

Process for Developing, Submitting and Approving ASPMN Position Statements

- A. **New issue** regarding pain management is presented to Board of Directors (BOD) or BOD requests position statement (see Appendix A for definition)
1. If request for position statement is not from BOD, a Project Approval Form must be completed and submitted to BOD for approval
 2. Authors or member experts are identified (at least two), and approved by BOD
 3. Education Committee (EC) informed of issue and authors
 4. EC provides template and example to authors
 5. Authors review literature and compose position statement
 6. Final Draft to EC for review
 7. EC to BOD for review
 - a. BOD review is to determine if document accurately represents the position of ASPMN—not editing
 - b. Process is captured in BOD minutes
 - c. If revisions are requested—Liaison communicates to EC
 - d. EC communicates to authors
 - e. Authors will address questions/concerns from BOD
 8. EC submits revised document to BOD for approval
 9. Upon BOD approval:
 - a. BOD Liaison communicates to EC
 - b. EC informs authors
 - c. Authors submit to *Pain Management Nursing* journal
 - d. Authors notify EC when published
 - e. EC requests management company to post published position statement to ASPMN website

B. **Update/Review** of existing position statement (begin process 3.5 years after last publication)

1. EC contacts most recent authors to request update/revision
 - a. Need at least 2 individuals to update/review
 - b. If there are not 2, ask the authors if they have recommendations for other authors
 - c. If no recommendations, BOD recommends other potential authors
2. Authors review literature
3. Reaffirmation (if no new literature) or revision of current position statement

C. **Documents to Guide Processes**

Appendix A: Definitions

Appendix B: Position Statement Template

Appendix C: Education Committee Processes

NOTE: If authors elect to write a full length manuscript on the position paper topic, that publication process is pursued independently of ASPMN EC/BOD review.

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Appendix A: Definitions and (Process Owner)

A. Position Statement (Education Committee)

- i. *Goal:* To convey ASPMN's convincing, valid, and defensible position on issues/problems/debates in clinical practice
- ii. *Components:* According to ASPMN Education Committee template & review documents
 - APA format
 - References within 5 years except for classic/seminal publications
 - Issue addressed, background of issue, references
 - ASPMN position statement (a brief 1-2 sentence summary of the position)
- iii. *Length:* 1-2 pages, critical examination of literature
- iv. *NOTE:* Position statements are developed using current evidence-based published literature
- v. **Consensus/Joint statements**
 - *Goal:* Reflects a collaborative statement between organizations based on scientific knowledge intended to provide guidance to healthcare professionals
 - *Components:* Statement of advised course of action based on collective evaluation by convened experts

B. Advocacy Statement (Communications Committee)

- i. *Goal:* A way to quickly convey ASPMN's support of an issue in public policy. Akin to a press release.
- ii. *Components:* Statement to engage audience, present the problem, example of the problem, and request (the "ask")

C. Guidelines/Recommendations (Board of Directors)

- i. *Goal:* recommendations to provide information to optimize health interventions (clinical, public health, or policy); clinical practice guidelines include recommendations intended to optimize patient care that are informed by a systematic review of evidence and an assessment of benefits and harms of alternative care options
- ii. *Components:* offer an evaluation of quality of relevant scientific literature, and assessment of likely benefits and harms of a particular treatment enabling healthcare professional to select best care for a unique patient based on their preferences; not presented as a substitute for advice of knowledgeable healthcare professional

D. White Paper (Board of Directors)

- i. *Goal:* to educate readers and help them to understand and solve an issue (in-depth report or guide about a specific topic and problems surrounding it)
- ii. *Components:* Clear goals, concise summary, data transparency, qualitative data (facts and opinions are backed by original research or statistics aggregated from reliable sources), logical flow, data visualization (charts, graphs, tables), why factor, call to action

E. Endorsement/Supported Statements (Board of Directors)

- i. *Goal:* a public declaration of support
- ii. *Components:* advocate a position/idea, various types of information to ensure the right effect will be caused by endorsement; precise points; approval or support of position/idea

Appendix B: Position Statement Template



*Title of Position Statement

List of authors

Abstract per these instructions: <https://www.elsevier.com/journals/pain-management-nursing/1524-9042/guide-for-authors>

Issue Addressed

Background of Issue

Position Developed, Recommended, Adopted, or Affirmed

**References

Approval dates:

Education Committee:

ASPMN BOD:

ASPMN Mission Statement: The American Society for Pain Management Nursing®'s mission is to advance and promote optimal nursing care for people affected by pain by promoting best nursing practices. This is accomplished through education, standards, advocacy and research.

**Please use APA (includes in-text citations, references) although single space is ok since this document is recommended to be 1-2 pages*

***Please ensure that the references are in APA format and updated or current (e.g., within 5 years, unless highly relevant older references). It is requested that a great "majority" of the references be within the past 5 years.*

Appendix C: Education Committee Process

Purpose:

Position statements are to be updated every 5 years. This document outlines a process for the Education Committee (EC) to follow in reviewing position statements.

Procedures:

1. When a position statement is up for renewal, the Chair of the EC contacts the corresponding author to begin the update (e.g., content, references, appropriate format, etc.). Contact is made at 1 ½ year prior to the 5th year to allow adequate time for updating.
2. The Chair of the EC receives the updated position statement from the authors and forwards this to all EC members.
3. The EC members review the position statement for the following:
 - a. APA Format and consistent with approved position statement template
 - b. References are updated or current (e.g., within 5 years, unless highly relevant older references). Majority of the references should be within the past 5 years.
 - c. There are no glaring typographical errors.
 - d. There are no major content concerns (Note: the EC does NOT do an expert review).
 - e. Position statements need to have more than one authorship.
4. The EC members meet to discuss and if further revisions are necessary, the Chair of the EC sends this back to the authors of the position statement. The EC reviews the revision again.
5. Once the EC has completed the review and no further revisions are recommended, the Chair of the EC prepares a Project Approval form on the position statement and submits this to the Board of Directors for review, recommendations for clarification or revision as necessary, and final approval.