# 2020 ENA Volunteer Group Roster, Charges and Criteria

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2020 General Criteria

General Criteria for all committees (unless specifically noted) is as follows:

- Strong attention to detail and the ability to meet deadlines
- Professional writing and editing skills
  - Writing and/or editing samples may be required for consideration
- Ability to provide expert and time-sensitive feedback on documents from external entities, as requested by the Association, on behalf of the President
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to use ENA Connect for committee activity (online)
- Timely response to email and phone calls
- Ability to participate in meetings via phone, WebEx or in person
  - Some committees require attendance at onsite meetings, requiring travel (expenses paid by ENA)
  - Review and agree to ENA’s travel policy and guidelines if applicable
  - Agree to participate in conference calls via WebEx Conferencing and share documents via ENA Connect
- In general, committee meetings, WebEx teleconferences and conference calls are scheduled during ENA business days of Monday through Friday, however these meetings may take place outside of the general timeframe as needed.
ADVOCACY ADVISORY COUNCIL

2020 Charges:
1. Review and identify public policy as it relates to advocacy in emergency nursing
2. Generate ideas for program development and implementation related to government relations and advocacy.
3. Assist in prioritizing advocacy efforts based on ENA’s organizational priorities
4. Provide assistance to ENA State Government Affairs Chairs for assigned states

2020 Specific Criteria:
- Must have extensive knowledge of public policy issues affecting emergency care and emergency nursing at the state and federal levels
- Demonstrated advocacy involvement with ENA State Council/Chapter
- Ability to serve for a two-year term
- One onsite meeting at Day on the Hill required

AWARDS COMMITTEE

2020 Charges:
1. Encourage award application submission
2. Review awards and their applicable criteria and provide recommendations for revisions
3. Review and score eligible candidate applications

2020 Specific Criteria:
- Must be able to participate in reviewer training and utilize the electronic award scoring tool
- Experience at a state or chapter level at ENA
- Ability to serve for a two-year term
- No onsite meeting required

COURSE ADMINISTRATION FACULTY

2020 Charges:
1. Review course administrative procedures and provide recommendations on an ongoing basis
2. Provide recommendations for team members and team leaders for dissemination of TNCC and ENPC
3. Recommend disciplinary action of Course Directors and Course Instructors as necessary
4. Serve as ambassadors on ENA Connect sites for Course Directors and Instructors

2020 Specific Criteria:
- Must be TNCC and ENPC Faculty
- Experience in working with ENA educational programs
- Ability to serve for a two-year term
- Willingness to engage in online TNCC and ENPC communities consistently
- No onsite meeting required

EMERGENCY DEPARTMENT OPERATIONS COMMITTEE

2020 Charges:
1. Provide subject matter expertise related to emergency department operations/management
2. Identify, recommend, and/or develop evidence-based best practices for emergency department leadership to improve patient and staff safety in emergency care settings and provide evidence-based recommendation for creating a safe work environment
3. Review and provide feedback on educational content and other ENA initiatives as requested

2020 Specific Criteria:
- Must have a good understanding of systems, organization and management of operations in the delivery of emergency care
- Experience in a leadership role in an emergency care setting
- Ability to serve for a two-year term
- No onsite meeting required
EMERGENCY MANAGEMENT AND PREPAREDNESS COMMITTEE

2020 Charges:
1. Provide subject matter expertise on emergency management and preparedness
2. Identify best practices for all patient populations related to emergency management preparedness
3. Identify, recommend and develop resources for emergency management and preparedness

2020 Specific Criteria:
- Must have knowledge and active involvement in emergency management, planning, application and evaluation
- Ability to serve for a two-year term
- No onsite meeting required

EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

2020 Charges:
1. Provide subject matter expertise on emergency medical services as it relates to the emergency nurse
2. Review and recommend resources to promote collaboration between EMS providers and emergency nurses
3. Review EMS initiatives to improve population health and provide recommendations as relevant to emergency nursing

