



Position: Forensic Nurse Specialist, Education

Department: Education

Reports to: Director of Education and Publications

Supervises: N/A

Classification: Full-time, Exempt

Compensation: The annual salary for this role is \$107,000 and includes a strong benefits package (health, dental, vision, retirement match, internet reimbursement, professional development budget, flexible working schedule and generous time off). IAFN is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, IAFN as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer and it will be the same regardless of the candidate.

Location: Remote (must be located with the in United States)

Ideal start date: December 4, 2023; however, this is negotiable

Deadline to Apply and Application Instructions

All applications are due by Tuesday, October 10 no later than 8 a.m. Eastern. Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume, cover letter and training sample, which will be captured through the submission of the questionnaire form linked below. The cover letter should be no more than 350 words and should address the following prompts: 1) Please briefly describe what forensic nursing is and what it means to you; 2) Please explain your approach to continuous quality improvement, specifically related to educational content; and 3) Please describe what you see as one important emerging issue within the field of forensic nursing that IAFN should address through its work. Please submit one brief professional training sample that you created/facilitated. For example, a recorded webinar, a slide deck, a training outline with learning objectives and outcomes, etc. In addition, candidates must complete a questionnaire. Please review [the questionnaire](#) in advance of the submission deadline to ensure that you are prepared to respond to all of the prompts. Due to the high volume of applicants, candidates will only be contacted if they are selected to advance in the hiring process. If you have any questions about the application process, please contact HR@forensicnurses.org.

Position Overview

The Forensic Nursing Specialist (FNS) is responsible for collaborating closely with the Director of Education and Publications to oversee IAFN's Continuing Education (CE) approvership and providership programs. In addition, this position will provide input into the development of other IAFN educational content, including auditing online learning center content, and will contribute to the oversight and implementation of IAFN's Clinical Skills Labs. The FNS applies subject matter expertise in forensic nursing to inform and guide this work. In furtherance of our vision, the FNS maintains current knowledge of innovations, evolving issue areas and the future of the field of forensic nursing. In addition, the FNS facilitates knowledge sharing, applies their firsthand experience and draws on the broader context of the forensic nursing field to expand the depth and nuance of the educational content when offer.

The ideal candidate is a seasoned forensic nurse who has experience providing care to patients who have experienced intimate partner and sexual violence as well as overseeing quality improvement functions. If data analysis, program evaluation and continuous improvement make you tick, this could be the role for you. We are looking for someone who is able to apply a hawk eye to detail to ensure that IAFN standards are upheld, but who can also zoom out to keep the bigger picture in mind. We seek a passionate educator who enjoys training others. The Forensic Nurse Specialist is enthusiastic about engaging with internal and external stakeholders and comes across as genuine. To be successful in this role, the candidate should be able to synthesize, explain and apply CE requirements and guidelines to others. We seek someone who listens closely to understand needs or concerns and takes steps based on that input. IAFN serves diverse stakeholders and communities. As such, the FNS should be keenly aware of the power of language and representation and use references and examples that speak to the experiences of a diverse audience.

About IAFN

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 25 countries who provide specialized healthcare for patients impacted by violence and trauma. The Association establishes the standards of practice for forensic nursing; defines and advances the global research agenda to enhance forensic nursing's evidence-based response; develops, promotes, and disseminates information about forensic nursing science; and serves as a global network for forensic nurses to exchange ideas, serve as mentors, and enhance their practice. Additionally, the Association offers board certification for sexual assault nurse examiners who care for Adult/Adolescent (SANE-A®) and Pediatric/Adolescent (SANE-P®) patients. For more information, visit www.forensicnurses.org

