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POLICY & PROCEDURE ADDENDUM

STEPS TO SPECIALTY PRACTICE NETWORK FORMATION
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1. Perform an assessment of interest and commitment to develop a new Specialty Practice Network (SPN) by addressing the following points in writing. This assessment is required as the initial step to determine commitment and likelihood of success of the proposed new SPN.
 - Describe the Clinical or Functional focus of the new SPN.
 - Will the new SPN represent a new practice paradigm or modality of treatment? What patient population, professional practice group and/or new modality of therapy will benefit from the creation of the new SPN?
 - How will the formation of this new SPN contribute to the continued growth of professionalism in nephrology nursing and ANNA membership?
 - How does the creation of the new SPN support ANNA’s mission and strategic plan?
 - How does the proposed SPN support the SPNs’ statement of purpose?
 - Identify at least one (1) active member who is committed to the growth and development of the new SPN to assume the role of Leader for at least two (2) years.
 - Identify at least three (3) full members who are committed to the growth and development of the new SPN to assume advisor positions for at least two (2) years.
 - Identify at least five (5) individuals who will participate as new members for the SPN.

2. Contact the ANNA National Office (National Office) to provide notification of intent to form a new SPN. The National Office contacts are the Education Services & Project Specialist and the Executive Director. Initial information should be sent to the Education Services & Project Specialist for review. They will then forward to the Executive Director.

3. Once contact information for the SPN Chairperson is received from the National Office, contact the SPN Chairperson for a preliminary discussion regarding your interest in forming a new SPN. You will be asked by the SPN Chairperson to discuss the assessment described in Step 1. After initial review of the assessment information, the SPN Chairperson will notify you of any additional information that is required for further consideration of the new SPN.
4. The proposers of the new SPN will submit documentation of the completion of the assessment required in Step 1 and any other requested items to the SPN Chairperson who will then forward the documentation to the Board Liaison. The Board Liaison will review all items for accuracy and present the submitted information to the Board of Directors (BOD) for review. The BOD may ask leaders of the existing SPNs to review the information provided by the proposed SPN and submit their assessment of the application. If so, the BOD will review the existing SPN leaders' recommendation and the information for implementation of the new SPN. The final determination of the creation of a new SPN, including approval of the Leaders and Advisors, will be made by the BOD.
5. An official announcement letter will be mailed from the National Office to the approved Leaders and Advisors.
6. Approval of the new SPN and a call for new members will be announced on the ANNA website, in the ANNA E-news, and *ANNA Update*.
7. The new SPN Leaders and Advisors will host a planning conference call with the following suggested agenda:
 - Welcome remarks and introductions.
 - Review ANNA's mission, philosophy, purpose, and strategic plan.
 - Review the purpose of the SPN.
 - Describe the plans for the formation of the new SPN.
 - Discussion/question and answer period.
 - Develop an action plan based on the current format in use by the BOD and Committees to include:
 - Identify a minimum of one (1) goal in each of the following areas:
 - Education
 - Publication
 - Best Practice
 - Define one (1) or more projects for the SPN.
 - Nominate or ask for volunteers to head defined projects.
 - Develop a "to do" list with specific timelines for completion.
 - Plan the next conference call/meeting date, time, and location.

8. Send the SPN initial Action Plan and other requested information to the Education Services & Project Specialist at the National Office.
9. The SPN Chairperson, existing SPN Leaders, and Board Liaison will provide guidance during the SPN formation period and arrange for the National Office to give the new SPN Leaders and Advisors online access to the resources they may need.
10. Assistance in preparing the budget will be provided by the SPN Chairperson, Board Liaison, and the National Treasurer. The operating budget will be submitted to the National Treasurer for final approval by the BOD.