



ANNA
American Nephrology
Nurses Association

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ROLE DESCRIPTION

A. ROLE TITLE: ADVOCACY AND HEALTH POLICY (HP) COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Monitors, identifies, and addresses federal legislative and regulatory activities that could impact general nursing practice, nephrology nursing practice, and individuals affected by kidney disease. Serves as a resource for activities at the state and local level.
3. Coaches the health policy efforts of the Chapter HP Representatives.
4. Coordinates educational activities and oversees development of materials to educate Chapter Health Policy (HP) Representatives and provide guidance to increase advocacy at the local, state, and federal level.
5. Identifies the need for, recommends, develops, and updates position statements on health policy issues important to ANNA.
6. Coordinates educational activities and oversees the development of materials to educate individuals involved in HP decision-making about general and nephrology nursing practice.
7. Promotes member awareness and engagement in HP issues impacting nephrology nursing.
8. Utilizes print, digital, and verbal communication channels to share ANNA's HP positions and foster advocacy.
9. Develops and provides orientation for Chapter HP Representatives at the Annual Leadership Education and Development (LEAD) Workshop.
10. Develops and updates content for the online Chapter HP Representatives orientation module.

11. Upon request of the National President or Board of Directors (BOD) Liaison, represents ANNA and nephrology nursing on legislative and regulatory matters that affect general nursing practice, nephrology nursing practice, and individuals affected by kidney disease. These actions are to be guided by ANNA's HP Agenda and adopted position statements.
12. Assists and advises ANNA in allocating its advocacy resources to address threats and opportunities in the HP arena.
13. Provides mentorship to increase the knowledge and policy activity level of members and ANNA leaders.

C. COMPOSITION

1. Committee

- a. The Committee should be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Four (4) Advocacy and Health Policy Committee Members with one (1) functioning in the ACST Liaison Role
 - (4) Kidney Care Partners (KCP) Consultant
 - (5) Advocacy & Health Policy Co-Chief Nurse Advisors

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section C. Becomes Advocacy and Health Policy Committee Chairperson after serving one (1) year as Chairperson Designate pending approval of the BOD.
- b. Qualifications:
 - (1) Full or LPN/LVN member of ANNA for at least three (3) years.
 - (2) Demonstrated public speaking and strong verbal and writing skills.
 - (3) Knowledge of and demonstrated experience in legislative and regulatory processes.
 - (4) Knowledge of pertinent software and access to computer-facilitated communication.
 - (5) Three (3) years of experience in nephrology nursing.
 - (6) Prior attendance at ANNA's Advocacy Forum preferred.
 - (7) Member of the American Nurses Association (ANA) and/or state nurses' association preferred.
 - (8) Current certification in nephrology nursing preferred.
 - (9) Currently active in a nephrology nursing role.
- c. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Demonstrated ability to lead a group.
 - (3) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section C. Appointed by the National President-Elect after consultation with the outgoing Advocacy and Health Policy Committee Chairperson, with approval by the BOD.
- b. Qualifications:
 - (1) Full or LPN/LVN member of ANNA for at least two (2) years.
 - (2) Demonstrated public speaking and strong verbal and writing skills.
 - (3) Knowledge of and demonstrated experience in legislative and regulatory processes.
 - (4) Knowledge of pertinent software and access to computer-facilitated communication.
 - (5) Two (2) years of experience in nephrology nursing.
 - (6) Preferred past attendance at the ANNA HP Workshop.
 - (7) Member of ANA and/or state nurses' association preferred.
 - (8) Current certification in nephrology nursing preferred.
 - (9) Currently active in a nephrology nursing role.
- c. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Demonstrated leadership ability.
 - (3) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

4. Advocacy and Health Policy Committee Liaison to ACST

- a. Selection Method: Appointed by the Advocacy and Health Policy Committee Chairperson in collaboration with the Board Liaison
- b. Qualifications:
 - (1) Full or LPN/LVN member of ANNA for at least two (2) years.
 - (2) Demonstrated public speaking and strong verbal and writing skills.
 - (3) Knowledge of and demonstrated experience in legislative and regulatory processes.
 - (4) Knowledge of pertinent software and access to computer-facilitated communication.
 - (5) Two (2) years of experience in nephrology nursing.
 - (6) Preferred prior attendance at the ANNA's HP Forum.
 - (7) Member of ANA and/or state nurses' association preferred.
 - (8) Current certification in nephrology nursing preferred.
 - (9) Chapter Officer experience preferred.
 - (10) Currently active in a nephrology nursing role.
- c. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Demonstrates leadership ability.
 - (3) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

