



Alliance for Nursing Informatics Operating Guidelines

Purpose

The Alliance for Nursing Informatics, hereinafter referred to as ANI, is a collaboration of organizations that represent a unified voice for nursing informatics. ANI provides the synergy and structure needed to advance the efforts of nursing informatics professionals in improving the delivery of patient care.

Objectives

- Foster further development of a united voice for nursing informatics and provide a forum for its expression.
- Provide a single point of connection between nursing informatics individuals and groups, and the broader nursing and healthcare community.
- Provide a forum to engage nursing informatics organizations, to identify leadership, provide mentorship, and to respond to opportunities that support and encourage nursing informatics participation in activities such as: developing resources, guidelines and standards for nursing informatics practice, education, scope of practice, research, certification, public policy, terminology, best practice guidelines, advocacy, networking and career services.
- Provide a mechanism for member organizations to achieve consensus on policy issues affecting nursing informatics.
- Support individual membership in the nursing informatics organizations.

Membership

ANI membership consists of organizations

- 1) Whose primary focus is entirely on nursing informatics; or
- 2) Have a component that focuses specifically on nursing informatics.

Full membership is extended to organizations that:

- are local, regional, national, or international in scope
- are independent organizations or a sub-unit of a multi- or single-disciplinary organization
- have open membership structures; membership is open to individuals who are interested in the field of nursing informatics
- have a body of knowledge and skills in a defined area relevant to nursing informatics, supported by documentation that might include a core curriculum, publications and research, standards of care/practice, or other documents.

Affiliate membership can be extended to any organization or entity that is not eligible to join as a full member, subject to the approval of the governing directors. Affiliate members are non-voting members but are entitled to have one representative serve on the governing directors and are eligible to receive ANI member benefits. Applicants for affiliate membership must disclose any relevant relationship with commercial organizations.

Application: Organizations that meet the membership criteria and wish to apply for affiliate or full membership must submit a complete application package that includes the following information:

- A letter of commitment which attests to the applicant organization's support of ANI, its purpose, objectives and activities. The letter should also contain the applicant organization's understanding of the requirements of membership.
- Documentation of applicant organization's purpose, bylaws, certificate of incorporation or other legal identification.
- Disclosure of the level of corporate or other business entity regulatory control and financial support of the applicant organization.
- Contact information for designated representative.
- Additional documentation or information that the applicant organization would like to submit that may be helpful for ANI to review.

Informatics nurse groups affiliated with corporate or other business entities may request full or affiliate membership. Membership shall commence after review of the application materials and a majority affirmative vote of the governing directors.

Membership Privileges: Full member organizations are each entitled to one vote. Affiliate members may not make motions, vote or hold elected office.

Specific responsibilities of member organizations include:

- Attendance at ANI governing director events and conference calls
- Active participation and engagement in ANI activities
- Submission of an annual report

Executive Team

The executive team of ANI shall consist of the ANI co-chairs, ex-officio chair and one staff liaison each from AMIA and HIMSS. The executive team is responsible for the day to day management of the property and business of ANI and serves as the liaison between AMIA and HIMSS and their boards of directors. The executive team fosters and manages the relationships with member organizations and external organizations as related to the business, management and strategic direction of ANI (including grants, sponsorship, liaison activities, contracts, etc.). The executive team identifies new opportunities keeping in mind the needs and activities of all ANI member organizations.

Strategic direction: The executive team is responsible for reviewing the strategic plan of ANI before it is approved by the governing directors to be sure that staff and financial resources can accommodate such plans. The executive team may override

changes to the strategic direction of ANI that are not financially feasible or are in clear conflict with the mission or goals of the co-sponsoring organizations. The executive team and the steering committee will work together toward a resolution if this conflict occurs

Finances and operations: AMIA and HIMSS jointly sponsor and provide the infrastructure and staff resources necessary to support ANI initiatives. Issues related to administration, finances and staff support are solely determined and agreed to by AMIA and HIMSS and are determined annually by each organization. The executive team will discuss the annual budget needs of ANI and each sponsoring organization will commit resources to fund such activities.

