

Appendix C

CFNC Commissioner Position Descriptions

Function

A Commissioner who serves on the Commission for Forensic Nursing Certification (CFNC) is responsible for the essential decisions related to the development, administration, and ongoing maintenance of the CFNC's certification programs.

Duties and Responsibilities

- Selects the Chair and Vice-Chair;
 - Appoints the Public Member and Employer Commissioners;
 - Fulfills the following duties of the Commission:
 - Establishes the policies and procedures for which the CFNC is responsible as outlined in the CFNC Policy and Procedure Manual;
 - Proposes a budget for the operation of the certification program;
 - Provides oversight to all certification program committees and establish and oversee committees as needed; and
 - Establishes and implements policies and procedures for, and oversees the ongoing operational processes of, the certification programs.
 - Attends and participates in CFNC meetings to support the Commission and certificate programs;
 - Participates in certification program committees as needed; and
 - Has no history of felony convictions or misdemeanor convictions involving any act(s) of violence or dishonesty.
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Position-Specific Qualifications

A certificant commissioner is elected by the Association's membership and must meet the following qualifications:

- Holds the SANE-A and/or SANE-P credential in good standing;
- Is an Association member in good standing;
- Is preferred to have, but is not required to have, previous experience as an examination development committee member or a subject matter expert;
- Is preferred to have, but is not required to have, a minimum of three (3) years of forensic nursing experience;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

An Association member commissioner is elected by the Association's membership and must meet the following qualifications:

- Holds an active, unrestricted license as a registered nurse in the United States or a license as a first-level general nurse in the country/jurisdiction of practice;
- Is an Association member in good standing;
- Does not hold SANE-A or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

An educator commissioner is elected by the Association's membership and must meet the following qualifications:

- Is employed as an educator of forensic nursing at an academic institution in a department of an accredited school of nursing;
- May be, but is not required to be, a member of the Association;
- May hold, but is not required to hold SANE-A and/or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

An employer commissioner is appointed by the CFNC and must meet the following qualifications:

- Is an employer of sexual assault nurse examiners (e.g. healthcare employer, advocacy or other nonprofit agency director, attorney general or the equivalent, law enforcement agency representative);
- May be, but is not required to be, a member of the Association;
- May hold, but is not required to hold, SANE-A and/or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

A public member commissioner is appointed by the CFNC and must meet the following qualifications:

- Meets the requirements as defined in the CFNC Policy and Procedure Manual;
- Demonstrates professional organizational leadership and advisement;
- May have served as a Public Member for boards other than that of the Association;
- Demonstrates commitment to support the work of the CFNC; and
- Maintains an awareness of community concerns pertaining to forensic nursing.