



National  
Kidney  
Foundation®

# Council of Nephrology Social Workers®

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.

If you are looking for information on how to start a chapter, please visit our website at [www.kidney.org](http://www.kidney.org), and select Local Chapter Resources under the Professional tab.

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

Sincerely,

CNSW Executive Committee

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
NATIONAL KIDNEY FOUNDATION & COUNCIL OF NEPHROLOGY SOCIAL WORKERS.....	3
MISSION STATEMENT.....	3
NKF GOALS.....	3
CNSW GOALS (2013-2015).....	3
CNSW HISTORY.....	5
STRUCTURE OF THE COUNCIL OF NEPHROLOGY SOCIAL WORKERS.....	6
CNSW STRUCTURE.....	9
BENEFITS OF NATIONAL MEMBERSHIP .....	10
RUNNING YOUR CNSW CHAPTER .....	11
COMMUNICATING WITH THE EXECUTIVE COMMITTEE.....	11
CRITERIA FOR CNSW CHAPTERS.....	12
CHAPTER CHAIR TIMELINE & RESPONSIBILITIES .....	13
CNSW-CHAPTER RELATIONSHIP & LEGISLATIVE ADVOCACY .....	14
RELATIONSHIP BETWEEN CNSW AND CHAPTERS.....	14
CHAPTER LEGISLATIVE ADVOCACY .....	14
CNSW AWARDS.....	15
CNSW RESEARCH GRANT PROGRAM .....	16
CONTINUING EDUCATION UNITS .....	18
CNSW PUBLICATIONS .....	19
RENALINK E-NEWSLETTER.....	19
JOURNAL OF NEPHROLOGY SOCIAL WORK.....	19
APPENDIX A.....	20

# NATIONAL KIDNEY FOUNDATION & COUNCIL OF NEPHROLOGY SOCIAL WORKERS

## **MISSION STATEMENT**

The **National Kidney Foundation (NKF)**, 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**

### **Awareness**

1. Create broad awareness in general public.
2. Provide basic education to at-risk individuals.
3. Provide screening to at-risk individuals.
4. Raise the general public's awareness of the National Kidney Foundation as the leading source of information.

### **Prevention**

1. Empower at-risk individuals to seek testing and treatment.
2. Educate at-risk and early-stage patients around prevention of kidney disease progression.
3. Facilitate continuing education for primary care practitioners regarding the identification, diagnosis, and care of early-stage patients.

### **Treatment**

1. Gather and publish original epidemiologic data and analyses, and provide grant support for promising research.
2. Improve outcomes through patient and professional education.
3. Increase access to kidney transplantation for those with advanced kidney disease.
4. Continue to support patients, caregivers, and organ donors.
5. Advocate on a national level on behalf of current and potential kidney disease patients.
6. Measure outcomes and impact.

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: 1. 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; 2. 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 (2013-2015)**

### **Advocacy**

1. Define and Promote Professional Social Work Role
2. Patient and Family Centered Care
3. Legislative Voice

### **Empowerment**

1. Listservs/Mentoring
2. NSW-C
3. Promote National and Chapter Membership

**Education**

1. Clinical Meetings and Continuing Educational opportunities
2. Professional Publications
3. Patient and Professional Resources

## ***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. Local Chapter Affiliates and Members
3. AdHoc Committees
4. National Membership

### **CNSW Executive Committee**

The CNSW Executive Committee is composed of fourteen members:

- Chairperson
- Chairperson-Elect
- Immediate Past Chairperson
- Membership Chairperson
- Publications Chairperson
- Spring Clinical Meetings Program Chairperson and Co-Chairperson
- Professional Education Chairperson
- Regional Representatives of the five National Kidney Foundation Regions

The Executive Committee meets once a year during the Spring Clinical Meeting to set CNSW goals and to conduct the Council's business. They also hold several conference calls throughout the year to check on progress, and discuss new business.

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 three times a year 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.

