

## **CENA Fellowship Policy**

### **Purpose**

Fellowship of the College of Emergency Nursing Australasia has been established to allow the college to recognise individuals who have made substantial contribution to the college and/or the specialty of emergency nursing and to professional excellence in nursing and/or the health of the community.

### **Fellowship**

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

An Honorary Fellow of the College of Emergency Nursing Australia is an individual who upon acceptance of a nomination is admitted to the College as an Honorary Fellow.

### **Fellowship**

Fellowship of the College aims to recognise members who are exemplary emergency nurses and who make substantial contribution to the College, the specialty and the profession. To be admitted as a Fellow of the College a member must meet the criteria and submit an application for admittance as a Fellow to the Board or be nominated by a member of the Board or Branch Committee of Management.

#### *Criteria for eligibility to Fellowship:*

Applicants/nominees for fellowship must be current financial CENA member and their application for admission must be supported by two full members.

Admission to the College as a Fellow is based on the following criteria.

#### **1. Contribution to CENA**

Significant contribution to support CENA to achieve the objectives of the College. This may be achieved in a variety of ways which may include but is not limited to:

- stand as a Branch Committee or Board member
- stand as a member of the Board of the College
- Participating in local branch activities and CENA National Networks
- Engaging in College activities and/or continuing professional development
- Participating in the College's policy work
- Involved in national or branch submissions for CENA formally representing the College at national, state and/or territory forums, professional and government committees etc.
- Promoting the College

## 2. Contribution to emergency nursing

Significant contribution to emergency nursing or emergency patient outcomes in one of the following domains:

- Clinical nursing
- Education/teaching
- Research and scholarship
- Policy and service development
- Professionalism and leadership

## 3. Contribution to nursing and community health

Demonstration of significant contribution to the nursing profession and/or the health of the community in areas related to emergency in one of the following domains;

- clinical nursing
- education/teaching,
- management/policy
- research and scholarship,
- professionalism and leadership

## 4. Emergency nursing expertise

This can be demonstrated by completion of a postgraduate qualification in emergency nursing or a portfolio of experience and professional development activities aimed at emergency nursing competence.

### *Application/nomination for Fellowship*

Application for Fellowship will be made to the Board and applicants will be required to support their application for admission by addressing the criteria. Applications will be reviewed by the Board and acceptance of the individual's admission as a Fellow of the College will be publicly acknowledged by the College following their acceptance.

An application for Fellowship must be supported with the following documentation

- Completed **Application for Fellowship** form
- The applicants' curriculum vitae.
- Supporting Statement
- Evidence of support of the applicant's admission as a Fellow by two current CENA members.

Nominations may also be made to the College by members of the Board and Branch Committees of Management. A nomination must be supported with the same documentation expected for applications. However, a copy of the nominee's CV may be provided on acceptance of Fellowship and there is no administration cost to process applications for Fellowship.

### *Fellow entitlements*

Admission to the College as a Fellow is evidence of the esteem in which the emergency community holds the individual and as such the entitlements of the Fellow are centred on acknowledging this recognition of professional contribution.

Candidates admitted as Fellows shall be entitled to:

- all rights available to ordinary College members, including rights regarding elections and voting
- be known as a Fellow of College of Emergency Nursing Australasia
- place the letters FCENA after their name
- receive and display the certificate of Fellowship presented to them at the Annual General Meeting
- wear the badge of Fellowship, presented by CENA
- attend Fellow only CENA events

### *Cost of Fellowship*

Annual fee of \$250, inclusive of GST, to be paid on Fellowship approval.

## **Honorary Fellowship**

Honorary Fellowship may be conferred upon a nominated individual who has made substantial contribution to the College or the specialty of emergency nursing. It is not required that Honorary Fellows are a member of the College or a nurse but they must be nominated by a member of the College and satisfy the eligibility criteria.

### *Criteria for eligibility to Honorary Fellowship:*

Honorary Fellows must have made significant contribution and/or outstanding achievement, to the benefit of CENA, emergency nursing, and/or their patients. This may be achieved in domains such as those listed but is not limited to these:

- health care
- community service
- law
- education
- research
- management/policy

### *Honorary Fellow entitlements*

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

- be known as a Fellow (Hon) of College of Emergency Nursing Australasia;

- place the letters FCENA (Hon) after their name
- receive and display the certificate of Honorary Fellowship presented to them at the Annual General Meeting
- attend Fellow only functions

Candidates admitted as Honorary Fellows are:

- not required to pay College fees;
- not eligible to have the rights of members regarding elections and voting

#### *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. Nominations will be reviewed by the Board and acceptance of the individual's admission as an Honorary Fellow of the College will be announced at the CENA Annual General Meeting following their acceptance.

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

- Completed **Nomination for Honorary Fellowship** form
- Evidence of support for the nominee's admission as an Honorary Fellow by two current CENA members one of whom must be a current member of a Branch Committee of Management, the Board or a Fellow of the College.

#### **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;

The Fellow

- brings disrepute upon CENA or emergency nursing
- contravenes the mission, aims and/or objectives of the College.

Admission to the College as an Honorary Fellow will cease under the following circumstances:

The Honorary Fellow

- brings disrepute upon CENA or emergency nursing
- contravenes the mission, aims and/or objectives of the College.

## **Fellowship Administration Process**

1. The administration process for Fellowship will be:
  - a. CENA National Office receives the application from the member, performs a member check on the database before sending the application to the CENA Executive.
  - b. The CENA Executive will review the application; and
    - i. Request further information from the applicant in cases where information is missing from the member via National Office.
    - ii. Prepare a board paper outlining all the applications including a short summation of the application to be tabled at the next board meeting
    - iii. Respond to board members requesting any additional application information where relevant prior to the board meeting.
2. The board will approve/deny /or request further information from applicants by resolution by the majority of the board.
3. The administration director shall inform National Office staff of the outcome from the board meeting via writing.
4. National Office shall:
  - a. Write to the applicant and inform them of the outcome utilising the standing template letter including the Executive Directors signature block.
  - b. Successful applicants will be requested to, or informed of:
    - i. Utilisation the FCENA post nominal where appropriate
    - ii. The fee increase when their membership falls due
    - iii. Option to have their Fellowship certificate and badge presented at the annual conference or posted to their nominate address
  - c. Inform unsuccessful applicants on the process of reapplication

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