

Indiana ENA Delegate Selection Checklist

#	Criteria	Points	Max Poss	Documentation
1	State Meeting Attendance: attendance at a minimum of 2 state ENA meetings	1	3	Documentation validation is done by email validation from the state secretary.
2	Chapter Meeting Attendance: attend a minimum of 3 ENA chapter meetings	1	3	Documentation validation is done by email validation from the local chapter secretary.
3	Course Direction: course director for a TNCC AND/OR ENPC course	1	2	Documentation validation is done by email validation from the National ENA or course assignment.
4	Instructor or Item Writer: ENA Instructor or item writer TNCC, ENPC, BCEN	1	2	Documentation validation by uploading a copy of a course or assignment email or a course assignment.
5	Chair Position: chair or liaison of an ENA committee (state or chapter)	1	2	Documentation validation by uploading a copy of meeting minutes.
6	National Committee Membership: committee membership in a national ENA committee	1	3	Documentation validation by uploading a copy of meeting minutes.
7	Authorship: author or co-author in a healthcare-related professional journal AND/OR a journal reviewer	1	2	Documentation validation is done by providing a DOI URL, APA reference, or reviewer emails.
8	Governmental Affairs Activity- Letters: write at least four letters to legislators	1	3	Documentation validation is done by uploading a copy of the letters/emails to legislators.
9	Governmental Affairs Activity- Meetings: attend a meeting with a legislator	1	3	Documentation validation is done by providing a photo or other form of validation.
10	Presentations: presenter at a healthcare conference	1	3	Documentation validation is done by providing an agenda, photo, or program book/website.
11	Award Nomination: author or co-authored a state or national award	5	5	Documentation validation is done by email validation from the Awards chair.
12	General Assembly Resolution: author or co-author a resolution of the GA	2	2	Documentation validation by submitting the resolution document.
13	National Award: nominee or recipient of a national award in the previous year	1	1	Documentation validation is done by email validation from the Awards chair.
14	Volunteer Hours- Community: documented volunteer work in the community	2	2	Documentation validation is done by email validation from the Volunteer chair or a screenshot of the volunteer hour submission.
15	Volunteer Hours- Committee: documented volunteer on a hospital or corporation committee	2	2	Documentation validation is done by uploading the committee agenda.
16	Preceptor- ED Nurse: precept a stretcher side nurse	3	3	Documentation validation is done by uploading a preceptor certificate or validation by an educator or manager.
17	Stretcher Side Nurse: active stretcher side nurse	1	1	Documentation validation is done by uploading a picture or scan of your ID badge.
18	Preceptor- Student: precept a student nurse	1	4	Documentation validation is done by uploading a preceptor certificate or validation by an educator or manager.
19	Credentialing Certification(s): professional certifications	1	4	Documentation validation is done by uploading a screenshot or photo of the certification document showing the expiration date.
20	Injury Prevention: volunteer or present at an injury prevention program	1	3	Documentation validation is done by uploading a photo or other form of validation of participation.
21	FAEN: current fellow in the Academy of Emergency Nursing	1	1	Documentation validation is done by uploading a copy of the certificate.
22	Voting: voting in the national and state election	2	4	Documentation validation is done by uploading a screenshot, email confirmation, or testament to voting.
23	New Members: sign up or recruit new members	1	4	Documentation validation is done by uploading a list of new member(s) names and member numbers with attestation of their recruitment by you.
24	Foundation- National: activate an individual page for Foundation donations	3	3	Documentation validation is done by uploading a screenshot of your page.
25	Foundation- Personal: raise or contribute money to the ENA Foundation	3	3	Documentation validation is done by uploading your Foundation receipt.
26	Foundation- Recruitment: recruit participants to your ENA Foundation page	2	2	Documentation validation is done by uploading a screenshot of your Foundation page.
27	ENStrong: use ENStrong platform for social media outreach	2	2	Documentation validation is done by uploading a screenshot of your social media page.
28	IENA Journal Club- Participation: participate in IENA journal club	1	2	Documentation validation is done by uploading a CEU certificate for each meeting attended.
29	IENA Journal Club- Presentation: present at an IENA journal club meeting	4	4	Documentation validation is done by email validation from the Journal Club chair.
30	DEI- attendance at a DEI meeting	1	4	Documentation validation is done by email validation from the DEI chair or a screenshot of the Zoom meeting.
31	General Assembly- Current Delegate: served as a delegate in the past two years	5	5	Documentation validation is done by uploading the delegate certificate.

All listed criteria must be within the reporting year (May 1 - April 30)

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32	General Assembly- Past Delegate: served as a delegate more than three years ago	6	6	Documentation validation is done by uploading the delegate certificate.
33	General Assembly- New: never served as a delegate	7	7	Documentation validation is done attestation.

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