

Policy & Procedure	1.12
Reviewed/Updated	8/18
BOD Reviewed/Approved.....	9/18
Substituted for	8/16
Original Date.....	10/05

POLICY & PROCEDURE ADDENDUM

10 STEPS TO POSITION STATEMENT DEVELOPMENT

This document is to be used in conjunction with Policy & Procedure 1.11, *Position Statements*, and 1.11A, *Position Statement Template*.

If a member or group of members believes that ANNA should take a position on a matter they believe is important, the following steps must be followed:

1. **Perform an assessment of the need for and interest in** development of a new *Position Statement* by addressing the following points in writing:
 - a. Describe the position which would be articulated by the new Position Statement.
 - b. Describe the importance of this position to American Nephrology Nurses Association (ANNA).
 - c. How would this position relate to a timely and significant issue of importance to nephrology nursing?
 - d. What patient population, professional practice group and/or modality of therapy will benefit from the creation of the new Position Statement?
 - e. How will the development of this new Position Statement contribute to the continued growth of professionalism in nephrology nursing?
 - f. How does the creation of this new Position Statement support the mission and strategic plan of the ANNA?
 - g. Is the new Position Statement consistent with the Nephrology Nursing Scope and Standards of Practice?
 - h. Is the new Position Statement consistent with, and not in conflict with, any current ANNA position statements?
 - i. Would the new Position Statement be helpful if it were presented in a court of law?
 - j. Identify at least one (1) active ANNA member who is committed to the development of the new Position Statement and who will take responsibility to ensure the Position Statement is written thoughtfully, professionally and promptly.

2. **Call the ANNA National Office** (888-600-2662) for contact information for the National President or his/her designee.

3. **Contact the** National President or his/her designee for a preliminary discussion regarding your interest in the development of a new *Position Statement*. You will be asked to discuss the assessment described in Step 1 and be advised of any additional information required. The National President or his/her designee will review your assessment and may seek additional information in consideration of the new *Position Statement*.

4. The **individuals proposing the new *Position Statement*** will **submit all paperwork** from Step 1 and any other requested items to the National President or his/her designee. The National President or his/her designee and other ANNA members selected by the National President or his/her designee will review all information. If the majority of the reviewers agree the newly proposed *Position Statement* is needed by ANNA, those proposing to write the *Position Statement* will be given the authorization to continue development.
5. The ANNA member who is committed to the development of the new *Position Statement* will **work with the National President or his/her designee to develop and write** the initial draft of the proposed *Position Statement*, which should be about one page in length. The author should follow directions in Procedure described in Policy & Procedure 1.11, *Position Statements*, and use the position statement template provided at Policy & Procedure 1.11A, *Position Statement Template*. These can be found on <http://www.annanurse.org> under "Members Only" > Policy and Procedures – [Click Here](#).
6. The **proposed *Position Statement*** should address the following:
 - a. Identification of the issue/scope of the problem
 - b. Definition of key terms
 - c. Target audience
 - d. Financial/social impact
 - e. Regulatory impact
 - f. Review of the literature/background information:
 - (1) Positions/information from other organizations
 - (2) ANNA website/paper
 - (3) Other ANNA position statements or endorsements
 - g. Evidence to support/not to support the issue
 - h. Recommendation to support/not support the issue
 - i. Options
 - j. References
7. The author will **submit the proposed *Position Statement* to the National President or his/her designee for review**. The objective review will be based on the items listed in Step 6 above. The National President or his/her designee may ask the author to make changes.
8. Once the draft is accepted by the work group assigned to review the materials, the document will be **forwarded to the National Secretary** by the National President or his/her designee for review. The National Secretary and National President or his/her designee will work with the author if additional changes are needed.
9. The **National Secretary** will **forward** the accepted draft of the document **to the Board of Directors (BOD)** for review.
10. **The BOD may accept, reject or ask for changes** of the draft document. If the BOD decides to adopt the document as a new *Position Statement*, publication and distribution of the *Position Statement* will follow as described in Policy & Procedure 1.11, *Position Statements*.

After completion of the ten (10) steps, all newly approved *Position Statements* will be published in the next issue of the *ANNA Update* for general distribution and placed on ANNA's website.