

# CFNC SELECTION & QUALIFICATIONS

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Policy Number: 100.004  
Approved By: International Association of Forensic Nurses Board of Directors  
Changes Authorized By: International Association of Forensic Nurses Board of Directors  
Date Approved: March 21, 2013  
Date Revised:

## Selection of CFNC Commissioners

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The Association's membership elects the five (5) SANE-A- and/or SANE-P-certified Commissioners, the Association Member Commissioner, and the Educator Commissioner.

The nomination and election processes follow the Association's Nomination and Election Policy 8.1.

- The Association's Nominating Committee issues a call for nominations from the Association's membership. The Committee evaluates the nominations based on the criteria set forth in this policy.
- The Nominating Committee will issue a ballot for all open positions and the election will be held no later than thirty (30) days before the end of the year.

The appointment of Commissioners to one (1) Public Member and one (1) Employer Member position will be based upon an application, review of that application by the CFNC, and a final recommendation by the Chair with CFNC approval.

The Employer Commissioner and Public Member Commissioner are appointed by majority vote of the CFNC.

CFNC	Certification	Selection	IAFN membership	Eligible to serve as Chair or Vice-Chair	Voting authority?
5 SANE certificant	Includes both SANE-A and/or SANE-P certificant	Elected by the Association's membership	Required	Yes	Yes
1 Association	Not SANE-	Elected by the Association's	Required	No	Yes

member	certified	membership			
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1 educator	n/a	Elected by the Association's membership	Optional	If SANE-certified and an Association member	Yes
1 employer	n/a	Appointed by the CFNC	Optional	If SANE-certified and an Association member	Yes
1 public member / patient advocate	Not eligible for SANE certification	Appointed by the CFNC	Non-member	No	Yes

## Commissioner Qualifications

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In addition to the specific qualifications listed below, Commissioners will:

- Be selected to ensure that, to the extent reasonably possible, the CFNC is a diverse group in terms of sex, age, geographic location, specialty practice areas, educational backgrounds, and employment experience;
- Be qualified for the position with relevant education and experience;
- Not be employees of the Association; and
- Not be members of the Association's Board.

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### SANE-A and/or SANE-P Certificant Commissioners

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The Association's membership elects five (5) individuals who are selected to represent the interests of certificant on the CFNC. The number of SANE-A- and/or SANE-P-certified individuals may vary. However, at any given time, both certifications must be represented on the Commission. These Commissioners must:

- Hold either the SANE-A and/or SANE-P certification (dual certification is acceptable) in good standing; and
- Be members of the Association in good standing.

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### Association Member Commissioner

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The Association Member Commissioner:

- Holds an active, unrestricted license as a registered nurse in the United States or a license as a first-level general nurse in the country/jurisdiction of practice;
- Is not SANE-A- or SANE-P-certified; and
- Is an active member of the Association in good standing.

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### **Educator Commissioner**

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The Educator Commissioner:

- Is employed as an educator of forensic nursing at an academic institution in a department of an accredited school of nursing;
- May be, but is not required to be a member of the Association;
- May be, but is not required to be SANE-A- and/or SANE-P-certified; and
- Does not currently--and for two years after the end of his or her term--develop or provide certification examination preparation courses as defined in these policies and procedures.

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### **Employer Commissioner**

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The Employer Commissioner:

- Is an employer of sexual assault nurse examiners (e.g., healthcare employer, advocacy or other nonprofit agency director, attorney general or the equivalent, law enforcement agency representative);
- May be, but is not required to be a member of the Association; and
- May be, but is not required to be SANE-A- and/or SANE-P-certified.

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### **Public Member Commissioner**

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The CFNC includes a Public Member who is appointed to represent the direct and indirect users of the services of SANE-A and SANE-P certificants, to broaden the perspective of the Commission, and to focus on patient concerns as they relate to quality and effectiveness. The Public Member has no professional/career affiliation with nursing, healthcare organizations, or certification. The Public Member will meet the criteria established in the current National Commission for Certifying Agencies (NCCA) *Standards for the Accreditation of Certification Programs*. As such, the Public Member Commissioner:

- Is not, and has never been, a nurse or other healthcare professional;
- Does not work closely with forensic nurses;
- Is not a member of a profession related to nursing or a profession that provides services that are complementary to forensic nursing;
- Does not employ forensic nurses and/or is not employed by forensic nurses;
- Is not a current or past employee of a certification organization or testing company/vendor;
- Is not deriving more than five (5) percent of his or her total income from the forensic nursing profession (this provision also applies to the five (5) years preceding appointment as a Public Member);

- Has not worked for or provided contract services to the CFNC or the Association at any time during the five (5) years preceding appointment as a Public Member; and
- May have served as a Public Member for other boards.

The Public Member Commissioner is a full, voting member of the CFNC and is expected to perform the same duties as those of all other voting CFNC Commissioners.

## **Selection of CFNC Officers**

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The Chair and Vice-Chair are elected by majority vote of CFNC Commissioners from among the members of the CFNC. The Vice-Chair does not automatically become Chair, but may be elected to the position if he or she is willing and qualified. The selection of officers will occur annually no later than January 15.

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### **Officer Qualifications**

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To serve as a Chair and/or Vice-Chair, an officer must:

- Be a SANE-A and/or SANE-P certificant in good standing; and
- Be a member of the Association in good standing.

## **Resignation and Removal**

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Any Commissioner may resign by submitting written notice to the Chair or Vice-Chair of the CFNC. Such resignation will take effect at the time the resignation is accepted or as the CFNC determines.

Any Commissioner may be subject to reprimand, censure, suspension, or removal by either the CFNC or the Association's Board of Directors, which are authorized to take such action as deemed appropriate in cases including, but not limited to, lack of participation, failure to meet the roles and responsibilities of Commission membership, failure to be prepared for or fully participate in Commission meetings, unprofessional conduct, conduct detrimental to the objectives of the CFNC, neglect of duty or violation of the Association's Bylaws or the Association's and/or the CFNC's policies and/or procedures, and acting in a manner that is inconsistent with the best interest of the certification programs.

The CFNC or the Association's Board of Directors may remove a Commissioner with a two-third (2/3) majority vote of either the CFNC or the Association's Board of Directors, following a fifteen (15) -day notice to the member by certified mail. Action will not be taken until the Commissioner has been advised of the intent to remove and has been given reasonable time to prepare a response.

## **Vacancies**

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Vacancies on the CFNC will be promptly filled by a two-third (2/3) majority vote of the CFNC. Individuals appointed to fill a vacancy must meet the qualifications for the position to which they are appointed. Individuals will be appointed to fill the remainder of the vacant term and

may run for election or appointment at the end of the term as long as they are otherwise qualified to do so.

## **Compensation**

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Commissioners of the CFNC do not receive any compensation for their service except for reimbursement of reasonable expenses related to official Commission meetings or activities.

