

## College of Emergency Nursing Australasia

### Fellowship Policy

#### 1. BACKGROUND AND PURPOSE

Fellowship of the College of Emergency Nursing Australasia (the 'College') has been established to recognise individuals who have made substantial contributions to the College and have demonstrated professional excellence in emergency nursing and/or the health of the community.

#### 2. FELLOW OF THE COLLEGE

A Fellow of the College of Emergency Nursing Australasia is an individual who upon acceptance of their application is admitted to the College as a Fellow.

##### 2.1 Fellow eligibility

To be admitted as a Fellow of the College a member must meet the criteria herein and submit an application for admission as a Fellow to the Board, or be formally nominated by a member of the Board or Branch Committee.

##### 2.2 Criteria for eligibility to fellowship

Applicants/nominees for Fellowship must be current financial members of the College. Two full members of the College must support application for admission.

Admission to the College as a Fellow is based upon a combination of the following criteria:

*i. Contribution to the College*

Significant contributions to support the College in achieving its objectives. This may be include but is not limited to:

- Standing as a Board member or Branch Committee member of the College and being actively engaged as such
- Actively participating in the Branch Committee activities and/or College portfolios
- Facilitating the delivery of College activities and/or continuing professional development

## Fellowship Policy

- Being actively involved in National or Branch submissions for the College and/ or representing the College at national, state and/or territory forums or professional and government committees
- Promoting the College.

### *ii. Contribution to emergency nursing*

Demonstrate significant contribution to emergency nurse's role or patient outcomes in one of the following domains:

- Clinical nursing
- Disaster relief/humanitarian aid
- Education/teaching
- Research and scholarship
- Policy and service development
- Professionalism and leadership
- Service design/redesign

### *iii. Emergency nursing expertise*

Significant emergency nursing expertise may be demonstrated in a variety of ways, which may include but not be limited to:

- Completion of an emergency nursing post-graduate qualification meeting the College's [Postgraduate Qualifications in Emergency Nursing](#) and,
- Development of a portfolio of clinical experience and professional development meeting the College's [Practice Standards for the Emergency Nursing Specialist](#), or
- Recognition as a Credentialed Emergency Nurse (CEN) by the College

## 2.3 Application/nomination for Fellowship

Application for Fellowship is made to the Board. Applicants are required to demonstrate their suitability for College Fellowship by addressing the criteria as outlined in Section 2.2. Applications will be reviewed by the Board and if successful, acceptance of the individual's admission as a Fellow of the College will be publically acknowledged at the International Conference for Emergency Nurses in the year of their acceptance.

An application for Fellowship must be supported with the following documentation:

- Completed Application for Fellowship form

## **Fellowship Policy**

- The applicant's Curriculum Vitae (CV)
- Any relevant additional documentation that demonstrates an applicant's suitability e.g. peer-reviewed publications
- Evidence of support of the applicant's admission as a Fellow by two current College financial members

Nominations may also be made to the College by members of the Board and Branch Committees. A nomination must be supported with the same documentation expected for applications.

### **2.4 Admission to the College as a Fellow by distinction**

Fellowship will be automatically awarded to recipients of the College's Australasian Emergency Nurse of the Year Award, unless already a Fellow of the College.

Accepting recipients will be entitled to the benefits and privileges as set out in Section 3.0.

Cost of fellowship will be waived in the first year; thereafter annual fees will apply as set out in Section 3.2. Fellowship by distinction cannot be deferred.

## **3.0 FELLOW ENTITLEMENTS**

### **3.1 Fellows shall be entitled to:**

- All rights available to ordinary College members, including rights regarding elections and voting
- Be known as Fellow of the College of Emergency Nursing Australasia
- Place the letters FCENA after their name
- Receive and display the certificate of Fellowship
- Wear the badge of Fellowship

### **3.2 Cost of Fellowship**

There will be an additional annual fee placed on Fellowship. The cost of Fellowship may change from time to time.