5. Advocacy and Health Policy Committee Members

- a. Selection Method:
 - (1) Appointed by the Advocacy and Health Policy Committee Chairperson in collaboration with the Board Liaison.
- b. Number of Committee Members:
 - (1) Four (4) members, Chairperson, and Chairperson Designate
- c. Qualifications:
 - (1) Full or LPN/LVN member of ANNA for at least one (1) year.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Demonstrated public speaking and strong verbal and writing skills.
 - (4) Knowledge of and demonstrated experience in legislative and regulatory processes.
 - (5) Knowledge of pertinent software and access to computer-facilitated communication.
 - (6) One (1) year of experience in nephrology nursing.
 - (7) Chapter officer experience preferred.
 - (8) Currently active in a nephrology nursing role.
- d. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Demonstrates leadership ability.
 - (3) Member of ANA and/or state nurses' association preferred.
 - (4) Past attendance at ANNA's Advocacy Forum preferred.
 - (5) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

D. TENURE

- 1. The Chairperson is appointed to serve a two (2) year term – one (1) year as Chairperson Designate, followed by one (1) year as Chairperson. May be reappointed for one (1) additional two (2) year term.
- 2. The Advocacy and Health Policy Committee Members are appointed for a two (2) year term. May be reappointed. Two (2) Committee members will be appointed in odd years and two (2) Committee members will be appointed in even years. May be reappointed for one (1) additional two (2) year term.
- 3. The HP ACST Liaison is appointed to serve a one (1) year term. May be reappointed for one (1) additional one (1) year term.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II and VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson

- a. National Symposium (outgoing)
- b. Advocacy Forum
- c. Advocacy and Health Policy Committee Conference Calls
- d. Own local chapter meetings.
- e. Other conference calls as requested.
- f. Periodic meetings with legislators/aides and government agency personnel as requested and approved by the Board Liaison or National President, unless requires budget approval.
- g. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing or health care organizations as requested and approved by the Board Liaison or National President, unless requires budget approval.
- h. Periodic meetings with major kidney care stakeholders as requested and approved by the Board Liaison or National President, unless requires budget approval.

2. Chairperson Designate

- a. Advocacy Forum.
- b. Advocacy and Health Policy Committee conference calls.
- c. Own local chapter meetings.
- d. Other conference calls and meetings as requested.
- e. Periodic meetings with legislators/aides and government agency personnel as requested and approved by the Board Liaison or National President, unless it requires budget approval.
- f. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing or health care organizations as requested and approved by the Board Liaison or National President, unless it requires budget approval.

3. Health Policy Liaison to ACST

- a. Own local ANNA chapter meetings.
- b. Advocacy Forum based upon work assignment and ANNA budget.
- c. Monthly Advocacy and Health Policy Committee conference calls.
- d. Participates in ACST calls or appoints a designee as needed.
- e. Other conference calls and meetings as requested and approved by the Advocacy and Health Policy Committee Chairperson.
- f. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing or health care organizations as requested and approved by the Board Liaison or National President, unless it requires budget approval.

* **NOTE** – Complimentary registration and/or expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*, and Policy & Procedure 4.19, *Withdrawal of Complimentary Registration and Expense Reimbursement to ANNA Meetings for Non-Functional Committee Member*.

4. Advocacy and Health Policy Committee Members

- a. Own local ANNA chapter meetings.
- b. Advocacy Forum based upon work assignment and ANNA budget.
- c. Monthly Advocacy and Health Policy Committee conference calls.
- d. Other conference calls and meetings as requested and approved by the Advocacy and Health Policy Committee Chairperson.
- e. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing or health care organizations as requested and approved by the Board Liaison or National President, unless requires budget approval.

