



National Kidney Foundation™



Dear Chapter Chairperson:

The Council of Nephrology Social Work (CNSW) Executive Committee would like to thank you for serving as the chair for your local CNSW chapter. Your willingness to be a leader in the renal community and CNSW demonstrates your dedication to the profession, chronic kidney disease, patients and their families, and social work values.

The material in this manual has been developed to provide you with basic information regarding the structure and programs of CNSW, as well as to provide a method of organizing and maintaining records of chapter meetings and activities. The manual will also assist you in understanding what is required to become a local CNSW chapter and what is required to maintain active status.

The CNSW Executive Committee is available to assist you in your leadership role. The Committee also wants to support the efforts and programs of your local chapter.

Please let us know how we can assist you in achieving success in your chapter endeavors.

Sincerely,

CNSW Executive Committee

# CNSW CHAPTER CHAIR MANUAL

## Table of Contents

<b>I.</b>	National Kidney Foundation and the Council of Nephrology Social Workers	
A.	Mission Statements and Goals – NKF and CNSW.....	3
B.	History of CNSW.....	4
C.	Structure of the Council of Nephrology Social Workers.....	5-7
D.	CNSW Organizational Chart.....	8
<b>II.</b>	Benefits of National Membership.....	9-10
<b>III.</b>	Running Your CNSW Chapter	
A.	Communicating with the Executive Committee.....	11-12
B.	Criteria for CNSW Chapters.....	13
C.	Chapter Chair Timeline & Responsibilities.....	14
D.	Ideas and Suggestions for Chapter Structure.....	15
<b>IV.</b>	NKF/National CNSW/CNSW Chapter Relationships.....	16-17
<b>V.</b>	CNSW Legislative Advocacy.....	18
<b>VI.</b>	Council of Nephrology Social Work Awards.....	19
<b>VII.</b>	Council of Nephrology Social Work Research Grant Program.....	20
<b>VIII.</b>	Continuing Education Units.....	21
<b>IX.</b>	CNSW Publications.....	22-23
<b>X.</b>	Refocusing Nephrology Social Work: An Outcomes Training Program.....	24-26
<b>XI.</b>	CNSW Rules and Regulations.....	27-30
<b>ATTACHMENT A:</b> CNSW Chapter Recertification Application.....		31-32
<b>ATTACHMENT B:</b> Chapter Bylaws – Example.....		33-36
<b>ATTACHMENT C:</b> Example letter to dialysis unit encouraging support for social workers to be active in CNSW.....		37-38
<b>ATTACHMENT D:</b> Letter explaining the benefits of national membership.....		39-40
<b>ATTACHMENT E:</b> Council of Nephrology Social Work 2007 Goals.....		41-42

## MISSION STATEMENTS AND GOALS

The **National Kidney Foundation, Inc.**, a major voluntary health organization, seeks to prevent kidney and urinary tract diseases, improve the health and well-being of individuals and families affected by these diseases, and increase the availability of all organs for transplantation.

### **NKF Goals**

1. Supporting Research and Research Training
2. Continuing Education of Health Care Professionals
3. Expanding Patient Services and Community Resources
4. Educating the Public
5. Shaping Health Policy
6. Fund Raising

The **Council of Nephrology Social Workers (CNSW)** functions as a professional membership council within the framework of the National Kidney Foundation (NKF) and networks with other organizations, including the Health Care Financing Administration (HCFA), state and local governments, and private groups. CNSW's purpose is twofold: one, to assist patients and their families in dealing with the psychosocial stresses and lifestyle readjustments and facilitate a treatment program that will maximize rehabilitation potential; two, to support the federal regulations governing ESRD reimbursement in regard to standards for social work practice and in the definition of a qualified social worker.

### **CNSW Goals**

1. Develop and promote patient and public education.
2. Support and promote the profession and education of renal social work.
3. Impact regulatory and legislative issues.
4. Ensure the use of the qualified social work in the ESRD setting.
5. Provide ongoing support and education to the renal patient.

## CNSW HISTORY

### *The Early Years*

When chronic maintenance dialysis became a reality in the 1960's, medical social workers rapidly became involved in this new treatment modality. The unique nature of the treatment, with its stresses and restrictions, served to mobilize renal social workers to reach out to each other to pool their knowledge and resources, increase their skills and provide mutual support. Local and regional groups of nephrology social workers began meeting on a regular basis, often as an adjunct to conferences sponsored by established organizations. In April of 1973, 75 social workers, chaired by Meg Jamison, met at a Veterans Administration interdisciplinary meeting in Boston, in conjunction with the American Society of Artificial and Internal Organs. This group was approached by the National Kidney Foundation regarding the formation of a national organization of nephrology social workers that would eventually serve as an advisory council to NKF. After much discussion and full recognition that those present were not truly regionally representative of social workers active in nephrology, the group voted to become a national organization. They took the name, the "Association of Nephrology Social Workers (ANSW)" and appointed officers. Dr. Norman Deane of the New York Nephrology Association contributed \$250 toward getting the new organization started.

During the summer of 1973, the Renal Amendment took effect. This amendment removed the financial disincentives to providing chronic hemodialysis and thereby greatly improved patient access to treatment. As new facilities opened across the country, nephrology social workers not present at the Boston meeting were identified and invited to participate in ANSW.

In November of the same year, at the Annual Meeting of the National Kidney Foundation, the decision was made to adopt the professional council structure and invite ANSW to become the social work advisory council to NKF. The Council of Nephrology Social Workers (CNSW) was established with Judith Kari succeeding Meg Jamison as the first official CNSW President.

## **STRUCTURE OF THE COUNCIL OF NEPHROLOGY SOCIAL WORKERS**

The Council of Nephrology Social Workers consists of the following components:

- 1) Executive Committee
- 2) AdHoc Committees
- 3) Local Chapter Affiliates and Members
- 4) National Membership

### **CNSW Executive Committee**

The CNSW Executive Committee is composed of fourteen members:

- Chair
- Chair-Elect
- Immediate Past Chair
- Membership Chair
- Publications Chair and Co-Chair
- Clinical Nephrology Program Chair and Co-Chair
- Professional Education Chair
- Regional Representatives of the five National Kidney Foundation Regions.

The Executive Committee meets twice a year to set CNSW goals and to conduct the Council's business. Executive Committee meetings are held during the NKF Clinical Nephrology Meeting in the spring and one additional time in the year. The additional meeting is coordinated with the NKF Board.

The CNSW National Membership elects most of the members of the Executive Committee. Committee members also serve on various ad hoc committees to develop special projects and position papers to further the goals, priorities, and interests of CNSW.

The Executive Committee members are listed on the NKF website ([www.kidney.org](http://www.kidney.org)) and in *Renalink* (the quarterly newsletter of the professional councils of the NKF). Please feel free to contact your Region Representative or any other Executive Committee member at any time to provide us with your ideas, to volunteer for a special project, or whenever you need additional information. The effectiveness of the Executive Committee is directly related to knowing and responding to our Chapters and Members. We strongly encourage your interest and involvement. Thank you for supporting CNSW.

### **AdHoc Committees**

The Chairperson of the Council may appoint Ad Hoc Committees, as necessary. The Chairperson and members of such Committees shall serve from the date of their appointment until the next annual meeting of the Council at which time such Committee may again be appointed by the Chairperson.

## Local Chapter Affiliates and Members

Local CNSW Chapter Affiliates are structurally and financially separate from the National CNSW and the National Kidney Foundation. The Council of Nephrology Social Workers, whose membership and chapters are represented by the CNSW Executive Committee, is a professional council of the National Kidney Foundation and serves in an advisory capacity to the Foundation.

