

Policy	11.02.15
Revised	3/20
BOD Reviewed and Approved...	4/20
Substituted for	12/18
Original Date.....	2/89

ROLE DESCRIPTION

A. ROLE TITLE: RESEARCH COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
2. Promotes the development of research-based nephrology nursing practice congruent with the *Nephrology Nursing Scope and Standards of Practice*, including educational programming that unites practice, education, and research, promoting the completion and publication of research, working toward an evidence-based practice, including facilitating use of research findings in practice.
3. Coordinates the solicitation of applicants and nominees and selection of recipients of research-related awards and grants.
4. Provides guidance and mentoring for the novice researcher.
5. Addresses issues that affect nephrology nursing research by developing position statements or guidelines for ANNA concerning such issues as directed by the Board of Directors (BOD).
6. Represents ANNA and serves as a resource to other professional and health policy groups when issues related to nephrology nursing research are concerned, as directed by the National President or BOD.

C. COMPOSITION OF THE COMMITTEE

1. Committee
 - a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Up to six (6) additional Members

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Previous experience as an ANNA chapter officer or committee member.
 - (4) Completed a minimum of master's degree in nursing or a related field. If the member is enrolled in an MSN/DNP or MSN/PhD program that confers both degrees at the same time, the member will be eligible to serve on this committee if the credits equal to the number required for the Master's degree have been completed.
 - (5) Completed course work in research theory and methodology during graduate education (master's or doctoral program).
 - (6) Participated in a research project in the capacity of principal or co-principal investigator.
- c. Selection Criteria:
 - (1) Familiarity and/or experience with the organizational structure of ANNA.
 - (2) Experience and/or a sound knowledge base in several nephrology nursing subspecialties.
 - (3) Demonstrates ability in group process to delegate responsibility to others and follow through to assure completion of tasks.
 - (4) Prior membership on the Research Committee for at least one (1) year.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (6) Consideration will be given to include diversity of practice, specialty, age, ethnicity, gender, and geographic representation.

3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Previous experience as an ANNA chapter officer or committee member.
 - (4) Completed a minimum of master's degree in nursing or a related field. If the member is enrolled in an MSN/DNP or MSN/PhD program that confers both degrees at the same time, the member will be eligible to serve as the Chairperson Designate if the credits equal to the number required for the Master's degree have been completed.
 - (5) Completed course work in research theory and methodology during graduate education (master's or doctoral program).
 - (6) Participated in a research project in the capacity of principal or co-principal investigator.
- c. Selection Criteria:
 - (1) Familiarity and/or experience with the organizational structure of ANNA.
 - (2) Experience and/or a sound knowledge base in several nephrology nursing subspecialties.
 - (3) Demonstrates ability in group process to delegate responsibility to others and follow through to assure completion of tasks.
 - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (5) Consideration will be given to include diversity of practice, specialty, age, ethnicity, gender, and geographic representation.

4. Committee Members

- a. Selection Method: Selected by the Chairperson.
- b. Qualifications:
 - (1) Full Member of ANNA for one (1) year.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Completed at least a master's degree in nursing or a related field. If the member is enrolled in an MSN/DNP or MSN/PhD program that confers both degrees at the same time, the member will be eligible to serve as the Chairperson if the credits equal to the number required for the Master's degree have been completed.
 - (4) Completed course work in research theory and methodology during graduate education (master's or doctoral program).
 - (5) Participated in a research project in the capacity of principal investigator, co-principal investigator, collaborator, or research assistant.
- c. Selection Criteria:
 - (1) Experience and/or a sound knowledge base in several nephrology nursing subspecialties or demonstrated expertise in a single nephrology nursing subspecialty.
 - (2) Demonstrates ability to communicate effectively.
 - (3) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (4) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members: Six (6).

D. TENURE

1. The Chairperson is appointed to serve a two (2) year term – one (1) as Chair Designate, followed by one (1) year as Chairperson. May be reappointed.
2. Committee members are appointed for a term of two (2) years with an optional reappointment of one (1) to two (2) years, at which time the member must rotate off the committee for at least one (1) year.
3. Four (4) Committee members at large with two (2) year staggered terms.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II, V, VI, and VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson
 - a. National Symposium (outgoing).
 - b. Orientation Webinar as required by the President-Elect (incoming/midterm).
 - c. Research Committee meetings and conference calls as needed, approved, and budgeted.
 - d. Awards and Scholarship Committee conference calls as requested.
 - e. Own local ANNA chapter meetings.
 - f. Other meetings as requested, approved, and budgeted.

2. Chairperson Designate

- a. Orientation Webinar as required by the President-Elect (incoming).
- b. Research Committee meetings and conference calls as needed, approved, and budgeted.
- c. Own local ANNA chapter meetings.
- d. Other meetings as requested, approved, and budgeted.

