



San Antonio Chapter

# OPERATIONAL POLICY/ PROCEDURE

<b>Honorarium Scale: TNCC and ENPC</b>	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by:</b> San Antonio ENA Board of Directors	<b>Origination Date:</b> 9/7/2022
<b>Revised by:</b> Board of Directors	<b>Approval Date:</b> 9/7/2022
	<b>Revision Date:</b> 2/23/2026

- I. **PURPOSE:**  
Provide uniformity in the payment of fees and reimbursements for the Trauma Nursing Core Course (TNCC) and the Emergency Nursing Pediatric Course (ENPC).
  
- II. **PROTOCOL/PROCEDURE:**
  - A. Registration fee for the TNCC and ENPC will be:
    1. Jointly decided by the TNCC Chair and ENPC Chair based on the need to make some profit and the required expenditures including:
      - i. Indirect fee
      - ii. Cost of books
      - iii. Course Coordinator fee
      - iv. Instructor honorariums
      - v. Postage
      - vi. Food/beverages
      - vii. Facility fee
      - viii. Advertisement
    2. Changes in the TNCC / ENPC registration fee must be approved by the SAENA Board of Directors.
  
  - B. Minimum number of instructors:  
To maintain course impartiality, the minimum number of instructors per course will be two (2); the Course Coordinator and one other instructor.
  
  - C. Course Cancellation:
    1. The TNCC / ENPC course will be cancelled if there are 5 or less registrants for the course
  
  - D. Course Coordinator fees:
    1. Based on number of participants:
      - i. 6 - 12 participants - \$200
      - ii. 13 - 23 participants - \$400
      - iii. 24 participants and up - \$500
      - iv. Teaching an Instructor Course - \$500
    2. In the event the course is cancelled, the Course Coordinator will be paid:
      - i. At least \$100
      - ii. ½ of the Course Coordinator fee based on the number of registrations.



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3. In the event the course has no shows which brings the participant numbers below six (6) and the course is still held, the Course Coordinator's fee will be based on the number of original registrations.
4. If the Course Coordinator also teaches in the course, the Course Coordinator's fee will be in addition to the instructor fee.

E. Instructor fees:

1. Teaching lectures/skills/testing for the entire course (2-day course) - \$400
2. Teaching lectures/skills/testing for 1 day - \$200
3. Individual lecture - \$25

F. Travel expenses will be reimbursed for:

1. Mileage in excess of 50 miles (one way).
  - i. Reimbursement will be based on IRS mileage reimbursement figure
2. Flight or ground transportation will be reimbursed based on the less expensive of the two