



POLICY AND PROCEDURE FOR WRITING POSITION STATEMENTS AND ISSUE PAPERS

POLICY

The International Family Nursing Association (IFNA) develops Position Statements and/or Issue Papers on major topics of concern to its membership. The purpose of these Statements and Papers is to inform IFNA members, educators, researchers, practitioners, other healthcare professionals, policy makers, and the public of issues and/or positions taken and supported by the IFNA. The goal of the information provided is to influence research, education, practice, and policy efforts in ways that are consistent with the vision, mission, and goals taken by the IFNA. The IFNA Board reviews and endorses all Position Statements and Issue Papers and works with the developing committee or body to determine the method of publication and dissemination. Consideration is given to the need for translation into non-English languages for Position Statements and Issue Papers on an individual basis.

Definitions

Position Statement: A Position Statement reflects the vision, mission, and goals of the IFNA on issues of global concern regarding family health and well-being, and family nursing. The Position Statement is to provide a brief background on the issue, identify concerns, and state the IFNA's position. The statement offers direction and support for family nursing research, education and/or practice.

Issue Paper: An Issue Paper is a comprehensive treatise on a topic of concern to IFNA. The purpose of an Issue Paper is to provide in-depth, empirically-based information to members and other interested parties. Such a document might serve to explicate nuances of complex issues that may require further clarification with an emphasis on the implications for nursing research, education and practice. An Issue Paper can also provide thorough exploration of controversies related to global family health and family nursing.

PROCEDURE

New Position Statements and Issue Papers

1. The IFNA Board of Directors (BOD), committee, or IFNA member identifies an issue or topic appropriate for consideration for an IFNA Position Statement or Issue Paper to be developed. Key stakeholders for this issue are identified in consultation with the IFNA Board.
2. The BOD authorizes a committee (standing or ad hoc) comprised of members who possess the content knowledge, clinical expertise, skills to complete this task, and who are representative of the diversity of the global IFNA membership. A chairperson is identified from within the committee. (Referred to in this policy as 'the committee.')
3. The chairperson of the committee will communicate questions and progress to the BOD through a designated Board liaison for this project.



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4. The committee prepares a proposal for the IFNA Board requesting approval for the committee to develop a Position Statement/Issue Paper. The proposal will be developed according to the following format: issue identification based on brief review of literature, purpose of Position Statement/Issue Paper, outline and intended outcome(s) of the proposed document.
5. The committee submits proposal to the BOD for review and approval. If approved, the committee, together with the IFNA BOD, establishes a timeline for writing, editing, and completing the document, as well as key collaborations with stakeholder organizations or accrediting bodies, as applicable.
6. The authorship of the Position Statement/Issue Paper should be determined in advance, whether a first author or authors will be listed, if an IFNA committee or committees will be listed, or whether all contributors' names will be listed. However, in all instances, the Position Statement/Issue Paper will be identified as an IFNA document. A recommended citation shall be included with each Position Statement/Issue Paper.
7. The committee begins work on Draft #1.
8. Draft #1 is submitted to key stakeholders (e.g., selected individuals from IFNA leadership, membership and stakeholder organizations) who have expertise on the issue, for review and comment to assure wide consensus and applicability.
9. The committee will review stakeholder comments and suggestions and revise the document, as necessary, to create Draft #2.
10. Draft #2 is submitted to the Board along with a summary of comments received as well as rationale for revision decisions and will be placed on the agenda for the next BOD meeting.
11. Draft #2 is distributed with other Board meeting materials for review prior to the next BOD call. When possible, the chairperson of the committee that drafted the Statement or Paper will be invited on the call for the discussion. A motion will be made to make Draft #2 available for dissemination to IFNA membership for review and comment.
 - 11.1 If motion is accepted, go to Step 12.
 - 11.2 If motion not accepted, BOD will make recommendations to the committee requesting further revisions on Draft #2. Committee reviews BOD recommendations and develops Draft #3, and repeats Step 11. Draft 2 will come back to the committee after revisions are made.
12. A membership comment period of 30 days will commence on the distribution date. Any comments received within the 30 days will be considered by the committee for



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incorporation into the Position Statement/Issue Paper. The committee will review and incorporate any content or editorial changes deemed necessary based on the comments received. This process will result in the Final Draft.

13. The Final Draft is distributed with other Board meeting materials for review prior to the next BOD call. When possible, the chairperson of the committee that drafted the Statement or Paper will be invited on the call for the discussion. A motion will be made to accept the Final Draft as an official Position Statement/Issue Paper of the IFNA.

14. The approved Position Statement/Issue Paper will be:

- 14.1 Published in the IFNA Newsletter, received by all IFNA members, along with the recommended citation.
- 14.2 Posted on the IFNA website along with the recommended citation.
- 14.3 Posted to appropriate social media channels along with the recommendation citation.
- 14.4 Distributed to other key stakeholders outside of IFNA, such as collaborating organizations, governing entities, or accrediting bodies, along with the recommended citation.

NOTE: Inclusion of the Position Statement/Issue Paper in any other publications must be approved, in advance, by the IFNA Board.

15. The IFNA BOD or an identified IFNA delegate, solicits requests for translation of the Position Statement/Issue Paper from members, affiliate family nursing groups, and government entities.

15.1 IFNA member(s) or volunteer(s) to translate document. Translation is reviewed by least one other member who is fluent in both English and the language of translation to insure a culturally and linguistically appropriate translation.

Review and Revision of Current Position Statements/Issue Papers

- 1. At a minimum of every three years, the IFNA BOD contacts the appropriate committee chair(s) and first authors of the Position Statement/Issue Paper and requests an evaluation of the timeliness, relevancy, and accuracy of the document.
- 2. If revision is recommended by the reviewers, the IFNA BOD authorizes a committee (standing or ad hoc) to revise the Position Statement/Issue Paper.



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3. Revisions of existing Position Statements/Issue Papers follow the process outlined above for New Position Statements and Issue Papers and, once approved, shall bear a new revision date at the end of the document.

Position Statement Format

1. The document is organized into the following format:
 - A. Background
 - B. Issue(s)
 - C. Recommendations (begins with, "It is the position of the International Family Nursing Association that...".)
 - D. Summary statement (if appropriate)
 - E. References
2. The end of the document also includes date of approval/revision(s), name(s), credential(s), and affiliation(s) of contributor(s).
3. The document conforms to most recent edition of the American Psychological Association guidelines.
4. A recommended citation is included.

Issue Paper Format

1. The document is organized into the following format:
 - A. Introduction (pertinence of issue to vision, mission and goals of the IFNA)
 - B. Background (scope of problem, consideration for special populations, e.g., vulnerable groups)
 - i. Issues
 - ii. Review of research
 - C. Ethical considerations (if appropriate)
 - D. Implications for family nursing research, education, and practice
 - E. Executive summary
 - F. Appendices (if appropriate)
 - G. Bibliography/Reference
2. The end of the document includes date(s) of approval/revision(s), names credential, and affiliations of contributors.
3. The document conforms to most recent edition of the American Psychological Association guidelines.



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4. The Issue Paper has no page limit.
5. A recommended citation is included.

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