As a result of this affiliation with NKF, CNSW benefits from a wide range of rights and privileges while also assuming certain responsibilities to work within defined organizational policies and constraints.

Local chapters operate independently of the national organization and have a great deal of autonomy. This autonomy allows local chapters to be flexible in meeting the education, program, and other needs of their specific communities and members.

However, the activities of local chapters must not conflict with the goals and activities of the National CNSW, Executive Committee, or the National Kidney Foundation.

Local chapters are also required to promote National CNSW membership and meet the basic criteria for being an active chapter, as described in the section “Criteria for CNSW Chapters.”

Local Chapters Affiliates may maintain their own local chapter membership requirements and lists. Membership in a local chapter **does not** give a person membership in the National CNSW. Local chapters should ensure that members are aware of the differences between local membership and national membership.

## National Membership

The Council shall consist of regular members, associate members, and honorary members. National members may or may not be members of Local CNSW Chapter Affiliates.

National membership **does not** automatically give a person membership to the local chapters. However, some local chapters reduce dues for national members.

Regular Members: Any social worker who fulfills the federally mandated standard for working in the field of end stage renal disease, and who provides direct or indirect service in this field is eligible for regular membership.

Associate Members: Any social worker living or working outside the United States or any allied health professional interested in the field of end stage renal disease is eligible for associate membership. In addition, those persons supporting the purposes of the Council and those rendering special services to the Council are eligible for associate membership.

Associate members may vote, but are not eligible to hold office or act as Chairperson of a Committee.

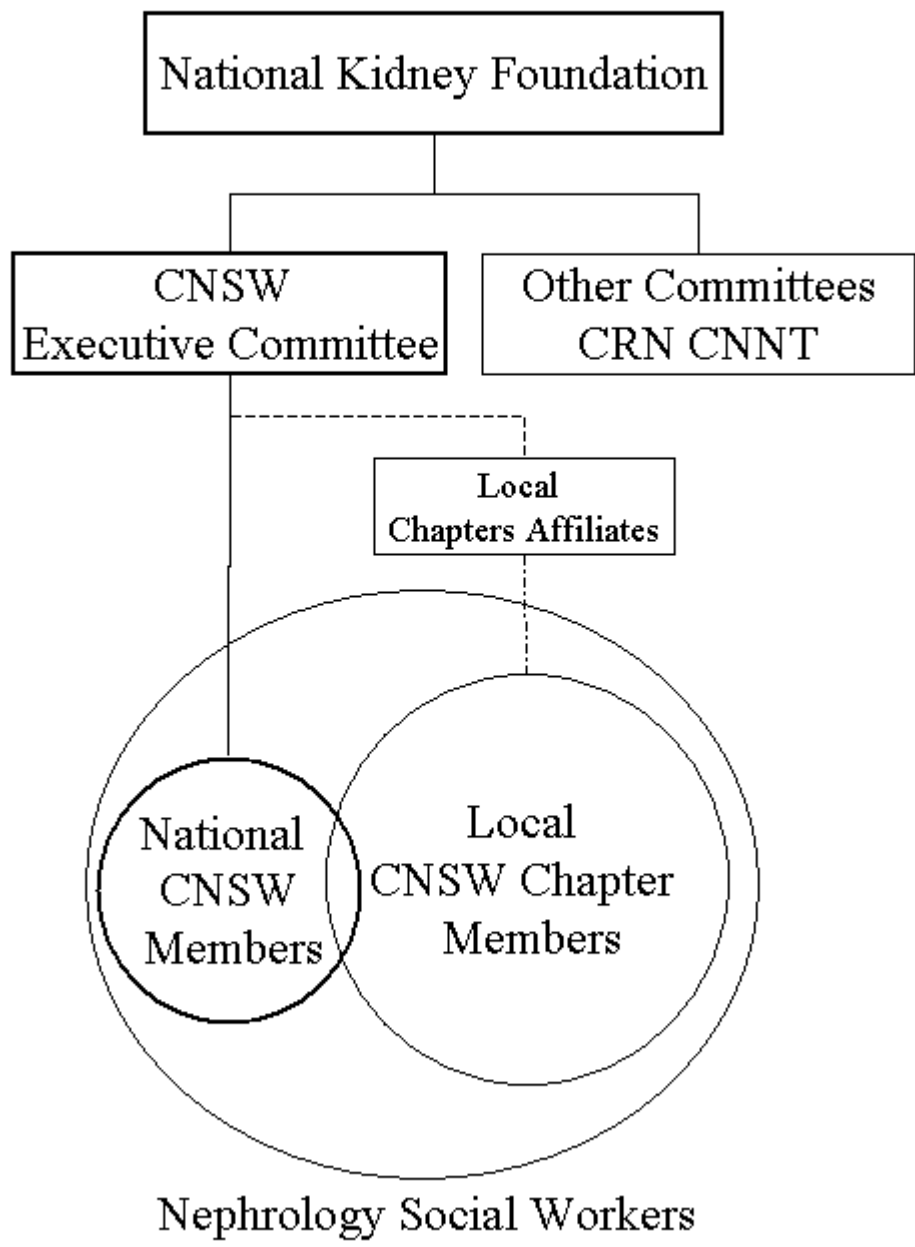
Student: Any student is eligible for membership, but is not eligible to vote or hold office.

Honorary Members: Anyone may be awarded honorary membership upon recognition of special services to the Council for unusual work in the field of interest of the Council.

They shall not have the privilege of voting, holding office, or serving as a Chairperson of a Committee unless they also qualify for Regular Membership.

They shall not be required to pay annual dues.

# CNSW ORGANIZATIONAL CHART





## BENEFITS OF NATIONAL MEMBERSHIP

Membership in CNSW entitles you to the following benefits:

- A subscription to the *Journal of Nephrology Social Work*, a NKF-CNSW journal, and online access to the journal
- A subscription to *Renalink*, the quarterly newsletter of CNSW, the Council of Nephrology Nurses and Technicians, and the Council on Renal Nutrition, providing renal health information and news for each Council in a multidisciplinary format
- Inclusion on the CNSW membership listserv—an e-mail discussion group for CNSW members
- Reduced registration for CNSW educational and scientific programs held in conjunction with NKF meetings, including the Clinical Meetings and the Professional Councils Conference, and the opportunity to interact with other disciplines
- Access to the many patient, professional, and public education materials developed by the NKF and its constituents, and free patient education brochures, upon request
- Discounts on the *Standards of Practice for Nephrology Social Work*, the *Professional Advocacy Book*, the *Handbook on Continuous Quality Improvement for Nephrology Social Work Practice*, the *Kidney Transplantation: A Primer for Nephrology Social Workers*, the NKF-DOQI focused Psychosocial Assessment Tool, and other DOQI items
- A subscription to NKF's *Family Focus*, a quarterly newspaper for patients and their families
- A subscription to *Dialysis and Transplantation*, a monthly publication
- A subscription to *Nephrology News and Issues* for new members and a reduced rate for renewing members
- A reduced subscription rate for the *American Journal of Kidney Diseases*, a monthly NKF Journal
- A reduced subscription rate for *Advances in Chronic Kidney Disease (ACKD)*, a quarterly, multidisciplinary NKF journal
- A reduced subscription rate for the *Journal of Renal Nutrition*, a quarterly NKF-CRN publication
- The opportunity to apply for CNSW research grants
- The opportunity to present papers or abstracts at NKF national meetings

- Voting privileges in CNSW national elections, and the opportunity to run for office
- The opportunity to join or establish local chapters and interact with NKF affiliates
- A catalog of NKF materials
- An online CNSW membership directory
- 30% off individual subscription rate for the *Journal of Social Work in End-of Life and Palliative Care*
- 30% off the *Handbook of Health Social Work* when you visit wiley.com
- New Professional Online Tool 3rd Edition of the *Focused Psychosocial Assessment Tool* available in PDF, print, or an interactive Flash interface
- New Continuing Education Program Available Online Outcomes Training Program - Module 17 *Conducting Interventions to Improve Adherence*  
Participants will understand cognitive, behavioral, psychodynamic, and paradoxical approaches to behavior change and are able to facilitate family and team inclusion in interventions
- Full access to the CNSW national salary survey results (coming late 2007/early 2008)
- New Pediatric Practice Manual (coming in 2008/2009)

## COMMUNICATING WITH THE EXECUTIVE COMMITTEE

The Executive Committee communicates with CNSW Chapters and the Membership in a variety of ways—through reports and articles in Renalink, through regular mailings, via the CNSW email listserv, Chapter Chair email listerv, and by telephone contact.

