



POSITION STATEMENTS

Purpose

To communicate the Association's position when matters of importance emerge related to the health and safety of healthcare workers in healthcare. Position statements will be consistent with the vision and mission of the association. The formation of position statements may also offer the opportunity to collaborate with occupational health and safety professionals in related organizations.

Policy

Any member of the association, executive director or association staff may recommend to the chairperson, government affairs committee (executive vice president), that the association consider writing a position statement on a designated subject. In lieu of developing its own position statement, AOHP may support a position statement of another organization as long as it is in keeping with AOHP's mission and vision. AOHP would also support other organizations adopting the AOHP position. The executive board approves position statements.

Formal position statements in the Executive Board Manual (EBM) will be reviewed annually during the Executive Board Spring Planning Meeting and updated every two years during the Manual's revision. Any critical changes will be communicated in a timely manner according to the distribution list at the end of this policy. The EBM statements will be reaffirmed, revised or retired during the annual review. Other position statements, such as public comments requested by federal agencies, expire after five years unless formally reaffirmed or revised by the executive board.

The content of the position statement should clearly state in broad terms the issue and why the position has been taken. The length of the statement, if possible, should be kept to one page.

Definition

Position statements may be:

- 1) topic specific statements that the association publishes regarding key areas of occupational health practice in healthcare settings;
- 2) letters to government agencies seeking public comment on proposed legislation or statutes that affect occupational health practice in healthcare settings or healthcare workers;
- 3) responses to state or federal legislatures regarding proposed legislation;
- 4) joint statements with other associations when common needs arise or
- 5) alliances with federal agencies.

Procedure

1. The chairperson of the government affairs committee will discuss the idea with the individual to gain more insight into the rationale for the statement. The chairperson will discuss the idea with the executive president and government affairs committee seeking input as to whether or not to proceed.
1. The executive president will communicate to the executive board that there is a recommendation to write a position statement, the topic and the opinion of the government affairs committee and chairperson with regard to the request.
2. If the executive board is in agreement, a time line will be developed for the drafting of the statement. If the executive board votes not to proceed with a statement, no further action will be taken at that time. The subject may be reconsidered in the future if there is additional information or circumstances that the executive board feels warrants a response.
3. The executive vice president will provide feedback to the member who initiated the request within 45 days of making the recommendation. The feedback will include the decision of the executive board and the rationale for the decision.
4. Position statements may be drafted by the executive president, executive vice president, association community liaison or designee. Input from the membership is encouraged in the formation of the statements.
5. The draft position statement shall be reviewed by the chairperson, the government affairs committee and executive board. Input from the review will be incorporated into the position statement as indicated.

6. The final draft of the statement will be approved by the executive board.

Distribution:

- a) intended recipient of the statement
- b) executive board
- c) chapter presidents
- d) government affairs newsletter – next edition
- e) Web site
- f) E-Bytes – next edition
- g) *Journal* – next edition
- h) executive board manual – at next revision
- i) Getting Started Manual – at next revision
- j) press release (media list) if appropriate

Current active Position Statements:

- Occupational Health Professional in Healthcare Settings
- Confidentiality of Employee Health Records
- Injury and Illness Prevention Programs
- Safe Patient Handling
- Influenza Vaccination of Healthcare Workers

Retired Position Statements

- Ergonomics (retired 4/2012; replaced by Injury and Illness Prevention Programs 4/2012)

Review Date: 08/05, 08/07, 08/09
Revision Date: 08/10, 06/11, 04/12, 05/12
Supersedes Policy Dated:
Effective Policy Date: 07/04