

## ***What are the ENA Annual Achievement Awards?***

The ENA Annual Achievement Awards are an opportunity to recognize innovators, leaders, exceptional practitioners and those who continually go above and beyond the call of duty in the emergency nursing profession. Each award has specific requirements and criteria to meet.

## ***Is there a cost to apply?***

No. There is no fee to nominate someone for an ENA Annual Achievement Award.

## ***Can I nominate myself?***

Only four Award categories may nominate themselves:

- Crisis Response Team Award
- Media Award
- State Council/Chapter Government Affairs Award
- Team Award

## ***Does the nominee have to be an ENA member?***

Only two Award categories do not require ENA membership:

- Behind the Scenes
- Media Award

## ***Does the ENA Annual Achievement Awards nomination process have to be completed online?***

Yes, the Nomination Form must be completed and submitted via the online form.

## ***Can I email the CV/Resume? And/or additional documents?***

**Emailed CV/Resumes and additional documents will only be accepted for the following Awards that require them:**

- o **Full CVs/Resumes are accepted ONLY** for:
  - Judith C. Kelleher Award
  - Lifetime Achievement Award
- o **Additional documents are accepted ONLY** for:
  - Media Award

## ***How do I de-identify the Narrative statements?***

Exclude any information that may identify the nominee. For example:

- o use [nominee] instead of his/her name
- o use [name] instead of the names of other individuals

### ***How is my nomination evaluated?***

ENA staff confirms that all nomination materials are de-identified prior to review by the ENA Awards Committee. This ensures an unbiased review. Materials are scored by members of committee to determine if the specific award criteria are met. The individual who scores highest for each award will be selected as the recipient.

### ***Can more narratives be submitted than required in the nomination forms?***

No, only one complete nomination form (2 narratives may be submitted separately) per nominee will be accepted.

If multiple individuals wish to contribute content, we suggest drafting a MS Word document; the “nominator” can then copy content into the nomination form and submit on behalf of the group.

If more than one nomination form is submitted for an individual, the *first completed* nomination form submitted will be forwarded to the Review Committee.

### ***Can I nominate an individual for more than one award?***

Yes, you may nominate an individual for more than one award. However, each nomination form must address the specific criteria for that award. The exact same nomination form cannot be submitted for more than one award.

If applicable, discuss the nomination with your State Council to ensure there is no conflict (e.g., two individuals in the same state are nominated for the same award).

### ***Can I nominate a deceased individual?***

Unfortunately, no. Except for the Judith C. Kelleher and Lifetime Achievement Awards, nominees for awards must have met the award’s prerequisites and demonstrated their achievements during the 12 months preceding the nomination.

Annual Achievement Awards recognize living persons rather than honor the deceased; therefore, posthumous award nominations cannot be accepted. (A posthumous award may be given only if death of the award recipient occurs between the time nominations are closed and the recipients are announced.)

### ***If there is only one nomination for an award does the individual automatically receive the award?***

No. Nominees must meet the minimum score of 80% to receive award designation. Each nomination is reviewed and scored by three members of the Awards Committee.

## *ENA Annual Achievement Awards Frequently Asked Questions*

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In the instance of a tie score, additional reviewers will submit scores to determine the single recipient of the award based on a review of the nomination materials.

Awards where there are no nominees will not be awarded in the current year but may be available in subsequent years.

### *Contact Us*

If you have any questions, contact [AnnualAwards@ena.org](mailto:AnnualAwards@ena.org).

2021