

Policy	11.02.26
Revised	3/20
BOD Reviewed and Approved...	4/20
Substituted for	12/18
Original Date.....	1/11

ROLE DESCRIPTION

A. ROLE TITLE: SPECIALTY PRACTICE NETWORKS (SPN)

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Under the guidance of the Board of Directors (BOD), identifies, coordinates, and completes Specialty Practice Networks (SPN) activities and projects, related to education, publications, best practice resources, and membership needs, consistent with ANNA’s mission, strategic plan, and policies and procedures.
2. Actively engages and involves ANNA members, who have opted to be a part of the SPN Group, in the SPN activities.
3. Assures that work products are congruent with the *Nephrology Nursing Scope and Standards of Practice* and promote the strategic plan.

C. COMPOSITION

1. SPN
 - a. The SPN shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Nine (9) SPN Leaders
 - (4) Thirty (30) SPN Advisors (8 SPN’s have 3; 1 SPN has 6)
2. Chairperson
 - a. Selection Method: Refer to Bylaws Article III, Section K. Appointed by the President-Elect pending approval of the BOD.
 - b. Qualifications:
 - (1) Full Member of ANNA for two (2) years.
 - (2) Active nephrology nurse with at least two (2) years experience.
 - (3) Experience in two (2) or more treatment modalities preferred.

3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article III, Section K. Appointed by the President-Elect pending approval of the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for two (2) years.
 - (2) Active nephrology nurse with at least two (2) years experience.
 - (3) Experience in two (2) or more treatment modalities preferred.

4. Chairperson and Chairperson Designate

- a. Qualifications:
 - (1) Baccalaureate degree preferred.
 - (2) Current certification in nephrology nursing preferred.
- b. SPN Leader experience preferred.
- c. Selection Criteria:
 - (1) Demonstrates facilitative leadership skills.
 - (2) Demonstrates an understanding and commitment to meeting member needs and responds accordingly.
 - (3) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (4) Demonstrates willingness and ability to acquire new knowledge and skills.
 - (5) Demonstrates an understanding of ongoing organizational goals, structures, and priorities and responds accordingly.
 - (6) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (7) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

5. SPN Leaders

- a. Each of the following nine (9) SPNs will have one (1) Leader:
 - (1) Acute Care
 - (2) Administration
 - (3) Advanced Practice
 - (4) Chronic Kidney Disease
 - (5) Educator
 - (6) Hemodialysis
 - (7) Home Therapies
 - (8) Pediatrics
 - (9) Transplantation
- b. Selection Method: Appointed by the National President-Elect, with input from the SPN Chairperson/Chairperson Designate, current SPN Leader, and Advisors, and approval by the BOD.

- c. Qualifications:
 - (1) Full Member of ANNA for at least two (2) years.
 - (2) Active nephrology nurse for at least two (2) years in the specialty area.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Prior SPN Advisor experience or active SPN participation for at least two (2) years preferred.
- d. Selection Criteria
 - (1) Expresses a desire to participate and learn new skills.
 - (2) Demonstrates expertise in the specialty area.
 - (3) Exhibits an ability to recognize and cultivate talent.
 - (4) Demonstrates facilitative leadership skills.
 - (5) Demonstrates an understanding and commitment to provide excellent customer service. Effectively assesses and responds to customer's needs.
 - (6) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (7) Demonstrates a willingness and ability to acquire knowledge.
 - (8) Displays skills to improve individual, team, and organizational performance.
 - (9) Demonstrates an understanding of ongoing organizational goals, structures, and priorities and responds accordingly.
 - (10) Exhibits knowledge of software and access to computer-facilitated communication for email and word processing.
 - (11) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

6. SPN Advisors

- a. Each SPN will have three (3) Advisors: [Note: Home Therapies SPN will have separate Advisors for Home Hemodialysis and Peritoneal Dialysis (PD).]
 - (1) Education Advisor
 - (2) Publication Advisor
 - (3) Best Practice Advisor
- b. Selection Method: Appointed by the SPN Leader with input from the SPN Chairperson/Chairperson Designate, current SPN Advisors, and SPN members.
- c. Qualifications:
 - (1) Full Member of ANNA for at least one (1) year; two (2) years preferred.
 - (2) Active nephrology nurse for at least two (2) years in the specialty area.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Active SPN participation for at least one (1) year preferred.

