

GUIDELINES FOR POSITION STATEMENT SUBMISSION

This guideline was developed by the CNSA Education and Scholarship Committee, for the use of CNSA members.

WHAT IS A POSITION STATEMENT?

- A position statement is written to provide direction for an organization by describing one side of the arguable viewpoint. The statement should provide a description, with support of evidence of the position that CNSA is taking on the issue and should include a background of the issue. Position statements written for CNSA must reflect the governing objectives and goals of CNSA.
- Examples of past position statements are available under the publications tab of the website

DEVELOPING A POSITION STATEMENT

Any inflammatory statements that reflect poorly on CNSA may result in the position statement not being approved by the CNSA Board of Directors and therefore will not be submitted to the National Assembly.

Prior to the development of a position statement, explore the literature on emerging issues in nursing and healthcare. Then focus your issue on those that could have an impact on nursing students and would be important for CNSA to explore.

A position statement MUST include the following:

1. Title
2. Introduction / Background Information
3. CNSA position on the topic
4. Relation to Canadian Nursing School Curriculums
5. Conclusion and Restatement of CNSA position
6. References (in APA 7th Edition)

WRITING A POSITION STATEMENT

Introduction/Background

Information

- A brief summary must be written to provide the reader with background information regarding the topic/issue
- Introduction should be approximately 150-300 words
- Complete thorough research and review of information available through national and provincial/territorial stakeholders and other key stakeholders related directly to the issue. (*i.e. The Toronto Disaster Relief Committee is a key resource for a position statement related to Homelessness and Affordable Housing*)
- A minimum of 2 peer reviewed academic resources must be referenced within the introduction
- Research articles and other academic resources should be published no earlier than 2016. It is acceptable to reference seminal work predating 2016 as long as the majority of the referenced material is current.
- APA 7th Edition must be used for referencing (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html)
- Research can also be collected through national/provincial/territorial stakeholders and other key stakeholders, who have a direct link to the issue.

The Position

The position a statement takes must reflect the governing objectives and goals of CNSA

- To be the primary resource for nursing students
- Influence and advance innovation in nursing curriculum and research
- Strengthening linkages and creating new partnerships
- Refer to the CNSA Strategic plan 2011-2016

Relation To Canadian Nursing School Curriculums

- A brief description of how the topic/issue at hand relates to the curriculum(s) taught in Canadian nursing schools.
 - Reasons as to why the topic/issue should be included, or removed or changed within nursing curriculum.
 - Benefits of inclusion within the curriculum (For Example: promoting health, expanding knowledge, increased awareness)
 - Potential links to past CNSA position statements:

2014 - /files/files/Position%20statement%202014.pdf

2013- <http://files/files/2013%20Resolutions%20&%20Position%20Statements%20.pdf>

- Section should be approximately 250-400 words

Conclusion and Restatement of CNSA Position

- The conclusion must restate the position that is discussed within the text
- The conclusion must be no longer than 100 words

References

- Reference list must be included at the end
- APA 7th Edition MUST be used for reference
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

PROCESS FOR SUBMISSION

All Position Statements must be submitted to the President via email (president@cnsa.ca) by the first Friday in December.

All Position Statements are reviewed by the Executive Committee for grammar, spelling and content. Any suggested changes, or questions will be sent back to the submitter for review and modification.

After the Executive committee has reviewed the document, the statements will be sent to the Board of Directors for feedback and review.

The Board of Directors reserves the right to decline a Position Statement if the statement contains, but is not limited to;

- It contains any inflammatory statements that reflect poorly on CNSA.
- CNSA already has a position on the topic, and the new statement has not been indicated as an update.
- The statement is in direct contradiction to the vision, mission, and values of CNSA
- Puts the association in financial hardship.

Once the Board of Directors reviews and accepts the statement it will be (if time and finances permits) translated and submitted to the National Assembly for voting.

For further assistance regarding the development of a position statement, please contact the CNSA President at president@cnsa.ca

GUIDELINES FOR RESOLUTION SUBMISSION

This guideline was developed by the CNSA Education and Scholarship Committee for the use of CNSA Members wishing to bring a Resolution to National Assembly for consideration and vote.

WHAT IS A RESOLUTION?

- A Resolution is a proposal that the Assembly take certain action, or that it express itself as holding certain views. It is made by a Member moving an issue (which is equivalent to saying, “I propose that”), and then stating the action he/she proposes to have taken. Thus, a member “moves” (proposes) that a Resolution be adopted, or amended, or referred to a committee, etc.
- Every Resolution should be submitted to the Assembly in writing.

