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.

Who Can Apply?

All emergency departments, including international, are welcome to apply for the Lantern Award. Applicants must complete the online application and upload four single-page graphs.

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.

What is the cost to apply?

The application fee is $3,500 for all hospitals, including designated Critical Access Hospitals. 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.

How do I submit payment?

You may pay via electronic transfer, credit card, or print an invoice and mail a check to ENA. Information on how to submit payment is available under the heading "Additional Resources for the Application Process" "Application Payment Options" at: https://www.ena.org/about/awards-recognition/lantern

When is the application fee due?

*Payment is due by the **end of March** following the submission deadline.*

Does the application have to be completed online?

Yes. The application must be completed and submitted online.

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 and may result in a lower score.

Frequently Asked Questions (FAQs)

When is the online application available?
*The link to the online application is available each year **from mid-November through the end of February***.

What is the application submission deadline?
***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 PDF copy of the application questions is available on the Lantern webpage to help you prepare for the next cycle.*

Does the application have to be completed in one sitting?
***No.** Applicants can enter and exit the application as often as needed during the process of completing the online application.*

What is the Coaching Guide?
The Coaching Guide presents a brief overview for each application section and describes <u>what is required in each question's response</u> to assist your team in a successful journey to achieve the Lantern Award.

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, <u>do not include</u> any of the following information in your application responses, including the assigned exemplar, and graphs:
- *Names of all individuals*
  - *use **[name]** instead*
- *Name and acronym of hospital/health system/emergency department*
  - *use **[hospital]** or **[health system]** or **[emergency department]** instead*
- *Names of cities or states*
  - *use **[city]** or **[state]** instead*
- *Names or acronyms of <u>local or regional</u> organizations and companies*
  - *use **[organization]** or **[company]** instead*
  - *<u>National</u> organizations such as the National Library of Medicine or NIH are permissible.*
- *Names or acronyms of hospital specific committees on which individuals have participated*
  - *use **[committee]** instead*
  - *General committee names are acceptable (e.g., trauma committee, etc.)*
- *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, it may be returned to you for de-identification, or it may not be accepted for review.

What does "Request a Recommendation" mean (for the one assigned question)?
The Primary Contact listed in the Contact Information Form will select one (1) staff nurse, aka "Recommender" to complete a response to the assigned question. The question is designated as a "Task" for the primary contact to assign. Only the Recommender will be able to enter and

view their response to the assigned question. <u>Please ensure the assigned Recommender is aware their response must be de-identified.</u>

<u>Assigned Question:</u> *"Provide an exemplar describing the collaborative working relationship between nurses and physicians in your ED within the past two years.*

*Highlight an innovative event, initiative or program that required collaboration to achieve a goal and <u>include information on outcomes</u>. Outcomes are not always quantitative; they can be results, impacts, or consequences of actions. When possible, include data and trending information to support <u>outcomes</u>. Data and trending information must be in narrative form; graphs are only allowed in responses to questions M.3 through M.6. **[1,000-word limit]***

Please do not use any names of individuals, committees, hospitals, cities, or states in your response. To ensure a blinded, unbiased review process, it is essential to omit information from your response that could be used to potentially identify your emergency department."

What is an exemplar?

*An exemplar is **a descriptive, written example that demonstrates excellence, innovation and outcomes**. An exemplar response may include descriptions of practice, levels of evidence, innovation, outcomes, and sustainability of improvements over time (each exemplar has a 1000-word count limit).*

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 (or eight 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.*

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 any affiliated hospital or larger health care system (<u>unless otherwise stated</u>). If the freestanding ED operates independently and is not part of a larger health care system, that should be stated in the response. Descriptions of what is required in responses are in the Coaching Guide.*

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. <u>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.</u>

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 mandatory that each of the emergency departments within the system apply for the Lantern Award at the same time.*

If multiple EDs from the same health care system are submitting applications, each applicant must describe what they are doing <u>at their site</u> as part of their health system standards. Each ED is unique and answers to the questions should reflect the characteristics and attributes that describe your setting. Cutting and pasting of responses within applications submitted by facilities within the same system is not recommended and will reduce scoring. While some questions may have <u>similar</u> responses, individual attributes should be evident in the responses. Comments on the relationship with other sites are acceptable. It is highly recommended that different people write each application and provide answers pertinent to that specific ED.

If my emergency department is currently undergoing significant change or challenges, such as renovation or staffing issues, 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 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.

