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 and membership roster
- Events at the AMIA Annual Symposium
- Administrative support to the governing directors January through June
- Administrative support to the steering committee July through December
- Coordination of emerging leaders process
- Steering committee election
- Operating guidelines maintenance and changes

HIMSS will be responsible for the creation, maintenance and facilitation of the following:
- ANI web site
- Events at the HIMSS Conference
- Administrative support to the steering committee January through June
- Administrative support to the governing directors July through December
- Processing of new membership applications
- Coordination of HIMSS-ANI Nursing Informatics Leadership Award

AMIA and HIMSS will jointly be responsible for the creation, maintenance and facilitation of the following:
- Marketing and communications (fact sheets, press releases)
- Co-sponsorship of events
- Other policy related 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 advisors or representatives with strategic importance to the goals of ANI. The committee 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.
- 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 ex-officio and advisory roles without vote and are appointed for varying terms and reasons.

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.

AACN Representative: AACN (American Association of Colleges of Nursing) will appoint a nurse to serve as the AACN representative to ANI. The representative can be a volunteer or staff member of AACN but must have general knowledge in the field of nursing informatics. The AACN representative will serve as an ex-officio member of the governing directors and steering committee without vote.

ANA Representative: 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.

NOA Representative: ANIA, as a dues paying member of the Nursing Organization Alliance (NOA), will appoint an informatics nurse to serve as the ANI representative to NOA. The NOA representative will serve as an ex-officio member of the governing directors and steering

committee without vote. The individual will represent ANI's interest at NOA and serves as the liaison between the two organizations.

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 Sponsorship

ANI maintains detailed endorsement and sponsorship guidelines to ensure that the endorsements or sponsorship agreements are ethical, promote the mission of the organization, do not involve conflicts of interest, and do not interfere with the organization's goals.

The governing directors have approved a policy that describes the procedure for endorsements and sponsorship. See addendum *ANI Endorsement/Sponsorship Guidelines.*

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: April 28, 2017

ADDENDUM
ANI Prioritization Policy 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 represents 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 of this document 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 by sharing nursing informatics perspectives for shaping health policy.

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 procedure for obtaining comments. Due to limited timing to respond, it is not always possible to have a full review by all members within each of the ANI member organizations.

Procedure:
1. The ANI Steering Committee will utilize the ANI Strategic Plan to whether or not to respond to specific calls for comments/opportunities (e.g. testimony) related to healthcare reform initiatives, requirements and rulings from the Office of the National Coordinator (and other applicable organizations).
2. The ANI policy coordinator serves as the lead coordinator for ANI's policy engagement 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.
3. 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. Simultaneously, ANI policy coordinator 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. The ANI policy coordinator will request a response from member organizations in any of the following ways:

     a. Governing Directors can immediately notify their members and request them to review the healthcare reform initiatives, requirements and/or rulings.

     b. The ANI policy coordinator will circulate an initial draft response from the Response Task Force and ask ANI Governing Directors to collect comments from their member organizations.

     c. *Time is of the essence:* The ANI policy coordinator will circulate an initial draft response with as much time as possible for member organizations to respond.

     d. ANI Governing Directors are each responsible for compiling and submitting all of the feedback from their respective organization to the ANI policy coordinator.

     e. *As an example:* 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 is welcome to use this methodology, but it is not required.

     f. The ANI policy coordinator/Response Task Force will disposition all comments and document their resolutions.

     g. If there are significant controversial points, ANI will include a minority report that indicates there are multiple opinions.

     h. Any member organization or individual may request a full dispositioning of the comments.

5. The final comment document/position statement must be affirmed by a simple majority of the ANI member organizations. In the event that no member organizations reply to the vote, the ANI co-chairs/staff liaisons will determine whether or not to proceed in consultation with the ANI steering committee.

6. The ANI co-chairs will approve and sign the final comment document/position statement for submission.

7. Upon submission, the final comment document/position statement will be circulated to the ANI Governing Directors and posted on the ANI website.

ADDENDUM
ANI Endorsement/Sponsorship Guidelines

Purpose: The purpose of the Alliance for Nursing Informatics (ANI) Endorsement/Sponsorship Guidelines is to ensure that the endorsements or sponsorship agreements are ethical, promote the mission of the organization, do not involve conflicts of interest, and do not interfere with the organization's goals.

Overview: The Alliance for Nursing Informatics, hereinafter referred to ANI, is a collaboration of organizations that represents 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.

Vision: Transform health and health care through nursing informatics and innovation.

Mission: To advance nursing informatics leadership, practice, education, policy, research and leadership through a unified voice of nursing informatics organizations

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.

Endorsement/Sponsorship Requests

The ANI Steering Committee will review all requests for ANI to endorse or sponsor an activity, program or product with another organization. In order for an endorsement or sponsorship request to be reviewed, a signed letter from the requesting organization must be received by ANI (on organizational stationary or with logo if the request is electronic) stating the purpose, objectives and any other relevant information regarding the request.

Any endorsement or sponsorship request for ANI funds must be reviewed by the ANI Executive Committee to determine if the funds are available before being forwarded to the ANI Steering Committee for consideration.

Endorsement/Sponsorship Policy Guidelines

ANI reserves the right to refuse any request for endorsement or sponsorship at its discretion or to negotiate with the requestor concerning any aspect of a proposed endorsement/sponsorship. ANI reserves the right to refuse endorsement or sponsorship invitations provided by business entities that do not comply with the mission and/or vision of ANI. The ANI Steering Committee will review and determine whether an endorsement or sponsorship will be accepted based on an assessment of the best interests of ANI and its members. The acceptance of an endorsement/sponsorship shall be consistent with ANI's strategic and financial policies. The acceptance of an endorsement/sponsorship does not imply any exclusive arrangement with ANI.

An endorsement/sponsorship does not imply any grant of control or influence to the endorser/sponsor over the content of any ANI activity, publication, position, program or policy.
- All endorsements/sponsorships will be for a defined period of time;
- All endorsements/sponsorships will have benefits listed for both the endorser and ANI;
- The appearance of advertising or sponsorship is neither a guarantee nor an endorsement by ANI of the product, service or company or the claims made for the product in such advertising or sponsorship.
- To maintain the integrity of ANI publications, advertising (i.e., promotional material, advertising representatives, companies or manufacturers) associated with the endorsement will not influence decisions about content.
- Endorsers/sponsors may not use or sell ANI member information of any kind.

Endorsement/Sponsorship Benefits

Benefits will be outlined in an MOU to ensure both parties adhere to the mutually agreed upon actions. Benefits may include, but are not limited to: literature review, discounted programs, publications, and/or logo placement for conferences/meetings, listing on the ANI calendar of events, or communication to ANI members.

Benefits shall not be in conflict with the ANI Operating Guidelines, positions, standards, policies or procedures, and shall conform to the evaluative criteria and process established by the ANI Governing Directors.

Brand Guidelines: Logo Usage

The purpose of the ANI Brand Guidelines is to create visual continuity when using ANI's name and/or logo. These standards should be utilized internally as well as externally, with permission, to fully realize and establish the brand. They are intended to aid the development of new collateral, advertising, and other materials in relation to the Alliance for Nursing Informatics. Adhering to the guidelines will result in a recognizable face for those with permission to use the ANI logo and/or name.

There is one standard version of the ANI logo. This is the ANI brand and therefore should appear in all creative materials. It should be displayed in the upper case text.