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## Academy of Emergency Nursing Policies

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**1.01 Policies**

- To ensure the Academy of Emergency Nursing (AEN) has standardized policies in place complying with AEN governing documents.

*Approved 08/2022*

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**Policy**

- 1.1 The Academy of Emergency Nursing (AEN) shall comply with all governing documents of the Emergency Nurses Association (ENA), including its Bylaws and Governance Policies.
- 1.2 AEN shall comply with its governing document, "[Guidelines Academy of Emergency Nursing](#)."
- 1.3 This document is subservient to documents identified in 1.1 and 1.2. The purpose of this document is to standardize policies in compliance with AEN governing documents.
- 1.4 This document may be amended by the AEN Board, provided it is in compliance with governing documents identified in 1.1 and 1.2.
- 1.5 AEN policies shall be made available to AEN Fellows.



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## 2.01 Board Members Writing Letters of Recommendation/Support

- To clarify an AEN Board member's ability to support other individuals in ENA opportunities.

*Approved 08/2022*

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### Policy

- 1.1 To alleviate the appearance of conflict of interest, current AEN Board members shall not write letters of support/recommendation for individuals pursuing other opportunities within ENA or the ENA Foundation. This includes, but is not limited to, ENA's election process, AEN's election process, AEN's Fellowship application process, and ENA Foundation Scholarships. This prohibition does not prevent the AEN Board member for supporting individuals for non-ENA opportunities, nor does it prevent the AEN Board Member from applying for the ENA opportunities themselves.



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### 3.01 Application Cycle Office Hours

To provide a forum where potential AEN applicants and sponsors may confidentially ask AEN Board members questions to clarify content in the AEN Application Manual.

*Approved 08/2022*

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#### Policy

- 1.1 The AEN Board shall hold application office hours during the time when applications may be submitted for Academy Fellowship.
- 1.1 Office Hours are for potential AEN applicants and their sponsors.
- 1.2 The purpose of offering Application Cycle Office hours is to make AEN Board Members available to answer questions and clarify the information in the [AEN Application Manual](#). It is not intended to interpret or evaluate the applicant, their application materials, or letters of recommendation.
- 1.3 Confidentiality will be maintained for anyone who is interested in attending an Office Hour.
- 1.4 Attending or not attending an office hour session will not be taken in consideration when reviewing the final applications for Fellowship.
- 1.5 Appointments will be available in 15-minute increments via an online platform. Any potential applicant, FAEN Sponsor, or second sponsor may make an appointment, which is on a first come, first serve basis. The AEN Board strongly encourages the triad to join the call together so that answers to questions are heard at the same time in the same way; however, individual appointments may also be made.
- 1.6 Office hours shall be scheduled by the AEN Board Chairperson based on their availability; additional AEN Board members may attend as they are available.



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### 3.02 Annual Board Training Prior to Fellowship Application Review

- To provide AEN Board members with shared mental model annual training prior to application review, in efforts to support DEI concepts while promoting inter- and intra-rater reliability of the AEN Shared Mental Model for Fellowship.

*Approved 08/2022*

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#### Policy

- 1.1 AEN Board members shall complete annual training on the Shared Mental Model (SMM) for Fellowship. This training shall be completed prior to the receipt and/or review of any applications by the Board members.
- 1.2 AEN Board members shall complete annual training on implicit bias, as it relates to concepts of Diversity, Equity, and Inclusion. This training shall be placed within the framework/relevance of reviewing applications. This training shall be completed prior to the receipt and/or review of any applications by the Board members. This requirement may be met as part of a larger ENA educational offering geared toward application review, or a training specifically designed for the AEN Board.



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### 3.03 Board Member Recusal from Applicant Review

- To clarify when AEN Board members should recuse themselves from debate and voting of AEN applicants.