G. RESPONSIBILITIES OF CHAIRPERSON

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Ensures development, revision, and implementation of the committee's annual action plan congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
 - b. Obtains input from the Board Liaison and appoints committee members through an application process.
 - c. Provides meeting and conference call schedule at the beginning of the fiscal year.
 - d. Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
 - e. Conducts meetings keeping agenda on track and honoring time commitments.
 - f. Provides the following for *ANNA Update*:
 - (1) An Annual Report
 - (2) Additional articles as needed or otherwise requested.
 - g. Oversees committee work including all work assigned to the Chairperson Designate, Advocacy and Health Policy Committee Members, and Health Policy Liaison to ACST.
 - h. Participates in and serves as a resource for planning and implementation of ANNA's Advocacy Forum.
 - i. In collaboration with the Advocacy and Health Policy Committee identifies the need for development or revision of position statements that address contemporary and timely issues on matters of health policy, legislation, and government programs that affect general nursing practice, nephrology nursing practice, and individuals affected by kidney disease.
 - (1) Develops statements or guidelines for ANNA concerning such issues as directed by the BOD.
 - (2) Submits suggested topics for positions with recommended priority to the BOD for approval.
 - (3) Reviews and revises drafts of internally or externally generated statements prior to submission to the BOD.
 - (4) Submits final drafts of position statements to the Board Liaison/National Secretary, for approval by BOD.

2. Collaborates with the Advocacy and Health Policy Committee, to provide orientation, mentoring, and support for all Chapter HP Representatives.
 - a. Provides support to ACST for the purpose of orienting, mentoring and providing resources for Chapter HP Representatives.
 - b. Updates the HP Handbook every other year, in odd years.
 - c. Develops a reporting structure for the Chapter HP Representative to facilitate and monitor local and state issues that could impact general nursing practice, nephrology nursing practice, and individuals affected by kidney disease.
3. Works with Federal HP Consultant, KCP Consultant, National President, and BOD Liaison in identifying legislative issues that should be posted in Take Action.
4. Responds to all material referred to the committee by the BOD, Federal HP Consultant, KCP Consultant, Executive Director, or Management Firm.
5. Reviews the role description of the position as requested and proposes changes to the National Secretary.
6. Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
7. Assumes responsibilities delegated by the Board Liaison and National President.
8. Submits a written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
9. Develops and submits yearly budget and budgets for any special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
10. Serves as a moderator at the National Symposium (outgoing)
11. Upon request, represents ANNA and nephrology nursing to address matters related to health policy, government programs, and national health policy that affect nursing practice.
 - a. Keeps informed of such issues through environmental scanning of government agencies and nursing and nephrology organization information.
 - b. Informs the membership via the *ANNA Update*, ANNA E-News, and/or ANNA Connected of the position(s) taken by ANNA and other related organizations.
 - c. As requested by the Federal HP Consultant, provides input into oral and written testimony for presentation before appropriate Federal/State Congressional Committees upon request or as the need arises.
 - d. As requested by the Federal HP Consultant, provides input into the preparation and submission of letters for the record where and when appropriate and as approved by the National President.
12. Mentors and orients the Chairperson Designate and committee members. Oversees and works with committee members to monitor and act on health policy issues that impact nephrology nursing. Participates in all HP conference calls.

13. Forwards copies of all communications, action plan timelines, and drafts to the Chairperson Designate.
14. Collaborates with committee members in preparing status reports.
15. Represents ANNA at other professional organizations' meetings or task forces as delegated by the National President or Board of Director's Liaison.

