

# AFCNA Information Packs

## Content List



### 1. Introductory Pack (Free)

#### 1a. Introducing Faith Community Nursing (Free 21 page booklet)

Introduces you to the FCN role and steps to take to consider regarding implementation of the FCN role

#### 1b. Fact Sheets (8 documents) (Free)

- Introducing AFCNA and Faith Community Nursing
- Theology informing Faith Community Nursing
- What can an FCN bring your church?
- Faith Community Nursing FAQ
- How can FCN support a pastor/priest?
- Why become a Faith Community Nurse?
- Learn more about Faith Community Nursing
- Steps to starts Faith Community Nursing

### 2. Planning Pack

(\$50 AFCNA members, \$100 all others, Free to *Foundation of Faith Community Nursing* students)

#### 2a. Planning Faith Community Nursing (Booklet of 25 pages)

Thoroughly describes each step you can take to plan your FCN role for successful commencement

#### 2b. Fact Sheets (8 documents)

- Theological Rationale for Health Ministry via Faith Community Nurses - a historical article written by A van Loon to explain the theological rationale for the FCN role
- Working on an FCN Position Description - things to consider when writing an FCN PD
- Using an FCN Letter of Appointment - explains how & why to use a letter of appointment
- Terms of Reference - Health and Pastoral Care Committee - example for your committee
- Accountability in Faith Community Nursing
- Self-assessment Tool for FCN Accountability - tool for FCN to consider ministry accountability
- Grant proposal writing
- FCNs and Professional Indemnity insurance

[www.afcna.org.au](http://www.afcna.org.au)

## 2c. Recruitment tools and editable templates (31 documents)

AFCNA has made recruiting your FCN easy. You'll find 31 editable documentation templates in the *'Recruitment tools and templates'* in the AFCNA Planning Pack.

### 2.1 Preparing to Recruit your FCN (7 documents)

- Focusing the Faith Community Nurse Role
- FCN Position Description (full) Template
- FCN Position Description (full) Sample
- FCN Position Description (short V1)
- FCN Position Description (short V2)
- FCN Position Description Vol (short V3)
- FCN Position Advertisement

### 2.2 Recruiting your FCN (5 documents)

- FCN Telephone Screening Tool
- FCN Interview Questions
- FCN Reference Checking Questions
- FCN Candidate Selection Guide
- FCN Reference Check Form V1

### 2.3 Appointing your FCN (6 documents)

- FCN Letter of Appointment
- FCN Confidentiality agreement
- FCN Employment Record (Salaried)
- FCN Payroll Authority Form
- (Sample) Volunteer Service Agreement [PDF]
- FCN Personal Details Form (Vols)

### 2.4 Starting your FCN (3 documents)

- FCN Checklist for Starting in the FCN Role
- FCN Induction checklist
- FCN Orientation checklist

### 2.5 Reviewing your FCN (6 documents)

- Evaluation of the FCN
- FCN Self Appraisal
- FCN Performance Agreement
- FCN Performance Review Discussion Plan
- Performance System Checklist
- Formal Meeting Record

### 2.5 Administration for your salaried FCN (4 documents)

- FCN (salaried) Timesheet
- FCN (salaried) Pay Slip
- FCN (salaried) Leave Application
- FCN Roster for Team.

### 3. Documentation Pack

(\$75 for AFCNA members and \$150 all others. Free to *Foundation of Faith Community Nursing* students)

#### 3a. Documenting Faith Community Nursing (11 page booklet)

The booklet discusses the use of the 48 editable document templates in the *Documentation Pack* which were written for FCNs. Please note there are only 5 essential documents the rest are provided to support various aspects of the FCN role. Their use is discussed in full during the *Foundations of Faith Community Nursing* course and students get the three packs free as part of their course fee.

#### 3b Documentation templates

##### 3.1 Essential Client Records (9 documents)

Essential documents that cover the nursing process marked with \* (all are editable)

- Authorisation for Release of Medical Information to Faith Community Nurse\*
- Authorisation to Release Information from Faith Community Health Record to Third Party\*
- Client Nursing Assessment Record (V1)\*
- Client Nursing Assessment Record (V2)\* -
- Client Nursing Care Plan\*
- Client Progress Note\*
- Client Medication Information
- Faith Community Nurse Client Summary
- Program name > Participant Record

##### 3.2 Reporting Data of Activities (9 documents)

Forms used to collect data to maintain accountable FCN practice

- FCN Visit Record
- FCN Phone Call Record
- FCN Monthly Report v1
- FCN Monthly Report v2
- FCN Vehicle Travel Log
- FCN Generic Screening Data Collection
- Client Blood Pressure Monitoring Record
- FCN Workshop/Seminar Evaluation
- FCN Workshop/Seminar Record

##### 3.3 FCN Resource and Referral (4 documents)

- FCN Referral Register
- Community Health and Care Services
- Health and Pastoral Care Resource Form
- Visiting Your Doctor

##### 3.4 FCN Education and Health Promotion (4 documents)

- Church Health Needs Survey
- FCN Yearly Program Planner
- FCN Education Planner
- 7 step program evaluation planning checklist

### **3.5 FCN Volunteer Administration (10 documents)**

- (Sample) Volunteer Agreement
- (Sample) Volunteer Position Description
- Volunteer Personal Details Form
- Volunteer Personal Record Summary
- Volunteer Driver Form
- FCN Volunteer Activity Record
- FCN Request to Provide Assistance
- Health and Pastoral Care Monthly Activity Record
- Sample XXXX Church Camp Form
- Church Directory Form

### **3.6 Quality Management Documents for the FCN (3 documents)**

- FCN Privacy Audit Checklist
- FCN Incident Report Form
- FCN Quality Improvement Register

### **3.7 Church Work Health and Safety (9 documents)**

- Faith Community Hazard Identification Checklist (v1) - risk assessment checklist
- Sample Risk Assessment Checklist (v2)- simple safety/risk assessment checklist
- Church Risk Assessment Matrix (v1) - editable MS Excel risk matrix and risk register
- Hazard Observation and Correction Form (v2) - risk matrix and risk register
- Activity Risk Assessment Tool
- Acknowledgment of complaint letter- proforma that meets grievance procedure standards
- Complaint Register Form
- <...XXXX...> Church Safety Rules (editable) - sample 'Work, Health and Safety' "rules" for display in church.
- First Aid Attendants and Emergency Numbers (editable Sign)