## **4.0 HONORARY FELLOWSHIP**

## Fellowship Policy

This category will not be restricted to emergency nurses but may be awarded to individuals who have made a significant contribution and/or outstanding achievement, benefitting the College, emergency nursing and/or their patients. This may be achieved in domains such as those listed but is not limited to:

- Health care
- Community service
- Disaster relief/Humanitarian aid
- Law
- Education
- Research
- Management/policy

### 4.1 Nomination for Honorary Fellowship

Nomination of an individual for Honorary Fellowship will be made to the Board and applicants will be required to support their nomination for admission by addressing the criteria below. The Board will review nominations and acceptance of the individual's admission as an Honorary Fellow of the College will be publically acknowledge following their acceptance, and at the International Conference for Emergency Nurses in the year of their acceptance.

A nomination for Honorary Fellowship must be supported with the following documentation:

- Completed Nomination for Honorary Fellowship form
- Any relevant additional documentation / evidence that demonstrates an applicant's suitability e.g. peer-reviewed publications
- Evidence of support for the nominee as an Honorary Fellow by two current College financial members one of whom is a current member of the National Board, Branch Committee or a Fellow of the College.

### 4.2 Honorary Fellow entitlements

Admission to the College as an Honorary Fellow is evidence of the esteem in which the emergency nursing community holds the individual and as such entitlements of the Honorary Fellow are centred upon acknowledgement of their professional contribution. Nominated individuals admitted as Honorary Fellows shall be entitled to:

- Be known as Fellow (Hon) of the College of Emergency Nursing Australasia
- Place the letters FCENA (Hon) after their name
- Receive and display the certificate of Honorary Fellowship

## **Fellowship Policy**

Candidates admitted as Honorary Fellows:

- Are not required to pay College fees
- Are not eligible to have the rights of members regarding elections and voting
- Do not have to be a Registered Nurse

### **5.0 Term of Fellowship/Honorary Fellowship**

An individual is admitted as a Fellow for the term of their membership, which will cease under the following circumstances:

a) The Fellow:

- Brings disrepute upon the College or the emergency nurse role
- Contravenes the mission, aims and/or objectives of the College
- At the written request of the Fellow
- Failure to remunerate membership to the College

b) The Honorary Fellow:

- Brings disrepute upon the College or the emergency nurse role
- Contravenes the mission aims and/or objectives of the College
- At the written request of the Honorary Fellow

### **6.0 FELLOWSHIP ADMINISTRATION PROCESS**

i. The administration process for Fellowship will be:

- The College Secretariat will receive the application from the member via email at [national@cena.org.au](mailto:national@cena.org.au).
- Application for Fellowship by College members will be assessed for completeness by the Secretariat, including a member check on the database before sending the application to the CENA Executive.
- Honorary Fellowship applications will be assessed for completeness by the Secretariat before sending the application to the CENA Executive.

ii. The CENA Executive will review the application, and:

## Fellowship Policy

- Request via the Secretariat, further information from the applicant in cases where information is missing from the member
  - Prepare a board paper outlining all the applications including a short summation of the application to be tabled at the next board meeting
  - Respond to the board members requesting any additional application information where relevant prior to board meeting.
- iii. The National Board will approve, deny or request further information from applicants by resolution of the majority of the Board.
- iv. Secretariat shall:
- Write to the applicant and inform them of the outcome utilising the standard template letter, including Executive Board members' signature block and request to, or informed of:
  - Utilisation FCENA post nominal where appropriate
  - Option to have their Fellowship certificate presented at the annual International Conference for Emergency Nurses or posted to their nominated address
  - Request further information to support the application
  - Inform unsuccessful applicants and advise on the process of reapplication

### 6.1 Reapplication process

- Upon receipt of the Executive Board decision, applicants wishing to reapply must inform the Secretariat of their continuing interest within 28 days from the date the notification was issued
- A new application must be submitted as detailed above, ensuring that it has addressed all feedback received from the Executive Board
- Applicants may seek to reapply only once within any given year

© Copyright – College of Emergency Nursing Australasia. All rights reserved.

228 Liverpool Street | Hobart | TAS 7000 03 6231 2722 | [national@cena.org.au](mailto:national@cena.org.au)