H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Submits written reports as requested to the Advocacy and Health Policy Committee Chairperson to assist in the preparation of status update reports.
 - b. Reviews, evaluates, and responds to all material as requested.
 - c. Reviews policies and procedures pertinent to the committee as requested and proposes changes to the Advocacy and Health Policy Committee Chairperson.
 - d. Prepares and presents ideas, problems, and solutions of organizational and professional interest to the Advocacy and Health Policy Committee Chairperson for consideration.
 - e. Assumes responsibilities delegated to them by the Advocacy and Health Policy Committee Chairperson.
 - f. Assists the Advocacy and Health Policy Committee Chairperson in preparing an annual report.
 - g. Assists the Advocacy and Health Policy Committee Chairperson to ensure the development, revision, and implementation of the annual committee action plan to promote the strategic plan.
 - h. Assists the Advocacy and Health Policy Committee Chairperson in preparing an annual committee budget.
 - i. Participates in orientation to the Advocacy and Health Policy Committee Chairperson position.
 - j. Participates in and serves as a resource for planning and implementation of ANNA's Advocacy Forum.
2. Works collaboratively with the Advocacy and Health Policy Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the Advocacy and Health Policy Committee Chairperson of external trends that may influence decisions of the BOD.
 - b. Keeps informed of health policy issues through environmental scanning and communication with Congressional and Senate representatives, government agency personnel, and representatives of other nursing and related nephrology organizations.
 - c. Serves as a point of contact for selected projects as assigned by the Advocacy and Health Policy Committee Chairperson. May include:
 - (1) Advocacy Forum
 - (2) Position statement development and/or revisions
 - (3) Updates to website resources
 - (4) Collaboration with other kidney care and nursing associations

3. Serves as a member of the Advocacy and Health Policy Committee.
 - a. Submits reports to the Advocacy and Health Policy Committee Chairperson by established deadlines.
 - b. Responds to all materials presented to the committee by the Advocacy and Health Policy Committee Chairperson, Federal HP Consultant, KCP Consultant, and BOD.
 - c. At the request of the Advocacy and Health Policy Committee Chairperson, provides input into letters for the record where and when appropriate and as approved by the National President.
4. Assumes the role of Advocacy and Health Policy Committee Chairperson after the annual business meeting at the National Symposium.

I. RESPONSIBILITIES OF ADVOCACY AND HEALTH POLICY LIAISON TO ACST

1. Serves as a member of the Advocacy and Health Policy Committee.
 - a. Submits reports to the Advocacy and Health Policy Committee Chairperson by established deadlines.
 - b. Responds to materials presented to the committee by the Advocacy and Health Policy Committee Chairperson, Chairperson Designate, Federal HP Consultant, KCP Consultant and BOD.
 - c. At the request of the Advocacy and Health Policy Committee Chairperson, provides input into letters for the record where and when appropriate and as approved by the National President.
2. Participates in ACST activities as it relates to Chapter HP Representatives:
 - a. Serves as liaison.
 - b. Assists chapters in identifying Chapter HP Representatives.
3. Collaborates with the Advocacy and Health Policy Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the Advocacy and Health Policy Committee Chairperson of external trends that may influence decisions of the BOD.
 - b. Monitors trends in the State Health Policy area.
 - c. Makes recommendations for resources to Chapter HP Representatives.
4. Serves as point of contact for selected projects as assigned by the Advocacy and Health Policy Committee Chairperson. May include:
 - a. Associated with ACST
 - b. Advocacy Forum
 - c. Position statement development and/or revisions
 - d. Updates to website resources

5. Maintains current knowledge of legislative, HP, and regulatory issues through communication with the Advocacy and Health Policy Committee Chairperson, Federal HP Consultant, KCP Consultant, Chapter HP Representatives, HP update reviews from ANNA's National Office, various publications, and monitoring health policy websites.
6. Represents ANNA at other professional organizations' meetings or task forces as delegated by the Board Liaison and National President.
7. Establishes an effective communication system for sharing information.
 - a. Establishes a reliable system for receiving, reviewing, and responding to email with a maximum of three (3) days.
 - b. Responds to requests for feedback by the designated deadlines.
8. Participates in and serves as a resource for planning and implantation of ANNA's HP Workshop.
9. Collaborates with the Advocacy and Health Policy Committee Chairperson and coordinates the development of training tools for Chapter HP Representatives.
10. Reviews Role Description as requested and submits revisions to the Advocacy and Health Policy Committee Chairperson.
11. Participates in ANNA Connected Advocacy News & Alerts and ASCT.

J. RESPONSIBILITIES OF THE CONSULTANT, FEDERAL HP, AND GOVERNMENT RELATIONS

Refer to Role Description 11.02.10, *Consultant, Health Policy and Government Relations*.

