



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

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.



2.01 Election Result Process

- To delineate the process by which AEN Board election results are ratified by the ENA Board of Directors, in accordance with the Academy Guidelines.

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Policy

- 1.1 Following receipt of the election results, an ENA board memo shall be prepared by the current AEN Chairperson as expeditiously as possible detailing the results and requesting ENA Board ratification of the newly elected Board members.
- 1.2 To expedite ratification, the memo shall request ratification by email vote. The determination of how to process this request remains with the ENA President and ENA Board.
- 1.3 Once ratification by the ENA Board has occurred, election results shall be communicated to the AEN Board, followed by the candidates.
- 1.4 Election results will be announced to current Fellows once the steps in 1.1, 1.2, and 1.3 are completed. Vote counts will be posted in the online community.



2.02 Board Members Writing Letters of Recommendation/Support

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

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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.



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.

Revised and approved 10/2023

Approved 08/2022

Policy

- 1.1 The AEN Board shall support holding application office hours before and 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 a subject matter expert 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 triad are strongly encouraged 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 To reduce bias during application scoring, office hours shall be scheduled by the off-going AEN Board Immediate Past Chairperson based on their availability. While the individual's term on the Board ends per AEN Guidelines on December 31, they shall have a limited responsibility in continuing to facilitate office hours through the application cycle closure and completion of the report that is submitted to the AEN Board.
 - 1.6.1 At the conclusion of the application cycle, the former AEN Board Immediate Past Chairperson shall provide a consolidated written report to the entire AEN Board reporting detailing: total number of people who participated in an office hours session, the month of the session, the types of questions that were asked during the session, and the role (e.g. potential applicant, potential FAEN sponsor, potential second sponsor) of participants; names of participants shall not be reported.



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.

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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.



3.03 Board Member Recusal from Applicant Review

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

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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 3rd 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.



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

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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
 - 1.2.2 The names of the applicant's sponsors and other identifying information such as titles, roles, or other identifying information.
 - 1.2.3 Information that is identifiable will be redacted by ENA staff prior to AEN Board review.



3.05 Biographies Used for Fellow Candidate Ratification and Subsequent Publicity

- To reinforce the concepts of the Shared Mental Model for Fellowship by succinctly but clearly articulating the applicants' enduring and substantial contributions that led to their induction in the Academy of Emergency Nursing

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Policy

- 1.1 The AEN Board shall draft succinct biographies for each applicant they recommend for induction in AEN. The biography shall reflect the applicant's enduring and substantial contributions to the emergency nursing specialty that is in alignment with the Shared Mental Model for Fellowship.
- 1.2 The drafted biographies shall be forwarded to the ENA Board for their use in the ratification process, as stipulated in the AEN Guidelines.
- 1.3 Following the ENA Board's ratification, ENA staff shall send the candidates their drafted induction biographies. Candidates shall review the drafted biographies for any errors or factual inaccuracies.
- 1.4 The AEN Board shall oversee the correction of any identified errors or factual inaccuracies
- 1.5 The finalized biographies shall be used by AEN and ENA in publicity regarding class announcement and induction.
- 1.6 When reasons are provided regarding a candidate's selection for induction, ENA and AEN shall only use the finalized biographies in their entirety to communicate reasons for selection for induction in the Academy.



3.06 Further Detailing Fellowship Candidate Ratification Process

- To further describe the process steps used in the Fellowship candidate ratification process, in alignment with the Academy Guidelines

Approved 11/22

Policy

- 1.1 The drafted biographies stipulated in policy 3.08 shall accompany the recommended list of Fellow candidates submitted by the AEN Board to the ENA Board of Directors for ratification as candidates for induction into the Academy of Emergency Nursing.
 - 1.1.1.1 A copy of the publicly available Shared Mental Model for Fellowship and/or application manual shall also be made available on request.
- 1.2 No other information shall be submitted to the ENA Board other than the list of candidates and aforementioned biographies.



3.07 Congratulatory Letters to Inductees

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

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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.



3.08 New Fellow Orientation

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

Approved 08/2022

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.



3.09 Fellowship Induction

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

Approved 3/25/2022

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.



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

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 if they need further assistance ordering business cards.



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.

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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



4.03 Expectations of FAEN's serving on Volunteer Groups

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

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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

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 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.



4.05 AEN Apparel

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

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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 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 or other appropriate website and use the appropriate access code.



4.06 Fellow Mentoring and Coaching Expectations

- To delineate the mentoring and coaching role and expectations of an Academy Fellow

Approved 11/22

Policy

- 1.1 Academy Fellows have made sustained and enduring contributions to the emergency nursing specialty. Fellows are uniquely positioned to provide mentorship and coaching. Ensuring a highly educated and skilled emergency nursing workforce is integral to the profession and mentoring relationships promote continued professional growth and development over a significant period of time. Coaching provides mentees with short-term, skill-based relationships to also foster professional growth and development. Mentoring and coaching are strategies that allow a Fellow to give back to the profession through enrichment and advancement of an emergency nursing colleague.
- 1.2 Fellows are expected to provide mentorship and/or coaching in a variety of ways, both in formal and informal relationships. Examples include, but are not limited to:
 - 1.2.1 Supporting a nurse in their employment career development and/or transition to a new role
 - 1.2.2 Supporting a nurse in enhancing skills such as presenting, publishing, advocating, or conducting research
 - 1.2.3 Supporting a nurse in their volunteer roles within ENA, whether it be acclimating to a new role or advancing a specific objective within their role
 - 1.2.4 Informally supporting nurses that serve with the Fellow in ENA volunteer groups
 - 1.2.5 Identifying, recruiting, and supporting ENA members on their journey of Fellowship, whether it be over several years or a shorter timeframe.
- 1.3 Steps expected of Fellows regarding mentorship and coaching include:
 - 1.3.1 Evaluating the capacity to serve as a mentor and/or coach while balancing other professional obligations and not overcommitting oneself.
 - 1.3.2 When deciding to be a mentor and/or coach:
 - 1.3.2.1 Volunteer to serve
 - 1.3.2.2 Define your specific mentoring skills and abilities
 - 1.3.2.3 Respond promptly to requests for mentorship/coaching
 - 1.3.2.4 Develop a relationship with mentee(s)
 - 1.3.2.5 Determine type of mentoring: formal, informal, etc.
 - 1.3.2.6 Establish a meeting cadence
 - 1.3.2.7 Develop mutually agreed to mentorship goals
 - 1.3.2.8 Complete regular evaluations of mentee goals and outcomes



4.07 Fellow Attendance at in-person Academy events during ENA conferences

- To clarify registration requirements for Fellows to attend in-person Academy events during ENA conferences.

Approved 11/22

Policy

- 1.1 It is not required that Fellows in good standing register/attend an ENA conference as a condition to attend an Academy event held in conjunction with that conference.
 - i. Examples of this include but are not limited to the AEN Business meeting and the AEN Induction Ceremony & Dinner.
 - ii. Examples of this do not include AEN booths in the conference exhibition hall or any conference education session, including those whose topic is regarding AEN.
- 1.2 Separate pre-registration may be required for the Academy events.