



Writing ACNN Position Statements

Guideline 4

Purpose

This document describes the process for developing a position statement outlining ACNN's perspective on a professional or public policy issue that relates to the philosophy, beliefs, mission, and goals of ACNN. It should reflect research and evidence-based practice and must not be the stated opinion of an individual, must not endorse a specific product or company, or be defamatory. This guideline does not incorporate the writing of media statements in support of the positions other organisations on a specific topic.

Procedure

1. The National Executive will identify a lead author/s for drafting a statement on any matter deemed to require a position statement from ACNN.
2. The drafted statement will be reviewed by the National Executive and amended if required until a decision to approve is made.
3. The approved statement becomes the official position of ACNN, is emailed to all members and made publicly available on the website.
4. Original documents will be archived by the National Secretary.

Writing a position statement

Step one: Define the topic. The definition can be succinct and may stand as the title (e.g. *Registered Nurse and Midwife Education in Australia*) or it might require a little more explanation. No more than 3 sentences.

Step two: Write an introduction that gives a summary of the background to the topic. Provide the supporting arguments and reasons for the position being adopted, including theoretical constructs, historical precedents, and published evidence, in logical order. There may be a preamble preceding the introduction, which explains the role of the organisation in relation to asserting a position on the topic.

Step three: The position being adopted must be stated concisely and clearly identifying the purpose(s) and audience(s) for this statement. There must be a clear link to the introduction, for example "because of ... ACNN believes that ... and recommends that ..." Give examples of how the organisation intends to confirm their viewpoint or list the actions that support the position. Parts of the statement can be itemised for clarity.

Step four: Provide all published references in full or other resources (such as website addresses giving URL and date of access) relating to the position statement topic. Where multiple references are available to support a single idea, use the most recent reference or a review article that considers the available evidence.

Other considerations

- Include date of issue and date of any revisions
- Limit document to no more than 4 pages (excluding appendices)
- Do not include resolutions or advocate for action outside of the established resolution process

Resources for this guideline

NCTE/IRA (2004). [Position Statements PDF](#). Accessed May 2021.

Conference on College Composition & Communication – see ccc.ncte.org/ccc/resources/positions/guidelines
Accessed May 2021.

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