Specific responsibilities of the two organizations include:

AMIA will be responsible for the creation, maintenance and facilitation of the following:

- Electronic mailing lists
- Events at the AMIA Annual Symposium
- Administrative support to the governing directors January through June
- Administrative support to the steering committee July through December

HIMSS will be responsible for the creation, maintenance and facilitation of the following:

- ANI web site
- NI symposium at HIMSS Conference
- Administrative support to the steering committee January through June
- Administrative support to the governing director July through December

AMIA and HIMSS will jointly be responsible for the creation, maintenance and facilitation of the following:

- Marketing and communications (fact sheets, press releases)
- Other work products such as testimony, presentations, etc.
- The procurement and management of member benefits such as subscriptions, certification discounts, etc.

Steering Committee

The steering committee will consist of the co-chairs, ex-officio chair(s), three members at large, a policy coordinator, and a representative of the ANA. It is responsible for implementation of goals and objectives set forth by the governing directors.

Co-chairs: AMIA and HIMSS will each appoint an informatics nurse to serve as a co-chair of ANI based on the following guidelines:

- The position will be appointed by the board of directors of each organization.
- The position can be a volunteer or staff member but must have expertise in the field of nursing informatics.

- Co-chairs will serve a two year term of office with the possibility of re-appointment up to a maximum of three terms. Co-chairs should coordinate with their respective organizations their appointments to assure a continuity of knowledge in the leadership roles. The outgoing co-chair will serve in an ex-officio role to ANI for a term at least a year. AMIA and HIMSS may choose to each have an ex-officio serve but will not have more than one from either AMIA or HIMSS.

Members at large: The governing directors will nominate and elect three people to serve as members at large on the steering committee based on the following guidelines:

- Members at large are to be from three different participating organizations outside of AMIA and HIMSS.
- Organizations with a representative on the steering committee can appoint an additional representative to serve as the governing director.
- Members at large will serve a 3 year term of office with the possibility of re-election up to a maximum of 2 terms.
- Members of the first steering committee will serve staggering terms (one a one year term, one a two year term and one a three year term). Elections will occur via e-mail ballot annually in June to fill the member at large position(s).

Policy Coordinator: The steering committee will appoint a policy coordinator from the ANI membership to serve a two-year renewable term as the lead coordinator for ANI's policy engagement activities. The coordinator will serve as a member of the steering committee and will be responsible for identifying opportunities where ANI can mobilize its members to respond to opportunities that support and encourage nursing informatics participation in policy activities. The coordinator will work with the steering committee to assure responses are aligned with ANI's strategic plan, advance the voice of nursing informatics, and that the operational response process is effective and nimble.

Responsibilities of the steering committee include:

- Attending the annual in-person meetings.
- Participating in town hall conference calls.
- Participating in steering committee calls.
- Actively participating in the activities of ANI.
- Actively participating in the Web site review.

Failure to fulfill these requirements may result in dismissal of the committee member and replacement with another member in that organization.

In the event that a steering committee position becomes vacant during the first two years in the three year term of service, an ad hoc election will be held. If the vacancy occurs during the third year, an ad hoc election will be held to fulfill the remaining term and the next full three year term.

Committee Privileges: The two co-chairs and three members at large are voting members of the steering committee. Other committee members serve in advisory roles without vote.

Governing Directors

The governing directors shall consist of one representative from each member organization and will contribute leadership on issues of importance to the specialty of nursing informatics. The governing directors will identify the strategic goals and activities of ANI each year.

Eligibility and terms of office: The member organization's representative shall be the president, chair, executive director or another individual appointed by the organization's board of directors and will serve a two-year term of office. This individual shall be an informatics nurse. The decision to re-appoint a representative is up to the member organization with a maximum of two consecutive terms.

