



ANNA
American Nephrology
Nurses Association

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Substituted for	10/25
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ROLE DESCRIPTION

A. ROLE TITLE: SPECIALTY PRACTICE NETWORKS (SPN)

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of the American Nephrology Nurses Association (ANNA).
2. Identifies, coordinates, and completes Specialty Practice Networks (SPN projects, consistent with ANNA's mission, vision, strategic plan, and policies and procedures.
3. Engages with and supports SPN members.
4. Ensures 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 Full or LPN/LVN Members (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 or LPN/LVN 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) Minimum of a Baccalaureate degree preferred.
 - (5) Current certification in nephrology nursing preferred.
- c. SPN Leader experience preferred.
- d. Selection Criteria:
 - (1) Demonstrates leadership skills.
 - (2) Demonstrates an understanding and commitment to the needs of members.
 - (3) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (4) Demonstrates willingness to learn and enhance skills.
 - (5) Demonstrates an understanding of organizational goals, structures, and priorities.
 - (6) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

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:
 - (a) Full or LPN/LVN member of ANNA for one (1) year.
 - (b) Active nephrology nurse with at least two (2) of years' experience.
 - (c) Experience in two (2) or more treatment modalities preferred.
 - (d) Minimum of a Baccalaureate degree preferred.
 - (e) Current certification in nephrology nursing preferred.
- c. SPN Leader experience preferred.
- d. Selection Criteria:
 - (1) Demonstrates leadership skills.
 - (2) Demonstrates an understanding and commitment to members' needs.
 - (3) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (4) Demonstrates willingness to learn and enhance skills.
 - (5) Demonstrates an understanding of organizational goals, structures, and priorities and responds accordingly.
 - (6) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

4. 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, in collaboration with the SPN Chairperson/Chairperson Designate, current SPN Leader, and Advisors, and approved by the BOD.
- c. Qualifications:
 - (1) Full or LPN/LVN member of ANNA for at least one (1) year.
 - (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 enhance skills.
 - (2) Demonstrates specialty area knowledge
 - (3) Demonstrates leadership skills.
 - (4) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (5) Demonstrates a willingness to learn and enhance skills.
 - (6) Displays skills to strengthen individual, team, and organizational performance.
 - (7) Demonstrates an understanding of organizational goals, structures, and priorities.
 - (8) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

5. 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 or LPN/LVN member of ANNA for at least one (1) year, with plans to complete NCPD exam when eligible.
 - (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 specialty area knowledge
 - (3) Demonstrates leadership skills.
 - (4) Demonstrates an understanding of work-related processes, process improvement techniques, and active team participation.
 - (5) Demonstrates a willingness to learn.
 - (6) Displays skills to strengthen individual, team, and organizational performance.
 - (7) Demonstrates an understanding of organizational goals, structures, and priorities.
 - (8) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

6. SPN Members

- a. Selection Method:
 - (1) Self-selection via ANNA's website.
 - (2) A member may choose to join more than one (1) SPN.
- b. Qualifications:
 - (1) ANNA member.
 - (2) Interest in belonging to the SPN.
- c. Selection Criteria:
 - (1) All members can 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 as available, 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 as available, 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.
- g. Attendance at Nephrology Nursing Culture, Community, and Connection Committee (NNCCC) 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.
- f. Attendance at Nephrology Nursing Culture, Community, and Connection Committee (NNCCC) 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. Ensures that the development, revision, and implementation of SPN action plans and projects align with the strategic plan.
2. Submits written status update report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
3. Reviews role descriptions as requested and proposes changes to the National Secretary.
4. Reviews policies and procedures as requested and proposes changes to the National Secretary.
5. Submits yearly and special project budgets to the National Treasurer. Follows budget guidelines as directed by ANNA Policy & Procedure.
6. Supports the SPN Chairperson Designate in planning and developing the LEAD Workshop agenda and sessions.
7. Assures that the LEAD Workshop content includes the development, revision, and implementation of the annual action plan, congruent with the Nephrology Nursing Scope and Standards of Practice, to promote the strategic plan.
8. Maintains collaborative relationships with the Director of Education Services.
9. Maintains collaborative relationships with the Research Committee Chairperson.
10. Coordinates activities of all the SPNs as a group to assure completion of assignments within designated time frames and congruity of efforts.
11. Mentors SPN Leaders and Advisors.