*Approved 08/2022*

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#### Policy

- 1.1 AEN Board members shall recuse themselves from the review/scoring, debate and voting of any applicant in which the Board member shares a current financial or familial relationship.
  - a. Examples of a financial relationship include, but are not limited to, an employer/employee relationship, supervisor/subordinate relationship, a vendor/client relationship, or being business partners.
  - b. For the purposes of this policy, a familial relationship is defined as being within the 3<sup>rd</sup> degree of consanguinity.
- 1.2 AEN Board members may also recuse themselves from the review/scoring, debate and voting of an applicant when they believe their professional relationship with the applicant may result in a bias that could lead the application review to being less than impartial or fair. Such recusal should only be done if the AEN Board is able to sustain a minimum of three Board members to review/vote on the applicant.
- 1.3 AEN Board members shall leave the room for the duration of any evaluation or voting of an applicant from which they have recused
- 1.4 In situations where the chairperson recuses themselves due to a financial or familial relationship, the chairperson should leave the room and the Chairperson-Elect shall fulfill the role of the chairperson for this applicant.



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### 3.04 Reducing Risk for Implicit Bias in the Fellowship Application Process

- *To implement processes to mitigate and/or reduce the risk for implicit bias in the Academy's Fellowship Application Process*

*Approved 08/2022*

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#### **Policy**

- 1.1 Any decision that needs to be made by the Academy Board Chairperson or entire Board regarding the completeness of an application and whether to reject an application without review due to the lack of completeness, shall be done so in a blinded format – that is, without knowledge of the applicant or sponsors' names/identities. Examples of this include but are not limited to:
  - 1.1.1 Support letters were submitted by a person not qualified to sponsor the applicant
  - 1.1.2 The applicant claims there was a technical malfunction on the ENA side preventing submission and/or resulting in a late submission.
  - 1.1.3 Appeal of a previous incomplete application determination by ENA Staff
- 1.2 For each application cycle, the following information/files shall be redacted by ENA Staff and not made available to Academy Board members until after the list of Fellowship candidates has been ratified by the Academy Board.
  - 1.2.1 The professional photo submitted by the applicant
- 1.3 The names of the applicant's sponsors and other identifying information such as titles, roles, or other identifying information. Information that is identifiable will be redacted by ENA staff prior to AEN Board review.



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### 3.05 Congratulatory Letters to Inductees

- To standardize how Fellows may send congratulatory letters to new inductees while maintaining the confidentiality of inductee personal contact information

*Approved 08/2022*

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#### **Policy**

- 1.1 Fellows wanting to provide handwritten congratulatory letters/cards to new inductees may do so by sending the letters/cards in a sealed envelope with the inductee's name printed on the outside and appropriate postage applied. The messages should then be placed in a larger envelope and mailed to the ENA office with ATTN: The Academy of Emergency Nursing.
- 1.2 Letters/cards will be addressed and mailed as they are received.





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### 3.06 New Fellow Orientation

- To orient New Academy Fellows to the Academy's history, guiding documents, and other Fellowship rights and responsibilities.

*Approved 08/2022*

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#### **Policy**

- 1.1 The Academy shall develop and maintain an internal educational product to inform current and incoming Fellows on the Academy's history, guiding documents, and other Fellowship rights and responsibilities.
- 1.2 The product shall be available to all current Fellows as well as inductees within 10 business days of their induction.



### 3.07 Fellowship Induction

- To standardize the invitation process for the annual Academy of Emergency Nursing Fellowship Induction Ceremony

