

National Tuberculosis Association (NTCA)
TB Nurse Consultant
Scope of Work

1. Develop and implement the TB Nurse Certificate Program

- Develop a Work Plan in collaboration with the NTNC and the NTCA
- Explore and complete the Public Health Nurse Ready course by New York State to utilize as a potential model platform for the TB Nurse Certificate
- Provide direct hands-on support to the current NTNC TB Nurse Certificate Workgroup
 - Plan, coordinate and facilitate monthly workgroup meetings
 - Provide minutes of the meeting to participating members and to the NTNC board
- Serve as a liaison to other national organizations important to the success of this activity
- Provide periodic progress updates to the NTCA Board

Monitoring will be accomplished by an Accounting of Activities log and reviewed weekly with the Executive Director

2. Provide administrative support to the NTNC

- Participate in monthly NTNC leadership/board meetings
 - Attendance at monthly board meeting
 - Provide NTCA administrative functions for board call
 - Assist with annual nominations/elections process
 - Assist with e-newsletter communications for section using template in Constant Contact
- Support the annual NTNC Educational/Business Meeting
 - Assist with development of agenda; convene planning committee
 - Coordinate the application/selection process for the Travel Awards, if continued by NTCA
 - Assist with coordination of invitation letters and travel for sponsored presenters, if any
 - Prepare CNE application for meeting
 - Assist NTCA staff with CNE application for the larger conference
 - Provide on-site support for successful execution of meeting
 - Summarize evaluation of meeting for CNE and archival purposes
- Support Education Committee chair for Quarterly NTNC-sponsored webinars
 - Participate in planning calls, recruiting of presenters
 - Facilitate CNE application
 - Work with BlueSky Platform to load materials required for successful conduct of the webinar
 - Follow-up post webinar to include review of evaluation data, posting of the recording, etc.

- Monitor NTNC Simple List
 - Keep address of participants up-to-date
 - Monitor contributions and stimulate, when needed
- Assist with the final review/editing of the Comprehensive TB Nurse Manual

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3. Attend designated meetings and conferences as directed by the NTCA executive director

- Monthly NTCA board meeting to stay abreast of current activities within NTCA
- Attend the annual National Tuberculosis Conference
- Participate in other telephone or in-person meetings, as deemed appropriate

Dates of Consulting Agreement:

10/15/2019 – 9/30/2019 with option to renew for second year, providing funding support and successful review of progress by NTCA Executive Director and Board

Anticipated Time Commitment:

16-20 hours per week, on average

Salary Range:

Negotiable

Important to consider if hired as a contracted employee:

1. Contractor will provide personal liability insurance as a registered nurse; Contractor will pay all federal/state taxes for this position;
2. No health benefits are provided; paid vacation and paid sick leave are not covered
3. Travel for position will be directed by the NTCA Executive Director
 - Travel expenses will be covered by NTCA
4. NTCA will provide email address, Zoom license, access to Survey Gizmo platform, and some office supplies; contractor will use own phone and computer/printer, as needed to conduct the work associated with the contract