### **Local Chapter Affiliates and Members**

Local CNSW Chapter Affiliates should work in close contact with regional NKF staff. We encourage local chapters and NKF offices to participate in cooperative activities in education, communication and fundraising to the extent their financial and human resources allow. Contact your local NKF office or the NKF Professional Membership Director at the headquarters office if you have questions about partnering opportunities.

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 have the flexibility to respond to 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. Additionally, local chapters are required to go through the National Kidney Foundation to offer continuing education courses.

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, however we highly encourage local chapters to promote membership at the national level. Local chapters should ensure that members are aware of the differences between local membership and national membership.

### **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.

### **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 shall be eligible for regular membership. Retired members can choose to remain as a Regular Member or can choose to pay a lesser membership fee as a Retired Member.

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 or act as Chairperson of a Committee.

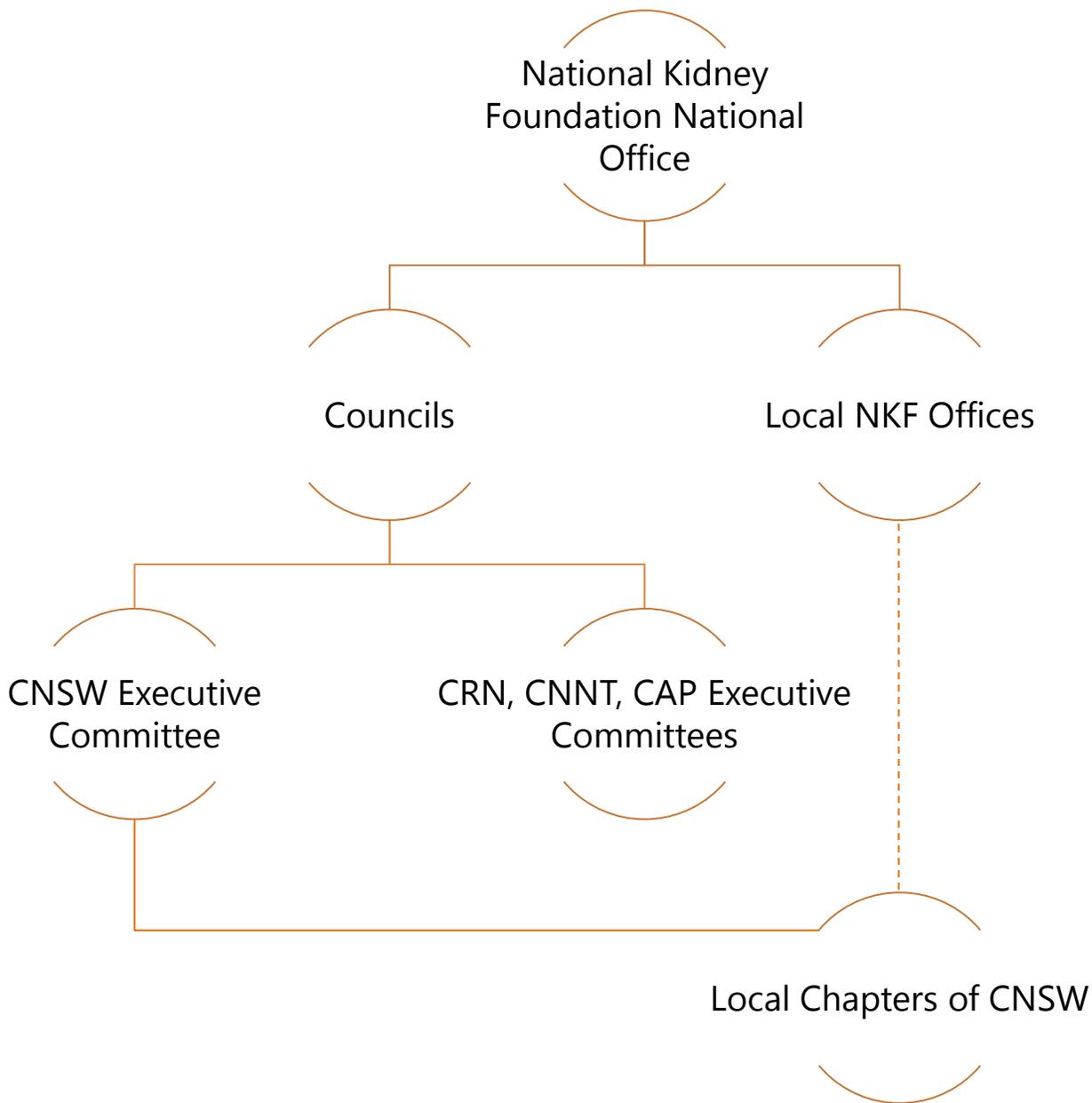
Student: Any student is eligible for membership, but is not eligible to vote or hold office.

