

What is a Reference Report?

A detailed paper written on an issue significant to nursing on the state or national level, for consideration by the membership, to establish policy or positions supportive of the purposes of WNA.

There are three types of reference reports:

- **Action report:** A reference report that includes (a) recommendation(s) that require(s) action by the membership.
- **Emergency action report:** A reference report that addresses an issue that could not have been identified prior to the deadline for report submission. An emergency action report is written in the same format as an action report.
- **Informational report:** A reference report provided to the membership for information purposes only and requires no action.

Action reports:

- should not duplicate existing policy/position, WNA Bylaws, or the WNA Strategic Plan;
- should include citations for facts and figures;
- must be submitted by the announced deadline, or at least 30 days prior to the WNA Annual Meeting;
- deal with a single topic;
- have state and national significance; and
- be concise, clear, and unambiguous.

The format of an action report includes:

- a subject;
- by whom the reference report is being introduced;
- WNA core issue(s): Workplace Health, Rights, and Safety; Appropriate Staffing/Nursing Shortage; Continued Competency; Patient Safety/Advocacy;
- summary – explains why the issue has state or national significance and the nature of its impact on the association, profession, and/or public;
- recommendations;
- WNA Goal(s);
- fiscal note; and
- background information (if necessary) – identifies WNA policy or position that would be amended by the recommendations in the reference report and the rationale for change, and supports content with data/evidence from accurately cited sources.