# Frequently Asked Questions (FAQs)

**What is the ENA Lantern Award?**

*The ENA Lantern Award is a recognition award* *granted to emergency departments that demonstrate exceptional and innovative performance as it relates to leadership, practice, education, advocacy or research.*

**How was the name Lantern chosen for the award?**

*In 2008, ENA members were invited to choose from a list of suggestions and submit recommendations for the award name. The ENA Exemplary ED Recognition Work Team reviewed the recommendations and the top names were evaluated for existing copyrights. Based on the information and feedback gathered, the Work Team determined the name Lantern Award.*

**Do I have to be an ENA member to apply?**

*No. You do not have to be an ENA member to register and complete the application.*

**Does the Lantern application have to be completed online?**

*Yes. The application must be completed and submitted online. A link to the online application will be available on the Lantern Award webpage from mid-November until the end of February.*

*It is strongly recommended that applicants develop their qualitative responses in a word processing program such as Microsoft Word, use spell-check, verify word counts then copy/paste responses into the online application.*

*It is also recommended that applicants have their applications reviewed by a copy editor familiar with the content prior to submission. Typos and grammar errors take away from the readability of the application.*

**What is the cost to apply?**

*The application fee is $3,000 for all hospitals, including designated Critical Access Hospitals.*

*You may pay via electronic transfer, with a credit card or print an invoice and mail final payment to ENA. The completed invoice must accompany the check. Payment is due mid-March.*
*Payment information is available at:* https://www.ena.org/about/awards-recognition/lantern

*This fee covers the cost of maintaining the electronic award platform, upgrades, the review process, and the actual awards. The fee is non-refundable and cannot be applied toward a new application.*

**When is the submission deadline for Lantern Award applications?**

*Online applications are available from mid-November through the end of February. The specific deadline date will be posted on the ENA Lantern webpage. Online applications will not be accessible after the February submission deadline date; however, a reference copy of the application is available to help you prepare for the next cycle.*

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## How is my application evaluated?

*All de-identified applications are reviewed by members of the ENA Lantern Award Committee and Reviewers panel who receive training to be qualified as reviewers.*

- *The Committee and Reviewers panel have content expertise and use a standardized scoring system to evaluate the details provided in the applications.*
- *The evaluation criteria and scoring for each item is based on levels of excellence, with the highest level representing exceptional performance.*
- *It is expected that each application will have stronger areas than others, and so each question is weighted appropriately.*
- *The final overall rating for each application is based on a composite score from all sections of the application.*
- *These composite scores are then averaged among all reviewers of the application for a final score.*
- *A minimum final score of 80% must be achieved to receive the award.*

## How many applications are received each year? What is the percentage that receives the award?

*These numbers vary from year to year. This is not a competitive award; each application is scored on its own merit against established criteria (not against other applications or previously submitted applications).*

## What is meant by "de-identifying" my application responses?

*To ensure a blinded, unbiased review process, it is essential to omit information from your application that could be used to potentially identify your emergency department.*

*Specifically, do not include any of the following information in your application responses (including assigned exemplars) or graphs:*

- *Names of all individuals*
  - *use [name] instead*
- *Name and acronym of hospital/health system/emergency department*
  - *use [hospital/health system/emergency department] instead*
- *Names of cities, states*
  - *use [city] [state] instead*
- *Names or acronyms of local/regional organizations and companies*
  - *use [organization] or [company] instead*
    - *National organizations such as the National Library of Medicine or NIH is permissible.*
- *Names or acronyms of committees on which individuals have participated*
  - *use [committee] instead*
- *Omit all logos (e.g., on graphs)*
- *Any other information that could be used to identify your emergency department*

*If application responses are not de-identified, there may be a delay in the review of the application, or it may not be accepted for review.*

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**What does "Request a Recommendation" mean (for questions A.5, A.6, C.3 and C.4)?**

*One of the tasks in the online application is to assign four different individuals (three ED nurses and one ED physician) to complete a specific question. Their participation is confidential and no one else at your facility will be able to view their responses. More information about "Recommenders" is in the Lantern Award Handbook. **Please ensure that the assigned Recommenders are aware their responses must be de-identified.***

**How should my Freestanding ED answer the questions?**

*If your emergency department is freestanding, **answers should be pertinent to your specific emergency department**, not to the affiliated hospital or larger health care system (unless otherwise stated). Descriptions of what is required in responses are in the Coaching Guide.*

**If my hospital/health system has more than one emergency department, does each emergency department have to apply separately?**