*Approved 3/25/2022*

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#### Policy

- 1.1 The annual Academy of Emergency Nursing Fellowship Induction Ceremony, which is held annually in conjunction with the Emergency Nurses Association's annual conference, is an invitation-only event. All invitations require and are contingent upon a RSVP with the ENA Staff prior to the published RSVP deadline. Invitations are limited to the following:
  - 1.1.1 All new inductees and their guest(s):
    - 1.1.1.1 Inductee Guests: Each inductee may invite up to five guests to be present at the Induction Ceremony & Dinner.
      - 1.1.1.1.1 The first guest is at no-cost. Inductees may pay to bring up to four additional guests for a total of five.
      - 1.1.1.1.2 The number of guests may be universally reduced below five should venue spacing constraints require it. ENA Staff will communicate any space constraints to the inductees when induction invitations are extended.
    - 1.1.1.2 For posthumous inductions, the primary FAEN sponsor shall determine the inductee guests in item 1.1.1.1 for the year in which the person in posthumously inducted.
    - 1.1.1.3 Must register by the deadline determined by ENA Staff.
  - 1.1.2 All Academy Fellows are invited to attend the induction ceremony/dinner at no cost. Fellows must register to attend by the deadline determined by ENA Staff.
    - 1.1.2.1 Fellow Guests: Fellows may pay to bring one guest to the induction ceremony & dinner, subject to venue space availability (room size, capacity, local safety regulations, etc.). Fellow guest seats will be granted annually on a first-come first-served RSVP basis after all other category-seats (Fellows, inductees, inductee guests, supporting staff) have been allocated.
- 1.2 ENA Staff is responsible for determining space constraints and operationalizing this policy.



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#### 4.01 FAEN Business Cards

- To operationalize the Fellowship right to “Use the AEN Seal on printed professional nursing business cards,” as listed in the Academy Guidelines.

*Approved 08/2022*

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#### Policy

- 1.1 Academy of Emergency Nursing Fellows are eligible to purchase their own AEN business cards at their own expense.
- 1.2 Business cards must be purchased using ENA’s Print on Demand vendor [Graphic Arts Services, inc.](#)
  - 1.2.1 The username for *Graphic Arts Services, inc* is **academy**.
  - 1.2.2 The password for *Graphic Arts Services, inc* is **ena**.
- 1.3 Fellows should reach out to [academy@ena.org](mailto:academy@ena.org) if they need further assistance ordering business cards.



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#### **4.02 Call for FAENs for ENA's Volunteer Positions**

To standardize the process by which Fellows are notified of ENA volunteer groups that lack or are projected to lack at least one Fellow on the volunteer group.

*Approved 08/2022*

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#### **Policy**

- 1.1 A key recommendation from the 2017 ENA-AEN Work Team included a focus on the Academy's contributions in advisory roles. One of these action items included reserving a position on ENA Committees for Academy Fellows, subject to appropriate expertise.
- 1.2 In collaboration with the AEN Board, ENA staff is responsible for providing qualified FAEN applicants to the President-Elect, with a particular focus on volunteer groups where there is not a current Fellow present as well as where the current Fellow(s) on the group have an upcoming term ending. While it is logical that there would not be a Fellow on the Emerging Professional Advisory Council, AEN should strive to have applicants in all the remaining groups.
- 1.3 In conjunction with ENA's annual call for national volunteer positions, ENA staff shall internally identify a list of groups where a Fellow is needed to serve on the group. The list of needs shall be distributed to Fellows through appropriate internal Fellow communications, such as ENA Connect.
- 1.4 It is up to the fellow to apply for the open positions through the ENA National Call for volunteer positions



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#### 4.03 Expectations of FAEN's serving on Volunteer Groups

- To clarify additional expectations of Academy Fellows that serve on ENA volunteer groups

*Approved 08/2022*

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#### Policy

- 1.1 In addition to their respective role/assignment/duties while serving on an ENA Volunteer Group, Academy Fellows are expected to contribute in the below additional ways:
  - 1.1.1 Apply their unique expertise to the team, as applicable
    - 1.1.1.1 AEN Fellows have been individually recognized for their enduring and substantial contributions to the emergency nursing specialty. Fellows are responsible for leveraging their unique knowledge of how to generate an enduring and substantial contribution to the profession.
  - 1.1.2 Provide overall general mentorship to other committee members, as applicable/needed/requested/received, without overstepping their identified role within the committee.
  - 1.1.3 Identify/recruit/mentor potential future applicants for Fellowship in the Academy of Emergency Nursing.