The **CNSW membership listserv** is an e-mail discussion group for CNSW members. The listserv has over 600 participants. All national members of CNSW are eligible to participate in the listserv. In recent years, the listserv has been the primary method of communicating with the national membership. The Executive Committee members are required to monitor and participate in the national listserv, as needed. The e-mail address for the listserv is [CNSW@LISTSERV.KIDNEY.ORG](mailto:CNSW@LISTSERV.KIDNEY.ORG). If you have any questions or problems with the listserv, please contact Maritza Owens at [maritzao@kidney.org](mailto:maritzao@kidney.org).

The **Chapter Chair listserv** is an e-mail discussion group for CNSW Local Chapter Chairs. New Chapter Chairs are automatically added to this discussion group. The Executive Committee uses the chapter chair listserv to communicate directly with Chapter Chairs. Chapter Chairs may also use the list to communicate with the Executive Committee members. The e-mail address for the listserv is [CNSWCHAPS@LISTSERV.KIDNEY.ORG](mailto:CNSWCHAPS@LISTSERV.KIDNEY.ORG).

Local Chapter Chairs communicate most frequently with their CNSW Regional Representative.

The National Kidney Foundation has divided up the United States and other areas into five regions (see the map and list below). A Regional Representative is assigned to each region.

The Regional Representative may communicate with Chapter Chairs through email, local listserv, fax, or telephone.

Contact information for the Regional Representative or other CNSW Executive Committee (EC) members can be found on the NKF website. Go to [www.kidney.org](http://www.kidney.org) and click on the link to the CNSW officers' page.

The Chapters and Members are encouraged to share information, needs, issues, and concerns with the Executive Committee and to respond to requests for information and feedback on various issues, projects, and programs.

### Region Map:



**Region Lists:**

Region I includes: Connecticut, Delaware, Maine, Maryland\*, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, *Africa, Canada (New Brunswick, Newfoundland, Nova Scotia, Prince Edwards Is.)*

Region II includes: Alabama, District of Columbia, Florida, Georgia, Kentucky\*, Mississippi, North Carolina, South Carolina, Tennessee, Virginia\*, West Virginia\*, *Bahamas, Caribbean, Europe, Puerto Rico*

Region III includes: Illinois, Indiana\*, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, *Canada (Manitoba, Saskatchewan)*

Region IV includes: Arkansas\*, Louisiana, New Mexico, Oklahoma, Texas, *Mexico, Central America, South America*

Region V includes: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming, *Asia, Australia, Canada (Alberta, British Columbia, Yukon Territory), Middle East*

\* Indicates that the region demarcation line divides the particular state.

## CRITERIA FOR CNSW CHAPTERS

Local CNSW chapters **must meet** the following basic criteria in order to maintain their status as an active chapter.

- Accept existing CNSW rules and regulations
- Submit Chapter Recertification Application by June 1<sup>st</sup> every odd year (see ATTACHMENT A – Note CNSW intends to start to do chapter recertification online starting with Spring 2007)
- Chapter's defined geographical limits do not conflict with other chapters
- Chapter elections will be held in the Spring of the year in order to assure that the results are available for the completion of the recertification that must be submitted by June 1<sup>st</sup> of every odd year
- Chapter Chairperson and Co-Chairperson, if applicable, are current national CNSW members
- All chapters will work to see that their elected leadership represents the diverse geographic, practice setting, and modality of the area served by that chapter (corporate, independent, rural, urban, transplant, pediatric, hemo, PD, etc.)
- All Chapters Officers are required to uphold the practice standards mandated by the federal ESRD regulations and supported by National CNSW
- Chapter members are encouraged to maintain or establish National CNSW membership
- Chapter will meet at least twice a year
- Chapter shall keep a record of meetings and programs. Copies of chapter minutes and other mailings should be sent to the CNSW Regional Representative on a regular basis.

## CHAPTER CHAIR TIMELINE & RESPONSIBILITIES

<p><b>JANUARY</b></p>	<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>● Send a report for Renalink to Regional Rep by Feb. 7th</li> </ul>	<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>● Submit agenda items to the Regional Rep to have discussed at spring Executive Committee meeting</li> </ul>
<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>● Hold Elections in the Spring</li> <li>● Verify that chairs and co-chairs are national members of CNSW</li> </ul>	<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>● Complete recertification application (due June 1<sup>st</sup> every odd year)</li> <li>● Send a report for Renalink to the Regional Rep by May 7th</li> </ul>	<p><b>JUNE</b></p>
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>● Encourage members to do a research project</li> </ul>	<p><b>AUG</b></p> <ul style="list-style-type: none"> <li>● Send a report for Renalink to the Regional Rep by Aug 7th</li> </ul>	<p><b>SEPT</b></p> <ul style="list-style-type: none"> <li>● Remind members that letters of intent for research grants are due Oct. 15<sup>th</sup></li> <li>● Submit agenda items to the Regional Rep to have discussed at fall Executive Committee meetings</li> </ul>
<p><b>OCTOBER</b></p>	<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>● Send a report for Renalink to the Regional Rep by Nov 7<sup>th</sup></li> <li>● Send in nominations for Merit Award</li> <li>● Send in nominations for New Worker Award</li> <li>● Send in nominations for Recognized Chapter Award</li> </ul>	<p><b>DECEMBER</b></p>

### ONGOING RESPONSIBILITIES

- Report information received from the Regional Representative to members
- Notify Regional Representatives of changes in officers

Revised 5/4/2007

## **CNSW CHAPTERS**

### **IDEAS AND SUGGESTIONS FOR CHAPTER STRUCTURE**

#### Officers

A chapter can have as many officers as needed. The only officer required by National CNSW is a Chapter Chair. Chapters have different needs for officers, often depending on the size of the Chapter and whether it is in a rural or urban area. Suggestions for possible chapter officers are as follows:

- Chair
- Chair-Elect
- Vice-Chair
- Secretary
- Treasurer

#### Committees

A chapter can have as many or as few committees as needed. National CNSW has no requirements for Chapter committees. Develop your committees to meet the needs and programs of your Chapter, or to help you reach future goals. Each committee developed should have a chair. Suggestions for possible chapter committees are as follows:

- Executive
- Legislative
- Education
- Membership
- Bylaws
- Program
- Nominating
- Special Projects
- New Worker Orientation
- Transportation
- Mentoring

#### Dues

Some chapters have local dues in addition to encouraging members to join National CNSW. Local dues often range from \$5 to \$20 a year and are used to support local chapter costs. Other Chapters only require individuals to pay local dues if they are not a member of National CNSW.

