



ANNA
American Nephrology
Nurses Association

Policy	7.01
Policy Revised	9/23
Procedure Revised	9/23
BOD Reviewed and Approved.	11/23
DEI Reviewed	2023-24
Substituted for	3/22
Original Date.....	6/04

POLICY & PROCEDURE

STEPS TO FORMATION, APPROVAL, AND EXECUTION OF A SPECIALTY PRACTICE NETWORK (SPN)

POLICY

ANNA members may petition to form a new Specialty Practice Network (SPN). The Board of Directors (BOD), along with the existing SPN leadership, will establish the criteria to form a new SPN. SPN leadership will review submitted petitions and make recommendations to the BOD. The BOD will review the recommendation(s) and confirm approval to form a new SPN, subject to financial considerations.

PROCEDURE

NEW SPN PETITION & APPROVAL PROCESS

1. ANNA members interested in forming a new SPN must include the criteria below in the petition:
 - a. The clinical or functional focus.
 - b. The patient population, professional practice group and/or new modality of therapy that will benefit the new SPN.
 - c. How the new SPN will contribute to the nephrology nursing profession and ANNA membership.
 - d. How the new SPN will support ANNA's mission, strategic plan, and the SPN Statement of Purpose.
 - e. Identify one (1) full member to assume the SPN Leader role for two (2) years.
 - f. Identify three (3) full current SPN members to assume Advisor positions for two (2) years.
 - g. Identify five (5) full members to participate as SPN members.
2. Notify the National Office regarding your interest in forming a new SPN.
3. Contact the SPN Chairperson for a preliminary discussion regarding the petition criteria outlined in Step 1 (above).
4. Submit the final petition and other requested information to the SPN Chairperson, SPN Chairperson Designate and the National Office SPN Liaison.
5. The SPN Chairperson will forward the final petition to the BOD Liaison for review. The BOD Liaison will submit an agenda item to the BOD for review and approval of the new SPN and its leadership.

6. The BOD Liaison will notify the new SPN Leadership of the Board of Directors decision.
7. The BOD will review the new SPN petition and confirm approval. If approved, the BOD will also approve the SPN Leaders and Advisors.

RESPONSIBILITY OF THE NEW SPN

1. The new SPN Leaders and Advisors will schedule a planning call to discuss the suggested topics below:
 - Welcome & Introductions
 - Review ANNA's mission, philosophy, purpose, and strategic plan
 - Review the purpose of the SPN
 - Describe the formation plans
 - Develop an action plan based on the current format used by the BOD and Committees to include:
 - Identify a minimum of one (1) goal in each of the following areas:
 - Education
 - Publication
 - Best Practice
 - Define one (1) or more projects for the SPN
 - Recruit volunteers to lead projects
 - Develop a project task list with timelines for completion
2. Plan future conference calls.
3. Send a draft work plan and other requested information to the SPN Chairperson, SPN Chairperson Designate, BOD Liaison, and National Office Staff Liaison.
4. The SPN Chairperson, SPN Chairperson Designate, SPN Board Liaison, SPN Leaders and Advisors, and National Office will provide support to the new SPN as needed.
5. The SPN Chairperson, SPN BOD Liaison, and National Treasurer will assist the new SPN in preparing the budget. The National Treasurer will submit the budget to the BOD for final approval.
6. The National Office will announce the new SPN and include a Call to Members via the ANNA website, ANNA E-News, ANNA Update, and social media.

Next Scheduled Review: Fiscal Year 2025-26