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.

Retired Members: Any social worker who previously fulfilled the federally mandated standard for working in the field of end stage renal disease providing direct or indirect service, and is now retired, is

eligible for membership. The retired social worker is not eligible to vote or hold office. The dues for the Retired Member shall be the same as for a Student member.

**CNSW STRUCTURE**



## **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, (includes online access)
- A subscription to *Renalink*, the e-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, published three times a year
- Inclusion on the CNSW membership listserv—an e-mail discussion group for CNSW Members
- Eligibility to apply for Nephrology Social Worker Credential (NSW-C) certificate program
- Discounts on registration to the NKF Spring Clinical Meetings, as well as other educational symposium
- Access to free online continuing education courses
- Access to the many patient, professional, and public education materials developed by the NKF and its constituents, and free patient education brochures, upon request
- Reduced subscription rates for the *American Journal of Kidney Diseases*, *Advances in Chronic Kidney Disease (ACKD)*, and the *Journal of Renal Nutrition*
- The opportunity to apply for CNSW research grants
- Eligibility to apply for travel stipends to attend the NKF Spring Clinical Meetings
- Eligibility to apply for the Fellowship of the National Kidney Foundation (FNKF) designation.
- The opportunity to present papers or abstracts at NKF Spring Clinical Meeting
- 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 divisions/affiliates
- An online CNSW membership directory
- Full access to the CNSW national salary survey results
- Access to a *Pediatric Practice Manual*

## RUNNING YOUR CNSW CHAPTER

### 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 listserv, 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, contact member services at NKF headquarters.

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, 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, Quebec)*

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*

**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 Affiliation Application every odd year
- 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 1st of every odd year
- Chapter Chairperson and Co-Chairperson 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 is encouraged to meet at least twice a year
- Chapter shall keep a record of meetings and programs. Copies of quarterly summaries and updates should be sent to the CNSW Regional Representative on a regular basis

**CHAPTER CHAIR TIMELINE & RESPONSIBILITIES**

<b>JANUARY</b>	<b>FEBRUARY</b> <ul style="list-style-type: none"> <li>• Send a report for <i>Renalink</i> or <i>listserve</i> to Regional Rep</li> </ul>	<b>MARCH</b> <ul style="list-style-type: none"> <li>• Submit agenda items to the Regional Rep to have discussed at spring Executive Committee meeting</li> </ul>
<b>APRIL</b> <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>	<b>MAY</b> <ul style="list-style-type: none"> <li>• Send a report for <i>Renalink</i> or <i>listserv</i> to the Regional Rep</li> </ul>	<b>JUNE</b>
<b>JULY</b>	<b>AUG</b> <ul style="list-style-type: none"> <li>• Send a report for <i>Renalink</i> or <i>listserv</i> to the Regional Rep</li> </ul>	<b>SEPT</b> <ul style="list-style-type: none"> <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>
<b>OCTOBER</b> <ul style="list-style-type: none"> <li>• Complete affiliation application (due every odd year)</li> </ul>	<b>NOVEMBER</b> <ul style="list-style-type: none"> <li>• Send a report for <i>Renalink</i> or <i>listserv</i> to the Regional Rep</li> </ul>	<b>DECEMBER</b>