#### Bylaws

Chapters are not required to have their own bylaws, though they can serve an important purpose. Bylaws help to define the structure and rules of a chapter and are also important in helping new officers to understand their responsibilities. See ATTACHMENT B for samples of CNSW Chapter bylaws

## NKF/NATIONAL CNSW/CNSW CHAPTER RELATIONSHIPS

The Council of Nephrology Social Workers, whose membership and chapters are represented by the CNSW Executive Committee, is a professional council of the National Kidney Foundation and serves in an advisory capacity to the Foundation. As a result of this affiliation with NKF, CNSW benefits from a wide range of rights and privileges while also assuming certain responsibilities to work within defined organizational policies and constraints.

Working within the structure of the National Kidney Foundation, CNSW assumes responsibility for:

1. Acknowledging and participating in furthering the goals of the Foundation
2. Designating the CNSW Chair (and other Executive Committee members, as appointed by the Chair) to serve on appropriate NKF Committees
3. Submitting all CNSW position papers, comments on legislation, proposed standards, etc. to appropriate NKF committees for consideration, after the review and approval of the CNSW Chair and Executive Committee
4. Submitting all CNSW publications—*Renalink*, *Journal of Nephrology Social Work*, pamphlets, etc.—to the Council Chair and other appropriate NKF representatives for review

In the same manner that National CNSW must work within the structure of the National Kidney Foundation, it is important that CNSW chapters are aware of and responsive to the implications of being a part of a larger organization. It is through a mutuality of goals and on-going collaborative efforts that CNSW and its chapters enhance their strength, accomplish their objectives, and develop relevant, effective programs and projects. Thus, while it is appropriate for chapters to address professional, practice, and community resource issues of local concern (in keeping with overall goals of CNSW and in conjunction with local NKF Affiliates), issues, positions, or standards that have potentially broader implications must be reviewed and approved by National CNSW/NKF. If Chapter Chairs have questions or concerns, the CNSW National Chair should be contacted.

For example, while an individual nephrology social worker or a local group of social workers may and should respond to legislative or other concerns, national CNSW and local CNSW chapters cannot officially write in support of/or against legislative or regulatory proposals unless the response is in keeping with the NKF position. As a local chapter, you are not allowed to use the CNSW logo or letterhead for any letters advocating for legislative or advocacy concerns unless you submit such a letter to the national chairperson for approval.

The review and/or approval processes insure appropriate and consistent positions between NKF Committees and Councils, and maintain consistency between national and chapter CNSW positions. In addition, these review processes afford CNSW and/or its chapters an opportunity to secure consultation, additional credibility, and the broad-based support of NKF. By maintaining close cooperative and collaborative relationships, NKF, National CNSW, and CNSW chapters are all strengthened in our efforts to effectively address issues of mutual concern.



**KEY POINT:**

*Issues, positions, or standards that have potentially broader implications must be reviewed and approved by National CNSW/NKF (If you intend to use the “CNSW” name in such issues, positions or standards).*

## CNSW LEGISLATIVE ADVOCACY

CNSW is vitally concerned with legislation that affects either the health care systems and/or those other programs that provide support services to CKD patients.

We have therefore been active participants in response to proposed legislation and regulations that will affect the quality of care offered to CKD patients, and believe that legislative advocacy is a valid and important function of the social work profession.

CNSW Chapters are encouraged to participate in legislative advocacy activities on both a state and national level. Local Chapters must, however, keep in mind that any issues, positions, or standards with potentially broader implications must be reviewed and approved by National CNSW/NKF.

The National CNSW Chair can be contacted for both information and support on legislative issues.

The National Kidney Foundation's Office of Public Policy advocates on behalf of patients, families, and professionals. Information is distributed to our members through the CNSW listserv, CNSW Chapter Chair listserv and the Renal Representative Program.

For a current list of the NKF legislative priorities go to [http://www.kidney.org/news/pubpol/issues\\_legislation.cfm](http://www.kidney.org/news/pubpol/issues_legislation.cfm).

The National Kidney Foundation also launched an e-advocacy Legislative Action Network in April 2007. The network is for patients, professionals, and anyone else interested in advocating for the renal community. To sign up for the e-dvocacy network go to the NKF website [www.kidney.org](http://www.kidney.org).

## COUNCIL OF NEPHROLOGY SOCIAL WORK AWARDS

CNSW encourages its members to consider submitting nominations for three award categories: Merit Award, New Worker Award, and the Recognized Chapter Award (RCA).

The **Merit Award** recognizes CNSW members who have made noteworthy contributions in the areas of leadership, involvement in projects that impact ESRD patients, contributions to the nephrology social work knowledge base, and contributions to patient services.

The **New Worker Award** is given to nephrology social workers who have been in the field two years or less and who have made noteworthy contributions to patient services and project involvement. One does not need to belong to a chapter to be nominated. A CNSW member can be nominated by two CNSW colleagues.

The **Recognized Chapter Award (RCA)** is given to one small chapter (less than 20 members) and one large chapter (greater than 20 members). Chapter activities are reviewed based on development of patient-focused or professional materials, collaboration with renal related organizations, and chapter cooperation with CNSW.

If you have any questions or would like further information about these nominations, please see awards at [www.kidney.org/professionals/CNSW/](http://www.kidney.org/professionals/CNSW/) or contact the current Immediate Past Chair.

**Nominations forms** may also be found on the NKF website:  
[www.kidney.org/professionals/CNSW/](http://www.kidney.org/professionals/CNSW/).

## **COUNCIL OF NEPHROLOGY SOCIAL WORK RESEARCH GRANT PROGRAM**

### **Objective:**

The purpose of the CNSW Research Grant Program is to further knowledge of psychosocial factors in kidney failure and to enhance clinical social work intervention with dialysis and transplant patients and families. The grants may cover research on psychosocial factors in kidney failure; clinical practice research focusing on social work assessment and treatment strategies with patients and families or staff; education programs to enhance patient and family understanding of kidney failure treatment and its psychosocial implications; or pilot or demonstration projects which have broad applicability to nephrology social work services and/or nephrology social workers.

### **Eligibility:**

Applicants must hold a regular membership in CNSW, have a minimum of two years work experience as a nephrology social worker, reside in the U.S. or its territories, have written approval from the department head or facility director at the institution/facility where the research is to be conducted, and meet the definition of "Qualified Social Worker" as stated in Federal Kidney Failure Regulations. Preference is given to applicants with ACSW accreditation, that are licensed by their state, or are affiliated with a medical institution or university program. In keeping with the overall goals of NKF and CNSW, research grants are available to [national members of CNSW](#). The purpose is to further the knowledge of psychosocial factors in ESRD and to enhance clinical social work practice and intervention with dialysis and transplant patients/families.

### **Terms of Award:**

Project support and stipend not to exceed 20% of requested amount; consultant fees not to exceed 25% of total requested funds.

### **Duration:**

One year

### **Grant Process:**

October 15: Letter of intent due to NKF  
 December 1: Grant Proposal due to NKF  
 January/February: Review by CNSW Research Grants Committee  
 March 15: Awards announced  
 July 1: Approved project begins operation and continues until June 30th of the following year

Those interested in **applying** should contact the current Chair-Elect, or call the NKF Office of Research Administration at (800) 622-9010, ext. 225.