2020 Specific Criteria:
- Must have current or recent experience as an EMS provider (basic, advanced, pre-hospital RN, flight nursing that does 911 response) or be in an EMS leadership or education position
- Ability to review and respond to assigned documents related to EMS and emergency nursing, sometimes on urgent timelines
- Ability to serve for a one-year term

EMERGENCY NURSING ADVANCED PRACTICE ADVISORY COUNCIL

2020 Charges:
1. Provide subject matter expertise for advanced practice nursing issues
2. Generate ideas for advanced practice nursing program development and implementation in accordance with ENA’s strategic plan
3. Review and provide feedback on educational content and other ENA initiatives as requested
4. Collaborate with conference education planning committee to enhance the APRN conference experience

2020 Specific Criteria:
- Must have experience in advanced practice in emergency or urgent care settings
- Evidence of scholarly activities such as developing evidence-based practice protocols, developing or conducting nursing education, implementing evidence into practice, evaluating outcomes (patient/population, nurse, or systems level), and/or publications is required
- Certified nurse practitioner or clinical nurse specialist preferred
- Doctorate of Nursing Practice or other appropriate advance degree required
- Ability to serve for a two-year term
- Onsite meeting required

EMERGENCY NURSING CONFERENCE EDUCATION PLANNING COMMITTEE

2020 Charges:
1. Identify key learning outcomes and content for education relevant to emergency nursing
2. Explore and implement innovative learning approaches to enhance the overall ENA conference experience
3. In collaboration with advanced practice advisory council and AAENP, create a plan to include content designed for advanced practice nurses, including pharmacology and relevant clinical and professional development issues based on member feedback and needs assessment

2020 Specific Criteria:
• Highly recommended that applicants have attended the Emergency Nursing 2019 to observe meeting processes and flow of events
• Must be available to attend the annual Emergency Nursing conference
  o Willingness to work throughout annual conference as session monitors
  o Ability to walk long distances and participate in conference activities as scheduled
  o Suggest that applicants not participate as delegates or alternate delegates at the 2020 General Assembly to avoid scheduling issues
• Experience in program planning and/or nursing education
• Knowledge of the American Nurses Credentialing Center (ANCC) Guidelines for continuing education
• Onsite meeting required at the ENA National office
• Ability to adapt to quickly to new technology
• Ability to serve for a two-year term

EMERGENCY NURSING EDUCATION ADVISORY COUNCIL

2020 Charges:
1. Provide subject matter expertise for educational products and other initiatives
2. Generate ideas for educational products, program development and implementation
3. Assist in prioritizing the content development initiatives based upon the ENA Strategic Plan
4. Review and provide feedback on educational content as requested

2020 Specific Criteria:
• Must have extensive knowledge about and experience in nursing education
• Knowledge of adult learning principles
• Experience with various educational delivery methods, including live, enduring, online, and/or distance learning
• Must have a minimum of a Master’s degree in Nursing
• Ability to serve for a two-year term
• No onsite meeting required

ENPC REVIEW WORK TEAM

2020 Charges:
1. Provide subject matter expertise for the Emergency Nursing Pediatric Course (ENPC) 5th ed
2. Serve as subject matter experts (SMEs) in the quarterly Agile Revision process
3. Provide content review of course material and recommendations for course content edits

2020 Specific Criteria:
• Must have subject matter expertise in pediatrics
• It is desired that this work team represents diversity in experience, including pediatric nurses representing children’s hospitals as well as nurses representing general hospitals providing emergency care to pediatric patients
• ENPC 5th ed Course Instructor or Course Director verification required
• Ability to serve for a 6-month term

EMERGING PROFESSIONAL ADVISORY COUNCIL

2020 Charges:
1. Help assess and engage the needs of emerging professional members
2. Evaluate whether any new benefits or resources are necessary to support the needs of emerging professionals
3. Advise ENA on the best channels to communicate with this membership group
4. Advise on opportunities for expanding engagement of emerging professionals
5. Serve as the planning team for the emerging professionals event held during annual conference

