

## **Advanced Practice Registered Nurse Research Network**

### **By- laws**

#### **1. Name of Organization and Central Office**

- 1.1. The name of the organization is Advanced Practice Registered Nurse Research Network, abbreviated "APRNet".
- 1.2. The central office for APRNet is the office of the current APRNet Project Manager at Yale School of Nursing, 100 Church Street South, New Haven, CT 06519.
- 1.3. APRNet was established in 2000 as a PBRN (Practice Based Research Network) with a federal grant (HSIII96) from the Agency for Healthcare Research and Quality (AHRQ).
- 1.4. APRNet's present director is Martha Swartz, PhD, APRN, CPNP, Professor of Nursing and Associate Dean for Clinical and Community Affairs at Yale School of Nursing. Staff is based at Yale University and comprised of members as set forth below.
- 1.5. APRNet shall have a project manager named by the director and the project manager shall be an employee of Yale School of Nursing. The project manager shall report to the director and monitor day to day affairs of APRNet.

#### **2. APRNet Mission Statement (approved 5/11/06)**

The mission of APRNet is to facilitate an APRN practice- based research network; conduct research relevant to APRN clinical practice in diverse settings, develop culturally competent, evidence-based models of care and enhance the translation of research findings into primary care and specialty APRN practice.

##### **Values:**

- Integrity in research and scholarly activities
- Commitment to advanced nursing practice
- Advocacy to provide quality health care for all
- Accountability in developing, promoting and evaluating practice- based models of care
- Recognition and support of colleagues in practice and research endeavors

#### **3. APRNet Vision Statement (approved 5/11/06)**

APRNet vision is the achievement of quality primary and specialty health care, particularly in underserved populations and in under-resourced areas, in the New England region.

#### **4. Activities**

In order to carry out its mission and achieve its vision APRNet pursues certain activities, as resources permit. These include but are not necessarily limited to:

- 4.1. Annual Network Conference: A yearly conference is held to provide members with opportunities for networking, review of new and ongoing projects, skills development, and other activities.

- 4.2. Electronic Communication: Members are responsible for providing their own computers and software, for insuring that they are compatible with the existing APRNet electronic communications network, and for learning to use this technology to communicate with other members.
- 4.3. Research: APRNet members are offered the opportunity to participate in all aspects of the research process including idea generation, literature review, review and prioritization of projects, preparation of grant applications that contemplate reliance on APRNet, data collection, data analysis, manuscript preparation and review, and implementation of findings. Members are not required to participate in all of these activities.

## 5. Membership

### 5.1. Applications

A licensed Advanced Practice Registered Nurse (APRN, Nurse Practitioner or Certified Nurse Midwife) may apply for membership in APRNet. Qualifications for membership are:

- 5.1.1. Must complete and submit Membership Application Form.
- 5.1.2. Must see patients at least 12 hours a week in a primary care practice based in New England.
- 5.1.3. Must be certified in Human Subjects Research (HSR) either through the member's institution or through the National Institutes of Health Web site. Must submit a copy of certification to APRNet office.
- 5.1.4. Must have completed adequate Health Insurance Portability and Accountability Act (HIPAA) training.
- 5.1.5. Must provide formal assurance to the U. S. Department of Health and Human Services, Office for Human Research Protections(OHRP) under 45 CFR Part 46, that the research will be conducted according to human subjects research governmental regulations. APRNet will assist applicants in obtaining the appropriate assurance, as set forth in **Exhibit A**.