## CONTINUING EDUCATION UNITS

It has become increasingly important for professional social workers to participate in continuing education. The Council of Nephrology Social Workers supports these efforts. We also understand that finding course work that addresses the specific needs of the nephrology social worker is challenging. The National Kidney Foundation-CNSW provides opportunities that meet social workers' need to learn and share research, techniques, and developed expertise. We hope that all nephrology social workers take advantage of these programs.

The National Kidney Foundation-CNSW is a provider for ASWB as well as for most state licensure boards. When a social worker attends one of the programs planned by NKF-CNSW a CEU certificate will be issued electronically. At this time (April 2007), the Council of Nephrology Social Workers cannot extend its provider number to its Chapters for the programs they plan. However, the Professional Education Chair and NKF are looking at developing a process to allow national CNSW to extend its provider number for local chapter events. The CNSW Executive Council will notify local chapter chairs if national CNSW begins to offer this service to local chapters.

The annual Spring Clinical Meetings is *the* gathering of CNSW. At these meetings a social worker can earn as many as 36 CEU. Presentations range from the basics to the most advanced practice. Outcomes-driven Social Work is presented at this meeting in an all-day forum. This program sets the foundation for the skills and research that supports what we do everyday. Online Training Program, OTP, is offered to members on the website with CEUs. Interactive Programs are being developed that will support social workers who cannot attend onsite programs.

The Council of Nephrology Social Workers is looking at a number of options for continuing education and welcome input and feedback from our members. The Professional Education Chair is available to work with any nephrology social worker who has questions, concerns, or ideas. The Professional Education Chair is appointed for a 2 year term. Please refer to the CNSW Website for the current chair's information.

## CNSW PUBLICATIONS

CNSW has two regularly appearing publications. *Renalink* is published quarterly and the Journal of *Nephrology Social Work* is published yearly at a minimum. Both are published by the NKF. All CNSW members receive copies of these publications as part of their membership benefits. Questions regarding either of these publications should be directed to the CNSW Publications Chair.

### *Renalink*

*Renalink* is a Joint Council national publication edited by the CNSW Publications Chair, in conjunction with the other Councils. Its contents include Chapter news, reports by CNSW Chair and other Executive Committee members, and professional meeting information on a regional, national and international level. Also featured are case studies, topic specific articles and other news pertinent to nephrology social workers, dietitians and nurses.

All CNSW Chapters and members are encouraged to submit items for *Renalink*. Each CNSW Chapter is responsible for designating a newsletter contributor who will submit a summary of Chapter activities as requested by their Regional Representative on a quarterly basis. The Regional Representative then prepares a summary article about that region. Items to include in a Chapter activities summary for inclusion in *Renalink* may include:

- ❑ State and local legislative and advocacy issues
- ❑ Chapter events and projects – including Memberships and Elections
- ❑ Members in the News – awards, appointments, etc
- ❑ Chapter programs and presenters
- ❑ Collaborative efforts with NKF Affiliates
- ❑ Chapter problems and solutions
- ❑ Contributions of specific members
- ❑ Teaching Tools

### *E-Newsletter*

The *E-Newsletter* was created in 2006 to address editorial and functional limitations of *Renalink*. The *E-Newsletter* is an unedited version of the quarterly chapter reports. The reports from each local CNSW chapter is assembled into a single document and is sent out to the CNSW membership email listserv on a quarterly basis.

### *Journal of Nephrology Social Work*

The *Journal of Nephrology Social Work (JNSW)* is the official publication of the Council of Nephrology Social Workers. Its purpose is to stimulate interest and research in psychosocial issues pertaining to kidney and urologic diseases, hypertension, and transplantation, as well as to publish information concerning renal social worker practices and policies. The goal of JNSW is to publish original communications and research that maintain high standards for the profession and that contribute significantly to the overall advancement of the field.

The JNSW is a peer-reviewed publication. Manuscripts are accepted for review with the understanding that the material has not been previously published, except in abstract form, and

is not currently under review for publication elsewhere. Types of articles sought for publication in JNSW include: Research and Review, Reports and Commentary, Book Reviews, Original Research, Clinical/Research Briefs, Practical Aspects Section, Case Studies, Letters to the Editor.

JNSW welcomes articles from local and national members. Our editorial staff can help you with submitting a JNSW article. For more information, contact the CNSW Publication Chair or the JNSW Editor in Chief (see the CNSW website for contact details).

## **REFOCUSING NEPHROLOGY SOCIAL WORK: AN OUTCOMES TRAINING PROGRAM**

**NOTE: THIS PROGRAM IS UNDERGOING PROGRESSIVE RELEASE BY THE NKF NATIONAL OFFICE. CONTACT YOUR REGIONAL REPRESENTATIVE FOR INFORMATION ON CURRENTLY AVAILABLE PROGRAMS**

### **The Need**

The last decade has brought multiple changes to the delivery of care to End Stage Renal Disease (ESRD) patients. The profile of the nephrology social worker, like other members of the dialysis care team, has changed in response to a new health care climate. The National Kidney Foundation's Council of Nephrology Social Workers is proactively providing training to support the expansion of the nephrology social work role to improve treatment outcomes through the introduction of **Refocusing Nephrology Social Work: An Outcomes Training Program**. The following outline will list the overall objective and venue for each planned module. Please contact the National Kidney Foundation for rental information.

### **The Program**

- ❑ **Understanding and Assessing for Depression in the ESRD Patient**  
Participants will be able to understand the predictors of depression in the ESRD patient and use screening tools for early identification.
- ❑ **Understanding Psychosocial Predictors of Treatment Outcome**  
Participants will be able to understand the predictors of depression, survival, mortality, and quality of life in the ESRD patient.
- ❑ **Conducting a Comprehensive Clinical Assessment**  
Participants will be able to become familiar with in-depth interview techniques to identify biopsychosocial strengths and barriers to treatment outcomes and will be able to formulate an individualized psychosocial care plan to facilitate adaptation to illness.
- ❑ **Assessment and Management of the Patient With Altered Mental Status**  
Participants will be able to assess and design care plans for ESRD patients with dementia, chronic mental illness, and substance abuse problems, as well as design education and support for caregivers of ESRD patients with these issues.
- ❑ **Providing Protective Services**  
Participants will be able to assess patients and families for abuse and harm to self or others, as well as become familiar with issues of conservatorship, guardianship, and termination of treatment.
- ❑ **Treating Depression**  
Participants will be able to enhance early identification of depression and become familiar with the use of psychodynamic and cognitive interventions for brief therapy as well as assess for psychotropic medications and work collaboratively with psychiatrists who prescribe medication for ESRD patients.



- ❑ **Delivering, Scoring and Interpreting Biopsychosocial Instruments to Enhance Assessment, Monitor Treatment Outcomes and Guide Continuing Interventions**  
Participants will become familiar with quality of life instruments, depression inventories, and mental status exams, and understand how to use these tools to design interventions and monitor outcomes.
- ❑ **Providing Case Management Services**  
Participants will learn leadership and group facilitation skills to provide case management services on behalf of the multidisciplinary team when psychosocial problems are identified as a primary barrier to effective treatment outcomes.
- ❑ **Assessment of Cultural Barriers and Design for Effective Care Plans**  
Participants will learn to assess and design care plans that accommodate patient and family cultural variables to maximize treatment outcomes.
- ❑ **End of Life Issues**  
Participants will be able to provide education and support regarding advance directives, termination of treatment, and brief, focused bereavement counseling to a patient's surviving family and/or significant other.
- ❑ **Patient Education**  
Participants will understand the importance of assessing for and adapting materials to meet the patient and family learning style, educational and literacy level, cultural background, lifestyle, and environment. Additionally, participants will understand the importance of providing patient and family psychoeducation to lessen the impact of illness-related stresses and will understand the importance of, and become familiar with models of pre-ESRD education.
- ❑ **Developing Individualized Plans for Rehabilitation**  
Participants will become familiar with current models for rehabilitation of the ESRD patient and will be able to design interventions to achieve and measure patient rehabilitation outcomes.
- ❑ **Multidisciplinary Team Collaboration and Teaching**  
Participants will understand how to recommend collaborative interventions to the treatment team, teach formal classes to staff, lead the multidisciplinary team as case managers when psychosocial barriers impede treatment outcomes, mediate patient-staff conflicts, improve patient satisfaction with care, and assist the treatment team in managing stress and preventing burnout.
- ❑ **Marital and Family Counseling to Enhance Patient Adaptation to Illness**  
Participants will become familiar with psychoeducational and other brief interventions with couples and families, including communication training, problem solving and negotiation, and family stress management.
- ❑ **Conducting Interventions to Improve Adherence**  
Participants will understand cognitive, behavioral, psychodynamic, and paradoxical approaches to behavior change and be able to facilitate family and team inclusion in interventions.

