

Frequently Asked Questions (FAQs)



What is the 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.

What is the cost to apply?

The Lantern Award application fee is \$3,000 for all hospitals, including designated Critical Access Hospitals. After clicking the submit button at the end of your application, you will be provided with information regarding payment of the Lantern application fee. You may pay online with a credit card or print an invoice and mail final payment to ENA. The completed invoice must accompany the check.

Payment is due within 14 days of the submission deadline; typically, the end of February. For more information or to submit payment prior to finalizing the application, email LanternAward@ena.org

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 each year from November through the end of February. Specific submission deadline dates are posted on the ENA Lantern webpage. You have until the current submission deadline to complete the application. After the February submission deadline, the online application will become inaccessible until November of that year.

Is the Lantern Award a lifetime award?

No, the Lantern Award is valid for a three-year period and recipients have the option of re-applying at the end of their three-year period. However, re-designation is not guaranteed. 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.

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. The online application is accessible from the ENA Lantern Award web page. In addition, if you do not upload required graphs into the application, you must email the graphs to LanternAward@ena.org.



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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.

Should I include a reference list in my responses?

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.

What type of demonstration of excellence is expected?

The Lantern Award application includes quantitative questions that focus on performance and outcome metrics, as well as qualitative 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.

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

No, you will be asked to provide data within a rolling calendar using the most recent four quarters for which you have data. 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.

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 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 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. The application includes four questions that require an exemplar response (up to 1,000 words each).

What is an “Authorized User” (for the online application)?

*An Authorized User is one of four individuals identified by the emergency department manager/director to complete a specific exemplar in the online application. Authorized Users will participate by writing exemplar statements regarding specific topics. Their participation is confidential and no one else at your facility will be able to view their response. At the beginning of the online application, you will be prompted to identify four individuals as Authorized Users (three registered nurses and one physician). Please refer to the Lantern Award Handbook for more information about Authorized Users. **Please ensure that the assigned Authorized Users are aware they must de-identify their responses.***

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. All 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 and not against other applications or previously submitted applications.

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

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.

As each ED is unique, cutting and pasting of responses within applications submitted by facilities with the same system is not recommended. While some questions may have similar responses, individual attributes should be identified. 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.



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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.

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?

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.

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

The Supporting Literature document is a list of article citations on the ENA Lantern Award web page. It is provided to help you expand your knowledge base, and the articles may help describe how to identify your strengths, challenges, and opportunities. The articles, which you may access and download on your own, are recommended reading on an as-needed basis.

Award Duration

The award period is three years and recipients have the option of re-applying at the end of the award period to maintain their Lantern Award designation. However, re-designation is not guaranteed.

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.

Re-designation

Lantern designation is granted for a three-year period. At the end of that period a new Lantern Award application must be completed and should demonstrate sustained evidence of exemplary performance.

*Awards are not guaranteed to those who have previously received an award. Successful applications demonstrate a **variety** of diverse initiatives throughout the application with **quantifiable outcomes**, sustained improvements, and innovative processes.*

Re-application for Cycle 5 (2015-2018) 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,



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and exemplary practice before re-applying for the Lantern Award. Awards are not guaranteed to those who have previously received an award.

Cycle 5 recipients must complete a new online application with current information. The previously submitted application cannot be re-submitted.

- 2015-2018 Lantern Award recipients (Cycle 5) may re-apply beginning in November 2017
- 2015-2018 Lantern Award recipients (Cycle 5) 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, 2018
- 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.

Why was my Lantern Award application not successful?

The following themes have been noted in applications that were not successful:

- The application appeared to be written hurriedly and lacked clarity. **Proof-reading is a must.**
- The responses did not answer the question asked. Avoid responses that skirt around the requested information.
- The narratives did not take advantage of the allotted word count; narratives **must** describe and demonstrate process, improvements, and effects on outcomes.
- A single project was used as an example throughout the application. Please note that successful applications demonstrate a **variety** of diverse initiatives throughout the application with quantifiable outcomes, sustained improvements, and innovative processes (from page 5 in the complete Lantern Award Coaching Guide).
- There was little to no data or outcomes provided. **Sufficient data and outcomes must be provided where requested.**
- There was no evidence to demonstrate that staff were included in problem-solving; decisions were leadership-based only. **The Lantern Award encourages the engagement of nurses in problem-solving, research, and shared governance.**
- There were numerous changes in leadership in the last three years that may have negatively impacted performance metrics



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- The graphs and narratives did not match (i.e., narrative stated improved outcomes but graph did not reflect this); or graphs were missing one or more of the six required labels (name of indicator/outcome, measurement period, sample size, target/goal, labels for X and Y axes).
- There was evidence of substandard performance on nationally recognized metrics (e.g., throughput-patient flow, AMI, timely and effective care).
- The response to the Patient Safety Never Events question did not describe a current, recognized Never Event (or previous Never Events were used). **Never Events consist of 29 events grouped into 6 categories:** surgical, product or device, patient protection, care management, environmental, radiologic, and criminal. The following link to Never Events is included in the online application question: <http://psnet.ahrq.gov/primer.aspx?primerID=3>

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