- 5.2. Membership is by individual practitioner rather than by practice. Therefore some, but not other, members of a group practice may join the network.
- 5.3. Members must sign a letter of agreement outlining the benefits of and obligations associated with membership. If employed by another, the employer must agree to permit participation and sign the letter of agreement.
- 5.4. Benefits of membership include, but are not necessarily limited to eligibility to:
  - 5.4.1. Serve on the Advisory Board and/or committees established by APRNet.
  - 5.4.2. Vote in APRNet elections.
  - 5.4.3. Participate in training programs offered by YSN to APRNet members such as research minifellowships and individualized computer training.
  - 5.4.4. Contribute to the APRNet newsletter.
  - 5.4.5. Access to other APRNet members for networking, stimulation, and exchange of information.
  - 5.4.6. Participate in all stages of APRNet research projects including the opportunity to generate research ideas to be undertaken by the network and early access to the results of these projects.
  - 5.4.7. Attend APRNet annual conference.
  - 5.4.8. Receive the APRNet newsletter, published 2 times per year.

5.4.9. Permission to show APRNet logo on professional letterhead.



5.5. Members are responsible for:

- 5.5.1. Participating in at least one network project relevant to their practice over a course of three years.
- 5.5.2. Checking their APRNet e-mail at regular intervals and responding when appropriate.
- 5.5.3. Completing agreed upon research activities. Responding promptly to APRNet member surveys sent by fax or surface mail.
- 5.5.4. Maintaining eligibility.

**6. Fees, Dues, and Assessments**

There are currently no dues, fees, or assessments. Any dues, fees or assessment shall be imposed only by a two-thirds majority vote of a quorum of the membership.

**7. Governance**

The Advisory Board members are responsible for governance of the network, consistent with terms of the grant, funding agencies and Yale policy.

**8. Advisory Board**

- 8.1. The Board consists of 15 members which includes 12 licensed Advanced Practice Registered Nurses (APRN, Nurse Practitioner or Certified Nurse Midwife) who are current APRNet members and three volunteer community members. A community member is defined as a past, present or future patient of the services of a Advanced Practice Registered Nurse. Board members are elected for three-year terms.
- 8.2. Advisory board positions shall be those adopted by a two-thirds majority vote of board members present at duly convened Advisory Board Meetings, including those present by telephone. A quorum shall be a majority of then eligible Board members. Positions may also be adopted at other times with approval by a two-thirds majority of Advisory Board members.
- 8.3. Regular meetings will be held twice a year, in the spring and fall at Yale School of Nursing. Additional meetings may be called by the Executive Director if circumstances require Board action.
- 8.4. All APRNet members may attend regular meetings but only Board members may vote at regular meetings or at other times.

**9. Elections**

- 9.1. Each Advisory Board member shall be elected by a simple majority of member votes.
- 9.2. An electronic election shall be held to replace a member who resigns early from his/her term on the Advisory Board.
- 9.3. Other elections shall occur at the end of three year terms or on an as-needed basis either at APRNet meetings or via e-mail.

## 10. APRNet Advisory Board Meetings and Conduct of Business

- 10.1. The APRNet Director shall prepare an agenda in advance of the meeting. Any member may suggest items for this agenda.
- 10.2. The meetings shall be called to order and facilitated by the APRNet Director or her delegee. The Board may conduct business in the presence of a quorum which shall be a majority of then eligible Board members.
- 10.3. During the meeting, agenda items may be added or skipped by consensus of members present.
- 10.4. Rules governing conduct of meetings shall be consistent with those of the Robert's Rules of Order.
- 10.5. Advisory board members vote on APRNet policy and research proposals.

## 11. Submitting and Selecting Research Topics

- 11.1. Any member may propose a research topic or potential research question for the Network at any time (e.g. via e-mail, at a meeting, or via any other means that notifies all members of the research topic or question).
- 11.2. All research questions proposed by APRNet members will be screened as follows for possible research potential.
  - 11.2.1.1. The first level of screening will be a general discussion of the idea on the APRNet via listserv or at the Advisory Board meeting. Discussions at this level may resolve the question, determine its interest to others, or suggest the need for further discussion.
  - 11.2.1.2. At the second level of screening, experts may indicate that the question has already been answered or that investigations are already underway elsewhere.
  - 11.2.1.3. At the third level of screening, the Principal Investigator of the project will write a concept paper that is then reviewed, approved or rejected and prioritized by the APRNet Advisory Board.
  - 11.2.1.4. Following approval of the concept by the Advisory Board, the investigator may seek funding for the work. APRNet will maintain a price list for contracting with the network for research related services. The Board may reject a project if resources or other issues arise even after concept approval.
- 11.3. Before any approved protocol may be implemented through APRNet, the PI must certify to the conditions set forth in **Exhibit B** regarding compliance to regulatory conditions.