- **Facilitating Support, Psychoeducational, and Brief Therapy Groups**  
Participants will learn how to select appropriate patients and families for group treatment, to collaborate with physicians to secure attendance, to effectively facilitate the stages of a treatment group, to use groups to intervene with substance abuse behavior, and to monitor group outcomes.
  
- **Continuous Quality Improvement**  
Participants will understand how to develop social work indicators, to review the efficacy of psychosocial interventions, to utilize practice outcome measurement, and to design strategies to improve psychosocial interventions.
  
- **Putting It All Together: The Core Curriculum in Action**  
Participants will understand the broad scope of nephrology social work services, learn to market their social work skills, and design proposals for administrators. Additionally, participants will understand the culture of the corporate environment and the importance of peer support and mentoring.

## CNSW RULES AND REGULATIONS

(As Amended November 1, 2006)

### ARTICLE I: NAME

The name of this organization shall be the Council of Nephrology Social Workers of the National Kidney Foundation (hereinafter referred to as the Council).

### ARTICLE II: PURPOSES

The purpose and functions of the Council shall be:

- A. To act as an advisory body to the National Kidney Foundation,
- B. To promote identity and solidarity as a professional specialty,
- C. To disseminate information concerning the psychosocial aspects of dialysis and transplantation, while promoting quality services and care to those affected by kidney disease.
- D. To formulate and recommend to the National Kidney Foundation local and Federal legislation related to kidney disease.
- E. To promote community and professional education programs related to the psychosocial aspects of kidney disease.
- F. To promote research related to kidney disease.

### ARTICLE III: MEMBERSHIP

Section 1. The Council shall consist of regular members, associate members and honorary members.

Section 2. Regular Members. Any social worker who fulfills the federally mandated standard for working in the field of end stage renal disease, and who provides direct or indirect service in this field shall be eligible for regular membership.

Section 3. Associate Members. Any social worker living or working outside the United States or any allied health professional interested in the field of end stage renal disease shall be eligible for associate membership. In addition, those persons supporting the purposes of the Council and those rendering special services to the Council shall be eligible for associate membership.

Associate members may vote, but shall not hold office and act as Chairperson of a Committee.

Section 4. Student Any student is eligible for membership but is not eligible to vote or hold office.

Section 5. Honorary Members. Anyone may be awarded honorary membership upon recognition of special services to the Council for unusual work in the field of interest of the Council.

They shall not have the privilege of voting, holding office or serving as a Chairperson of a Committee unless they also qualify for Regular Membership.

They shall not be required to pay annual dues.

#### **ARTICLE IV: CHAPTERS**

Section 1. Chapters of the Council may be formed according to criteria determined by the Executive Committee of the Council.

#### **ARTICLE V: EXECUTIVE COMMITTEE**

Section 1. Purpose. Between the annual meetings, the purposes of the Council shall be carried out by an Executive Committee.

Section 2. Composition. The Executive Committee shall consist of the Chairperson, Chairperson-Elect, Immediate Past Chairperson, Membership Chairperson, Publications Chairperson and Co-Chairperson, Clinical Nephrology Program Chairperson and Co-Chairperson, Professional Education Chairperson and Regional Representatives of the five National Kidney Foundation Regions. The Immediate Past Chairperson's term on the Committee shall be for two (2) years following his/her term as Chairperson of the Council.

Section 3. Officers. The officers of the Council shall be a Chairperson, Chairperson-Elect, and Immediate Past Chairperson. The Chairperson and Chairperson-Elect shall be elected in odd numbered years for a two-year term. The Chairperson must have at least two (2) years of experience on the Executive Committee. Previous CNSW Executive Committee experience is preferred for the Chairperson-Elect position. Alternatively, prior experience or knowledge working with CNSW or National Kidney Foundation boards and programs, along with a letter of support from the candidate's CNSW Regional Representative, will suffice. At the end of the Chairperson's two-year term of office, the Chairperson-Elect will automatically assume the Chairperson position for a two-year term. The previous Chairperson will become Immediate Past Chairperson.

Section 4. Chairpersons/Regional Representatives. Membership Chairperson and Regional Representatives of I, III and IV will be elected in even numbered years for a two-year term. Regional Representatives of II and V will be elected in odd numbered years for a two-year term. The Clinical Nephrology Program, Publications and Professional Education Chairpersons will be appointed by the Chair with the approval of the Executive Committee. The term of office of such appointee shall continue for two years, with a possible reappointment of 2 additional years.

Section 5. Election of Executive Committee. The Executive Committee shall be nominated by the Nominating Committee of the Council. The Nominating Committee shall seek suggestions from all categories of membership. The Immediate Past Chairperson of the Council shall serve as the Chairperson of the Nominating Committee. If possible, at least two nominees shall be presented for each office.

The ballots bearing the names of the nominees and offices for which they have been nominated shall be available for electronic voting. Members will be notified by postcard and/or the CNSW listserv, as well as through Renalink, on instructions for online voting.

Elections shall be by majority vote of those members who vote in the election.

Announcement of results shall be at the clinical meeting and in CNSW publications.

- Section 6. Term of Office. Each member of the Executive Committee shall serve for a two-year term. The term shall commence upon such officer's installation at such annual business meeting. Each officer shall be eligible for reelection for not more than one additional term of office in the same position.

Announcement of results shall be at the annual meeting immediately following the election.

- Section 7. Vacancy in Office. In the event of a vacancy in any elected office, except Chairperson, the Executive Committee shall elect a successor from nominees selected for such office by the Nominating Committee. The appointee to fill such a vacancy shall serve until the next election. In the event the Past Chairperson cannot fulfill their duties, the Executive Committee will appoint an individual to complete the term and fulfill the duties of the office of Past Chairperson.

If the Chairperson should resign office before completion of a two-year term, the Chairperson's duties shall be passed on to the Chairperson-Elect.

- Section 8. Eligibility for Office. Regular members shall be able to seek and hold elected office only as long as he/she meets the requirements for regular membership. If the regular membership requirement cannot be met, the officer may remain in the office for no more than a four-month transition period. Regular members who have previously provided direct services (that meet the federally mandated standard) for at least two of the past ten years are eligible to seek and hold office if presently providing indirect service or recently retired. Indirect services will be interpreted as MSWs who work in the ESRD arena providing patient education to ESRD patients, MSWs who are renal administrators, MSW supervisors of nephrology social workers who meet the federally mandated standard, MSWs who are ESRD Network social workers, MSWs pursuing advanced degrees, etc. All candidates must demonstrate, to the nominating committee, knowledge of the current issues in nephrology social work practice.

