



**ANNA**  
American Nephrology  
Nurses Association

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Revised .....	11/23
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DEI Reviewed.....	2023-24
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## ROLE DESCRIPTION

### A. ROLE TITLE: RESEARCH COMMITTEE

### B. OVERALL PURPOSE AND OBJECTIVE

1. Understands, upholds, and supports the mission, vision, 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 and selection of recipients for research- awards and grants.
4. Provides guidance and mentoring to researchers.
5. Addresses issues that affect nephrology nursing research by developing position statements or guidelines as directed by the Board of Directors (BOD).
6. Represents ANNA and serves as a resource to other professional groups 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 preferred. 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 ANNA's organizational structure.
  - (2) Knowledge and/or experience of nephrology nursing subspecialties.
  - (3) Demonstrates ability to delegate and monitor tasks within the group.
  - (4) Prior Research Committee member for at least one (1) year.
  - (5) 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 preferred. 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 ANNA's organizational structure.
  - (2) Knowledge and/or experience in several nephrology nursing subspecialties.
  - (3) Demonstrates ability to delegate and monitor tasks within the group.
  - (4) 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 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.
  - (5) Participated as a principal investigator, co-principal investigator, collaborator, or research assistant. in a research project.
- c. Selection Criteria:
  - (1) Experience and/or knowledge of nephrology nursing subspecialties.
  - (2) Effective communicator.
  - (3) 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 Chairperson 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, vision, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Serves as an active standing Committee Chairperson.
    - (1) Submits written status report 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 Standards of Practice*, to promote the strategic plan.
    - (3) Obtains input from the Board Liaison and appoints committee members.
    - (4) Disseminates information such as; agendas, meeting minutes, conference call information, and articles, as requested.
    - (5) Conducts meetings per the agenda and adheres to time commitment.
    - (6) Submits meeting minutes to the Director of Association Services at the National Office within thirty (30) days of meeting.
    - (7) Provides the following for *ANNA Update*:
      - Annual Report
      - Additional articles as needed or otherwise requested
    - (8) Reviews, evaluates, and responds to all material presented to Committee Chairperson.
    - (9) Submits yearly budget and budget for special projects to the National Treasurer. Follows budget guidelines per ANNA Policy & Procedure.
    - (10) Maintains collaborative relationship with the Specialty Practice Network Chairperson.
    - (11) Reviews role description and proposes changes to the National Secretary.
    - (12) Reviews policies and procedures pertinent to the position and proposes changes to the National Secretary.
    - (13) 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.
    - (14) Assumes responsibilities delegated by the National President or BOD.
  - b. Advises the Board Liaison of updated trends that may influence BOD decisions.
  - c. Maintains a collaborative relationship with the Awards and Scholarship Committee Chairperson.
  - d. Orients Chairperson 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 & Scholarship Committee Chairperson.
  - b. Coordinates selection of research grant recipients.
  - c. Coordinates review of research awards and grants.
  - d. Coordinates the dissemination of research award and grant information.
  - e. Recommends research grant recipients to the BOD.
  - f. Reviews and selects research abstracts with the Conferences Committee for National Symposium presentation.
5. Addresses issues that affect nephrology nursing research by developing position statements or guidelines for ANNA as directed by the BOD.
  - a. Coordinates responses to nephrology nursing research issues.
  - b. Submits responses to the BOD for approval.
6. Represents ANNA and serves as a resource to other professional groups regarding nephrology nursing research, 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, vision, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Reports to Chairperson.
    - (1) Prepares written reports as requested by the established deadlines.
    - (2) Reviews research policy and procedures 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 selecting research award and grant recipients.
  - g. Coordinates topics for *Nephrology Nursing Journal's* Exploring the Evidence column.

## I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of 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 the disbursement of funds to research grant recipients.
6. Prior to appointment, verifies proposed appointees for the role of Committee Chairperson and Chairperson 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.