

Policy	11.02.08
Revised	1/20
BOD Reviewed and Approved...	2/20
Substituted for	1/14
Original Date	4/00
Reinstated	1/20

ROLE DESCRIPTION

A. ROLE TITLE: HEALTH POLICY (HP) COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, 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 and manages the health policy efforts of the Chapter HP Representatives.
4. Coordinates educational activities and oversees development of materials to educate Chapter Health Policy 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 development of materials to educate individuals involved in health policy decision-making about ANNA and Chronic Kidney Disease (CKD).
7. Promotes the membership’s knowledge of health policy issues impacting nephrology nursing practice and encourages member involvement.
8. Utilizes various print, verbal, electronic communication and other venues to present ANNA positions related to health policy and to inform members on health policy issues to foster advocacy.
9. Develops and provides orientation for Chapter HP Representatives at the Annual Leadership Development And Education (LEAD) Workshop.
10. 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.
11. Assists and advises ANNA in allocating its advocacy resources to address threats and opportunities in the health policy arena.

12. Provides mentorship to increase the knowledge and activity level of members and ANNA leaders.

C. COMPOSITION

1. Committee

- a. The Committee should be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Five (5) HP Committee Members
 - (4) One (1) Health Policy ANNA Chapter Support Team (ACST) Liaison
 - (5) Federal HP Consultant
 - (6) KCP Consultant

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section B. Becomes HP Committee Chairperson after serving one (1) year as Chairperson Designate pending approval of the BOD.
- b. Qualifications:
 - (1) Full 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) Five (5) years of experience in nephrology nursing.
 - (6) Prior attendance at Nurse in Washington Internship (NIWI) and/or ANNA HP Workshop.
 - (7) Member of American Nurses Association (ANA) and/or state nurses' association preferred.
 - (8) Current certification in nephrology nursing preferred
- 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 diversity of practice specialty, and geographic representation.

3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect after consultation with the outgoing HP Committee Chairperson, with approval by the BOD.
- b. Qualifications:
 - (1) Full member of ANNA for at least two (2) consecutive 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) Preferred past attendance at NIWI and/or ANNA HP Workshop.
 - (7) May serve concurrently as Chairperson Designate and in one (1) of the HP Committee Member positions.

- c. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Demonstrated leadership ability.
 - (3) Member of ANA and/or state nurses' association preferred.
 - (4) Current certification in nephrology nursing preferred.
 - (5) Consideration will be given to include diversity of practice specialty and geographic representation.

4. Health Policy Liaison to ACST

- a. Selection Method: Appointed by the HP Committee Chairperson in collaboration with the Board Liaison
- b. Qualifications:
 - (1) Full member of ANNA for at least three (3) consecutive 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) Preferred prior attendance at Nurse in Washington Internship (NIWI) and/or ANNA HP Workshop.
 - (7) Member of American Nurses Association (ANA) and/or state nurses' association preferred.
 - (8) Current certification in nephrology nursing preferred.
 - (9) Leadership experience on ACST preferred.
- c. Selection Criteria:
 - (1) Established knowledge base in nephrology, transplantation, and related therapies.
 - (2) Consideration will be given to include diversity of practice specialty, and geographic representation.

5. HP Committee Members

- a. Selection Method:
 - (1) Appointed by the HP Committee Chairperson in collaboration with the Board Liaison.
- b. Number of Committee Members:
 - (1) Five (5) members, plus the Health Policy ACST Liaison, Chairperson, and Chairperson Designate
- c. Qualifications:
 - (1) Full member of ANNA for at least two (2) consecutive years.
 - (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) Two (2) years of experience in nephrology nursing.
 - (7) 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 American Nurses Association (ANA) and/or state nurses' association preferred.
 - (4) Past attendance at Nurse in Washington Internship (NIWI) and/or ANNA Health Policy Workshop (HPW) preferred.
 - (5) Consideration will be given to include diversity of practice specialty 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 1 additional 2 year term.
- 2. The HP Committee Members are appointed for a two (2) year term. May be reappointed. Three (3) HP Advisor's will be appointed in odd years and two (2) HP Advisor's will be appointed in even years. May be reappointed for 1 additional 2 year term.
- 3. The HP ACST Liaison is appointed to serve a two (2) year term. May be reappointed for 1 additional 2 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. LEAD Workshop
 - c. HP Workshop
 - d. HP Committee Conference Calls
 - e. Own local chapter meetings.
 - f. Other conference calls as requested.
 - g. Periodic meetings with legislators/aides and government agency personnel as requested and approved by the Board Liaison or National President, unless requires budget approval.
 - h. 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.
 - i. 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. LEAD Workshop
- b. HP Workshop.
- c. HP 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. NIWI (in those years in which ANNA does not host HP Workshop) [incoming if has not attended within the last five (5) years].