3. Committee Members

- a. Research Committee meetings and conference calls as needed, approved, and budgeted.
- b. Own local ANNA chapter meetings.
- c. Other meetings as requested, approved, and budgeted.

- * **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 the ANNA.
 - a. Serves as an active standing Committee Chairperson.
 - (1) 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.
 - (2) Ensures development, revision, and implementation of annual action plan, congruent with the *Nephrology Nursing Scope and Standard of Practice*, to promote the strategic plan.
 - (3) Obtains input from the Board Liaison and appoints committee members.
 - (4) Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
 - (5) Conducts meetings keeping agenda on track and honoring time commitments.
 - (6) Provides the following for *ANNA Update*:
 - Annual Report
 - Additional articles as needed or otherwise requested
 - (7) Reviews, evaluates, and responds to all material presented to Committee Chairperson.
 - (8) Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - (9) Maintains collaborative relationship with the Specialty Practice Networks Chairperson.
 - (10) Reviews role description of position as requested and proposes changes to the National Secretary.
 - (11) Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
 - (12) Prepares and presents ideas, problems and possible solutions, and activities/programs of organizational and professional interest to the Board Liaison for consideration by the BOD.
 - (13) Assumes responsibilities delegated to him/her by the National President or BOD.

- b. Recognizes and advises the Board Liaison of changing outside trends that may influence the decisions of the BOD.
 - c. Maintains a collaborative relationship with the Awards and Scholarship Committee Chairperson.
 - d. Orients Chair Designate to the role.
2. Promotes the development of research-based nephrology nursing practice, including educational programming that unites practice, education, and research, promoting the completion and publication of research, and facilitating utilization of research findings in practice.
3. Assists in the development and implementation of an ANNA research agenda.
4. Coordinates the solicitation and selection of research-related awards and grants.
 - a. Coordinates the selection of recipients for all research related grants and awards with the Awards Committee Chairperson.
 - b. Coordinates the selection of recipients for all research grants.
 - c. Coordinates the review and revision of all research related awards and grants yearly.
 - d. Coordinates the dissemination of information related to all research awards and grants.
 - e. Makes recommendations for research grant recipients to the BOD.
 - f. With the Committee, reviews research abstracts and selects those for presentation at the National Symposium.
5. Addresses issues that affect nephrology nursing research by developing position statements or guidelines for ANNA concerning such issues as directed by the BOD.
 - a. Coordinates the development of responses to issues related to nephrology nursing research.
 - b. Submits a final draft of all such responses to the BOD for approval.
6. Represents ANNA and serves as a resource to other professional and health policy groups when issues related to nephrology nursing research are raised, as directed by the National President or BOD.
7. Serves as an ex-officio member of the Awards and Scholarship Committee.

H. RESPONSIBILITIES OF THE CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Reports to Chairperson.
 - (1) Prepares written reports as requested by the established deadlines.
 - (2) Reviews policy and procedures pertinent to the Research Committee and proposes changes to the Chairperson.
 - (3) Assumes responsibilities as delegated by the Chairperson.
 - b. Assumes role of Chairperson after the National Symposium when the presiding Chairperson rotates off the committee.
 - c. Orients to Chairperson role.
 - d. Works with Chairperson to identify Research Committee members.
 - e. Reviews research abstracts.
 - f. Assists the Chairperson in determining the awardees for research awards and grants.
 - g. Coordinates topics for upcoming calendar year for *Nephrology Nursing Journal's* Exploring the Evidence column.

I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of the ANNA.
2. Assists in planning/implementation of action plan, strategic plan review, and suggestions for revision.
3. Completes projects according to the established timetable as requested by the Chairperson.
4. Assumes other responsibilities as delegated by the Chairperson.
5. Reviews research abstracts.
6. Assists in planning/implementation of committee activities, e.g., education offerings, action plan, strategic plan review, and suggestions for revision.
7. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with Chairperson.

J. RESPONSIBILITIES OF THE MANAGEMENT FIRM

1. Distributes correspondence as requested by the Chairperson.
2. Assists in editing written documents as requested by the Chairperson.
3. Arranges for publication, printing, and distribution of written documents after consultation with the Chairperson.
4. Coordinates, plans, and implements all meeting needs within budget.
5. Arranges for the disbursement of funds to research grant recipients.
6. Prior to appointment, verifies proposed appointees for the role of Committee Chairperson and Chair Designate meet the qualifications outlined within the role description.
7. At request of the Committee Chairperson, confirms that potential committee members are full ANNA members in good standing.

K. LINE OF COMMUNICATION

Refer to the organizational chart.