

Thank you for accepting the responsibility of the Chapter Health Policy Representative (HPR). The HPR is responsible for keeping current on the legislative and regulatory activity occurring within their chapter area and state. The HPR is also responsible for keeping the chapter members up to date on what is happening legislatively and regulatory at the local, state, and federal levels. This is a quick guide to help keep you and your chapter on track for a successful ANNA year!

**Legend:** **Due Dates are printed in RED**    ★ A blue star indicates Rewards Tier Program Points are available for activity

**Note:** Links are provided in this document to access resources located on ANNA website. You must be logged in to view the resources. For best results, open the ANNA website – [annanurse.org](http://annanurse.org) – log in, then come back to this document and click on links for easy access.

The Health Policy Rep Calendar website location: [Chapters - ANNA | American Nephrology Nurses Association](#)  
Scroll down to **Health Policy Representative**, and click on **Expectations**.

## Ongoing Responsibilities    Check off when completed each month

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check the ANNA website for new action items-see <a href="#">"Take Action"</a>												
Create 1- 2 new posts and/or respond to posts on ANNA Connected <a href="#">Advocacy News &amp; Alerts</a>												
Track and enter Rewards Tier Program Points for the Advocacy Category												
Provide update on health policy initiatives during chapter meetings and events												

## Support Contacts

**ACST Leader:** Find your chapter on the [Chapter Map](#) to see your contact

**HP ACST liaison contact:** Judy C. Kauffman-[kauffmanjudy@me.com](mailto:kauffmanjudy@me.com)

**National Office contact:** Kristina Kane – [kristina.kane@annanurse.org](mailto:kristina.kane@annanurse.org), or [chapters@annanurse.org](mailto:chapters@annanurse.org)

## January / February

### New term / new year Responsibilities to be completed annually by every officer:

- Complete chapter officer role orientation (per instructions from the National Office)
- Assure that your own contact information is accurate and correct on your ANNA Profile (web account)
- Establish communication with your ANNA Chapter Support Team (ACST) Health Policy Liaison
- ANNA Website Review: [Advocacy Resources](#) (Menu>Advocacy)
  - [Take Action](#)
  - [Health Policy](#)
  - [Legislative Priorities & Endorsements](#)
  - [Advocacy Forum](#)
  - [Advocacy News & Alerts](#)
  - [ESKD Brief](#)
  - [Health Policy Handbook](#)
- New officers: Join ANNA Connected community [Advocacy News & Alerts](#) (the ANNA Health Policy Committee uses this discussion group for updates to ANNA members. Use link to connect and click on “Join Community” button-top of right page).
- Complete Ongoing Responsibilities in January and February.

### Chapter Meeting and Goal Setting:

- Participate in the first Business Meeting of the year with the outgoing and incoming chapter officers
- Help officers develop the initial Chapter Work Plan
- \*\*Highly Recommended\*\*** Plan to attend the annual LEAD Workshop. Coordinate with Chapter Treasurer to apply for funding from the National Office, designate chapter funds for other non-funded officers, travel plans **HPR Development:**

- Review and familiarize yourself with your state government\*
- Apply to attend ANNA Advocacy Forum\* held every year in Washington, DC
- Set up a system to monitor state health policy activity
  - Sign up for advocacy alerts / newsletter distribution lists / and follow social media sites\*
- Sign up for emails from elected officials and State Board of Nursing\*
- Follow elected officials on social media\*

\*See [Health Policy Handbook](#) for detailed information

## March / April

### HPR Development:

- Review your State Nurse Practice Act and submit a summary to ANNA: [State Nurse Practice Act Summary](#)
- Send letters of introduction to your national, state, and local legislative and regulatory members letting them know you are available to assist with nephrology nursing related issues (sample letters are in the Health Policy Handbook)
- Write a letter of introduction to Executive Director of your State Board of Nursing
- Obtain a Nephrology Nurses' Week (2<sup>nd</sup> week of September) proclamation from your city or state
- Finalize plans/attend Advocacy Forum
- Complete Ongoing Responsibilities in March and April.

### **Important Dates:**

- April 15:** Complete Chapter Health Policy Representative Activity Report
- May 6:** National Nurses Day – [send out a message to the chapter members via ANNA Connected: Advocacy News & Alerts](#)

## **May / June**

- ★ Begin planning VIP in-person/virtual site visits – there are multiple opportunities for Rewards Tier Program points and engagement for chapter members!
- ★ Follow up to obtain Nephrology Nurses' Week proclamation
- Complete Ongoing Responsibilities in May and June.

## **July / August**

**Summer is typically a slow time for ANNA chapters---Don't lose your momentum!!**

- ★ Plan VIP site/virtual visits – there are multiple opportunities for Rewards Tier Program points!
- ★ Start planning for Nephrology Nurses' Week
- Complete Ongoing Responsibilities in July and August.

## **September / October**

- 2<sup>nd</sup> full week of September:** Celebrate Nephrology Nurses' Week
- October 1:** Remind members Awards and Scholarship applications/nominations are due by **November 15**
- Complete Ongoing Responsibilities in September and October.

## **November / December**

**Your year is almost over...Finish STRONG!!**

- November 15:** Complete Chapter Health Policy Representative Activity Report
- December 31:** Final date to enter Rewards Tier Program points for the current year (January 1 to December 31)
- Plan a fun day/activity and celebrate a successful ANNA year!
- Complete Ongoing Responsibilities in November and December.

## **Tips and Reminders for a Successful Year**

- The year goes by QUICKLY!! Don't let it slip by.
- Balance work and fun! Plan informal get together to exchange ideas
- Follow your chapter work plan, review and update at each meeting
- Assist chapter with goal setting and overall chapter leadership
- Provide update on health policy initiatives at chapter meetings/events
- Use every chapter meeting as an opportunity to educate chapter members about advocacy
- Use ANNA Connected to share regular monthly or bi-monthly updates about health policy issues with your chapter members.
- Maintain contact with the ACST Health Policy liaison.
- Respond to any "Calls to Action"

- Utilize all the ANNA tools...need something or have a question? There is most likely a tool created to help you and there is always the ACST Health Policy Liaison, the Health Policy Committee, and National Office to help.
- Keep up with your Rewards Tier Program points – get credit for the work that you do!
- If you are struggling to meet your volunteer responsibilities contact your fellow officers and ACST Health Policy Liaison – we are here to help you THRIVE!!
- Recruit chapter members to help with chapter activities – be on the lookout for future leaders