- d. Selection Criteria:
 - (1) Expresses a desire to participate and learn new skills.
 - (2) Demonstrates expertise in the specialty area.
 - (3) Exhibits an ability to recognize and cultivate talent.
 - (4) Demonstrates facilitative leadership skills.
 - (5) Demonstrates an understanding and commitment to provide excellent customer service and responds accordingly.
 - (6) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (7) Demonstrates a willingness and ability to acquire knowledge.
 - (8) Displays skills to improve individual, team, and organizational performance.
 - (9) Demonstrates an understanding of ongoing organizational goals, structures, and priorities and responds accordingly.
 - (10) Exhibits knowledge of software and access to computer-facilitated communication for email and word processing.
 - (11) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

7. SPN Members

- a. Selection Method:
 - (1) Self-selection on the ANNA Website at any time desired.
 - (2) A member may choose to join more than one SPN.
- b. Qualifications:
 - (1) ANNA member.
 - (2) Interest in belonging to the SPN.
- c. Selection Criteria:
 - (1) All members are welcome to join.

D. TENURE

1. SPN Chairperson

- a. Serves a two (2) year term beginning at the close of the annual National Symposium, one (1) year as Chairperson Designate and one (1) year as Chairperson.
- b. May serve one (1) additional two (2) year term.

2. SPN Leaders

- a. Serves a two (2) year term beginning at the close of the annual National Symposium.
- b. May serve one (1) additional two (2) year term.

3. SPN Advisors

- a. Serves a two (2) year term beginning at the close of the annual National Symposium.
- b. May serve one (1) additional two (2) year term.

4. Appointment of SPN Leaders and Advisors

- a. One (1) SPN Leader and one (1) SPN Advisor will be appointed on alternate years based on the following schedule:
 - (1) Even numbered years
 - a) Acute Care
 - b) Administration
 - c) Chronic Kidney Disease
 - d) Hemodialysis
 - (2) Odd numbered years
 - a) Advanced Practice
 - b) Educator
 - c) Home Therapies
 - d) Pediatrics
 - e) Transplantation
- b. Two (2) SPN Advisors will be appointed on alternate years based on the following schedule:
 - (1) Even numbered years
 - a) Acute Care
 - b) Administration
 - c) Chronic Kidney Disease
 - d) Hemodialysis
 - (2) Odd numbered years
 - a) Advanced Practice
 - b) Educator
 - c) Home Therapies
 - d) Pediatrics
 - e) Transplantation

5. SPN Members

- a. Members can be part of the SPN for as long as they desire.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles V and VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. SPN Chairperson

- a. National Symposium (outgoing).
- b. Leadership Education And Development (LEAD) Workshop (incoming/midterm).
- c. SPN Leader/ Advisor conference calls.
- d. Planning meeting and calls as needed.
- e. Own local ANNA chapter meetings.
- f. Leadership Committee conference calls as requested.

2. SPN Chairperson Designate

- a. LEAD Workshop (incoming/midterm)
- b. SPN Leader conference calls.
- c. Planning meeting and calls as needed.
- d. Own local ANNA chapter meetings.
- e. Leadership Committee conference calls as requested.

3. SPN Leader

- a. LEAD Workshop (incoming/midterm).
- b. National Symposium allowance for one-day registration, travel expenses, and two (2) hotel half nights for outgoing and midterm Leaders who facilitate and manage SPN sessions.
- c. Individual SPN conference calls.
- d. Planning meeting and calls as needed.
- e. Own local ANNA chapter meetings.

4. SPN Advisors

- a. Individual SPN conference calls.
- b. Planning meeting and calls as needed.
- c. Own local ANNA chapter meetings.

- * **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 SPN CHAIRPERSON

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Ensures development, revision, and implementation of action plans by the SPNs to ensure that proposed projects are in line with the strategic plan.
 - b. Submits written status update report prior to each BOD meeting and as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
 - c. Reviews role description of position as requested and proposes changes to the National Secretary.
 - d. Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
 - e. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - f. Actively supports the SPN Chairperson Designate to plan and develop an agenda and sessions for the LEAD Workshop for SPN attendees.
 - g. Assures that the content of the LEAD Workshop ensures development, revision, and implementation of the annual action plan, congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.

