



ACADEMY OF FORENSIC NURSING

POSITION STATEMENT REVIEW PROCESS

A position statement is an official practice statement by the Academy of Forensic Nursing (AFN) and requires careful review and approval for publication. Any AFN Member may develop and submit a position paper. In developing a position statement, member(s) must follow the process and objectives identified by the Interprofessional Collaboration Committee (IPC). Following a review of the submitted position statement and final approval by the AFN Board of Directors, the position statement will be published on the AFN website.

Before submitting a position statement, the author(s) should perform an analysis using the **Process Flow for Position Statement Development**.

Position statements are to be drafted using the approved **AFN Position Statement Template**. APA Style Guidelines, 7th edition should be used. Position statement authorship should be limited to no more than three authors. Contributors may be listed if they have provided substantial work product to the written position statement. The total word count for a position statement generally should not exceed 650 words, not including references and figures.

Position statements should be submitted to the IPC Chair at least three weeks before the next scheduled meeting. Meetings of the IPC are typically scheduled every other month on the second Monday. Contact information for the IPC chair is posted on the AFN website.

Submitted position statements will be reviewed by the IPC members and any edits or comments will be returned to the primary author for revision.

Authors will have 30 days to resubmit recommended changes and updates to the Committee.

The IPC may recommend additional changes and updates at any point in the position statement development process. The IPC reserves the right to review a proposed position statement, suggest edits, or make substantive recommendations up to three times post-submission to the committee. Position statements that are not accepted for publication will be returned to the authors or after author notification can be revised by IPC for publication. The IPC and AFN Board of Directors retain authorization and

permissions over the final, published product. This may include contributions and revisions of content, references, and authorship.

Finalized position statements will be posted for AFN member review and open comment for a period of at least 14 days.

Member comments will be reviewed by IPC and returned to the primary author for any final updates or revisions. The revised draft, if necessary, will be returned to the committee by the author for a final review before being reviewed and approved by the AFN Board of Directors prior to publication.

The AFN Board of Directors may:

- ☐ Approve the position statement as presented.
- ☐ Approve the position statement with minor edits.

If the position statement is approved with minor edits the paper will be returned to the primary author, who will then have 2 weeks to resubmit to the IPC for final approval.

UPDATING, REVISING & RETIRING OF POSITION STATEMENTS

After final approval, the position statement will be published on the AFN website with an electronic announcement to Membership. Published position statements will be reviewed either by the IPC or an AFN Committee designated by the Board of Directors a minimum of every 2 years to ensure statements remain current and evidence-based.

When it becomes necessary to retire or update a position statement, the following procedures will be followed:

POSITION STATEMENT UPDATE PROCESS

Updating or Revising Position Statements

If a position statement needs to be revised, the most recent author will be contacted to provide updates. If the lead author is no longer available to update the published position and there is no one available who initially worked on the statement, a member will be appointed by the IPC Committee to take on this responsibility. Updates and revisions will follow the same procedure for publication.

Retiring Position Statements

As evidence, practice and technology evolve it may become necessary to retire a position statement. When this occurs, the Board will mark the position statement “Retired” and have the statement moved to the archive file. This “Retired” file will be maintained on the AFN website.