IAFN believes in paying its employees a wage that is competitive and equitable. We recognize that our reputation and brand as a global leader in forensic nursing is a direct result of our incredibly talented staff. As such, we seek to demonstrate how much we value our team through a compensation model that recognizes the level of responsibility, effort and expertise that each role demands. While IAFN recognizes the value of education and certifications and requires specific licensure and credentials for certain roles, we also highly value the unique expertise developed through lived and professional experience outside of formal educational settings. We seek to build a team that reflects the same diverse makeup of our membership and the patient populations who our members serve. We also acknowledge the long-term and ongoing impacts

of the systemic, institutional oppression of women, people living with disabilities and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other historically marginalized communities. Therefore, wherever possible, IAFN does not require specific education or other similar credentials to be considered for a position. IAFN does not accept higher education, which has barriers to access for many communities, in lieu of relevant experience. Rather, IAFN prioritizes skills and experience to avoid replicating systems that reinforce inequities. Further, we are committed to supporting our employees' professional growth through mentorship and professional development opportunities. IAFN aims to provide clear pathways for advancement through transparent communication about the responsibilities and expectations associated with each employment grade, including the required competencies and professional experience to advance to that role.

IAFN fosters a culture inspired by the results-only work environment model, or ROWE. ROWE is a work culture that prioritizes outcomes over time spent on tasks. At IAFN, employees are generally given the freedom to work with a high level of flexibility in terms of schedule and location, as long as they fulfill their responsibilities, goals and objectives.

Primary Responsibilities

Compliance, Evaluation and Quality Improvement (50%)

- Oversee compliance with IAFN and ANCC standards and guidelines for CE approvership and providership
- Work with Education Director to ensure that all necessary ANCC continuing education documentation is accurately completed for educational offerings
- Submit required documentation and reporting, per ANCC guidelines
- Work in collaboration with other Education team members to ensure timely processing of internal and external CE requests
- Develop pre- and post- assessments for all IAFN educational content to determine whether learning outcomes are met
- Analyze evaluation data from IAFN educational offerings for learner and content improvement
- Collaborate with department director to ensure that educational offerings are reflective of the goals outlined in the departmental and organizational strategic plan

Development and Implementation of Educational Content (40%)

- Contribute to the development of IAFN educational content in collaboration with the department Director and the relevant IAFN Committee(s)
- Assist with oversight for IAFN educational content quality, working as needed with the Instructional Designer and other IAFN staff members
- Provide oversight for IAFN's Clinical Skills Lab (CSL) offerings, including routine review of curricula, support for quality assurance of content, and evaluation of CSL training assessments
- Serve as an onsite trainer for CSLs and other trainings as needed, as needed
- Record and facilitate online education, as requested
- Provide education and technical assistance at IAFN's annual conference, as requested

Other Duties (10%)

- Attend necessary trainings, as required
- Work collaboratively with other IAFN staff, as necessary
- Meet regularly (or as requested) with supervisors and seek approvals, when necessary
- Serve on internal and/or external committees, advisory groups, roundtables, task forces, etc. to represent IAFN, as needed
- Other duties as assigned

Please Note: The above job description contains the primary responsibilities and duties of this position. However, in an ever-evolving organization such as IAFN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and travel that are reasonably allocated to them, but which are not part of their regular job description.

Required Travel

Regular travel is required to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 8-15% travel on average, depending on a number variables.

Required Experience and Core Competencies

- Minimum of 5 years of *clinical* forensic nursing experience required
- Active, unencumbered nursing license required
- Per ANCC requirements, BSN required
- SANE-A and SANE-P Certification preferred
- Experience overseeing program evaluation, including developing objectives, tracking measurable outcomes and implementing data analysis required
- Experience with compliance oversight strongly preferred
- Experience with developing and implementing CQI plans strongly preferred
- Experience developing and providing training, technical assistance educational content in a variety of platforms (live, virtual, enduring) strongly preferred
- Experience developing technical guidance documents preferred
- Program management or leadership experience preferred
- Highly organized with the ability to respond to shifting priorities under deadlines; holds a high bar, even when things are hectic
- Experience working with various software platforms and ability to learn new technology and systems quickly

Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate, so if you believe this is a role that you'll be excited to work in every day and you are passionate about providing exceptional support to other forensic nurses please apply.

We strongly encourage survivors of violence, women, people living with a disability and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other underrepresented and/or institutionally oppressed communities to apply.

IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information