

# OPERATIONAL PROCEDURE



<b>Title:</b> Committee Chair	<b>Number:</b> N/A
<b>Cross Reference:</b> Appendix A (annual application)	
<b>Approved by:</b> SD ENA Board of Directors	<b>Origination Date:</b> 2009
<b>Revised by:</b>	<b>Approval Date:</b>
<b>Review date:</b> 2020	<b>Revision Date:</b> 2009, 2011, 2013, 2014

I. **PROCEDURE PURPOSE:**

To define process for application, appointment, responsibilities, and requirements of State Committee Chairs.

II. **PROCESS:**

Committee	Global Responsibilities	Requirements
1) Trauma	<ul style="list-style-type: none"> <li>Oversight of TNCC(P) classes</li> <li>Coordination and management of TNCC(I)</li> <li>Conduct TNCC updates for all state instructors</li> <li>Present annual budget proposal and activity plan to State Council</li> <li>Participate in National ENA Trauma Committee conference calls and disseminate information to TNCC Course Coordinators</li> </ul>	SD ENA Member – TNCC Instructor and Faculty
2) Pediatric	<ul style="list-style-type: none"> <li>Oversight of ENPC(P) classes</li> <li>Coordination and management of ENPC(I)</li> <li>Conduct ENPC updates for all state instructors</li> <li>Present annual budget proposal and activity plan to State Council</li> <li>Participate in National ENA Trauma Committee conference calls and disseminate information to ENPC Course Coordinators</li> </ul>	SD ENA Member – ENPC Instructor and Faculty
3) Government Affairs	<ul style="list-style-type: none"> <li>Liaison to National and State legislative activities</li> <li>Disseminate information to state members</li> <li>Consider participation at Nurses Day at the Legislature in Pierre during yearly sessions</li> <li>Present annual budget proposal and activity plan to State Council</li> </ul>	SD ENA Member
4) Injury Prevention	<ul style="list-style-type: none"> <li>Coordination &amp; promotion of information to state membership</li> <li>Present annual budget proposal and activity plan to State Council</li> </ul>	SD ENA Member

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5) Media Relations	<ul style="list-style-type: none"><li>• Management of SD ENA website, and social media</li><li>• Present annual budget proposal and activity plan to State Council</li></ul>	SD ENA Member
6) Education	<ul style="list-style-type: none"><li>• Serves as an educational resource by monitoring and addressing educational issues, needs, and interests of the membership and emergency nursing in general</li><li>• Organizes and plans educational conference(s)</li><li>• Present annual budget proposal and activity plan to State Council.</li></ul>	SD ENA Members

## Process

- Application submitted to State President or President-elect. The deadline will be set annually.
- These are 1-year appointments.
- These roles are subject to being filled dependent on interest. Other roles may be explored if increased interest develops.

## Appointment

- Incoming State President selects and appoints chairs by December 31<sup>st</sup>, annually.
- Incoming State President notifies National ENA of appointments.

## Appendix A Committee Chair Application

**Name:**  
**ENA Membership Number:**  
**Address:**  
**Home phone:**  
**Cell phone:**  
**Email:**

**Application for the following committee (please mark)**

- **TRAUMA**
  - TNCC Instructor Number \_\_\_\_\_
  - TNCC Faculty Yes: \_\_\_\_\_ No: \_\_\_\_\_
  - Number of TNCC classes taught in two years: \_\_\_\_\_
- **PEDIATRICS**
  - ENPC Instructor Number \_\_\_\_\_
  - ENPC Faculty Yes: \_\_\_\_\_ No: \_\_\_\_\_
  - Number of ENPC classes taught in two years: \_\_\_\_\_
- **GOVERNMENT AFFAIRS**
- **INJURY PREVENTION**
- **MEDIA RELATIONS**
- **EDUCATION**
- **STUDENT NURSE LIAISON**

**Discuss two goals for the committee(s) you've applied for:**

**Discuss your personal strengths and how they will improve our state council.**

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*This is an annual application. The SD ENA Board of Directors reserves the rights to alter this application at any time.*