**ONGOING RESPONSIBILITIES**

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

## CNSW-CHAPTER RELATIONSHIP & LEGISLATIVE ADVOCACY

### **RELATIONSHIP BETWEEN CNSW AND CHAPTERS**

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. 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

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.**

### **CHAPTER LEGISLATIVE ADVOCACY**

While CNSW Chapters are encouraged to participate in legislative advocacy activities on both the state and national level, keep in mind that local chapters:

1. cannot officially write in support of/or against legislative or regulatory proposals unless the response is in keeping with the NKF position;
2. and are not allowed to use the CNSW logo or letterhead for any letters advocating for legislative or advocacy concerns unless the letter has been approved by the national chairperson.

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.

NKF offers online advocacy resources, including the [Take Action Center](#) for patients, donors, and family members to encourage their legislators to fund research, protect patients, and raise awareness of kidney disease. There is also the [Advocacy in Action Blog](#), with updates of advocacy efforts around the nation.

## CNSW AWARDS

CNSW encourages its national members to consider submitting nominations for these award categories: Merit Award, New Worker Award, Award in Social Work in a Pediatric Setting, Award in Social Work in a Transplant Setting, International Social Worker Award, and the Recognized Chapter Award (RCA).

The **Merit Award** recognizes CNSW national 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 nominee must have an MSW degree and be licensed in their state, if applicable, and be a member of national CNSW.

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 national member can be nominated by two CNSW colleagues.

The **Award for Social Work in a Pediatric Setting** is given to a person who has made a valuable contribution to social work in the field of renal social work in a pediatric setting over time above and beyond the normal scope of a typical nephrology social worker's position. Eligible candidates are regular CNSW national members in good standing, have an MSW degree and licensed in their state (if applicable), and has been practicing for two years.

The **Award for Social Work in a Transplant Setting** is given to a national member social worker with at least two years of experience, and who has made a valuable contribution to renal social work in a transplant setting above and beyond the normal scope of a typical nephrology social worker's position. Eligible candidates are regular CNSW national members in good standing, have an MSW degree, and be licensed in their state (if applicable).

The **International Social Work Award** is awarded to a renal social worker who has given their talents to the field abroad, and has made a valuable contribution to the industry. Must be a national member for a minimum of two years.

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 Chairperson.

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

## CNSW RESEARCH GRANT PROGRAM

### Purpose

In keeping with the overall goals of the National Kidney Foundation (NKF) and its Council of Nephrology Social Workers (CNSW), the purpose of the NKF-CNSW Research Grant Program is to further knowledge of psychosocial factors in chronic kidney disease and to enhance clinical social work intervention with pre-dialysis, dialysis, and transplant patients/families. This grant is offered once every four years.

### Areas of Interest

- Research on psychosocial factors impacting kidney disease
- Clinical practice research projects concentrating on outcome-focused social work assessment and treatment strategies with patient/families or staff
- Educational programs to enhance patient/family understanding of kidney disease treatment and its psychosocial implications
- Pilot or demonstration projects which have broad applicability to nephrology social work services and/or nephrology social workers
- Psychosocial projects focusing on early diagnosis and prevention of kidney disease

### Eligibility

Grant applications must meet the following eligibility requirements:

- Regular national membership in CNSW
- Minimum of two years nephrology social work experience (CMS Guidelines)
- Approval of the department head or facility director within which the research is to be conducted
- Residence in the United States or its territories
- Applicant must meet the definition of a "qualified social worker" as stated in ESRD Federal Regulations

Preference may be given to applicants who are licensed by their state or are affiliated with a medical institution or university program. The Review Committee reserves the right to award grants or to decline funding without stating its reasons.

