

AFCNA Planning Pack

Contents List



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

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.