

Emergency Nursing Pediatric Course (ENPC) – British Columbia

Roles and Responsibilities for ENPC Site Coordinator

The Site Coordinator is essential for the smooth running of the ENPC course. The Site Coordinator should be somebody who is familiar with the facility where the course will be held, has access/authority to book rooms or order catering, and has the desire to volunteer their time to assist with the organization of the program. The Site Coordinator does not need to be taking the course but most Site Coordinators are a student in the course. What follows is a timeline that details what a site coordinator should be doing at certain points before the course. Also included are some of the important dates for the course director in order to see the roles of each. If you have any questions, please contact the Course Director via E-Mail at enpcinbc@shaw.ca or through the enpc.bc.ca website.

Time Before Course	Person Responsible	Specific Duty/Task
At Least Fifteen (15) Weeks Date: _____	Site Coordinator	Book date and location of course with the ENGBC Education officer. Include: <ul style="list-style-type: none"> • Date of Course • Location of Course • Name/Address/E-Mail of Site Coordinator • Predicted Number of Participants • What audiovisual equipment is available (must have a slide projector <u>or</u> LCD Power Point Projector) • Mailing Address For Provider Manual Shipment • Payment to ENGBC for course
	ENGBC Officer	Will notify available Course Director
Twelve (12) Weeks Date: _____	Course Director	Must book course date and number of expected participants with Emergency Nurses' Association in the United States.
Twelve (12) Weeks to Six (6) Weeks Date: _____ to _____	Site Coordinator	Arrange participants for the course and facilitate registration and payment to the Course Director. Arrange the following: <ul style="list-style-type: none"> • Booking of facility rooms (one large room for lectures and several small rooms for small group sessions – as directed by Course Director) • Booking of Audio/Visual Equipment • Assist the Course Director in booking transportation and lodging for the Instructors
Four (4) Weeks	Site Coordinator	Ensure all registered participants receive their course manual.

Date: _____		<p>Start Reading Your Own Manual If You Are A Student</p> <p>Confirm the Following:</p> <ul style="list-style-type: none"> • Room Bookings • Audio/Visual Equipment • Transportation/Lodging Arrangements • Number of Students Who Will be Participating (Final Count) <p>Arrange the following:</p> <ul style="list-style-type: none"> • Catering Service or provide for coffee breaks – provide Coffee and Muffins, Donuts, etc at mid morning and mid afternoon. Water and Juice should be available through out the day. (service is not required on the third day). The Course Director will pay for the catering service – please confirm the needs and cost with the Course Director.
Four (4) Weeks Date: _____	Site Coordinator	<p>Arrange / Acquire the Following:</p> <ul style="list-style-type: none"> • Manikins= There must be one manikin for each Trauma Station and each Resus Station. The course director will tell you how many to arrange. <p>Acquire the Following:</p> <ul style="list-style-type: none"> • Equipment as listed by your Course director.
Three (3) Weeks Date: _____	Course Director	<p>Notify Emergency Nurses' Association of final count of students who will participate in the ENPC course.</p>
Seven (7) Days Date: _____	Site Coordinator	<p>Confirm The Following:</p> <ul style="list-style-type: none"> • Catering Arrangements • Exact Number of Participants
One (1) Day Date: _____	Site Coordinator	<p>Meet with ENPC Instructors and Course Director to review facility and Audio/Visual Equipment.</p>
Zero (0) Days Date: _____	Site Coordinator	<p><input type="checkbox"/> Ensure Delivery of Catering on Time (refer to Agenda for times)</p> <p>Have Fun at the Course!</p> <p>Thanks for all of your Hard Work!</p>