### Grant Requirements

Each grant recipient is responsible for:

- Conducting the project as set forth in the proposal and consistent with accepted, systematic research methods
- Obtaining appropriate human studies clearance within the dialysis/transplant facility and maintaining data in a confidential manner
- Completing the project within the specified time frame
- Providing financial reports as required by the National Kidney Foundation
- Acknowledging NKF-CNSW grant assistance on all publications arising out of the work done during the duration of the grant
- Submitting interim progress reports and preparing a final report of the work accomplished within 60 days of the end of the grant year
- Presenting a paper at the 2017 NKF Spring Clinical Meetings describing the research, results and implications for practice

- Submitting a manuscript based on the results to The Journal of Nephrology Social Work (and with the committee's approval, another related journal)

**Funding**

- One or more grants will be awarded. Applicants submitting to more than one granting agency will be awarded the difference between the amount awarded by the other agency and the amount applied for from CNSW.
- CNSW grants assist in defraying the cost of research and projects. They are not intended to cover the entire cost of the research (i.e., office space, basic supplies, services, overhead, administration fees).
- Funds may not be used for the purchase of equipment.
- Budgets must allocate \$750.00 for airfare and one night's accommodation to enable grantees to present their research at the NKF Spring Clinical Meetings. This amount will be withheld until The Journal of Nephrology Social Work Editor receives the first draft for publication three weeks prior to the NKF Spring Clinical Meetings.
- Funding for CNSW research grants runs from January 1 through December 31 of the year following approval (approval is announced by November).

Contact the CNSW Research Grants Coordinator for more information.

## CONTINUING EDUCATION UNITS

The National Kidney Foundation is an accredited provider through several organizations to provide certified continuing medical education to health professionals. NKF's Professional Council Local Chapters fall directly under the jurisdiction of the National Headquarters (HQ). To that end, as the accredited provider, it is critical that National HQ is kept abreast of all aspects of a CME/CE activity that is implemented by the Council Chapter, from planning to delivery. There is advanced scrutiny of the CME/CE enterprise as it relates to funding, faculty selection, and content. In order for NKF to maintain its strict regulatory compliance and accreditation status, it is imperative that these guidelines be followed.

To assist in integrating the approval of the Professional Councils Local Chapter educational activities, National HQ has put a process in place that will streamline the efforts and workflow. This will also ensure consistent messaging and enhanced visibility of the Foundation. National HQ will provide the required forms, instructions, service and support to guide and assist you throughout this process.

Local Chapters will be required to:

- Adhere to NKF's CME/CE process for all educational activities
- Contact the designated staff at National HQ if funding is being sought through a commercial interest to ensure appropriate submission and completion of grant application documentation
- Submit a preliminary planning form to the appropriate CME/CE Coordinator at NKF (KLS or Scientific Activities) as notification of an upcoming educational activity. This form will contain preliminary information such as planned date of activity, title or subject, faculty with their affiliation if known, etc. Each activity will be assigned a project number that must be used as a reference when submitting the supporting documentation for review.
- Submit documentation at least 60 days prior to the event.
- Submit disclosure and other related forms of any individual (faculty and planning committee member) in control of CME/CE content, as mandated by NKF's Conflict of Interest Policy.
- Provide draft content to include activity outline with related content and slide presentation to facilitate peer review by NKF's CME/CE Review Board. This ensures each CME/CE activity meets the standards identified by the regulatory bodies, the content is unbiased, the objectives of the activity are met and is relevant to the identified target audience.
- Provide copies of promotional materials for the CME/CE activity to ensure compliance with accrediting body.
- Provide post-activity documents (sign-in sheets, evaluations, evaluation summary, etc.) to National HQ to maintain appropriate files

For related forms and more information about offering continuing education, visit <https://www.kidney.org/professionals/localchapterresources/continuinged/policies>.

The National Kidney Foundation also provides several opportunities to earn CEUs, including a designated track at the annual Spring Clinical Meeting. Visit the education pages of the NKF website to learn about these opportunities <https://www.kidney.org/professionals/research>.