What happens after my application is submitted?

After your application is submitted, the primary contact will receive an email confirmation of receipt. If there are questions regarding clarification of the submitted information, an ENA staff member will email the primary contact person. Each application is de-identified to ensure a blinded, unbiased review process.

How is my application evaluated?

Applicants are reviewed by members of the ENA Lantern Award Committee from March through May. Each committee member has undergone award, evaluation and scoring criteria training as well as inter-rater reliability analysis to be qualified as reviewers.

- *Committee members have content expertise and use a standardized scoring system to evaluate the details provided in the applications.*
- *The evaluation criteria and scoring for each response are based on levels of excellence, with the highest level representing exceptional performance. (Sample Responses, Sample Graph and Sample Scoring documents are available on the Lantern webpage).*
- *Responses are scored against evaluation criteria, not against other or previous applications.*

- *It is expected that each application will have stronger responses in some areas than other areas; each question is weighted appropriately.*
- *The final overall score for each application is the result of a composite score from all sections of the application divided by the number of reviewers of the application.*
- *A minimum final overall score of 80% must be achieved to receive the award.*

When will I be notified of the results?

*The application review process will be completed by the end of June. The primary contact and Chief Nursing Officer listed on the contact page will be notified **by the end of July** regarding whether their emergency department is a Lantern Award recipient. A complete application timeline is posted on the Lantern Award webpage.*

What happens if I am a recipient?

*If your emergency department's application receives a **minimum overall score of 80%,** the primary contact person and Chief Nursing Officer will be contacted with the good news. A public announcement is made on the ENA website and in ENA publications; and a press release template is provided to your hospital for use in notifying your local media. In addition, recognition of award recipients occurs each year at ENA's Emergency Nursing Conference. Primary contacts are provided with all necessary information.*

Lantern Award recipients will also be provided with information to order a complimentary physical flame award from ENA's vendor to display in their emergency department. There is also an option of purchasing additional physical awards, plaques, lapel pins, t-shirts, banners, etc. for their emergency department staff. Award recipients will be provided with a Lantern Seal Guidelines document that contains links to official Lantern Award seals/logos that may be used for the duration of the 3-year award period.

__Please note__: Throughout the three (3) year period of Lantern designation, the Lantern Emergency Department is required to notify ENA if there is a change of facility name or a change of the primary contact or chief nursing officer. Changes are to be sent to LanternAward@ena.org.

What happens if I am not a recipient?

*Applicants who received a score **equal to or less than 79% are non-recipients**. The primary contact person and CNO will be contacted with the news. There is no appeals process. To help with any subsequent submissions, non-recipients will receive customized feedback letters detailing areas of strength and opportunities for improvement. These feedback letters are compiled from Lantern Award Committee reviewer comments. Non-recipients may re-apply as soon as the next cycle if they choose.*

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).

Is the Lantern Award a lifetime award?

> ***No. The Lantern Award is valid for a three-year period – September through September.*** *Prior to the end of the three-year period recipients may re-apply by completing a new application. (For example, if an ED received the Lantern Award in 2023, their award would expire in 2026. They would need to re-apply for the 2026 cycle, which is Nov. 2025-Feb. 2026. Eligible re-applicants receive notice in Sept. 2025 that they may re-apply. See "Re-application for Cycle 13 (2023-2026) Lantern Award Recipients" below.)*

> *However, re-designation is not guaranteed. Successful applications demonstrate a **variety** of diverse initiatives throughout the application with innovative processes, **quantifiable outcomes**, and sustained improvements. 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.*

Re-application for Cycle 13 (2023-2026) 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 13 recipients must complete a new online application with current information. The previously submitted application cannot be re-submitted.

- *Cycle 13 recipients receive an email in Sept. 2025 from ENA asking of their intent to re-apply for Lantern designation.*
- *Cycle 13 recipients may re-apply beginning in mid-Nov. 2025.*
- *Deadline to submit a new, complete online application will be Feb. 25, 2026.*
- *Before beginning the re-application process, it is **highly recommended** that all resources, specifically the Coaching Guide, located on the Lantern Award webpage under "Application Assistance" are reviewed prior to applying.* http://www.ena.org/about/awards-recognition/lantern
- *The application process is the same as a first-time applicant (e.g., new application completed, data must be submitted for previous four (or eight) quarters; review is blinded; evaluated by defined criteria, etc.).*
- *Ongoing excellence, outcomes, and sustained 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.*