K. RESPONSIBILITIES OF THE KCP CONSULTANT

Refer to Role Description 11.02.27, *Consultant to KCP*

L. RESPONSIBILITIES OF ADVOCACY AND HEALTH COMMITTEE MEMBERS

1. Serves as a member of the Advocacy and Health Policy Committee.
 - a. Submits reports to the Advocacy and Health Policy Committee Chairperson by established deadlines.
 - b. Responds to all materials presented to the committee by the Advocacy and Health Policy Committee Chairperson, Chairperson Designate, Federal HP Consultant, KCP Consultant, and BOD.
 - c. At the request of the Advocacy and Health Policy Committee Chairperson, provides input into letters for the record where and when appropriate and as approved by the National President.
2. Collaborates with the Advocacy and Health Policy Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the Advocacy and Health Policy Committee Chairperson of external trends that may influence decisions of the BOD.
 - b. Keeps informed of health policy issues through environmental scanning and communication with Congressional and Senate representatives, government agency personnel, and representatives of other nursing and related nephrology organizations.
 - c. Serves as a point of contact for selected projects as assigned by the Advocacy and Health Policy Committee Chairperson. May include:
 - (1) Advocacy Forum
 - (2) Position statement development and/or revisions
 - (3) Updates to website resources
 - (4) Collaboration with other kidney care and nursing associations
3. Serves as Liaison between the Advocacy and Health Policy Committee and Chapter HP Representatives.
 - a. Utilizes Advocacy News and Alerts to disseminate to chapters.
 - b. Communicates pertinent information and issues to the Chapter HP Representatives.
 - c. Reviews email communications and disseminates as indicated to ACST Liaison and Chapter HP Representatives.
 - d. Reports trends in the state health policy arena.
4. Maintains current knowledge of legislative, health policy, and regulatory issues through communication with the Advocacy and Health Policy Committee Chairperson, Federal HP Consultant, KCP Consultant, Chapter HP Representatives, various publications, and monitoring health policy websites.

5. Represents ANNA and nephrology nursing on matters of state legislation, state government programs, and state health policies that affect nursing practice, upon request by the ANNA President and BOD.
 - a. Coaches and mentors Chapter HP Representatives to monitor state legislative and regulatory activities that have a potential impact on nephrology nursing and patients with chronic kidney disease.
 - b. Communicates state legislative or regulatory issues and activities to the Advocacy and Health Policy Committee Chairperson and Board Liaison for distribution to the pertinent state chapter members.
6. Represents ANNA at other professional organizations' meetings or task forces as delegated by the Board Liaison and National President.
7. Establishes an effective communication system for sharing information.
 - a. Establishes a reliable system for receiving, reviewing, and responding to email within a maximum of three (3) days.
 - b. Responds to requests for feedback by the designated deadlines.
8. Participates in and serves as a resource for planning and implementation of ANNA's Advocacy Forum.
9. Works with Chapter HP Representatives to monitor potential changes to state nurse practice acts which could impact nephrology nursing and alerts the Advocacy and Health Policy Committee Chairperson should such be identified. Supports the Advocacy and Health Policy Committee Chairperson in developing a reporting structure for Chapter HP Representatives to document their activities.
10. Collaborates with the Advocacy and Health Policy Committee Chairperson, coordinates the development of training tools for Chapter HP Representatives.
11. Reviews role description as requested and submits revisions to the Advocacy and Health Policy Committee Chairperson.
12. Participates in ANNA Connected Advocacy News & Alerts.
13. Helps to identify a successor and provides orientation to the incoming Advocacy and Health Policy Committee Members.

M. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Upholds and supports the objectives of the Advocacy and Health Policy Committee.
2. Assists the Advocacy and Health Policy Committee in preparing position statements, correspondence, and other documents for presentation to the BOD for approval, including coordination of edits and changes.
3. Types, prints, and/or publishes, and distributes position statements, correspondence, and informational materials.
4. Publishes position statements via the *ANNA Update*, the website, press releases, and any other means of communication identified based upon the nature of the statement.
5. Provides support for LEAD Workshop planning and the online course module for the orientation of Chapter HP Representatives.
6. Provides support for Take Action by placing letters online and tracking results.
7. Provides clerical assistance if indicated and requested by the Advocacy and Health Policy Committee Chairperson and authorized by the Executive Director.

N. LINES OF COMMUNICATION

Refer to the Organizational Chart