

## HANDBOOK for the Lantern Award Program

### **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. A link to the online application is available from mid-November through the end of February: <https://www.ena.org/about/awards-recognition/lantern>.

If your hospital/health system has more than one emergency department, a separate application (and fee) needs to be submitted for each emergency department that wishes to apply. 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.*

### **Application Fee**

The Lantern Award application fee is **\$3,000** for all hospitals, including designated Critical Access Hospitals. Payment is due by the end of March following the submission deadline. 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 at: <https://www.ena.org/about/awards-recognition/lantern>

### **Submission Deadline**

Online applications are available from mid-November through 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 to help you prepare for the next cycle.

### **Interim Communication**

**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](mailto:LanternAward@ena.org).**

### **Where to Begin?**

The first step on your journey to the Lantern Award is to review the “Application Assistance” documents on the Lantern webpage at <https://www.ena.org/about/awards-recognition/lantern>, specifically this Handbook and the Coaching Guide to determine if you can provide the measures and stories of excellence that are required to submit an application.

Take some time to meet with your Chief Nursing Officer and the Chief Financial Officer to discuss this opportunity. To assist you in this introduction to your senior leadership, a brief executive summary about the Lantern Award is provided on the Lantern Award webpage.

Contact information for a primary contact and the CNO will need to be entered. Any follow-up questions after the application is submitted will be directed to the primary contact. Contact information is not shared with the Lantern application reviewers.

The application for the Lantern Award is framed by core content areas that are essential elements in an environment of excellence. Your story, as you define it in your application, will cover each of these core areas: Leadership/Practice, Leadership/Operations, Education, Advocacy and Research/Practice. **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 (unless otherwise stated).**

### *Preliminary Steps*

Before you begin the online application, complete the following pre-work that will assist you in successfully completing the application:

1. Review the “Application Assistance” documents on the Lantern Award webpage, specifically the Coaching Guide, a section-by-section guide to help you identify how best to demonstrate your emergency department’s achievements.
2. Gather the statistical and demographic data needed from your organization for the application (see the PDF copy of the application questions).
3. Assemble four (4) single-page graphs of quality metrics (from the most recent four quarters for which you have data) that demonstrate exceptional patient care/outcomes to be uploaded separately in your online application. Graphs are required for questions N.4-N.7. Graphs are not accepted for any other questions.
4. Identify four (4) individuals (Recommenders) who will complete one exemplar each in specific areas of the online application. Each question is a designated “Task” in the application. You will assign each question to a Recommender. Only the Recommender will be able to enter and view the response to the assigned question. The four Recommenders are:
  - 1) Question A.5 - An emergency department physician to provide an exemplar from the past two years regarding the collaborative working relationship between nurses and physicians in your ED (examples of initiatives started more than two years ago are acceptable but must still be active). The exemplar should highlight

- an innovative or unique event, initiative, or program that required collaboration to achieve a goal, and **include outcomes**. [1,000-word limit]
- 2) Question A.6 - A staff nurse in the emergency department to provide an exemplar from the past two years regarding the collaborative working relationship between nurses and physicians in your ED (examples of initiatives started more than two years ago are acceptable but must still be active). The exemplar should highlight an innovative or unique event, initiative, or program that required collaboration to achieve a goal, and **include outcomes**. (Outcomes are not always quantitative; they can be results, impacts, or consequences of actions.) [1,000-word limit]
- 3 and 4) Questions C.3 and C.4 - two staff nurses in the emergency department (representing different shifts and years of experience) who will each provide an exemplar from the past two years that highlights factors that contribute to their professional satisfaction, willingness to stay in the emergency department, and the impact that they feel they make on safe patient care (examples of initiatives started more than two years ago are acceptable but must still be active). Outcomes are not always quantitative; they can be results, impacts, or consequences of actions. [1,000-word limit each]
5. When you are ready, access the online Lantern Award application from the Lantern Award webpage. Applicants can enter and exit as often as needed during the process of completing the online application.

A copy of the application questions is available on the Lantern Award webpage. This document contains the complete list of the Lantern application questions and is for reference only. To apply for the Lantern Award, applicants must go through the online submission process, accessible from the Lantern Award webpage.

The application includes both quantitative and qualitative questions that focus on performance and outcome metrics as well as exemplary practices that define the emergency department. The quantitative questions may require gathering information from various reports and/or other hospital departments. The qualitative questions in the application require brief narratives (300 or 500 words) or descriptive exemplars (1,000 words) that highlight your emergency department's excellence and innovation. Be as specific as possible in your commentary and avoid broad generalizations that will not distinguish the work you have done in that area.

**Note:** Successful applications demonstrate a **variety** of initiatives, projects, and/or process improvements throughout the application with **quantifiable outcomes**, sustained improvements, and innovative processes.

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**It is 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.

### *De-Identifying Your Responses*

The contact information that you enter at the beginning of the online application process is maintained by ENA staff for record-keeping purposes and will not be shared with the reviewers. Instead, a unique identifier code is assigned and given to the reviewers prior to review.

To ensure a blinded 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 assigned 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 organization names such as the National Library of Medicine or NIH are acceptable
- Names or acronyms of hospital specific committees on which individuals have participated – use [committee] instead
- Any identifying facility logos (e.g., on graphs)
- Any other information that could be used to identify your emergency department

**Note:** 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.

If you have questions about how to de-identify information that you want to include in your application, please contact [LanternAward@ena.org](mailto:LanternAward@ena.org).