## 12. Conducting Research Projects

- 12.1. The Principal Investigator shall bear primary responsibility for the final literature review, study design, protocol, data analysis, and report creation.
- 12.2. Members are responsible for gathering and submitting research data in accordance with the study design and protocol.
- 12.3. All reports and manuscripts will be sent to board members for review before submission for publication.
- 12.4. Data generated by APRNet research projects will be the property of the protocol's Principal Investigator, but APRNet should be acknowledged in the paper, and further use of this data shall be governed by the actions of a simple majority of the

board.

- 12.5. APRNet members will be acknowledged by a joint global reference, when permitted, in all publications.
- 12.6. Members must abide by Yale University Information Technology Appropriate Use Policy (ITAUP) in use of APRNet work- electronic transmission. Information about ITAUP is found at [http://its.med.yale.edu/about\\_itsmed/policies](http://its.med.yale.edu/about_itsmed/policies).
- 12.7. APRNet approval of any Research project will automatically terminate if Principal Investigator or site lose Assurance or approval by Institutional Review Board.
- 12.8. Members shall not be entitled to use the “Yale” name other than as explicitly permitted by these bylaws.

### 13. Bylaws Changes

- 13.1. Bylaws will be reviewed periodically at Advisory Board Meetings and suggestions made for corrections and additions.
- 13.2. Changes in the bylaws must be approved by a two-thirds majority of the Advisory Board members.
- 13.3. If approved the network manager will then revise the bylaws in accordance with the suggestions and send the revised document to all Advisory Board members.

### 14. Termination

Failure to maintain eligibility in the Network or to abide by the terms of the letter of Agreement or these Bylaws may result in termination of membership.

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### EXHIBIT A: HUMAN SUBJECTS RESEARCH COMPLIANCE WITH FEDERAL REGULATIONS

As of March 2003, there are three forms of assurance:

- I. If applicant works alone or with fewer than five colleagues, member must sign, and comply with the “**Unaffiliated Investigator Agreement**” form. The applicant must return the form to APRNet.
- II. If applicant works with more than four colleagues, the applicant’s site must complete an “**Federal-Wide Assurance (FWA)**” application form, and return it to APRNet. APRNet will submit the application to the U. S. Department of Health and Human Services. The government will process the application and give the member site an FWA number. As part of the FWA one person must agree to serve as your practice’s representative and another to serve as the person who will review and oversee all HSR done at your practice. Both of these people must be HSR certified. Member must also sign an IRB (Institutional Review Board) Authorization Agreement with Yale, subject to Yale’s approval, designating Yale’s IRBs as their IRB of record.
- III. If applicant’s site has a federally–approved IRB then an “**Inter-IRB Agreement**” form may be signed by Yale and the site. This agreement allows member to conduct APRNet research with YSN’s IRB as the oversight entity instead of member site’s IRB. If member’s IRB prefers not to enter into this agreement, then member’s IRB as well as the YSN IRB must approve each study for member to participate in that study.

Yale reserves the right not to accept assurances or related agreements with practices.

### EXHIBIT B: QUALIFICATIONS for approval of grant in Network

A member proposing APRNet participation in research shall certify in writing to APRNet that: 1) all key research personnel have completed human subjects training and HIPAA training and complied with all aspects of IRB review including its conflict of interest disclosure and management provisions, and 2) the research will be

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conducted according to human subjects research and any other applicable governmental regulations.