



American Pediatric Surgical Nurses Association Inc.

Safety and Excellence in the Surgical Care of Children

POLICY AND PROCEDURE

PAGE: 1 of 3	REPLACES POLICY DATED: December 17, 2013
EFFECTIVE DATE: September 30, 2014	APPROVED BY: APSNA BOD 2024-2026
NEXT REVISION: February, 2028	
POLICY DESCRIPTION: Position Statement Approval Process	
REVIEWED: 10/16	REVISION: 9/17, 2/20, 10/23, 2/25

STATEMENT OF POLICY: The American Pediatric Surgical Nurses Association, Inc. (APSNA) develops positions relevant to nursing practice, health policy, and social concerns impacting the health of patients and families. Position statements guide the profession, amplify the views of nursing, and educate consumers and decision makers.

Purpose: Position statements are recommendations supporting health, nursing and other positions which influence the surgical needs of children and the clinicians who provide care that are consistent with the mission, vision, values and goals of APSNA.

Position statements should be written by experts on the topic, including:

1. An existing committee, taskforce or special interest group
2. An individual or group that has been specially appointed by the APSNA Board of Directors (BOD) to write the position statement.

PROCEDURE:

- I. Position statements will be:
 - A. Developed using the template provided.
 - B. Submitted to the Director of Practice and Quality (DPQ), upon the recommendation of existing committee, taskforce or special interest group, collectively if applicable or directly to the DPQ if appointed by the BOD.
- II. The DPQ will submit the statement to the Educational Content Advisory Group (ECAG).
 - A. The ECAG will review and provide edits or recommendations to the submitters if needed.
 - B. The DPQ will send the recommended revisions back to the authors to make the recommended changes.
 - C. When the changes are made and the statement returned to the DPQ, s/he/they will forward the revised statement to the BOD.
 - D. If there are no changes recommended by the ECAG, the DPQ will submit the document to the BOD
- III. The BOD will take one of the following two actions:

A. After review by the BOD, the BOD may recommend edits to the position statement.


1. The edits will be forwarded to the submitters by the DPQ.
2. The submitters will have 30 days to complete the recommended revisions and return the revised position statement to the DPQ.
3. After the revisions are complete, the DPQ will submit the revised position statement to the BOD for final approval. The agreed upon position statement will then be posted as is to the website by the Web Administrator at the direction of the Secretary.

B. Recommend rejecting the position statement as not consistent with APSNA's mission, vision and values.

- IV. The new position statement, once accepted, will be announced to the membership via *NYCU* and social media venues and posted under Resources-Publication- Position statements on the APSNA website.
- V. Position statements will be published on the APSNA website for five years.
 - A. If the Board becomes aware of contradictory information before the five-year period, the DPQ will:
 1. Request the removal of the position statement from the website if the contradictory information is of solid evidence and of significant concern.
 2. Communicate with the existing committee, taskforce or special interest group assigned to update or formally retire the position statement.
 - B. Notification of updates, reformatting or retirement of an existing

position will be done six months before the 5-year expiration, by the DPQ.

- C. Review of position statements as related to A or B above, will be sent to the committee, task force or special interest group involved with the previous publication or the DPQ for assignment in the case of an individual or group that has been specially appointed by the APSNA BOD to review and/or re-write the position statement. If individual names appear on the position statement at the time of 5 year review, they will be replaced by the reviewing committee collectively.

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REVIEWED:		REVISION:

**Title of Position
Statement**

Description

One or more paragraph(s) that describe the problem and the scope of the problem.

APSNA Position

It is the position of APSNA that:

1. XXXX
2. XXXX
3. XXXX

Background

Background of the problem and summary of the literature to support the proposed position statement, using one or more paragraphs.

References

List references in APA format

Position statements are approved by the APSNA BOD. Once approved by the BOD, they become official position statements and are added to the existing position statement library. In no sense do they represent a standard of care. They are not a product of a systematic review. Position statements are not intended to and should not be treated as legal, medical, or business advice. Readers are encouraged to consider the information presented and reach their own conclusions.