- h. Maintains collaborative relationship with the Director of Education Services.
 - i. Maintains collaborative relationship with the Research Committee Chairperson.
 - j. Coordinates activities of all the SPNs as a group to assure completion of assignments within designated time frames and congruity of efforts.
 - k. Provides mentoring and training to SPN Leaders and Advisors as needed.
 - l. Coordinates recruitment of new Advisors to fill open SPN positions.
2. As requested by the National President or BOD, represents ANNA within the Association and with other professional groups about issues related to (individual) specialty practice interest networks/groups in the practice of nephrology nursing.
- a. Reviews, evaluates, and responds to all material presented.
 - b. Serves as a resource person to the BOD and SPNs regarding specialty practice area(s).
 - c. Serves as a liaison to the membership for all sub-specialty practice areas.
3. Explores proactive planning strategies for change and the impact of new technologies on issues related to quality care and standards of practice.
- a. If the individual SPN decides to present a networking session at the National Symposium, serves as a resource in the development of content for the SPN session, ensuring that content is congruent with the *Nephrology Nursing Scope and Standards of Practice*.
 - b. Serves as a moderator at the National Symposium.
 - c. Assists the individual SPNs in developing and designing projects for the individual SPN Committees and mentors as needed to assure deadlines and commitments are met.
 - d. Responds to requests from the Research Committee Chair about new areas/ideas relating to quality care and standards of practice and delegates needs to appropriate individual SPNs.
4. Promotes and facilitates an open line of communication among the SPN leaders and membership, through professional networking.
- a. Encourages SPNs to submit articles for the *ANNA Update*, reporting SPN activities and/or issues.
 - b. Encourages SPN Leaders and Advisors to participate in SPN discussion groups within ANNA Connected.
 - c. Encourages and assists SPNs to communicate with general membership to obtain information on needs/issues of the specialty practice membership that can be addressed through SPN projects, educational offerings, and publication.
 - d. Assists SPNs with process to identify volunteers from the general membership to assist in projects and other work of the SPNs.

H. RESPONSIBILITIES OF SPN CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA by assisting the SPN Chairperson with the following.
 - a. Ensures development, revision, and implementation of action plans by the SPNs to ensure that proposed projects are in line with the strategic plan.
 - b. Notifies the Chairperson immediately of significant changes or problems.
 - c. Reviews role description of position as requested and proposes changes to the National Secretary.
 - d. Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
 - e. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - f. Maintains collaborative relationship with the Director of Education Services.
 - g. Maintains collaborative relationship with the Research Committee Chairperson.
 - h. Coordinates activities of all the SPNs as a group to assure completion of assignments within designated time frames and congruity of efforts.
 - i. Provides mentoring and training to SPN Leaders and Advisors as needed.
 - j. Coordinates recruitment of new Advisors to fill open SPN positions.
2. As requested by the SPN Chairperson, National President, or BOD, represents ANNA within the Association and with other professional groups about issues related to (individual) specialty practice interest networks/groups in the practice of nephrology nursing.
 - a. Reviews, evaluates, and responds to all material presented.
 - b. Serves as a resource person to the BOD and SPNs regarding specialty practice area(s).
 - c. Serves as a liaison to the membership for all sub-specialty practice areas.
3. Explores proactive planning strategies for change and the impact of new technologies on issues related to quality care and standards of practice.
 - a. If the individual SPN decides to present a networking session at the National Symposium, serves as a resource in the development of content for the SPN session, ensuring that content is congruent with the *Nephrology Nursing Scope and Standards of Practice*.
 - b. Assists the individual SPNs in developing and designing projects for the individual SPN Committees and mentors as needed to assure deadlines and commitments are met.
 - c. Responds to requests from the Research Committee Chair about new areas/ideas relating to quality care and standards of practice and delegates needs to appropriate individual SPNs.

4. Promotes and facilitates an open line of communication among the SPN leaders and membership, through professional networking.
 - a. Encourages SPNs to submit articles for the *ANNA Update*, reporting SPN activities and/or issues.
 - b. Encourages SPN Leaders and Advisors to participate in SPN discussion groups within ANNA Connected. Encourages and assists SPNs to communicate with general membership to obtain information on needs/issues of the specialty practice membership that can be addressed through SPN projects, educational offerings, and publication.
 - c. Assists SPNs with process to identify volunteers from the general membership to assist in projects and other work of the SPNs.
5. Oversees and develops, with the help of the SPN Chairperson, an agenda and sessions for the LEAD Workshop for SPN attendees. Assures that the content of the LEAD Workshop ensures development, revision, and implementation of the annual action plan, congruent with the *Nephrology Nursing Scope and Standard of Practice*, to promote the strategic plan.

