



ANNA
American Nephrology
Nurses Association

Policy	7.03
Revised Policy	9/23
Revised Procedure	9/23
BOD Reviewed and Approved.	11/23
DEI Reviewed	2023-24
Substituted for	3/22
Original Date.....	9/08

POLICY & PROCEDURE

SPN FACT SHEET DEVELOPMENT AND REVISION

POLICY

Specialty Practice Network (SPN) Fact Sheets provide information to nurses who care for individuals with kidney disease. The Fact Sheet template will follow either a treatment focus or a pathophysiological focus to ensure consistency in formatting.

PROCEDURE

NEW ANNA FACT SHEET

1. The SPN interested in creating a new Fact Sheet will complete an ANNA agenda item form to include the following information:
 - a. Determine the Target Audience
 - b. Describe the purpose of the Fact Sheet
 - c. Describe how the Fact Sheet will be helpful to the Target Audience
 - d. List the contributors to the Fact Sheet Development
 - e. List any Budgetary Concerns
2. The SPN Chairperson will send the completed agenda item form to the Board Liaison.
3. The Board Liaison will submit the Agenda Item form to the National President to add to the meeting agenda for review and approval at the next BOD meeting.
4. The Board Liaison will notify the SPN Chairperson, SPN Chairperson Designate, and National Office Staff Liaison of the BODs decision. The SPN Chairperson will inform the SPN members of the BODs decision. An explanation will be provided for an agenda item that is not approved by the BOD.

5. Policy & Procedure 7.03A, *Fact Sheet Submission Instructions*, will be used to create a new Fact Sheet Template [using one (1) of the three (3) formats provided below] or to revise an existing Fact Sheet.
 - a. Treatment Focus
 - b. Pathophysiological Focus
 - c. Information Focus
6. Submit completed **first draft** of the new Fact Sheet(s), to the SPN Chairperson, SPN Chairperson Designate, Board Liaison, and National President-Elect for review to ensure compliance with the Fact Sheet Template.
7. Once accepted by the President-Elect and the Board Liaison, the SPN Chairperson will send the completed **first draft** to three (3) full members with demonstrated content experience and knowledge. The reviewers should confirm the following:
 - a. Is the content accurate and evidence based?
 - b. Is the content well written, informative, and understandable?
 - c. Are the references current, accurate and relevant?
8. The SPN Chairperson will send the SPN Leaders and Advisors the reviewers' feedback.
9. The SPN Leader should send the **final draft** to the SPN Chairperson, SPN Chairperson Designate, Board Liaison, National President-Elect, and National Office Staff Liaison.
10. The SPN Chairperson, SPN Chairperson Designate, and BOD Liaison will review the Fact Sheet to verify the content and resources.
 - a. If approved, the SPN Chairperson will send to the National Office to format.
 - b. If not approved, the SPN Chairperson will send to the SPN Team to edit and resubmit.
11. The National Office will send the **final proof** to the SPN Team to approve or make minor changes. If the originating SPN members are no longer active with the SPN, the SPN Chairperson and SPN Chairperson Designate will review to confirm approval or make changes. This is the final production step in the Fact Sheet development process.
12. The National Office will post the new Fact Sheet on the ANNA website.

REVISED ANNA FACT SHEET

13. The SPN Team will review and update Fact Sheets every three (3) years. In November, the National Office will notify the SPN Chairperson, SPN Chairperson Designate, BOD Liaison, and SPN Leaders regarding the Fact Sheet(s) scheduled for revision during the upcoming ANNA fiscal year.
14. SPN Leaders will complete a SPN Fact Sheet Review Form that includes the following options:
 - a. No revision needed – content is current.
 - b. No revision needed – content is not relevant and should be archived.
 - c. Minor revisions needed.
 - d. Major revisions needed.
 - e. Anticipated completion date for revisions
 - f. Expected completion date.
15. The SPN Team should refer to Policy & Procedure 7.03A, *Fact Sheet Submission Instructions*, for information required for the revised fact sheet.
16. The SPN Leader should send the **first draft** to the SPN Chairperson, SPN Chairperson Designate, and BOD Liaison to verify the content and resources.
 - a. If approved, the SPN Chairperson will send to the National Office to format.
 - b. If not approved, the SPN Chairperson will send to the SPN Team to edit and resubmit.
17. The National Office will send the **final draft** to the SPN Team, SPN Chairperson, and SPN Chairperson Designate to approve or make minor changes.
18. The National Office will post the revised Fact Sheet on the ANNA website.

Next Scheduled Review: Fiscal Year 2025-26