STATEMENT OF POLICY:

Purpose: To ensure all teaching sheets available to APSNA members reflect current and accurate information.

Defined: Teaching sheets are an invaluable resource for APSNA members and populations of interest. It is important that the information provided in the teaching sheets is applicable to the pediatric surgical patient. In order to ensure continued expert and current information, the teaching sheets will be reviewed by three separate reviewers.

PROCEDURE:

I. Prior to any new teaching sheet being submitted, the author will discuss the topic with the current Education Chair to ensure the topic is pertinent to the APSNA organization and mission.

II. The teaching sheets will be written at a fifth grade education level and will follow the template provided (See Appendix 1) to the author by the Education Chair.

III. After the teaching sheet is submitted, it will be reviewed by the nurse provider unit (Education Chair, Publication Chair, Director at Large and Program Chair) and 3 separate reviewers will be assigned to ensure accuracy of the topic and content.

IV. Two of the reviewers must be current APSNA members; the third reviewer may be an outside source that is considered an expert on the topic.

V. Once the teaching sheets have been reviewed, and approved by the provider unit, they will be submitted to the Information Systems Chair for placement on the website.

VI. If medical translators are available, the teaching sheets will then be translated into Spanish and French.

VII. Teaching sheets will be published on the website and endorsed by APSNA for five years, unless specific information becomes available contradicting their content.

• If the Board becomes aware of contradictory information before the five year period, the Education Chair will
  • Remove the teaching sheet from the website if the contradictory information is of solid evidence and of significant concern

Appendix 1