3. HP Committee Members

- a. Own local ANNA chapter meetings.
- b. LEAD Workshop
- c. Health Policy Workshop based upon work assignment and ANNA budget.
- d. Monthly HP Committee conference calls.
- e. Other conference calls and meetings as requested and approved by the HP Committee Chairperson.
- f. May apply to attend NIWI meeting through the annual awards, scholarships, and grant process.
- 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.

4. Health Policy Liaison to ACST

- a. Own local ANNA chapter meetings.
- b. LEAD Workshop
- c. Health Policy Workshop based upon work assignment and ANNA budget.
- d. Monthly HP Committee conference calls.
- e. Participates in ACST calls or appoints a designee as needed.
- f. Other conference calls and meetings as requested and approved by the HP Committee Chairperson.
- g. May apply to attend the NIWI meeting through the annual awards, scholarships, and grant process.
- h. 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.

- * **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*.

G. RESPONSIBILITIES OF CHAIRPERSON

1. Understands, upholds, and supports the mission, 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, HP Committee Members, and Health Policy Liaison to ACST.
 - h. Assists the committee in developing priorities to support the goals of the *Advancing American Kidney Health Initiative* and other significant health policy matters.
 - i. Participates in and serves as a resource for planning and implementation of ANNA's HPW.
 - j. In collaboration with HP 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 BOD for approval.
 - (3) Reviews and revises drafts of internal 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.
 - (5) Maintains a schedule to ensure that each Position Statement is reviewed biennially.
2. In collaboration with HP Committee, provides 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 Health Policy Handbook every other year.
 - c. Prepares an agenda and develops all content for Chapter HP Representative at the annual LEAD Workshop.
 - d. Develops, and updates annually, the content for online course module for the orientation of Chapter HP Representatives.
 - e. Develops a reporting structure for 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 on CongressWeb.
4. Responds to all material referred to the committee by the BOD, Federal HP Consultant, KCP Consultant, Executive Director, or Management Firm.
5. Reviews role description of 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 written status report prior to BOD meetings and as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
9. With input from HP Committee Members and Health Policy Liaison to ACST, 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.
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 agency and nursing and nephrology organization information.
 - b. Informs the membership via the *ANNA Update*, ANNA E-News, the ANNA Website, Open Forum, and/or CongressWeb 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 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.
 - a. Participates in all HP conference calls.
 - b. Forwards copies of all communications, action plan timelines, and drafts to the Chairperson Designate.
 - c. Collaborates with committee members in preparing status reports.

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

H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Submits written reports as requested to the HP Committee Chairperson to assist in 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 HP Committee Chairperson.
 - d. Prepares and presents ideas, problems, and solutions of organizational and professional interest to the HP Committee Chairperson for consideration.
 - e. Assumes responsibilities delegated to him/her by the HP Committee Chairperson.
 - f. Assists the HP Committee Chairperson in preparing an annual report.
 - g. Assists the HP Committee Chairperson to ensure development, revision, and implementation of the annual committee action plan to promote the strategic plan.
 - h. Assists the HP Committee Chairperson in preparing an annual committee budget.
 - i. Participates in orientation to the HP Committee Chairperson position.
 - j. Participates in and serves as a resource for planning and implementation of ANNA's HPW.
2. Works collaboratively with the HP Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the HP Committee Chairperson of external trends which 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 point of contact for selected projects as assigned by the HP Committee Chairperson.