2020 Specific Criteria:
• Must have five years or less experience in emergency nursing at the time of appointment
• Must be comfortable with virtual engagement via online meetings, email, and document sharing
• Ability to serve a two-year term
• No onsite meeting required
EMERGING PROFESSIONAL LIAISON

2020 Charges:
1. Provide the emerging professional perspective and key insights at the national level through active participation in all Board meetings
2. Serve as a non-voting liaison to the ENA Board of Directors for a one-year term
3. Participate in person at all Board meetings during the year and attend the State and Chapter Leaders Orientation and Day on the Hill
4. Participate in Board projects and workgroups as assigned
5. Provide an update/seek commentary on issues facing emerging professionals during the ENA Update with the Board of Directors at the annual conference
6. Simultaneously serve as a member of the Emerging Professional Advisory Council for one year and serve as Chair the following year Draft an end-of-year report on the experience as an Emerging Professional Liaison and support the transition of the role to a new emerging leader
7. Other mentoring/shadowing opportunities may include: a one-on-one meeting with the ENA president and shadowing a Board Liaison during a state visit and/or national volunteer group call (with permission)

2020 Specific Criteria:
- Must have five years or less experience in emergency nursing at the time of appointment
- Be a current ENA member in good standing
- Previous experience in an ENA State Council/Chapter leadership position or ENA volunteer position is recommended
- Cannot be a sitting member of the ENA Board of Directors
- Must be able to commit to attending in-person meetings and various conference calls as needed
- Must be comfortable with virtual engagement via online meetings, email, and document sharing

ENA FOUNDATION FUNDRAISING COMMITTEE

2020 Charges:
1. Promotes and strengthens the culture of philanthropy
2. Champion fundraising for the ENA Foundation in your community and state
3. Provide advice and guidance to the Foundation Board of Trustees with respect to the mission, and strategic outlook, of the Foundation as it relates to raising money to further the mission of safe practice and safe care
4. Develop a network of resources

2020 Specific Criteria:
- Collaborate with the ENA Foundation and the ENA Foundation Board of Trustees to assist in local and state fundraising and program initiatives
- Participate in the promotion of the State Challenge, ENA National scholarships and research grants, and engage in ENA National fundraising activities
- Establish and maintain annual fundraising initiatives at the state level through collaboration with the State Council President and Treasurer and plan for adequate resources to maintain or expand fundraising efforts
- Maintain communications about current and ongoing fundraising activities with ENA Foundation, ENA Foundation Board of Trustees members, and other ENA State Fundraising Chairs
- Network within the state and with other similar organizations on fundraising and development initiatives in venues such as ENA National and local conferences, meetings, coalitions, and task forces
- Participate in ENA Foundation fundraising events at ENA conferences, if attending
- Ability to serve a two-year term
- Have fundraising responsibilities/role within their local Council or Chapter
ENA FOUNDATION RESEARCH GRANT COMMITTEE

2020 Charges:
1. Review and score applications for ENA designated research grants and seed grants.
2. Provide guidance and strategic outlook for future research as it relates to engaging ENA membership on available research and successful funding of research
3. Champion ENA research and seed grant activity in your community and state

2020 Specific Criteria:
- Participate in conference calls for training and review of research grants
- Promote research grants to members at the state and local level
- Maintain communication with the ENA Foundation Board of Trustees member and ENA Foundation staff regarding the grant review process
- Contact research grant recipients
- Network within the state and with other similar organizations on the promotion of research grants and development initiatives in venues such as, ENA National and local conferences, meetings, coalitions, and task forces
- Participate in ENA Foundation fundraising events at ENA conferences, if attending
- Ability to serve a two-year term

