Applications sought for CENA Trauma Nursing Program Consultant

The CENA Board of Directors invites suitable applicants to submit an expression of interest for the independent contractor position of CENA Trauma Nursing Program Consultant.

Applications should include a curriculum vitae and a short, written statement of no more than one A4 page, indicating why you wish to apply for this position. The application should address the essential criteria and must include 2 referees who are in a position to discuss your ability to perform in this role.

Role

The CENA TNP Consultant is required to program and coordinate CENA TNP courses throughout Australasia. The role is also responsible for the ongoing development and coordination of a Faculty of educational staff to deliver the Program across Australasia.

In addition, the Consultant is responsible for the ongoing review and updating of the CENA TNP course content and materials in consultation with the CENA TNP Steering Committee and the Board, and to oversee the development and ongoing review of the curriculum document.

The CENA TNP Consultant provides advice to the Steering Committee and reports directly to the CENA National Board.

Essential criteria

- Documented evidence of registration as a Registered Nurse by AHPRA,
- Post graduate qualifications or significant experience in Education
- Post graduate qualification and/or extensive experience in trauma/emergency nursing
- Demonstrated highly developed communication and interpersonal skills
- Demonstrated organisational and course coordination skills.
- Must have, or obtain, an Australian Business Number (ABN).
- Must have, or obtain, appropriate insurance.

 Desired criteria

- Current financial CENA membership

Key deliverables

Weekly

- Schedule and coordinate the CENA TNP course calendar.
- Promote CENA TNP throughout Australasia in consultation with appropriate stakeholders.
- Provide advice to the CENA Secretariat when requested on the administrative processes involving courses.
- Provide advice to the CENA TNP Steering Committee regarding Faculty numbers (to ensure sufficient staff to facilitate courses).
- Review applications for facilitator positions and provide advice to the CENA TNP Steering Committee on whether they should engage or reject each application.
- Monitor the Faculty database in consultation with the CENA Secretariat.
- Provide advice to the CENA Financial Director regarding CENA TNP budget including both
annual budget and budget per course,

- Review expenses associated with course delivery (including Faculty expenses) and provide advice to the CENA Financial Director on whether they should approve or reject each expense.

**Bi-Monthly**

- Prepare a bi-monthly written report for the CENA TNP Steering Committee and National Board on the implementation and quality of the CENA TNP curriculum and courses.

**Quarterly**

- Attend CENA Board meeting via an online platform to answer any of the Board’s queries arising from the written reports

**Six monthly**

- Prepare a report to the CENA National Board that sets out a half-year review of the current CENA TNP course content and program. This will require consultation with the CENA TNP Steering Committee.

**Annual**

- Prepare a report to the CENA Annual General Meeting that sets out an annual review of the CENA TNP marketing plan and program content. This will require consultation with the CENA TNP Steering Committee with oversight by the CENA Board.

**Key relationships**

- CENA National Board, particularly CENA Financial and Marketing Directors
- CENA TNP Steering Committee
- CENA TNP Faculty members
- CENA Secretariat
- CENA Education Consultant

**Contact Hours and remuneration**

- Remuneration of $2,000 per month (equivalent to $24,000 per annum)
- We predict that the deliverables will take 8 hours per week to complete, however you will be paid on completion of the deliverables, and not hours worked.

**Further information**

To discuss or clarify any aspects of this EOI please contact Julia Morphet, CENA National Executive Director, via email national@cena.org.au

**Lodgement of application**

Applications should be addressed to the CENA National Executive Director and must be submitted electronically by 5.00pm (EST), on Friday 1st March to national@cena.org.au