
4. Maintain and uphold the quality of ENPC courses conducted within the state of Texas.
5. Monitor course activities within the state of Texas for course and instructor/course director/faculty quality and compliance with the current ENPC Administrative Procedures.
6. Mentor, monitor, evaluate, and support all potential instructors, course directors, and Faculty personally or through delegation to a Pediatric Instructor Candidate Evaluation Resource (P-ICER).
7. In collaboration with the chair, address problems or concerns with courses or instructors. Resolve at the State Level if possible. If necessary, contact ENA regarding adherence to the Administrative Procedures.
8. Develop and present to BOD for approval Policies and Procedures that relate to committee activities.

9. Provide pediatric emergency care expertise as needed and requested.

The Pediatrics Committee **Chair** has the following responsibilities:

1. Develop and distribute meeting agendas and reports from committee meetings.
2. Conduct and Chair Committee meetings quarterly and as needed to complete identified tasks.
3. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified means.
4. Develop and submit for approval an annual committee budget.
5. Annually ensure that the Conflict of Interest (COI) Disclosure forms for Course Directors, Instructors, and Instructor Candidates are completed online and submitted to ENA.
6. Review instructor evaluation reports at least annually.
7. Investigate identified ENPC QA/QI issues and address as outlined in ENPC Administrative Procedures.
8. Report all known or suspected failures to abide by the current ENPC Administrative Procedures and breaches in course protocols or testing to ENA.
9. Serve as mentor to Vice-chair.

The **Vice-Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the approval of the Texas State Council BOD.

The Committee **Members** have the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges.

References:

1. Texas ENA Standard Operating Procedures (2017)
2. ENA TNCC/ENPC Administrative Procedures (2019)
3. California ENA Pediatric Committee Policy/Procedure (2017)
4. ENA Trauma and Pediatric State Council Chairperson Role and Responsibilities (2018)

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