DEVELOPING A RESOLUTION

- Any inflammatory statements that reflect poorly on CNSA may result in a Resolution not being approved by the CNSA Board of Directors, and therefore will not be submitted to the National Assembly.
- Prior to the development of a resolution, please review CNSA’s existing policies and positions on the matter, and the literature on related emerging issues in nursing and healthcare. Then develop a rationale for the position you feel CNSA should take on the issue.
- Focus your Resolution on what could have an impact on nursing students and would be important for CNSA support.

A resolution MUST include the following:

1. Title
2. Introduction/background information
3. Information on CNSA’s position on the topic
4. The rationale for moving the Resolution, and the formally worded Resolution that you would like to be voted on by National Assembly
5. Relation to Canadian Nursing School Curriculums
6. Conclusion and restatement of the Resolution and the rationale for moving it
7. References (in APA 7th Edition)

WRITING A RESOLUTION

Introduction/Background Information

- A brief summary must be written to provide the reader with background information regarding the topic/issue.
- Introduction should be approximately 150-300 words.
- Complete a thorough research and review of information available through national and provincial/territorial stakeholders and other key stakeholders related directly to the issue.

(i.e. *The Toronto Disaster Relief Committee is a key resource for a position statement related to Homelessness and Affordable Housing*).

- A minimum of two peer reviewed academic resources must be referenced within the introduction.
- Research articles and other academic resources must be no later than 2016
- APA 7th Edition must be used for referencing
(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html)

Research can also be collected through national/provincial/territorial stakeholders and other key stakeholders, who have a direct link to the issue.

Links to CNSA's Mandate and Current Position on the Issue

- The resolution must reflect the governing objectives and goals of CNSA:
- To be the primary resource for nursing students
- Influence and advance innovation in nursing curriculum and research
- Strengthening linkages and creating new partnerships
- Refer to the CNSA Strategic plan 2011-2016
- If possible, review CNSA's current views on the issue. If a resolution or position statement does not exist, review past documents.
- If CNSA does not currently have a Position Statement on the issue, provide the rationale for why you believe the Association should take a position on the matter.

The Rationale and the Formally Worded Resolution

- Resolutions have two parts: 1) rationale for the proposed Resolution, and 2) the Resolution itself.
- When a motion will impact the direction and work of the Association, it should be written in the form of a resolution; that is, beginning with the words, "*Be It Resolved*, That," the words "*Be It Resolved*" being underscored (printed in italics) and followed by a comma, and the word "That" beginning with a capital "T."
- Resolution should use the following format:

Whereas, We consider clinical placements to be a necessary part of a well-rounded nursing educational education; and

Whereas, There are currently no national standards for the number of hours and quality of clinical placements; therefore,

Be It Resolved,

That CNSA develops, and lobbies the provincial government for the implementation of national guidelines and standards concerning the amount of hours and the quality of clinical placements in nursing education.

Relation To Canadian Nursing School Curriculums

- A brief description of how the topic/issue at hand relates to the curriculum(s) taught in Canadian nursing schools, focusing on:
- reasons as to why the topic/issue should be included, or removed or changed within nursing curriculums,
- benefits within the curriculum (for example: promoting health, expanding knowledge, increased awareness), and
- links to past and current CNSA Position Statements.

This section should be approximately 250-400 words.

Conclusion and Restatement of the Proposed Resolution

- The conclusion must restate the proposed Resolution and the rationale for bringing it to the Assembly for a vote.
- The conclusion must be no longer than 100 words.

References

- A reference list must be included at the end of the document.
- APA 7th Edition MUST be used for reference:
(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html)

PROCESS FOR SUBMISSION

All Resolutions must be submitted to the President via email (president@cnsa.ca) by the first Friday in December.

All Resolutions are reviewed by the Executive Committee for grammar, spelling and content. Any suggested changes, or questions, will be sent back to the submitter for review and modification.

After the Executive Committee has reviewed the document, the statements will be sent to the Board of Directors for feedback and review.

The Board of Directors reserves the right to decline a Resolution if the statement contains, but is not limited to;

- any inflammatory statements that reflect poorly on CNSA,
- a direct contradiction to the vision, mission, and values of CNSA, or
- a proposal that could lead to financial hardship for the Association.

Furthermore, a Resolution may be declined by the Board of Directors if CNSA has already taken a position on the topic, and the proposed Resolution is not indicative of an update/change to the current position.

Once the Board has reviewed and accepted the Resolution, it will be translated and submitted to the Assembly for consideration and vote.

For further assistance regarding the development of a Resolution, please contact the CNSA President at president@cnsa.ca