STATEMENT OF POLICY:
Purpose: To ensure all patient and family information sheets available to the American Pediatric Surgical Nurses Association, Inc. (APSNA) members reflect current and accurate information.

Defined: Patient and family information sheets are an invaluable resource for APSNA members and populations of interest. It is important that the information provided in the patient and family information sheets is applicable to the pediatric surgical patient.

Related Policies:
Brand Identity Policy
Copyright Guidelines
Website Management and Standards

PROCEDURE:
I. Prior to any new patient and family information sheet being submitted, the author will discuss the topic with the current Director of Education to ensure the topic is pertinent to the APSNA organization and mission.

II. The information sheet will be reviewed by a minimum of two reviewers who are APSNA members and content experts. Two reviewers must be APSNA members.

III. Members of the ECAG will not be content reviewers, unless they are considered content experts in the topic submitted. If so, these individuals may be the reviewers. If not, experts will be solicited.

IV. A third reviewer may be assigned by the Educational Content Advisory Group (ECAG) if it is identified that additional review is needed for clarity, inconsistent information, or other needs. The third reviewer may be an outside source if the reviewer is considered a content expert on the selected topic.

V. The patient and family information sheets will be assessed for readability by additional reviewer(s). These are not content reviewers and will be appointed by the ECAG or volunteer from the general APSNA membership.

The following materials will be used as resources:
- Center’s for Disease Control Clear Communication Index Score Sheet
- In Plain Words Creating Easy to Read Handouts
- Suitability Assessment of Health Related Materials

VI. Once the patient and family information sheets have been reviewed, and approved by the Educational Content Advisory Group (Director of Education, Director of Practice and
Quality, Director of Program), they will be submitted to the Secretary for placement on the website by the Web Administrator.

**VII.** If medical translators are available, the patient and family information sheets will then be translated into the language required.

**VIII.** Patient and family information 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 of Directors becomes aware of contradictory information before the five year period, the Director of Education will ask the Secretary to remove the patient and family information sheet from the website if the contradictory information is of solid evidence and of significant concern.