



ANNA
American Nephrology
Nurses Association

Policy	11.02.33
Revised	New
BOD Reviewed and Approved...	5/24
DEI Reviewed.....	N/A
Substituted for	New
Original Date.....	5/24

ROLE DESCRIPTION

A. CO-CHIEF NURSE ADVISORS FOR ADVOCACY AND HEALTH POLICY

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Promotes activities and issues that implement and advance ANNA's Strategic Plan.
3. Represents and advises on the positions of ANNA and nephrology nursing as defined in ANNA's health policy agenda and position statements in discussions of legislation, federal government programs, and health policy that affect access to, and care of, individuals with chronic kidney disease (CKD).

C. COMPOSITION

1. The Co-Chief Nurse Advisors for Advocacy and Health Policy role will be filled by two (2) ANNA members.

2. Qualifications

- a. Baccalaureate degree required; master's degree preferred.
- b. Full member of ANNA for at least three (3) years.
- c. Five (5) years of experience in nephrology nursing.
- d. Demonstrates a high-level of understanding of issues related to healthcare, nursing practice in general, nephrology nursing, CKD, transplantation, and related therapies.
- e. Demonstrated public speaking with strong verbal and writing skills.
- f. Knowledge of the legislative and regulatory processes, the development of federal health policy, and of the various regulatory agencies, including Medicare End Stage Renal Disease (ESRD) program.
- g. Experience in federal policy development and reviewing/commenting on federal governmental documents, research studies, and policy analysis preferred.
- h. History of serving in ANNA Leadership positions, such as a full member of the Board of Directors, preferably Past National President.
- i. Prior attendance at ANNA Health Policy Workshop.
- j. Member of American Nurses Association (ANA) and/or state nurses' association preferred.
- k. Current certification in nephrology nursing.
- l. Actively employed in a nephrology nursing role.

3. Selection Criteria

- a. Established knowledge base in nephrology, transplantation, and related therapies.
- b. Demonstrated ability to lead a group.
- c. Demonstrated ability to develop educational programs.
- d. Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

D. Tenure

As independent consultants, annual review of the contract in March of each year with automatic renewal for another year, beginning on April 1, provided a satisfactory annual performance review by ANNA's Executive Director and Board of Directors.

E. Governed by ANNA Constitution and/or Bylaws

To be independent consultants governed by contract with an annual review.

F. Attendance at the Following Meetings

1. Health Policy Workshop and Advocacy Forum.
2. Conferences and meetings of the ANNA Health Policy Committee, the Alliance for Home Dialysis, Kidney Care Partners, Battelle, and others as identified.
3. Conference calls for Health Policy Leaders, Board of Directors, and others as requested.
4. Periodic meetings with committee members, lobbyists, and government relations personnel from other nephrology nursing or health care organizations as requested and approved by the Board of Directors or National President.
5. Other meetings as directed by the ANNA National President and approved by the BOD.

G. Responsibilities

1. Monitors, identifies, and addresses federal legislative and regulatory activities that could impact general nursing practice, nephrology nursing practice, and individuals affected by kidney disease. Serves as a resource for activities at the Federal and State level.
2. Reviews, analyzes, and evaluates proposed legislation and regulations that affect ANNA and its interests and recommends a course of action for ANNA's consideration.
3. Works closely with the Director of Strategic Communications to review and ensure accuracy in any Action Alerts, articles on ANNA's legislative initiatives, and press releases.
 - a. Provide expert nursing/clinical opinion on matters pertaining to advocacy and health policy.
 - b. Provide quotes for press statements and to the media when needed/requested.
4. Partner closely with ANNA's federal government relations team on all Congressional and Regulatory matters and serve as a resource for planning and implementing both the 1) ANNA Health Policy Workshop and the 2) ANNA Advocacy Forum.
5. Develops strategies to promote guidance to increase advocacy at the local, state, and federal level.
 - a. Develops and coordinates educational activities to educate individuals on advocacy and health care policy.
6. Provides counsel to the ANNA Staff Team to develop ANNA grassroots participation in advocacy and health care policy, as well as when and on what to activate them.
7. Participates in internal and external activities to promote ANNA's advocacy agenda.

8. Represents ANNA on Kidney Care Partners, The Alliance for Home Dialysis, Battelle, and on other key committees as applicable.
 - a. Monitors activities that are perceived to have a direct impact on the practice of nephrology nursing and reports any issue affecting nephrology nursing to the ANNA National President or designated Board Liaison.
 - b. Reviews, analyzes, researches, and evaluates all documents and materials and communicates as appropriate to the ANNA National President or designated Board Liaison with recommendations for ANNA action and response and the probable resulting action of such responses.
 - c. Promptly shares updates on health policy issues received with the ANNA National President or designated Board Liaison.
 - d. When applicable, selected as a member of a workgroup, functions as an active participant and provides status reports to the National President or designated Board Liaison based on the workgroup's timeline. Participates in workgroups as appropriate.
 - e. Collaborates with Federal Health Policy and Government Relations Consultant on activities.
 - f. Provides direction, support, and guidance to ANNA's leadership about committee-related issues and activities.
9. Provides mentorship to ANNA leaders who will represent ANNA on committees or task forces on advocacy and/or health policy.
10. Participates on ANNA's Advocacy and Health Policy Committee and mentors/advises Chairperson, Chairperson Designate, and members.
11. Identifies the need for development or revision of position statements that address contemporary and timely issues on matters of health policy, legislation, and government programs that affect general nursing practice, nephrology nursing practice, and individuals affected by kidney disease.
 - Develops statements or guidelines for ANNA concerning such issues as directed by the BOD.
 - Submits suggested topics for positions with recommended priority to the BOD for approval.
 - Reviews and revises drafts of internal or externally generated statements prior to submission to the BOD.
 - Submits final drafts of Position Statements to the Board Liaison / National Secretary, for approval by the BOD.
 - Maintains a schedule to ensure that each Position Statement is reviewed biennially.
12. Reviews role description, as requested, and proposes changes to the National Secretary.
13. Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
14. Meets monthly with the Executive Director for a 30-minute check-in.

H. Responsibilities of the Management Firm

1. Ensures timely payment of the advisors.

I. Responsibilities of the Executive Director

1. Provides counsel and direction when asked and/or needed to ensure compliance with the Board of Directors' intent and the Association's policies and procedures.
2. Ensures support from the ANNA Staff Team when/if needed and necessary to advance an initiative (i.e. the Health Policy Workshop).

J. Lines of Communications

1. Reports directly to the Executive Director and the ANNA National President (or their designee) as identified within the organizational chart.
2. The Executive Director facilitates an Annual Performance Review of the Advisors. The Annual Performance Review will be conducted by the ANNA National President in collaboration with the designated Board Liaison.
3. The ANNA National President shares the Co-Chief Nurse Advisors for Advocacy and Health Policy Annual Performance Review results with the Board of Directors.