### *When your Application is Received*

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.

### *Review and Evaluation of Applications*

Applications are reviewed in March through May. All the information submitted is confidential.

- Each application is de-identified ensuring a blinded review process
- Each application is reviewed by multiple reviewers
- Reviewers are members of the ENA Lantern Award Committees
- Each reviewer is trained regarding award criteria, evaluation criteria, and scoring methods
- A systematic approach is used to assess the strength of the evidence submitted in each application
- Evaluation criteria and scoring is based on bands, or levels, of excellence, with the highest level representing exceptional performance
- Applications are scored against the evaluation criteria, not against each other or previous applications
- It is anticipated that each application will have areas that are stronger than others
- Each question and section of the Lantern Award application is weighted appropriately, and 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 composite score of 80% is required to achieve the award

### *Notification*

After all applications are evaluated, notification regarding whether each applicant is a recipient of the Lantern Award is provided via email to the primary contact and Chief Nursing Officer by the end of June.

### *Lantern Award Recipients*

**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.

Lantern Award recipients receive a complimentary physical award to display in their emergency department and have the option of purchasing an additional physical award, plaques and/or lapel pins for their emergency department staff. Award recipients are entitled to use an official Lantern Award seal in hospital advertising, such as billboards and magazine advertisements, for the duration of the 3-year award period. Recipients will receive electronic copies of the official Lantern Award seal and guidelines for utilizing the seal in promotional materials.

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Non-recipients will receive a composite feedback letter to help with subsequent submissions. After reexamining each non-recipient application and associated reviewer comments, the Lantern Award Committee creates customized feedback letters, detailing areas of strength and opportunities for improvement for each non-recipient hospital.

### Scoring

#### Examples of Scoring for Metrics Questions

(the following two questions are not asked in the actual application)

##### **Pneumonia Core Measure**

Using a rolling calendar, for the most recent four (4) quarters for which you have data, what percentage of pneumonia patients 18 years of age and older received their first dose of antibiotics within 6 hours after arrival at the hospital?

Low Band: 0 points	Middle Band: 50 points	High Band: 100 points
Answer: • ≤ 93%	Answer: • 94% - 96%	Answer: • ≥ 97%

##### **Professional Practice**

Describe how staff nurses are involved in organization-wide change.

Low Band: 0-49 points	Middle Band: 50-79 points	High Band: 80-100 points
As evidenced by: • Informal structure	As evidenced by: • Formal department- or nursing-specific structure	As evidenced by: • Formal hospital-wide structure • Specific and measurable outcomes

#### Examples of Exemplary, Good, and Poor Narrative Responses

**Question: Explain your methods / strategies for ongoing emergency nursing staff development.**

##### ***Exemplary Response (High band score):***

Professional development of staff is a priority in our hospital and department. Each staff member at the time of their annual evaluation prepares with the manager a learning portfolio



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for the coming year. This portfolio will always include the annual mandatory programs defined by hospital policy, but it also includes learning opportunities and experiences that will benefit the individual nurse. There are hospital grand rounds that are conducted monthly in which interesting case studies are presented for all hospital staff. Many of the staff try and attend at least one session of grand rounds per quarter. Our department utilizes case study challenges as part of our mentoring program for professional development. Because we have a career advancement ladder, all nurses have an opportunity to request support from a senior staff nurse or CNS in preparing their packet for consideration for career level adjustments. Our department also has educational dollars budgeted to support attendance at the ENA conferences or other conferences that they are interested in attending. Certification programs in nursing or ED related areas like forensics are paid for if the nurse passes the test successfully. The hospital also provides both preceptor classes and charge nurse classes to aid in ongoing professional development. Through our governance structure nurses have an opportunity to sit on various department and hospital wide committee which is not truly an educational program but certainly provide professional development experiences.

### ***Good Response (Middle band score):***

Each year we develop an education plan for ongoing emergency nursing staff development. The plan includes many topics. We use the HealthStream e-learning platform for annual competencies required by the state Department of Health and the Joint Commission. In addition, we have a mandatory annual safety fair. In-services on new equipment are offered throughout the year. Prior to the beginning of the year, a formal Needs Assessment is conducted to determine the topics for inclusion in the annual Education Plan. There is also an ongoing assessment of department, patient and staff needs so that we can be responsive to the educational needs that may arise throughout the year. Our hospital provides many educational offerings. The Department of Nursing is committed to offering education on all three shifts so that staff can easily attend. The Emergency Department also offers monthly Trauma Rounds that the nurses are invited to attend.

### ***Poor Response (Low band score):***

Various methods exist within the department for staff development. Yearly computer modules provide updates and refreshers in regard to standards of practice and safety training. Annual skills fair allows for the evaluation of competencies among staff members, focusing on specific criteria for emergency nursing. Specialty classes are offered to the staff through an affiliated teaching facility. Research and journal articles are available within the unit and are covered in a discussion group monthly.

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### ***Additional Information***

For inquiries regarding the ENA Lantern Award Program that are not covered in the Handbook, please contact [LanternAward@ena.org](mailto:LanternAward@ena.org).