- Section 9. Removal From Office. An officer may be removed from office for nonperformance of duties as outlined in the Position Objectives or actions contrary to the interests of the Council. A 2/3 vote of the Executive Committee and official notification by the Chairperson of the Council is required.

## **ARTICLE VI: AD HOC COMMITTEES**

The Chairperson of the Council may appoint Ad Hoc Committees as it may be deemed necessary. The Chairperson and members of such Committees shall serve from the date of their appointment until the next annual meeting of the Council at which time such Committee may again be appointed by the Chairperson.

#### **ARTICLE VII: DUES**

The Council is a nonprofit organization and any dues collected shall be utilized only for operational and educational purposes. Council membership (which includes membership in the National Kidney Foundation) is dependent upon paying the assessed annual dues of professional members. The Executive Committee may on occasion levy a special fee for a specific purpose.

#### **ARTICLE VIII: GENERAL**

- Section 1. Rules and Regulations. The Rules and Regulations may be amended by vote conducted by mail prior to the annual meeting and the results announced at the annual meeting. Voting may also occur electronically. Changes in the Rules and Regulations may be proposed by recommendation of the Executive Committee, the Rules and Regulations Committee or upon recommendation in writing of any ten members of the council.
- Section 2. Policy. Policy is a definite course or method of action selected to guide and determine present and future major decisions within the framework of the Rules and Regulations. All policy must be proposed through the Executive Committee and ratified by the majority of the return vote of the membership. Operational guides can be decided upon by the Executive Committee without membership approval to handle the day-to-day workings of the Council.
- Section 3. Conduct of Business In the event that the operation of the Council has procedural questions, Robert's Rules of Order shall govern to the extent compatible herewith.
- Section 4. Minutes and Communication. The minutes of the Executive and all Committees shall be open to inspection by the membership. Committees may freely communicate with the membership at large via any CNSW Newsletter.
- Section 5. Research Grants. The Chairperson-Elect shall have the responsibility of chairing the Research Grants Committees While in office; the Chairperson-Elect shall not be eligible for a research grant.

**ATTACHMENT A:**

**CNSW CHAPTER  
 RECERTIFICATION APPLICATION  
 (CNSW intends to do recertification online starting Spring 2007)**

Please complete you Chapter information and list of officers—DUE JUNE 1.

1. Chapter name as you want it to appear on your chapter certificate

\_\_\_\_\_

2. Geographical area of your Chapter - state and/or cities and counties

\_\_\_\_\_

3. Frequency of meetings \_\_\_\_\_

4. Month in which elections are held \_\_\_\_\_

5. Chapter Chairperson

Name \_\_\_\_\_

CNSW Membership Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

6. Chapter Co-Chairperson

Name \_\_\_\_\_

CNSW Membership Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

7. Chapter Vice-Chairperson

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

8. Chapter Secretary

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

9. Chapter Treasurer

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

10. Chapter Membership Chairperson

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

11. Chapter Legislative Chairperson

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_



**ATTACHMENT B:****CHAPTER BYLAWS – EXAMPLE****RULES AND REGULATIONS  
OF  
THE WISCONSIN COUNCIL OF NEPHROLOGY SOCIAL WORKERS  
OF THE NATIONAL KIDNEY FOUNDATION OF WISCONSIN****(March, 1985)****(Amended September, 1985 September, 1992 and  
November, 1995)****ARTICLE I - NAME**

The name of the organization shall be the Wisconsin Council of Nephrology Social Workers of the National Kidney Foundation of Wisconsin.

**ARTICLE II - PURPOSES**

The purposes and functions of the WCNSW shall be:

- A. To act as an advisory body to the National Kidney Foundation of Wisconsin and to serve as consultants to NKFw committees and programs.
- B. To work collaboratively with the Wisconsin Chronic Renal Disease Program to advocate for quality patient benefits, while striving to utilize program funds efficiently.
- C. To establish identity and solidarity as a professional specialty.
- D. To disseminate information regarding the psychosocial and financial concerns of the dialysis and transplant patient populations and their families.
- E. To promote and sponsor professional educational programs related to the psychosocial aspects of end stage renal disease and transplantation.
- F. To pursue research related to the psychosocial aspects of end stage renal disease and transplantation and to develop social service tools and interventions beneficial to this patient population.
- G. To be proactively involved with legislative issues affecting dialysis and transplant patients.

### ARTICLE III - MEMBERSHIP

- Section 1 WCNSW shall consist of regular members and other members.
- Section 2 **Regular Members.** Any social worker who fulfills the Federally mandated standards for working in the field of end stage renal disease, and who provides direct or indirect services in this field and holds current membership in the National CNSW shall be eligible for regular membership.
- Section 3 **Other Members.** Any social worker working in the field of end stage renal disease and who provides direct or indirect services in this field.

### ARTICLE IV - OFFICERS

- Section 1 **Officers.** The officers of the WCNSW shall be a President and a Vice-President. The President and Vice-President shall be elected for a two-year term.
- Section 2 **Responsibilities of the President.** The President shall:
- a. Participate in and support the by-laws, goals and activities of the National Council of Nephrology Social Workers.
  - b. Set the agenda and chair the meetings.
  - c. Serve as the liaison to the National and Regional CNSW.
  - d. Serve as the WCNSW Representative on the National Kidney Foundation of Wisconsin's Medical Advisory Board.
  - e. Function as the liaison to the social work representative to the Medical Review Board and the Executive Director of Network 11
  - f. Offer consultation and support to peer Wisconsin Renal Social Workers
  - g. Serve as executive committee member of WCNSW during Presidency and for two years after terms of office.
- Section 3. **Responsibilities of the Vice-President.** The Vice-President shall:
- a. Fulfill the role of Chapter President in the absence of or temporary incapacity of the President.
  - b. Maintain current membership lists and chapter copy of the CWSW New Worker Manual
  - c. Submit quarterly summaries of chapter activities for publication in the National CNSW Regional Reports
  - d. Initiate contact with all new Wisconsin Renal Social Workers for the purpose
  - e. Encourage new members' participation in CNSW and chapter activities
  - f. Serve as Executive Committee member of WCNSW

Section 4     **Election of Officers.** The officers shall be nominated by a Nominating Committee of the council appointed by the President

At least two nominees shall be presented for each office.

The ballots bearing the names of the nominees and offices for which they have been nominated shall be mailed to the membership in mid-March prior to the summer meeting.

Ballots shall be received by the Nominating Committee before the first day of June.

Elections shall be by majority vote of those members who vote in the election.

Announcement of results shall be at the summer meeting immediately following the election.

Section 5     **Term of Office.** Each officer shall serve for a two-year term

The term shall commence at the first meeting after September 1st and terminate when the newly elected officer takes post.

Each officer shall be eligible for re-election for not more than one additional term of office in the same position.

Section 6     **Vacancy in Office.** In the event of a vacancy in any office, the Executive Committee shall elect a successor from nominees selected for such office by the Nominating Committee. The appointee to fill a vacancy shall serve until the next election.

Section 7     **Continuing Eligibility for Office.** Each officer shall continue to be eligible to hold elective office only as long as he/she meets the requirements for Regular Membership.

Section 8     **Removal from Office.** An officer may be removed from office for nonperformance of duties or actions contrary to the interests of the WCN by 2/3 vote of the Executive Committee.

## **ARTICLE V - EXECUTIVE COMMITTEE**

Section 1.     **Purpose.** Between the meetings the purposes of WCNSW shall be carried out by an Executive Committee.