ENA FOUNDATION SCHOLARSHIP COMMITTEE

2020 Charges:
1. Review and score applications for ENA designated scholarships for its membership.
2. Provide guidance and strategic outlook for future scholarships as it relates to Foundation direction
3. Champion ENA academic scholarship activity in your community and state

2020 Specific Criteria:
- Participate in conference calls for training and review of academic scholarships
- Maintain communication with the ENA Foundation Board of Trustees regarding the scholarship review process
- Contact scholarship recipients
- Network within the state and with other similar organizations on the promotion of academic scholarships and development initiatives in venues such as, ENA National and local conferences, meetings, coalitions, and task forces
- Participate in ENA Foundation fundraising events at ENA conferences, if attending
- Ability to serve a two-year term

GERIATRIC COMMITTEE

2020 Charges:
1. Provide subject matter expertise related to geriatric emergency care
2. Identify and recommend resources to promote geriatric readiness in the emergency department
3. Revise, edit and develop resources for geriatric emergency care as requested

2020 Specific Criteria:
- Must have subject matter experience in Geriatrics (elderly) population and be willing to serve on collaborative projects
- Research and/or performance improvement background recommended
- Background in emergency nursing education preferred
- Ability to write clearly, professionally, and within established timelines
- Ability to serve for a one-two year term
INTERNATIONAL ADVISORY COUNCIL

2020 Charges:
1. Advise ENA on opportunities to advance ENA’s international strategy
2. Develop opportunities to expand the international community
3. Evaluate current process for international delegate selection and provide recommendations
4. Evaluate all ENA white papers, position statements and topic briefs for global perspective

2020 Specific Criteria:
- Strong understanding of ENA
- Understanding of local and global nursing issues
- Ability to participate in virtual and in-person meetings in the United States. Onsite meeting at annual emergency nursing conference required
- Ability to serve for a two-year term

LANTERN AWARD COMMITTEE

2020 Charges:
1. Review and recommend revisions for Lantern Award program materials as requested
2. Review and score eligible Lantern Award applications
3. Provide substantive and supported comments/feedback for Lantern application responses

2020 Specific Criteria:
- Must be able to participate in reviewer training and utilize the online reviewer tool to evaluate Lantern applications
- Willingness to mentor Lantern Award reviewers if needed
- Deadlines and activity are heaviest between January-July; must have capacity to review a significant number of applications within an eight-week period (April-May) and participate in WebEx meetings during June and/or July to create applicant feedback letters
- Excellent writing skills required in order to provide content for inclusion in applicant feedback letters.
- Ability to serve for a two-year term
- No onsite meeting required

LANTERN AWARD REVIEWERS

2020 Charges:
1. Review and score eligible Lantern Award applications
2. Provide substantive and supported comments/feedback for Lantern application responses

2020 Specific Criteria:
- Must be able to participate in reviewer training and utilize the online reviewer tool to evaluate Lantern applications
- Must have capacity to review a significant number of applications within an eight-week period (April-May)
- Must be able to participate in reviewer discussions through email and conference/WebEx calls
- Each reviewer will be overseen by a Lantern Award Committee member if needed
- Reviewer focus is on scoring applications using the defined set of criteria in the scoring tool
- No participation in committee decisions or onsite meeting is involved
- Ability to participate in several conference calls and share documents via WebEx Conferencing
- Ability to serve for a two-year term

PEDIATRIC COMMITTEE

2020 Charges:
1. Provide subject matter expertise related to pediatric emergency care
2. Identify, recommend and/or develop resources for care of the pediatric patient in emergency care settings
3. Review and provide feedback on educational content and other ENA initiatives as requested

2020 Specific Criteria:
- Must have subject matter experience in pediatrics
• Experienced nurses representing children’s hospitals as well as nurses representing general hospitals that provide emergency care to pediatric patients desired
• Current ENPC provider status
• Ability to serve for a two-year term
• No onsite meeting is required

