



New Jersey State Council

## Frequently Asked Questions regarding NJENA Annual Achievement Awards

The NJENA Annual Achievement Awards are our opportunity to recognize those NJENA members who are exceptional emergency nurses and who strive to advance the practice of emergency nursing in New Jersey.

Each award has specific requirements and criteria to be met. The criteria and requirements can be found in the award descriptions.

**Who may submit a nomination?** Any NJENA member may submit a nomination.

**Does the nominee have to be a NJENA member?** Yes, with the exception of the Behind The Scenes Award.

**How do I submit a nomination?** Application forms, instructions, and award descriptions are available on our website at [newjerseyena.org](http://newjerseyena.org).

**How do I de-identify the nominee in the narrative statements?** Exclude any information that may identify the nominee. Use **Nominee** instead of his/her name. Use the word **Name** instead of the names of other individuals or places of work. This ensures an unbiased review by the reviewers.

**Does the nominee have to work in a hospital setting?** No, any NJENA nurse in an emergency care setting may be nominated. One exception is the nominee for the Lifetime Achievement Award, which may be a NJENA nurse currently working in, or retired from, an emergency care setting.

**How is my nomination evaluated?** NJENA PD Committee Members utilize evaluation tools to score the submissions to determine if the specific award criteria are met. The individual who scores highest for each award will be selected as the recipient. Make sure you fully address each criterion in the award description.

**If there is only one nomination for an award does the individual automatically receive the award?** No, nominees must meet the minimum score of 80% to receive award designation.