May include:

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

I. RESPONSIBILITIES OF HP COMMITTEE MEMBERS

1. Serves as a member of the HP Committee.
 - a. Participants who are funded by ANNA to attend NIWI will be required to submit a report describing how they plan to use and/or have used their experience at NIWI to benefit ANNA (e.g. submit an *ANNA Update* or *Nephrology Nursing Journal* article,). Reports will be due within sixty (60) days of the close of the meeting.
 - b. Submits reports to the HP Committee Chairperson by established deadlines.
 - c. Responds to all materials presented to the committee by the HP Committee Chairperson, Chairperson Designate, Federal HP Consultant, KCP Consultant and BOD.
 - d. At the request of the HP Committee Chair, provides input into letters for the record where and when appropriate and as approved by the National President.
2. Works collaboratively with the HP Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the HP Committee Chairperson of external trends which 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 point of contact for selected projects as assigned by the HP Committee Chairperson. May include:
 - (1) HP Workshop
 - (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 HP Committee and Chapter HP Representatives.
 - a. Uses ANNA Connected to share information with assigned chapters.
 - b. Communicates pertinent information and issues to the Chapter HP Representatives.
 - c. Reviews email communications and disseminates as indicated to ACST Chairperson and Chapter HP Representatives.
 - d. Reports trends in state health policy arena.

4. Maintains current knowledge of legislative, health policy, and regulatory issues through communication with the HP Committee Chairperson, Federal HP Consultant, KCP Consultant, Chapter HP Representatives, health policy update reviews from ANNA's National Office, various publications, and monitoring health policy websites.
5. Upon request, the ANNA President and BOD represents ANNA and nephrology nursing on matters of state legislation, state government programs, and state health policies that affect nursing practice.
 - 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 HP 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 HP Workshop.
9. Works with Chapter HP Representatives to monitor potential changes to state nurse practice acts which could impact nephrology nursing and alerts the HP Committee Chairperson should such be identified. Supports the HP Committee Chairperson in developing a reporting structure for Chapter HP Representatives to document their activities.
10. In collaboration with the HP Committee Chairperson, coordinates the development of training tools for Chapter HP Representatives.
11. Reviews role description as requested and submits revisions to the HP Committee Chairperson.
12. Participates in ANNA Connected, a social and professional networking resource for ANNA members.
13. Helps to identify a successor and provides orientation to the incoming HP Committee members.

J. RESPONSIBILITIES OF HP LIAISON TO ACST

1. Serves as a member of the HP Committee.
 - a. Participants who are funded by ANNA to attend NIWI will be required to submit a report describing how they plan to use and/or have used their experience at NIWI to benefit ANNA (e.g. submit an *ANNA Update* or *Nephrology Nursing Journal* article,). Reports will be due within sixty (60) days of the close of the meeting.
 - b. Submits reports to the HP Committee Chairperson by established deadlines.
 - c. Responds to all materials presented to the committee by the HP Committee Chairperson, Chairperson Designate, Federal HP Consultant, KCP Consultant and BOD.
 - d. At the request of the HP 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. Works collaboratively with the HP Committee Chairperson to achieve the health policy goals of ANNA.
 - a. Recognizes and advises the HP Committee Chairperson of external trends which may influence decisions of the BOD.
 - b. Monitors trends in 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 HP Committee Chairperson. May include:
 - a. Associated with ACST
 - b. HP Workshop
 - c. Position statement development and/or revisions.
 - d. Updates to website resources.
5. Maintains current knowledge of legislative, health policy, and regulatory issues through communication with the HP Committee Chairperson, Federal HP Consultant, KCP Consultant, Chapter HP Representatives, health policy 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. In collaboration with the HP Committee Chairperson, coordinates the development of training tools for Chapter HP Representatives.
10. Reviews Role Description as requested and submits revisions to the HP Committee Chairperson.
11. Participates in ANNA Connected, a social and professional networking resource for ANNA members.

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

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

L. RESPONSIBILITIES OF THE KCP CONSULTANT

Refer to Role Description

M. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Upholds and supports objectives of the HP Committee.
2. Assists the HP 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 Congress Web by placing letters online and tracking results.
7. Clerical assistance if indicated and requested by the HP Committee Chairperson and authorized by the Executive Director.

N. LINES OF COMMUNICATION

Refer to Organizational Chart