Responsibilities of the appointed representatives include:

- Actively participating in the activities of ANI as the appointed representative from their organization.
- Actively engaging their organization in the activities of ANI.
- Serving as the conduit of information between ANI and their organization.
- Serving as the voting representative (for full members only, affiliate members do not have a vote).
- Attending two annual in-person meetings. Each member organization is responsible for the expenses related to their participation at these meetings including travel expenses.
- Participating in two annual town hall conference calls.
- Providing an annual one page description of their organization's activities including any disclosures of corporate or other business entity regulatory control, financial support, and any other designated information.

AMIA and HIMSS: Each organization will appoint a representative to serve as a voting governing director.

ANA Representative: The ANA will appoint an informatics nurse to serve as the ANA representative to ANI. The representative can be a volunteer or staff member of ANA but must have expertise in the field of nursing informatics. The ANA representative will serve as an ex-officio member of the governing directors and steering committee without vote.

ANI Connection Editor: The *ANI Connection* editor will serve as an ex-officio member of the governing directors and steering committee without vote.

ANI may choose to focus on one or more strategic initiatives each year that may warrant an appointment of a representative to the governing directors. If such an initiative exists, the steering committee will review and approve these appointments and the individual will serve as an ex-officio member of the governing directors without vote.

Task Forces

The governing directors and the steering committee can designate and appoint one or more task forces to assist in carrying out the strategic goals and activities of ANI. Each task force will consist of two or more persons and will have limited authority as defined in the task force charge that appears on the ANI website. Task forces report to the ANI governing directors through the ANI executive team.

Meetings

There will be two annual in-person meetings of the governing directors and steering committee members held:

- In conjunction with the HIMSS Annual Conference and
- In conjunction with the AMIA Annual Symposium.

There will be two annual town hall conference call meetings of the governing directors and steering committee. Agendas and background materials for governing directors meeting will be distributed one month prior to the meeting.

There will be monthly conference calls of the steering committee. Agendas and background materials for steering committee meetings will be distributed one week prior to the meeting.

A quorum for conducting official business of the governing directors shall be a simple majority of its voting members.

Endorsements and Co-sponsorship Requests

If ANI is asked to co-sponsor or endorse an activity or product with another organization (a meeting, publication, etc.) the governing directors are responsible for reviewing the request and making a decision at their next meeting. If the request requires a more immediate turnaround, email discussion will determine if it is possible to review the request in the timeframe asked.

In order for an endorsement or co-sponsorship request, a signed letter of request must be sent to ANI from the organization (on organizational stationary or with logo if the request is electronic) stating the purpose, objectives and any other relevant information.

Any co-sponsorship or endorsement requests that involve ANI funds must be first routed to the executive team to determine if the funds are available before being forwarded to the governing directors for consideration.

In order for ANI to consider co-sponsorship of a meeting or endorsement, an ANI representative must serve on the program committee or have input into the planning process.

The requesting organization will receive official notice of the status from the ANI co-chairs.

Statements & Positions

ANI aims to foster further development of a united voice for nursing informatics and provide a forum for its expression. Further, ANI provides a forum to respond to opportunities for comment, and/or those that support and encourage nursing informatics participation in activities such as: Developing resources, guidelines and standards for nursing informatics practice, education, scope of practice, research, certification, public policy, terminology, best practice guidelines, advocacy, networking and career services.

The governing directors have approved a policy that describes the procedure for ANI member organizations to achieve consensus on policy issues affecting nursing informatics. See addendum *Alliance for Nursing Informatics (ANI) Prioritization and Procedures for Obtaining and Integrating Health Policy Comments*.

Liaison Requests

If ANI is asked to appoint a liaison or official representative, the governing directors are responsible for providing nominations to the steering committee. Steering Committee members are responsible for reviewing the request and making a decision at their next meeting. If the request requires a quicker turnaround, email discussion will determine the decision. In the event that there is no consensus among the steering committee, the ANA member will be called upon to make the final determination.

The requesting organization will receive official notice of the status from ANI.

