



Position: ANCC Accreditation Specialist

Department: Education

Reports to: Senior Director, Education and Publications

Supervises: N/A

Classification: Part-time, Exempt

Compensation: This is a part-time position, estimated to average approximately 20 hours per week. The compensation is \$51.44/hourly. IAFN is committed to paying competitive wages and upholding equality in its compensation practices. Due to the ways in which salary negotiations can perpetuate inequalities, 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 within the United States)

Ideal Start Date: September 29, 2025

Deadline to Apply and Application Instructions

All applications are due by Monday, August 11 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 sample gap analysis for an educational offering, which will be captured through the submission of the questionnaire form linked below. The cover letter should be no more than 400 words and should address the following prompts: 1) Please briefly describe your general approach to managing projects, including a project management “superpower”; 2) Describe your understanding of the upcoming ANCC continuing professional development criteria changes. 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 HumanResources@forensicnurses.org.

Position Overview

The American Nurses Credentialing Center (ANCC) Accreditation Specialist (AS) is responsible for day-to-day management and implementation of IAFN's Approvership and Providership programs, ensuring ANCC compliance and maintaining continuity of IAFN's ANCC accreditation. To facilitate the latter, the AS is responsible for monitoring ANCC requirements and ensuring the

timely communication and implementation of any necessary changes. The AS maintains all required documentation and facilitates all ANCC-required reporting. As the primary point of contact internally and externally for the Approvership and Providership programs, the AS is responsible for the effective communication with and management of relationships with Nurse Planners, customers and ANCC points of contact. The AS develops all related internal processes and procedures to ensure efficiency and with an eye toward continuous quality improvement. Further, the AS is responsible for developing assessments for IAFN's educational offerings and working collaboratively with the Education and Publications Director to analyze and apply the data collected. Finally, the AS is responsible for providing training and ongoing educational opportunities for relevant IAFN staff.

The ideal candidate is a seasoned nurse with experience in nursing continuing professional development (NCPD) and continuing nursing education (CNE) planning. We are looking for someone who is passionate about fostering a culture of continuous learning and positive customer engagement. In addition, the ideal candidate is someone who has excellent communication and interpersonal skills, particularly as this is a remote work environment. The ANCC Accreditation Specialist is enthusiastic about engaging with people, empathizes with the communities we serve, and comes across as genuine. To be successful in this role, the candidate should be proactive and adaptable. If you are highly organized, detail-oriented and thrive on a busy team, you'll shine in this role. Task and time management are critical for this position, so we are seeking someone who is adept at juggling multiple tasks with varied deadlines. The position includes the use of a project management system to organize and communicate information to the department. If you have the communication, technical and organizational skills and enjoy working with the field to help clinicians achieve their education goals, this could be the role for you!

About IAFN

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 32 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. 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 and 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.

Primary Responsibilities

Implementation and Oversight of ANCC Approver and Provider Units Accreditation (60%)

- Maintain ANCC Accreditation of the IAFN and ensure compliance with relevant ANCC standards
- Maintain and apply relevant expertise in educational design and adult learning theories to IAFN's Approvership and Providership programs
- Serve as a resource and mentor to Nurse Peer Reviewers and Nurse Planners, including providing training and ongoing educational opportunities for Nurse Peer Reviewers
- Review Individual Educational Activity applications based on ANCC criteria/compliance
- Develop process for application of Approvership programs for review and the review process
- Continuous Quality Improvement of the review process in collaboration with the Nurse Peer Reviewers and Education Coordinator
- Ensures all programs submitted for review meet the accreditation standards where deficiencies are addressed and opportunities for teaching applicants are identified
- Provide final review of all applications after peer review
- Provide constructive feedback and mentorship to applicants, with clear expectations for addressing concerns
- Ensure adherence to the ANCC NCPD Accreditation Program criteria in the provision of NCPD
- Ensure compliance with the ANCC Accreditation Program criteria that pertain to the operations of the organization as an Approver Unit
- Ensure that requirements for the ANCC Approver status are met and maintained (via collaboration with IAFN staff)
- Facilitates the work of the Nurse Planners for IAFN and fills the role of the primary Nurse Planner for IAFN
- Attends ANCC meetings for Accredited Approvership and Providership Units

Compliance, Evaluation and Quality Improvement (30%)

- Oversee compliance with IAFN and ANCC standards and guidelines for CE Accredited 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, including submission of IAFN's ANCC annual report (NARS 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 in collaboration with the Education Director

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 5% travel on average, depending on a number of variables.

Required Experience and Core Competencies

- Must hold a current, unencumbered registered nursing license
- Master of Science in Nursing required
- Minimum of five years of nursing continuing professional development (NCPD) and continuing nursing education (CNE) planning experience required
- Highly organized and detailed-oriented 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
- Experience working with project management platforms, specifically, such as monday.com, Asana, etc. a plus

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 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. All hiring decisions will be made based on merit and qualifications for the position in question.

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, genetic information, or any other characteristic protected by applicable law.