



ANNA
American Nephrology
Nurses Association

Policy	11.02.10
Revised	11/23
BOD Reviewed and Approved...	3/24
DEI Reviewed	2023-24
Substituted for	8/22
Original Date.....	4/88

ROLE DESCRIPTION

At the American Nephrology Nurses Association (ANNA), Diversity, Equity, and Inclusion (DEI) are foundational core values, integrated into our culture.

We are committed to an environment where individuals are respected, valued, and practices are equitable and inclusive. By embracing our differences, ANNA fosters a climate of belonging, where individuals from all backgrounds, cultures, and perspectives come together to promote the organization's mission and vision.

A. ROLE TITLE: CONSULTANT, FEDERAL HEALTH POLICY AND GOVERNMENT RELATIONS

B. OVERALL PURPOSE AND OBJECTIVES OF RESPONSIBILITIES

1. Understands, upholds, and supports the mission, purpose, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Promotes activities and issues that implement or advance ANNA's Strategic Plan.
3. Monitors federal legislative and regulatory activity that has an impact on nephrology nursing, the Medicare End Stage Renal Disease (ESRD) program, chronic kidney disease (CKD), transplantation, and related issues.
4. Represents the positions of ANNA and nephrology nursing as defined in ANNA's health policy agenda and position statements on matters of federal legislation, government programs, and health policy that affect nursing practice.
5. Assists and advises ANNA in allocating its advocacy resources to respond to threats and opportunities in the federal legislative and regulatory environment.
6. Provides federal government relations representation to ANNA for immediate and long-range government relations and health policy objectives.

C. QUALIFICATIONS

1. Demonstrates an understanding of issues related to health care, nursing practice in general, nephrology nursing, CKD, transplantation, related therapies, and the Medicare ESRD program.
2. Strong communication skills and experience in writing.
3. Knowledge of the legislative and regulatory processes and the development of federal health policy.
4. Experience in federal policy development and reviewing and commenting on federal governmental documents, research studies, and policy analysis.

D. SELECTION METHOD

1. An Advisory Task Force shall be appointed by the ANNA National President to provide advice and input to the Executive Director during the selection process.
2. The Executive Director shall be responsible for hiring the Consultant after taking into account the Advisory Task Force recommendation.
3. The selection of the Consultant will be approved by the ANNA Board of Directors (BOD).
4. The Consultant shall be engaged by contract.

E. TENURE

As per contract.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. National Symposium.
2. Nephrology Nursing Summit.
3. Health Policy Workshop.
4. Health Policy Committee conference calls as invited by the Health Policy Committee Chairperson or ANNA National President.
5. Regular participation in coalition meetings and activities previously approved by the BOD.
6. Periodic planning sessions with ANNA staff and Executive Director.

7. Meetings with Members of Congress and their staff, governmental agencies, and other stakeholder organizations.
8. Congressional hearings and committee markups of bills pertaining to nephrology nursing practice and the Medicare ESRD program, CKD, transplantation, related issues, nursing practice in general, and general health care issues that impact ANNA.
9. Other meetings as directed by the National President and approved by the BOD and included in ANNA's annual budget.

G. RESPONSIBILITIES

1. Monitors federal legislative and regulatory activity that is perceived to have a direct impact on the practice of nephrology nursing and the Medicare ESRD program, CKD, transplantation and related issues, and reports any issue affecting nephrology nursing or the Medicare ESRD program to the National President or their designee.
2. Reviews, analyzes, and evaluates proposed legislation and regulations that affect ANNA and its interests and recommends course of action for ANNA's consideration. Prepares background information and possible responses relating to ANNA's position and the probable resulting action of such response.
3. Participates in developing proposed federal legislation to further ANNA's strategic goals and objectives.
4. Provides contact with federal agencies:
 - a. Maintains personal contacts with federal agency representatives and recommends when it is appropriate for ANNA to be involved in activities.
 - b. Represents ANNA at agency activities as directed by the National President.
 - c. Reviews, analyzes, and evaluates existing and proposed federal agency rules and regulations affecting ANNA.
 - d. Coordinates ANNA's comments, responses, and presentations on official actions of federal agencies. Drafts ANNA's organizational responses as directed by the National President.
 - e. Arranges meetings between representatives of ANNA and federal agencies as appropriate.

5. Provides contact with Congress:
 - a. Maintains personal contacts with Members of Congress and their staffs and recommends when it is appropriate for ANNA to be involved in Congressional activities.
 - b. Represents ANNA at Congressional events as directed by the National President.
 - c. Monitors the activities of appropriate Congressional committees.
 - d. Engages in targeted, focused, direct lobbying on the core federal legislative issues as directed by ANNA.
 - e. Coordinates ANNA's responses, presentations, and/or testimony before Congressional Committees and subcommittees. Drafts documents as directed by the National President.
 - f. Arranges meetings between representatives of ANNA and Congressional members or staff as appropriate.
6. Maintains liaison with other government affairs representatives and cooperates with other appropriate stakeholder groups and/or individuals as part of work on specific issues. Serves as ANNA's Washington representative and attends meetings of coalitions or other professional organizations as directed.
7. Provides input in ANNA's annual health policy agenda for approval by the BOD and assists in the implementation of the agenda.
8. Reviews position statements to enable the BOD to address pertinent issues and respond by scheduled deadlines.
9. Collaborates with the Health Policy Committee when requested.
10. Serves as a resource to ANNA's general membership for communication with Members of Congress. Promotes the members' understanding of issues affecting their practice and encourages federal legislative involvement.
11. Drafts specific language for any proposed letters or initiatives to be utilized in communications with Members of Congress.
12. Serves as the gatekeeper for items posted on ANNA's CongressWeb.
13. Assists in grassroots efforts by ANNA members.

14. Assumes administrative responsibilities and provides reports to ANNA as follows:

- a. Follows all ANNA policies and procedures.
- b. Participates in annual performance appraisal.
- c. Reviews Role Description as requested and submits changes to the National Secretary.
- d. Submits budget requests to the National President, National Treasurer, and Executive Director for issues/activity not included in contractual agreement.
- e. Leads a monthly conference call with the ANNA Presidents and Executive Director on federal health policy issues.
- f. Creates and submits a column for *ANNA Update* per annual schedule established by the Executive Director and federal legislative news for monthly E-News on an as needed basis.

H. LINES OF COMMUNICATION

1. The Federal Health Policy Consultant reports to the ANNA Executive Director, National President, and Board of Directors (BOD).
2. The Executive Director conducts an Annual Performance Review of the Federal Health Policy Consultant(s).