## **CNSW PUBLICATIONS**

NKF publishes two regularly appearing CNSW publications. *Renalink* is published three times per year and the *Journal of Nephrology Social Work (JNSW)* is published twice per year. 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 E-NEWSLETTER**

*Renalink* is a Joint Council national publication edited by the CNSW Publications Chair, in conjunction with the other Councils. Its contents include reports by CNSW Chair and other Executive Committee members, 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*. Additionally, each CNSW Chapter is responsible for designating a Chapter representative 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 of all Regional CNSW activities for posting to the CNSW listserv. 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

### **JOURNAL OF NEPHROLOGY SOCIAL WORK**

The *Journal of Nephrology Social Work (JNSW)* is the official publication of the Council of Nephrology Social Workers. JNSW is the only peer reviewed publication of its kind in North America, and fills a critical gap in health and psychosocial research that has direct implications for people with kidney disease. 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 are 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).

## APPENDIX A



National  
Kidney  
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# Council of Nephrology Social Workers®

### CNSW RULES AND REGULATIONS

(As Amended April 2008, reviewed 2013, 2014.)

#### 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, and to advocate for the nephrology social worker.
- 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, honorary members, student members and retired 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. Retired members can choose to remain as a Regular Member or can choose to pay a lesser membership fee as a Retired Member.

- 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 or 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.
- Section 6. Retired Members. Any social worker who previously fulfilled the federally mandated standard for working in the field of end stage renal disease providing direct or indirect service, and is now retired, is eligible for membership. The retired social worker is not eligible to vote or hold office. The dues for the Retired Member shall be the same as for a Student member.

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

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, Clinical Nephrology Program Chairperson and Co-Chairperson, Professional Education Chairperson and Regional Representatives of the five National Kidney Foundation Regions.
- 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. 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 4. Chairpersons/Regional Representatives. Membership Chairperson and Regional Representatives of I&V and III will be elected in even numbered years for a two- year term. Regional Representative of II&V will be elected in odd numbered years for a two year term. The Clinical Nephrology Program, Publications and Professional Education Chairpersons and Co-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 to additional terms at the discretion of the Chairperson. Region Representatives must live in the NKF/CNSW region from which they are elected.
- 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. CNSW members in good standing may vote only for the Region Representative for the region in which they reside. Elections shall be by majority vote of those members who vote in the election. In the event of a tie vote for any Executive Committee position, no less than five members of the CNSW Executive Committee will vote by secret ballot. To maintain an odd number of votes, as needed, the Nominations Chair will either vote or abstain from voting. The Nominations Chair will tally the votes and announce the winner. Any Executive Committee member who is a candidate in the tie vote will abstain from voting to break the tie. Announcement of results shall be at the clinical meeting, in CNSW publications and on the CNSW general membership listserv.
- 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 consecutively. If the officer is first appointed to fill a vacant position, she/he is eligible for re-election twice to that same position consecutively. The Chairperson and Chair-Elect cannot run for re-election to the same position for consecutive terms.
- 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 office of the Chairperson should become vacant before completion of a two-year term, the Chairperson's duties shall be passed on to the Chairperson-Elect for the remainder of that term.
- 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. All Regular Members in good standing are eligible to serve on an Ad Hoc Committee.

#### **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.

#### **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 or the Rules and Regulations Committee. Members may propose changes to the Rules and Regulations through their Region Representative.

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 or listserv.

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.

Section 6. Quorum. Six (6) members of the Executive Committee present at any Executive Committee meeting or Executive Committee conference call shall constitute a quorum for all purposes, and the action of the majority of the members present shall be the actions of the CNSW. For future reference a Quorum is defined as one-half the number of members of the Executive Committee plus one more member.

April 2014 Reviewed and Accepted

NKF-CNSW Executive Committee: SCM14 in Las Vegas, NV