



ANNA
American Nephrology
Nurses Association

Policy	10.01.02
Revised	12/16
Revised Procedure	10/24
Bylaws & Policy Committee	11/24
BOD Reviewed and Approved	12/24
Substituted for	2/23
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POLICY & PROCEDURE

NEWS RELEASES

POLICY

News releases pertaining to the American Nephrology Nurses Association (ANNA) educational programs and meetings, achievements, and activities will be sent electronically to nephrology nursing, general nursing, nephrology, general health care, and lay media points and organizations.

PROCEDURE

1. News releases will be written and distributed by the ANNA Director, Strategic Communications as determined by the National President and Executive Director.
2. Lists of media points and organizations are maintained by the Director, Strategic Communications.
3. The Director, Strategic Communications will determine media to which news releases will be distributed.
4. All news releases are sent via email to appropriate media lists (nephrology nursing, health care, general medical). The media lists are maintained by the Director, Strategic Communications.
5. All news releases will be copied to the National President, Executive Director, and each individual member whose name is included in the release.
6. Both the National President and Executive Director must approve news releases prior to distribution. The release must also be reviewed and approved by any other ANNA member who contributed to the content.
7. After final approval, press releases are posted on the ANNA website.
8. Media coverage is tracked, logged, and distributed by the Director, Strategic Communications.