***Yes**. If your hospital/health system has more than one emergency department, a separate application (and fee) must be submitted for each emergency department. However, it is not necessary that each emergency department apply for the Lantern Award.*

*Each ED is unique and answers to the questions should reflect the characteristics and attributes that describe your setting. While you may choose to comment on your relationship to other sites within a larger network, your individuality should be evident in the responses.*

**If I have a pediatric emergency department within my general/adult emergency department, how should I apply?**

*It is recommended that you apply for the award as a general emergency department, including the pediatric section. If the pediatric section is considered a separate emergency department with its own dedicated staff, data collection, and care protocols, a separate application should be submitted for the pediatric emergency department.*

**Is the Lantern Award a lifetime award?**

***No. The Lantern Award is valid for a three-year period.** At the end of that period recipients may re-apply by completing a new application. However, re-designation is not guaranteed.*

*Successful applications demonstrate a **variety** of diverse initiatives throughout the application with **quantifiable outcomes**, sustained improvements, and innovative processes. Outcomes and evidence of sustained exemplary practice are essential to a strong re-application. To maintain confidentiality, the reviewers will not know that you are a previous Lantern recipient.*

***If a change is made to the hospital's primary contact or Chief Nursing Officer during the three-year award period, notification must be sent to [LanternAward@ena.org](mailto:LanternAward@ena.org).***

**What type of demonstration of excellence is expected?**

*The application includes <u>quantitative</u> questions that focus on performance and outcome metrics, as well as <u>qualitative</u> questions about noteworthy practices and attributes of your emergency*

department. The qualitative questions require brief narratives or longer descriptive exemplars that highlight your emergency department's excellence and innovation. The Coaching Guide will help you identify how best to demonstrate your ED's achievements._

### What is an exemplar?

_An exemplar is **a descriptive, written example that demonstrates excellence and innovation**. An exemplar response may include descriptions of practice, levels of evidence, innovation, and improvements over time (word counts responses vary)._

### Does the requested quantitative data need to represent a calendar year?

_**No**, you will be asked to provide data within a <u>rolling calendar using the most recent four quarters for which you have data</u>. For example, if you are completing the application in November, the most recent four quarters may be the first three quarters of the current year and the last quarter of the previous year. Please use the same reporting period for all applicable questions if possible._

### If my emergency department is currently undergoing significant change, such as renovation or reductions in staff due to low volume, is it necessary to wait until all change activity is complete before applying?

_**It depends**. Change is frequently a part of healthcare organizations and may be an opportunity for you to demonstrate how your team is embracing the change and showing exceptional performance. However, if the change is significantly affecting your performance metrics you may want to wait until your emergency department is functioning at a more stable level before you apply._

### Should I include a reference list in my responses?

_**No.** It is not recommended to include a reference list in the narrative, as the words would count toward the allotted word count and limit the strength of the response._

### Is it necessary to read all the articles in the "Supporting Literature" document to complete the application?

_**No.** The Supporting Literature document is a list of article citations. It is provided to help you expand your knowledge base of the core content areas that build the framework for the Lantern Award. The articles may help you identify and describe your strengths, challenges, and opportunities. The articles, which you may access and download on your own, are recommended reading on an as-needed basis._

## Re-application for Cycle 7 (2017-2020) Lantern Award Recipients

_We hope that the three-year duration of the Lantern Award has provided these emergency departments with an opportunity to gather evidence and outcomes that substantiate ongoing development, progress, and exemplary practice before re-applying for the Lantern Award. Awards are not guaranteed to those who have previously received an award._

_Cycle 7 recipients must complete a new online application with current information. The previously submitted application cannot be re-submitted._

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- *2017-2020 Lantern Award recipients (Cycle 7) may re-apply beginning in mid-November 2019*

- *2017-2020 Lantern Award recipients (Cycle 7) will be contacted to inquire of their intent to re-apply for Lantern designation*

- *Deadline to submit a new, complete online application will be February 26, 2020*

- *Before beginning the re-application process, it is **highly recommended** that all resources on the Lantern Award web page  http://www.ena.org/about/awards-recognition/lantern be reviewed to assure that written documentation is both accurate and current*

- *The application process is the same as a first-time applicant (e.g., new application completed, data must be submitted for previous four quarters; review is blinded; evaluated by defined criteria, etc.)*

- *Ongoing excellence and continued improvement must be shown in the application*

- *Re-designation is not guaranteed. Outcomes and evidence of sustained exemplary practice are essential in all strong applications. To maintain confidentiality, the reviewers will not know that you are a previous Lantern Award recipient.*