



POSITION STATEMENT REVIEW PROCESS

A position statement is an official statement by the Academy of Forensic Nursing (AFN) and requires careful review and approval for publication. Any AFN Member may develop a position paper. In developing a position statement, member(s) must follow the steps listed, and after successful completion of the review process and approval the paper will be published on the AFN website.

Prior to submitting a position statement, analysis should be performed by the author(s) utilizing the *Process Flow for Position Statement Development*.

Position statements are to be drafted using the attached Position Statement Template.

Position statements are to be submitted to the Interprofessional Collaboration Committee (IPC) Chair at least 4 weeks before the next scheduled meeting. Meeting schedules and chair information are posted on the AFN website.

Papers will be reviewed by the committee and any edits or comments will be returned to the primary author for revision.

Authors will have 30 days to resubmit the changes to the Committee.

The committee may request further changes (this can happen as many times as needed) or post the draft to the AFN website for member comments prior to finalization. Members will have no less than 14 days of open comment.

Comments will be reviewed by the Committee and returned to the primary author for any necessary revisions. The revised draft, if necessary, will be returned to the committee by the author for a final review before being forwarded to the board for approval.

The Board may:

- Approve the paper as presented.
- Approve the paper with minor edits.
 - If the paper is approved with minor edits the paper will be returned to the author, who will then have 2 weeks to resubmit to the Committee for final approval or rejection.

UPDATING, REVISING & RETIRING OF POSITION PAPERS

Upon Board approval, the position statement will be published to the AFN website with an electronic announcement made to Membership. Position statements will be reviewed either by the IPC or relevant committee a minimum of every 5 years to ensure statements remain current and relevant.

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



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- **Updating or Revising Position Papers**

If a statement needs revised, the most recent author will be contacted to provide updates. If the lead author is no longer available to update their 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 of Position Papers**

As evidence and technology evolve it may become necessary to completely retire position statements. When this occurs, the Board will mark the position "Retired" and have the statement moved to the archive file.