I. RESPONSIBILITIES OF SPN LEADER

1. Works with the SPN Chairperson to develop minimum annual expectations for the SPN.
2. Hold at least quarterly conference calls with SPN Advisors
3. Submits meeting minutes to the National Office within thirty (30) days of meeting.
4. Monitors and coordinates the questions and answers on the ANNA Website related to the SPN with assistance from the SPN membership.
5. Optional Participation in SPN Discussion Groups:
 - a. Responds to questions posed to the SPN Discussion Group within ANNA Connected.
 - b. Communicates to the SPN membership via the SPN Discussion Group within ANNA Connected.
6. Monitors each SPN Advisor's progress on meeting established goals.
7. Submits annual report to the SPN Chairperson prior to the February BOD meeting. Notifies the SPN Chairperson immediately of significant changes or problems.
8. Submits SPN budget requests for the upcoming year to the SPN Chairperson.
9. Oversees SPN activities, coordinates the agenda for the year, and is accountable for the overall work of the SPN. Ensures the work of the SPN, which may include manuscript publication, contribution of speakers and topics for National Symposium, and development and maintenance of the best practice resources on the ANNA Website, is completed.

10. Optional Participation in SPN Networking Sessions at the National Symposium:

- a. If the SPN wishes to coordinate an optional SPN Networking Session at the upcoming National Symposium, the SPN Leader must notify the Director of Education Services by June 1 of their commitment to participate.
- b. SPN Leaders who decide to participate will be responsible to facilitate and manage the SPN Networking Session per guidelines provided by the National Office.

11. Follows up with SPN Advisors on tasks, objectives, and accomplishments.

12. Recruits individuals as needed from the SPN membership to participate in projects during the year.

13. Distributes quarterly updates to the SPN membership on current projects.

14. Communicates issues with the SPN Chairperson for approval as needed for special projects requiring additional resources from ANNA.

15. Acts as a resource in the specialty area for SPN membership, ANNA, and other professional groups.

16. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with the SPN Chairperson.

J. RESPONSIBILITIES OF SPN ADVISOR

1. Works with the SPN Leader to develop minimum annual expectations for the SPN.

a. Education Advisor

- (1) If the SPN confirms they will present an optional SPN Networking Session at the National Symposium, the Advisor assists the Leader with the program and meets all deadlines for submission.
- (2) Identifies one (1) or two (2) emerging issues in their area of practice, recruits or recommends speakers for that topic, and communicates these to the Director of Education Services.
- (3) Prepares educational design documents and submits to the Director of Education Services by the required deadline.
- (4) Obtains input from SPN Members regarding education needs of the specialty, recommendations for speakers, emerging issues, etc.

b. Publication Advisor

- (1) Submits articles relating to the SPN for the *ANNA Update* per established schedule.
- (2) Coordinates review and publication of articles, documents, etc.

c. Best Practice Advisor

- (1) Solicits information for new or improved best practice resources from SPN membership.
- (2) Communicates project needs requiring ANNA resources and BOD approval to the BOD Liaison.
- (3) Coordinates one (1) best practice project annually, utilizing help from the SPN membership.
- (4) Submits completed best practice resources to be posted on the ANNA Website.

2. Expectations for SPN Advisors:

- a. Optional Participation in SPN Discussion Groups within ANNA Connected:
 - (1) Responds to questions posed to the SPN Discussion Group.
 - (2) Communicates to the SPN membership via the SPN Discussion Group.
- b. Recruits project participation from the SPN membership as needed.
- c. Distributes quarterly updates to the SPN membership on current projects.
- d. Communicates issues to the SPN Leader for approval as needed for special projects requiring additional resources from ANNA.
- e. Acts as a resource in the specialty area for SPN members, ANNA, and other professional groups.
- f. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with the SPN Leader.

K. RESPONSIBILITIES OF SPN MEMBERS

1. Identifies desire to be a part of the SPN by signing up per ANNA established procedures.
2. Provides input to SPN leadership by identifying membership needs related to specialty practice education, best practice resources, etc. by responding to electronic surveys and email.
3. Volunteers and participates in special projects and on task forces, which may involve conference calls and/or additional work with other interested SPN members. Examples include:
 - a. Writing articles for ANNA publications.
 - b. Developing or updating best practice resources.
 - c. Speaking or suggesting speakers for national meetings or other educational offerings.

L. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence as requested.
2. Assists in editing written documents as requested by SPN Chairperson, Leaders, and Advisors.
3. Assists in project development and establishing budgets for special projects.
4. Confirms potential SPN Advisor appointees meet the qualifications outlined within the Role Description.

M. LINE OF COMMUNICATION

Refer to the organizational chart.