

## 1.8 POSITION STATEMENTS AND WHITE PAPERS

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### **PURPOSE**

This policy provides a mechanism for IAFN to take an official position on issues that impact forensic practice, nursing practice or impact the patients or clients of forensic nurses.

### **Position Statements**

Any member of the Board of Directors or regular member of IAFN may bring forward to the Board a request for approval of a position paper to be placed on the BOD agenda. The request must be made two weeks prior to the next regular Board Meeting. Position Papers will then be discussed and voted on by the Board of Directors. If the Board recommends approval of the position statement it will be posted on the IAFN website in the members only section for a two-week period of comment by the members. At the end of the comment period the BOD will be given a summary of the comments and the policy will be placed on the agenda for the next meeting to vote on a final draft of the position statement.

### **Emergency Position Statement**

If a situation arises where the Board of Directors determines that there is an emergency need to create a position statement, a statement may be created and passed by a unanimous vote of the BOD at a meeting where a quorum of the BOD is present.

### **Format of Position Statement**

The format of a position statement must include the following:

1. Problem Statement
2. Association Position
3. Rationale
4. References

### **Support of Another Organization's Position Statement**

The IAFN BOD may be asked to give support to a position being made by another organization. The position must be consistent with the mission of IAFN. The BOD may support the position of another organization with an official vote of the BOD which is then recorded in the minutes. The CEO shall then notify the originating organization.

### **White Papers**

The BOD may request the creation of White Papers. A White Paper is a document that provides education on a specific topic to communities of interest. If the BOD determines that there is a need to create a White Paper, the President may appoint an individual or a committee to create a draft of the White Paper with the Board's approval. Final drafts of all White Papers must be

approved by the Board of Directors and will be posted on the website in the public area. If the Board recommends approval of the white paper, it will be posted on the IAFN website in the members only section for a two-week period of comment by the members. At the end of the comment period the BOD will be given a summary of the comments and the white paper will be placed on the agenda for the next meeting to vote on a final draft of the white paper.

### **Procedure**

1. Draft/recommended position/paper is submitted by the creator to the Chief Operations Officer (COO).
2. The COO assigns a staff content expert to review and edit the draft position/paper with a deadline for completion.
3. All staff completing review will maintain full copies of associated references in the appropriate position paper file.
4. Upon completion, staff person notifies the COO.
5. COO completes a review and sends on to CEO.
6. CEO completes review. If further edits are necessary, the CEO will return to COO for completion. If no edits are necessary, the CEO will move on to Board approval.
7. With Board approval, the position statement will be submitted to the COO to format and post for member comment utilizing a member comment tracking sheet.
8. Upon completion of member comment period, member feedback will be incorporated by the COO and submitted to the CEO.
9. The CEO will move to Board approval.
10. Upon Board final approval, the CEO will finalize and submit to the *Journal of Forensic Nursing* for publication, the Data and Website Manager for posting to the website and the Marketing Manager for notification in Forensic Nursing News (FNN).