

Policy .....	11.01.13
Revised .....	3/22
BOD Reviewed and Approved...	7/22
Substituted for .....	4/20
Original Date.....	8/01

**ROLE DESCRIPTION**

A. ROLE TITLE: CHAPTER HEALTH POLICY (HP) REPRESENTATIVE

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 state legislative and regulatory activity that would impact general nursing practice, nephrology nursing practice, and individuals affected by kidney disease.
3. Promotes the membership’s understanding of issues affecting their practice and encourages member involvement at all levels.

C. COMPOSITION

1. Officer
  - a. Selection Method: Appointed by the Chapter Executive Committee or elected by the chapter members.
  - b. Qualifications:
    - (1) Full member of ANNA.
    - (2) Active participation in local chapter.
    - (3) Interest in legislative process and health policy issues.
    - (4) One (1) year experience in nephrology nursing.
    - (5) Member of American Nurses Association and/or state nurses’ association preferred.
  - c. Selection criteria:
    - (1) Established knowledge base in nephrology, transplantation, and related therapies.
    - (2) Demonstrated verbal and written communication skills.

D. TENURE

Appointed or elected for one (1) year. May be reappointed or reelected.

E. GOVERNED BY NATIONAL AND MODEL CHAPTER BYLAWS AND LOCAL CHAPTER BYLAWS, IF APPLICABLE

Article VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. HP conference calls.
2. Own local chapter meetings.
3. Encouraged to attend Biennial HP Workshop.
4. Encouraged to attend National Symposium.
5. Encouraged to attend the Leadership Development And Education (LEAD) Workshop (incoming officer), held prior to the National Symposium.
6. Periodic meetings with legislators/aides and government agency personnel as requested and approved.
7. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing and health care organizations as requested and approved.

G. RESPONSIBILITIES OF OFFICER

1. General chapter officer responsibilities:
  - a. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - b. Serves as a member of the Chapter Executive Committee.
  - c. Submits reports as requested.
  - d. Assists in developing the Chapter work plan with the Chapter Executive Committee.
  - e. Assumes responsibilities delegated to him/her by the Chapter President.
  - f. Orients his/her successor to the role.
  - g. Ensures that all personal information collected about ANNA members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*, and that information is used for chapter business only.
  - h. Assumes responsibility of passing on ANNA chapter records and equipment in accordance with Policy & Procedure 2.13, *Maintenance of ANNA Records and Equipment*.
  - i. Contributes to chapter newsletter as requested.
  - j. Utilizes ANNA Connected to network and collaborate with ANNA members.
2. Completes officer orientation module as directed by the National Office.

### 3. Specific Chapter HP Representative responsibilities:

- a. Stays current with local, state, and federal issues that may impact nephrology nursing.
- b. Serves as a resource for ANNA members and other nephrology nurses regarding state and national legislative and regulatory issues.
- c. Communicates pertinent local legislative and regulatory activity and issues to the ACST Leader or HP Specialty Practice Network (SPN).
- d. Familiar with ANNA Legislative Action Center.
- e. Educates chapter members about pertinent state and federal HP related legislative and regulatory issues.
- f. Promotes involvement of nephrology nurses on legislative and regulatory issues at all levels, including using electronic mail and telephone trees to urge calls/emails/letters to legislators.
- g. Signs-up for emails from Senators/Representatives in their area and State Board of Nursing (BON).
- h. Recommend introducing self and other chapter officers to the State BON and other state regulatory agencies via email and offers to serve as a resource for nephrology and nursing issues. Maintains open communication with the BON and state regulatory agencies.
- i. Upon request, provides written/oral communication on legislative and regulatory issues.
- j. Upon request by ANNA leadership, represents ANNA on state committees, coalitions, task forces, and work groups pertaining to nursing and nephrology-related legislation.
- k. Upon request, acts as a liaison to the state nurse's association, the State BON, and state legislature. May collaborate with other Chapter HP Representatives in these efforts when there is more than one (1) ANNA chapter in the state.
- l. Upon request, calls/visits state legislators, their staff, and state governmental agencies as necessary for purposes of education regarding ESRD; to discuss proposed or potential legislation on issues of interest to ANNA; or to establish relationships for future contact.

### H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Serves as a resource for the chapter.
2. Provides staff support as needed and directed by the Executive Director within budgetary guidelines.

### I. LINES OF COMMUNICATION

1. As chapter officer, reports to the Chapter President.