Specific responsibilities of liaisons include:

- Attendance at ANI governing director events and conference calls
- Active reporting to the steering committee about liaison activities on a regular schedule
- Submission of an annual report to be published in ANI Connections informing ANI members about liaison activities and opportunities to get involved

Process for Changes to Operating Guidelines

These operating guidelines may be amended by a majority affirmative vote of the governing directors. Suggestions for changes may be made by the executive team, the steering committee or members of the governing directors. If a change is being proposed to the operating guidelines, the suggestion should first be sent to the steering committee for review. The steering committee will review the proposed change and consult the appropriate materials to be sure the proposed change is within the scope and direction of ANI. Once reviewed by the steering committee, the changes will be presented to the governing directors for approval. Suggestions for changes can be made at any time. The executive committee will review and make suggested changes (if appropriate) to the operating guidelines at least annually. The governing

directors will review and make suggested changes to the operating guidelines (if appropriate) bi-annually.

Last Revised: December 1, 2015.

Adendum

Alliance for Nursing Informatics (ANI) Prioritization and Procedures for Obtaining and Integrating Health Policy Comments

The Alliance for Nursing Informatics, hereinafter referred to as ANI, is a collaboration of organizations that represent a unified voice for nursing informatics. ANI provides the synergy and structure needed to advance the efforts of nursing informatics professionals in improving the delivery of patient care.

ANI aims to foster further development of a united voice for nursing informatics and provide a forum for its expression. Further, ANI provides a forum to respond to opportunities that support and encourage nursing informatics participation in activities such as: Developing resources, guidelines and standards for nursing informatics practice, education, scope of practice, research, certification, public policy, terminology, best practice guidelines, advocacy, networking and career services.

The goal if this policy is to describe a procedure for ANI member organizations to achieve consensus on policy issues affecting nursing informatics.

Policy: ANI, as a collaboration that represents multiple nursing informatics organizations, responds as one voice to federal health policy initiatives to sharing nursing informatics perspectives for shaping health policy.

Due to limited timing to respond, it is not always possible to have a full review by all individuals within each of the ANI member organizations. ANI will make every effort to provide notification about its intent to respond to a call for comments for healthcare reform initiatives, requirements and rulings from the Office of the National Coordinator and other organizations, as soon as ANI decides to pursue a specific call. The length of time available to respond will determine the steps in the following procedure for obtaining comments.

Procedure:

1. The ANI Policy Coordinator will notify the ANI Steering Committee with a request to respond to a specific call for comments related to policy initiatives, requirements, regulations, and/or rulings from the Office of the National Coordinator (and other applicable organizations).
2. The ANI Steering Committee members will respond to this request in a timely way (24-48 hrs), with a recommendation as to whether or not ANI should respond to the call for comments.
3. If an affirmative response is received, the ANI Policy Coordinator will request 1-3 individuals from ANI member organizations to serve on the Response Task Force and begin a draft of comments.
4. After the ANI draft response has been developed, ANI co-chairs and/or staff liaisons will notify all member organizations of the call for comments. The member organizations are then invited to review the call for comments and gather information from their members. ANI co-chairs and/or staff liaisons may request a response from member organizations in any of the following ways:

- a. Member organizations should immediately notify their members and request them to review the policy initiative, requirements, regulations, and/or rulings.
 - b. The ANI Policy Coordinator will submit an initial draft response from the Response Task Force and ask ANI members to submit comments to ANI member organizations.
 - c. ANI will submit the draft with as much time as possible for member organizations to respond.
 - d. ANI Governing Directors are responsible for submitting all of the feedback from their respective organization to the ANI Policy Coordinator/Response Task Force.
 - e. The ANI Meaningful Use Response Task Force created a Public Comment Methodology which has been provided as an example below. Each future Response Task Force may use this methodology, but it is not required.
 - f. The ANI Policy Coordinator/Response Task Force will submit the integrated comments document no later than 48 hours prior to the final federal deadline, if time permits.
 - g. The ANI Policy Coordinator/Response Task Force will disposition all comments and document their resolutions.
 - h. If there are significant controversial points, ANI will include a minority report that indicates there are several opinions.
 - i. Any membership organization or individual may request a full dispositioning of the comments.
5. The statement must be affirmed by a simple majority of the ANI member organizations who vote on that particular response.
 6. The ANI co-chairs will approve and sign the final comments document for submission.
 7. Upon submission of the final comments document it will be circulated to the ANI Governing Directors and posted on the ANI website.

