

Policy	7.03
Revised Policy	8/11
Revised Procedure	9/21
BOD Reviewed and Approved...	3/22
Substituted for	11/19
Original Date.....	9/08

POLICY & PROCEDURE

SPN FACT SHEET DEVELOPMENT AND REVISION

POLICY

Specialty Practice Network (SPN) Fact Sheets are utilized to educate non-nephrology 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

1. The SPN desiring to create a new Fact Sheet will complete an ANNA agenda item form which addresses the following:
 - a. Who is the target group for this new Fact Sheet?
 - b. What is the purpose of the Fact Sheet?
 - c. Why is this format the best way to disseminate this information?
 - d. How will the completed Fact Sheet be made known to the target population?
 - e. Who will be developing the content for the Fact Sheet?
 - f. What is the budgetary impact for creating this new Fact Sheet?

2. The completed agenda item form will be submitted by the SPN Chairperson to the Board Liaison for the originating SPN with a copy to the National President-Elect.

3. The Board Liaison will submit the agenda item form to the National President for inclusion on the next Board of Directors (BOD) meeting agenda for approval.

4. The originating SPN Chairperson will be informed of the BOD’s decision by the Board Liaison. The SPN Chairperson will inform the members of the originating SPN. An explanation of the reason(s) for denial will be provided for any agenda item that is not approved by the BOD.

5. Once the originating SPN has received approval, the creation of the new Fact Sheet can proceed.

6. Policy & Procedure 7.03A, *Fact Sheet Submission Instructions*, will be used to either 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
7. Completed First Drafts of the Fact Sheet(s), either new ones or those being reviewed, will be submitted to the SPN Chairperson, SPN Chairperson Designate, Board Liaison, and National President-Elect for review and to ensure compliance with the Fact Sheet Template.
8. Once accepted by the President-Elect and the Board Liaison, the SPN Chairperson will then send the completed First Draft of the Fact Sheet to three (3) reviewers who have expertise in the content covered. The focus of these reviews will be as follows:
 - a. Is the content accurate and evidence based?
 - b. Is it well written and easy to follow?
 - c. Are the references current, accurate and relevant?
9. The SPN Chairperson will send the reviewers responses to the designated SPN Leaders and Advisors creating or reviewing the Fact Sheet.
10. Upon completion of addressing any edit suggestions, the FINAL DRAFT of the Fact Sheet will be sent from the designated SPN Leaders and Advisors to the SPN Chairperson and SPN Chairperson Designate. The Board Liaison and National President-Elect are to be copied by all for information purposes.
11. Once the Final Draft is sent to the SPN Chairperson and SPN Chairperson Designate, they will review the Fact Sheet to ensure the content and resources are approved.
12. Once approved, the SPN Chairperson will submit the Fact Sheet to the National Office for final editing and formatting.
13. The designated SPN Leaders and Advisors, the SPN Chairperson and the SPN Chairperson Designate will have the opportunity to review the Fact Sheet proof from the National Office and request any minor changes. Submission of approval or minor changes to the National Office for final formatting and production will be the Final Step in the Fact Sheet development process.
14. Notification and dissemination of the new Fact Sheet will be completed as noted on the agenda item form.
15. Fact Sheets will be reviewed/updated every three (3) years by the applicable SPN. The National Office will notify the SPN Chairperson, SPN Chairperson Designate, BOD Liaison, and appropriate SPN Leader and Advisors each November of which Fact Sheet(s) are due for revision during the upcoming ANNA year.

16. SPNs will review the Fact Sheets and decide about possible revisions. SPN Leaders will be asked to complete a “SPN Fact Sheet Review Form” that contains the following choices for revisions:
- a. No revision needed – content is current as-is
 - b. No revision needed – Fact Sheet is not relevant and should be archived
 - c. Minor revisions needed
 - d. Major revisions needed
 - e. Anticipated date revisions will be completed
 - f. Expected completion date