Section 2     **Composition.** The Executive Committee shall consist of the President, Vice-President, and Immediate Past President. The Immediate Past President's term on the Committee shall be for two years following his/her term as President of the WCNSW

## ARTICLE VI - COMMITTEES/TASK FORCES

Section 1      There shall be working Committees and Task Forces appointed by the President as needed or requested. State geographical representation shall be sought.

Section 2.      Every two years the President shall designate a Nominating Committee which will be responsible for preparing nominations and arranging for voting and vote tabulation.

## ARTICLE VII - DUES

The WCNSW is a non-profit state organization and has no membership dues. Payment of dues to the National CNSW is recommended but not required.

## ARTICLE VIII - MEETINGS

Section 1.      **Purpose.** The purpose of the meetings will be to provide the membership with information, education, legislative updates, and a forum to support research endeavors and activities pertinent to the field of Nephrology Social Work.

Section 2.      **Schedule and Location.** Meetings will be scheduled five times throughout the calendar year. The date and location of each meeting will be determined by the membership or Executive Committee. Meetings will be held in both central locations and different regions throughout the state.

Section 3.      **Minutes.** Minutes will be taken by WCNSW members, with minute-taking rotating alphabetically by city location. Typed minutes will be forwarded to the NKF office for distribution one month prior to the next meeting. The minutes of the WCNSW shall be open to inspection by the membership.

## ARTICLE IX - GENERAL

Section 1.      **Rules and Regulations.** The Rules and Regulations may be amended by a vote of the membership at any meeting. Proposed amendments to these Rules and Regulations shall be mailed to the membership prior to the meeting. A majority vote of all members voting is required to adopt new amendments or change existing ones.

Section 3.      **Conduct of Business.** In the event that the operation of the WCNSW has procedural questions, *Robert's Rules of Order* shall govern.

**ATTACHMENT C:****EXAMPLE LETTER TO DIALYSIS UNIT**

The following letter is an example of a letter chapter chairs could send dialysis unit managers to encourage them to support their social workers in being active in CNSW.



## National Kidney Foundation™



Dear Clinic Manager,

Do you want to improve your patient outcomes? Reduce missed treatments? Reduce disruptive patient situations? Improve customer service?

You can achieve all of the above and more by giving your renal social worker access to critical tools, experts, and resources.

Since 1973, the National Kidney Foundation's Council of Nephrology Social Workers (CNSW) has been providing educational opportunities, assessment tools, policy updates, community resources, and much more to social workers in the renal community.

Local CNSW Chapters and the National CNSW provide renal social workers with a number of critical things including:

- Local educational opportunities
- National educational conferences
- Access to an online listserv with **over 600 participants** – including leading experts on insurance benefits, Medicare, counseling, and more!
- A subscription to a professional research journal
- Online continuing education courses
- Access to fact sheets and resource information
- Access to practice guidelines, transplant manuals, etc.

### **WHAT YOU CAN DO!**

Here are some simple things you can do to help your unit and social worker succeed.

- Encourage your social worker to be active in CNSW
- Give your social worker paid time to attend CNSW local and national meetings
- Pay for local and national dues
- Ask them about CNSW activities

We would like to thank you in advance for supporting the critical services of your social worker.

Sincerely,

CNSW Chapter Chair

Revised 5/4/2007

**ATTACHMENT D:****LETTER EXPLAINING BENEFITS OF NATIONAL MEMBERSHIP**

The attached letter should be given to local members on an annual basis in order to encourage membership in the National CNSW.



National Kidney Foundation™



## Attention: Nephrology Social Workers

Do you feel:

***BURNED OUT?***

***FRUSTRATED?***

***ISOLATED?***

***UNSUPPORTED?***

***UNPREPARED?***

The NKF National Council of Nephrology Social Workers can help!

National CNSW provides a wide range of critical membership benefits designed to support the efforts of nephrology social workers. Thousands of nephrology social workers have benefited from the professional tools, resources, and educational opportunities that the National CNSW provides to its members.

### WHAT DOES MEMBERSHIP PROVIDE?

**COMMUNITY**—Network in person or on a national listserv with other social workers in the field. Access the online national database to find contact information for other nephrology social workers.

**KNOWLEDGE**—Access patient fact sheets, manuals, and practice guidelines. Receive a subscription to the *Journal of Nephrology Social Work* and learn about the most effective clinical and case management methods. Access to an online listserv with **over 600 participants**—including leading experts on insurance benefits, Medicare, counseling, and more!

**SUPPORT**—Use tools and information provided by National CNSW to advocate for your professional beliefs and position at work. Get support for your efforts to reduce your patient load and clerical tasks.

**BECOME A NATIONAL CNSW MEMBER TODAY!**

Go to [www.kidney.org](http://www.kidney.org) to apply

Revised 5/4/2007



**ATTACHMENT E:****Council of Nephrology Social Work 2007 Goals**

- I Advocate for Quality Care for CKD Patients and Families
- II Provide Professional Support
- III Promote Professional Roles and Responsibilities
- IV Develop & Promote Professional Education

**Advocate for Quality Care for CKD Patients and Their Families**

- Legislative Advocacy
- Representation at CMS Open Door Meetings
- Medicare Part D Initiative
- Katrina Taskforce
- Living Longer, Living Well Program
- Wayne Nix Memorial Award
- International Bill of Rights for Living Donors and Potential Donors
- KDOQI/Kidney Learning System Tools
- Disaster Project
- Patient Empowerment Project
- ESRD Network 5 End of Life Coalition
- Updating KDOQI Focused Psychosocial Assessment Tool
- Fact Sheets
  - Hospice & Dialysis Care
  - Medicare Part
  - Transient dialysis
  - Medicare & Dialysis
  - Cobra
  - Web Sites for Immigrant Resources

**Provide Professional Support**

- Email Listservs: Pediatric, General and Chapter Chair
- Regional conference calls with chapter chairs
- Meet with chapter chairs at Clinical Meetings
- CNSW Membership initiatives
- Katrina Taskforce
- CNSW Solidarity Board
- Clinical Meetings
- Professional Advocacy Handbook
- Social Work Month projects
- Work with corporate social workers at large dialysis organizations
- Work with pharmaceutical companies re: patient assistance programs
- CNSW Membership Certificates
- Nephrology social work: a call to action “PR” initiative

Revised 5/4/2007

### **Promote Professional Roles and Responsibilities**

- CNSW Research Grants
- CNSW Mentoring Program
- CNSW Chapter Programs
- CNSW Publications
- CNSW Awards
- CNSW Solidarity Board
- Email Listservs: Pediatric, General and Chapter Chair
- Collaborating with other social work organizations
- CNSW Practice Guidelines
- Professional Advocacy Handbook
- Dual Relationships Guidelines
- Documentation Guidelines
- Response to revised Conditions of Coverage
- Transplant Practice Manual
- Pediatric Practice Manual
- Explore Nephrology Social Work Certification
- Membership salary survey

### **Develop and Promote Professional Education**

- Clinical Nephrology Meeting
- Pediatric track at clinical nephrology meeting
- Journal of Nephrology Social Work (JNSW)
- Outcomes Training Program
- Nephrology Social Work Practice Guide
- CQI Handbook
- Renalink
- CNSW Solidarity Board
- How to do Research Fact Sheet
- Indexing JNSW
- Increasing JNSW twice a year
- Clinical Meeting Travel Grant
- CEU activities on line
- Email Listservs: Pediatric, General and Chapter Chair
- Updating KDOQI Focused Psychosocial Assessment Tool