12. Coordinates recruitment of new Advisors to fill open SPN positions.
13. 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.
14. 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, they serve 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 and mentors the SPNs in developing and designing projects to ensure deadlines and commitments are met.
 - d. Responds to requests from the Research Committee Chairperson regarding new areas/ideas related to quality care and standards of practice, and delegates needs to the appropriate individual SPNs.
15. 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 in communicating with the general membership to gather information on the needs/issues of the specialty practice membership that can be addressed through SPN projects, educational offerings, and publications.
 - d. Assists SPNs with the process of identifying volunteers from the general membership to assist with projects and other work of the SPNs.

H. RESPONSIBILITIES OF SPN CHAIRPERSON DESIGNATE

1. Ensures that the development, revision, and implementation of SPN action plans and projects align with the strategic plan.
2. Notifies the Chairperson of changes or problems.
3. Reviews role descriptions as requested and proposes changes to the National Secretary.
4. Reviews policies and procedures as requested and proposes changes to the National Secretary.
5. Follows all budget guidelines as directed by ANNA Policy & Procedure.
6. Maintains collaborative relationships with the Director of Education Services.
7. Maintains collaborative relationships with the Research Committee Chairperson.
8. Coordinates activities of all the SPNs as a group to assure completion of assignments within designated time frames and congruity of efforts.
9. Mentors SPN Leaders and Advisors.
10. Coordinates recruitment of new Advisors to fill open SPN positions.
11. 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.
12. 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 ensure deadlines and commitments are met.
 - c. Responds to requests from the Research Committee Chairperson regarding new areas / ideas related to quality care and standards of practice, and delegates needs to the appropriate individual SPNs.

13. 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 in communicating with the general membership to gather information on the needs/issues of the specialty practice membership that can be addressed through SPN projects, educational offerings, and publications.
 - c. Assists SPNs with the process to identifying volunteers from the general membership to assist with projects and other work of the SPNs.
14. Oversees and develops, with assistance from the SPN Chairperson, the LEAD Workshop agenda and sessions for SPN attendees. Ensures that the LEAD Workshop content includes the 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 the annual expectations for the SPN.
2. Hold a conference call each quarter with SPN Advisors.
3. Submits meeting minutes to the Director of Association Services at the National Office within thirty (30) days of the 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 SPN Discussion Group questions 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 that the SPN work, which may include manuscript publication, contribution of speakers and topics for the National Symposium, and development and maintenance of the best practice resources on the ANNA website, are 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 for facilitating and managing the SPN Networking Session in accordance with the 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 specialty resource for SPN membership, ANNA, and other professional groups.

16. Attends at least 75% of pre-scheduled conference calls or discusses the ability to continue as an 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 that they will present an optional SPN Networking Session at the National Symposium, the Advisor assists the Leader with the program and ensures that all deadlines for submission are met.
- (2) Identifies one (1) or two (2) emerging issues in their area of practice, recommends speakers, and submits to the National Office,
- (3) Prepares educational documents and submits to the National Office by the deadline.
- (4) Obtains input from SPN members regarding educational needs, recommendations for speakers, emerging issues, etc.

b. Publication Advisor

- (1) Submits articles related to the SPN for the *ANNA Update* according to the 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 regarding special projects requiring additional resources and approval from the ANNA. BOD.
- e. Acts as a specialty resource 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. Provides input to SPN leadership regarding member needs related to specialty practice education, best practice resources, etc. by responding to electronic surveys and email.
2. Volunteers and participates in special projects and 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.