Last updated February 2016

Public Comment Methodology - EXAMPLE

Created by Mark Sugrue RN-BC – with special acknowledgement to Jonathan Evans MA, BSN, RN & Rosemary Kennedy MBA, RN, FAAN for their contributions.

	Identify & Monitor Response Opportunities	Assemble Response Leadership	Draft Initial Response	Solicit Membership Feedback	Finalize, Approve & Submit	Evaluate
What	<p>Identify target organizations to monitor</p> <p>Monitor for opportunity to respond</p>	<p>Identify organizational Champions</p> <p>Confirm organizational alignment</p> <p>Meet to discuss Response Themes</p> <p>Identify Response Task Force</p>	<p>Response Task Force drafts initial response</p> <p>Review with Leadership Team</p> <p>Approve Draft Response</p>	<p>Develop Response Approach, Plan & Tools</p> <p>Communicate Response Plan with Membership</p> <p>Begin Response Period and Track Comments</p>	<p>Communicate Final Response to Members</p>	<p>Was response accepted?</p> <p>Were suggested changes incorporated?</p> <p>What worked well? What did not?</p> <p>Is there opportunity for additional response?</p> <p>Was there media coverage of the response?</p> <p>Communicate results to members</p>
Who	<p>ANI Governing Directors</p> <p>ANI Policy Coordinator</p> <p>ANI Steering Committee</p> <p>ANI Co-chairs</p> <p>ANI staff liaisons</p>	<p>ANI Policy Coordinator</p> <p>Steering Committee</p> <p>ANI Co-chairs</p> <p>ANI staff liaisons</p>	<p>ANI Policy Coordinator</p> <p>Response Task Force</p> <p>ANI Steering Committee</p> <p>ANI Co-chairs</p> <p>ANI staff liaisons</p>	<p>ANI Policy Coordinator</p> <p>Response Task Force</p> <p>ANI members</p> <p>ANI staff liaisons</p>	<p>ANI Policy Coordinator</p> <p>Response Task Force</p> <p>ANI Steering Committee</p> <p>ANI Co-chairs</p> <p>ANI staff liaisons</p>	<p>ANI Policy Coordinator</p> <p>Response Task Force</p> <p>ANI Governing Directors</p> <p>ANI Steering Committee</p> <p>ANI Co-chairs</p> <p>ANI staff liaisons</p>
When	<p>Continuous</p>	<p>Upon Post for Public Comment</p>	<p>Within 2 Weeks of Post for Public Comment</p>	<p>2-4 Weeks before Comment Period Deadline</p>	<p>On or before Comment Period Deadline</p>	<p>After Comment Period</p>
How	<p>Internet</p> <p>Target Organization Web Sites</p> <p>Federal Register</p>	<p>Teleconference</p>	<p>Teleconference</p> <p>Response Tracking Worksheet</p>	<p>Email</p> <p>Response Tracking Worksheet</p>	<p>Email</p> <p>Teleconference/Web Conference</p>	<p>Email</p> <p>Teleconference</p>
Deliverables	<p>Original Document for Public Comment</p> <p>Critical Path Document</p>	<p>Organizational Commitment to Respond</p> <p>Revised Original Document with Line Numbers for Tracking (If Needed)</p>	<p>Initial Draft Response</p>	<p>Revised Draft with Member input</p> <p>Disposition of Comments Document</p>	<p>Final Response</p> <p>Membership Communication</p>	<p>Lessons Learned/Best Practices</p>

