

Letter of Acceptance

Online Access Instructions – purchase

To: _____

Date: _____

Thank you for your interest in becoming a ENPC Instructor. This letter is to inform you that your application has been accepted. There are several components to the ENA Instructor Path. You will begin with the Online Modules. You are then scheduled to attend the ENA Instructor Live Session to be held:

Date: _____

Address/Location: _____

At this point you will be referred to as an Instructor Potential (IP).

Please find the following items attached

1. Instructions to purchase and access the Online Session Modules
2. Assigned slides for the Lecture Microteach Exercise
3. Assigned Management of the Ill and Injured Pediatric Patient Skill Stations for the Psychomotor Skill Station Teaching Exercise AND Group Discussion Exercise

Instructor Potential responsibilities

- ☐ Access and complete the Online Session Modules
- ☐ Save copies of the following documents and bring them to the Live Session
 - ☐ The Instructor Path Checklist (available in the *LMS documents*)
 - ☐ The Readiness to Teach Needs Assessment Results (completed in Instructor Path Introduction in the Online Session)
 - ☐ The Online Session Certificate of Completion (available after submission of the evaluation)
 - ☐ The Critique Forms for the Lecture Microteach, Group Discussion, and Psychomotor Skill Station Teaching (available in the *LMS documents*)
- ☐ Review the *ENPC Provider Manual*
- ☐ Prepare assigned slides for the Microteach Lecture
- ☐ Prepare a short vignette based on one discussion point in the Management of the Ill and Injured Pediatric Patient Skill Stations you've been assigned. Use this vignette to teach the content from that discussion point leading a Group Discussion (see the *ENPC Instructor Guide* for an example).
- ☐ Review and prepare to teach the assigned Management of the Ill and Injured Pediatric Patient Skill Stations
- ☐ Successfully complete the competency validation (see below)

Competency Validation

Each Instructor Potential will be required to validate competency in the ENPC material. This competency is demonstrated by retaking the *ENPC Provider Course* **written examination with a passing score of 90% or higher** and performing the **Management of the Ill and Injured Pediatric Patient Skill Stations Evaluation scenario with a score of 90% or higher**.

- ☐ Prepare to be tested at this date and time prior to the course _____
 - **OR**
- ☐ Prepare to be tested immediately before the Live Session begins on the same day as the course.
 - **Course Director to check one**

If you have successfully completed an *ENPC Provider Course* within the past 90 days, achieving scores as stated above, you will not need to repeat the testing/competency validation.

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Instructor Mentor

Adult learning can be facilitated by using a mentor. Select a ENPC Instructor you know who has been a role model to you, or that you admire. Contact the Instructor to ask if she or he would be willing to be available to support you, to answer questions, to give advice, and to use for sharing ideas and concerns. Let the selected Mentor know your status as an Instructor Potential and that you will need their support through the Online Session, precourse testing and competency validation, Live Session, Monitored Sessions/*ENPC Provider Course* teaching and most likely for your first year of teaching the course.

Monitoring

Once you have completed the Live Session, the State Pediatric Chair will assist in scheduling your monitored teaching in your first *ENPC Provider Course*, and in one or two more as needed.

Please let the State Pediatric Chair know as soon as you have passed the *ENPC Instructor Live Session*. According to the Administrative Procedures, you have 12 months from the date of your *ENPC Instructor Live Session*, in which to be successfully monitored to become an active ENPC Instructor.

We appreciate your interest and enthusiasm in becoming an ENPC Instructor.

Your State Chair's name and contact information is:

Name: _____

Phone: _____

Email: _____

Please feel free to contact me with any questions or concerns.

Sincerely,

Name: _____

Instructor Course Director

Phone: _____

Email: _____

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