#### 4.04 AEN Trailblazer Program

- To create an AEN forum for Fellows to explore emerging and future issues in emergency nursing while providing visionary leadership to the Academy Board to discuss with the ENA Board of Directors. The AEN Trailblazers Program explores current or future issues that are of significance to emergency nursing and provide insight that is strategic, innovative, and forward-looking.

*Approved 08/2022*

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#### Process

1. A Fellow or group of Fellows in good standing identify a current or future issue for exploration.
2. A Fellow, ENA Board, or ENA Staff submit a request (see #3) to the AEN Board via email at [academy@ena.org](mailto:academy@ena.org) to propose a trailblazing team address the issue.
  - a. NOTE: The initial launch of the Trailblazers Program will include subjects identified by the AEN Board. The ability for Fellows to request teams will begin later, tentatively late summer 2022.
3. The entire request should not exceed 500 words and include the following components:
  - a. A description of the current or future issue and its impact/importance on emergency nursing.
  - b. A description of current ENA efforts at both levels outlined below and how the AEN Trailblazer work will supplement and synergize with these levels. The intention of the AEN Trailblazer Program is to create new thought provoking and visionary leadership contributions and not compete with already existing ENA efforts.
    - i. The ENA board and staff level
      1. Resources to consider consulting include, but are not limited to, the ENA Strategic Plan, Annual Reports, ENA Connection, General Assembly resolutions to get a sense of the work of the ENA board and staff.
      2. If there is no current or previous work at the ENA Board or staff level, the Fellow(s) should describe the process used in determining that the Trailblazer request is a novel concept.
    - ii. The national ENA committee/work group level
      1. Please review the national committee/work group charges to get a sense of current and proposed work.
  - c. If there is no current or previous work at the national ENA committee/work group level, the Fellow(s) should describe the process used in determining that the Trailblazer request is a novel concept A description of a possible output product (e.g., white paper, presentation, article).
  - d. Desired timeframe for report out submission. Choose: 3 months, 6 months, 9 months.
  - e. References (as applicable and do not count towards the 500-word limit)
  - f. See example request on final page of this document.
4. The AEN Board reviews and subsequently approves/denies the request based on the following:
  - a. Clarity of the description of the current or future issue and the plan.
  - b. The review of ENA staff and national ENA committee/work group efforts and how the AEN Trailblazer work will supplement and/or synergize the work, as applicable.



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5. If approved, the call for one or more Trailblazer Team(s) is sent to all Fellows by the AEN Board. The call will include the issue being explored and desired timeline for the issue.
  6. Teams are formed.
    - a. An AEN Board member is assigned as a team liaison and shall:
      - i. Schedule the first meeting and introduce the work at the first meeting
      - ii. Serve as a point of contact for the team leader
      - iii. Not participate in subsequent meetings unless requested by the team
    - b. Teams identify their own leader. The teams conduct the work on their own and make connections with their AEN Board Liaison as needed to provide updates and to request any additional assistance that may be needed. Any requests the team has for ENA Staff support will go through the AEN Board.
  7. Team outcomes are reported to the AEN Board; outcomes are subsequently published to the Academy and additional applicable groups as determined by the AEN Board.



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#### 4.05 AEN Apparel

- To operationalize the ability for Fellows to purchase and wear AEN branded material.

*Approved 08/2022*

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#### Policy

- 1.1 The ability to purchase and wear AEN apparel is limited to Academy Fellows in good standing.
- 1.2 Replacement Academy Fellowship lapel pins may be purchased through the ENA staff. Contact [Academy@ena.org](mailto:Academy@ena.org) to purchase.
- 1.3 The AEN Apparel Store, operated by Scrubin' in collaboration with ENA, is the exclusive provider of AEN branded apparel. If ENA decides to change vendors, this policy also applies to any successor vendor. Fellows may purchase apparel, at their own expense, for themselves or other AEN Fellows in good standing.
  - 1.3.1 Shop [AEN.scrubin.com](http://AEN.scrubin.com) or other appropriate website and use the appropriate access code.