PEER REVIEW EDUCATION COMMITTEE

2020 Charges:
1. Serve as peer review members of the ENA’s accredited Approver Unit CNE applications
2. Participate as pilot study subjects for ENA’s accredited Provider Unit’s newest products or activities
3. Serve as content reviewers for ENA's accredited Provider Unit ongoing CNE activities

2020 Specific Criteria:
• Experience with the American Nurses Credentialing Center’s criteria for continuing nursing education
• Ability to independently review, on average one to two continuing education applications and required forms submitted to ENA’s approval unit each month, occasionally requiring a quick turn-around. The number of submitted applications and required forms varies each quarter.
• Mentor new members through at least three CNE applications of varying complexity
• Ability to serve for a two-year term No onsite meeting is required

POSITION STATEMENT COMMITTEE

2020 Charges:
1. Recommend subject matter experts to collaborate with ENA committees and work teams in developing new position statements
2. Review, revise, develop and/or recommend for archive, Position Statements for ENA Board approval
3. Collaborate with external organizations on Joint and Supported Position Statements at the direction of the ENA Board of Directors

2020 Specific Criteria:
• Capacity to review significant number of scientific articles and other literature, conduct literature searches, and be able to critically analyze and discuss the results of the literature searches
• Ability to write clearly, professionally, and within the timelines established by the PSC process
  o Academic writing sample using APA format and editing sample will be required as part of submission. Click here to review the specifications for the writing and editing samples.
• Master’s degree required; Doctoral degree is preferred.
• Previous experience on the Clinical Practice Guidelines Committee, IENR Advisory Council or Journal of Emergency Nursing (JEN) Editorial Board is preferred
• Ability to participate in at least one monthly conference call
• Ability to serve for a three-year term
• No onsite meeting is required

QUALITY AND SAFETY ADVISORY COUNCIL

2020 Charges:
1. Provide subject matter expertise on quality, safety and injury prevention relevant to emergency nursing practice
2. Generate ideas for program development and implementation for quality, safety and injury prevention in accordance with the ENA Strategic Plan
3. Review and provide feedback on initiatives, practice resources or other documents as requested

2020 Specific Criteria:
• Must have knowledge about and experience in quality, safety, and/or injury prevention
• Previous experience in implementing quality, safety and/or injury prevention activities
• Ability to serve for a two-year term
• No onsite meeting required
RESOLUTIONS COMMITTEE

2020 Charges:
1. Conduct annual call for resolutions and bylaws amendments
2. Provide assistance to resolution and bylaws authors submitting a proposal
3. Ensure submitted bylaw amendments and resolutions adhere to ENA guidelines and formatting requirements
4. Review and provide feedback regarding the resolutions and bylaws amendments guidelines and supporting materials for submission of a proposal
5. Lead the reference committee hearings and report writing session and assist with debate and vote during the onsite General Assembly meeting
6. Deliberate and determine final recommendations and potential amendments for consideration during day two of General Assembly

2020 Specific Criteria:
- Experience with the resolutions and bylaws process on the local, state, or national level
- Prior attendance at one ENA General Assembly as a delegate
- Working knowledge of Roberts Rules of Order
- Two onsite meetings required. One held at the ENA National office and one held at the ENA annual emergency nursing conference
- Ability to serve for a three-year term

TRAUMA COMMITTEE

2020 Charges:
1. Collaborate on the ongoing update and revision of the Trauma Nursing Core Course through review of materials and educational components
2. Provide subject matter expertise related to trauma emergency care.
3. Collaborate with the Quality and Safety Advisory Council in the development of trauma and/or injury prevention resources

2020 Specific Criteria:
- Must have subject matter experience in trauma and be willing to serve in collaborative projects
- Must currently be providing emergency care to trauma patients
- TNCC Instructor status preferred, not required
- Ability to serve for a two-year term
- No onsite meeting required