

Frequently Asked Questions

Email AnnualAwards@ena.org with any questions

What are the ENA Achievement Awards?

The ENA Achievement Awards provide 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 of the 19 awards has different and specific requirements and criteria to meet.

Is there a cost to nominate/apply?

No. There is no fee to nominate someone or self-nominate for any of the awards.

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

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

If more than one nomination form is submitted for an individual, the first completed nomination form submitted will be accepted.

Can I nominate myself or my team?

Yes, but only for the following five awards:

- 1) Council/Chapter Government Affairs Award
- 2) Crisis Response Team Award
- 3) Justice, Diversity, Equity, and Inclusion (JEDI) Initiatives of the Year Award
- 4) Media Award
- 5) Team Award

Does the Nominee have to be an ENA member? And a nurse?

Most awards require the Nominee to be an ENA member and a nurse, except for:

- 1) Behind the Scenes Award – *Nominee does not need to be an ENA member or a nurse*
- 2) Media Award – *Nominee does not need to be an ENA member or a nurse*
- 3) Rising Star – *Nominee must be an ENA member, but can be a student nurse or affiliate member*

Does the Nominator have to be an ENA member? And a nurse?

For most awards, the primary Nominator must be an ENA member, except for the Media Award where the Nominator does not need to be an ENA member or a nurse.

How many Nominators are required to write narrative statements?

Most awards require narrative statements written by **two** different Nominators specifically addressing each criterion.

However, the following three awards require only one Nominator to provide narrative statements:

- 1) Council/Chapter Government Affairs Award – *Nominator must be an active member of the nominated council or chapter*
- 2) Media Award
- 3) Rising Star Award – *Nominator must be a Chapter President, or any member of the council board.*

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Is there a word count limit for the responses?

Yes. Each narrative statement has a 200-word count limit.

Develop responses in a word processing program such as Microsoft Word, use the WORD COUNT checker to ensure your responses are limited to 200 words, as well as the spell-check option. Then copy/paste responses into the online nomination form.

How do I de-identify the narrative statements?

Do not include names of any individuals that may identify the Nominee.

- use [nominee] instead of their name
- use [name] instead of the names of other individuals

Must each criterion have a response?

Yes. Each criterion must have a response. If answers such as “N/A” or “see above/below” are provided, the nomination will not move forward in the review process.

Statements should use specific examples as to how the Nominee meets each criterion listed for the award. Avoid general statements that are not relevant, such as “they are a nice person.”

How many criteria are there for the awards?

Awards have between 3 to 5 criteria. Please see your specific award on the [ENA Achievement Awards](#) webpage for the exact number of criteria. Awards are listed under four different categories: Clinical/Practice, Education/ Advocacy, Other and Special Categories.

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

No, only the narrative statements required in the online nomination form will be accepted.

If multiple individuals wish to contribute content, it is suggested to draft a Microsoft Word document; the “Nominator” can then copy content into the nomination form and submit on behalf of the group.

Can I include a full CV/Resume?

Most award nomination forms require CV summary information to be entered into the online nomination form instead of a full CV. See page 3 in the Handbook to see specific information required.

Full CVs/Resumes are ONLY accepted for:

- 1) Judith C. Kelleher Award for Contributions to Emergency Nursing
- 2) Lifetime Achievement Award

Full CV/Resumes must be uploaded into the online nomination form for these two awards. Nominee name and contact information are removed by ENA staff.

No CV or CV summary is required for:

- 1) Behind the Scenes Award
- 2) Media Award

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Can I include any other additional documentation?

No. Additional documents are not accepted for any award.

How is my nomination evaluated?

- To ensure an unbiased review, ENA staff ensures all submissions are de-identified.
- Each nomination form is assigned to three committee members for review and scoring.
- Responses are scored against established measures (not against other nominations).
- Scores are combined, then divided by three for the total score.
 - For most awards, the recipient will be the one Nominee who scores highest over 80%.
 - For the Lifetime Achievement Award, ALL Nominees who score over 90% will receive the award.
 - The following four awards are presented to all applicants that score at least 80%:
 - 1) Council/Chapter Government Affairs Award
 - 2) Crisis Response Team Award
 - 3) Justice, Diversity, Equity, and Inclusion Initiatives of the Year Award
 - 4) Team Award

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 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**. ENA 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.)

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.

If only one nomination form is submitted for an award does that Nominee automatically receive the award?

No. Nominees must meet the minimum required score to receive award designation.

In the instance of a tie score (for awards where only one recipient is allowed), additional reviewers will review the nomination form and submit scores to determine the single recipient of the award.

Awards where there are no Nominees will not be awarded in the current year but may be available the following year.