



# Network Facility Representative Roles and Responsibilities

## Purpose of the Network Facility Representatives\*:

The purpose of the Network Facility Representative (NFR) is to act as a responsible communication liaison between the Heartland Kidney Network and the individual dialysis facility.

## Background:

Appointment of Members: Membership in the Corporation shall be on an institutional basis and is extended to each ESRD facility that is located in the Network and providing ESRD care to residents within the Network (which facilities shall collectively be known as the "Network Council"). A facility is defined as a health care unit providing chronic dialysis (defined as having a separate ESRD Medicare provider number) and/or renal transplantation services.

Each Network Council facility (hereafter "Member") may appoint one (1) individual to act as such Member's representative and such representative shall have one (1) vote in Network Council deliberations. Each Member may also appoint one (1) individual to act as an alternate to the appointed representative who will have voting rights in the absence of the appointed representative. The representative and alternate representative shall serve until the Member elects to change representation. Where more than one facility location provides ESRD service under one provider number, the facilities using the common provider number shall be considered one Member. Source: 2009 Bylaws, Article III, 3.1

## Designation of the Network Facility Representative:

The Medical Director or Unit Administrator typically designates the Network Facility Representative and Alternate. All changes in the designation must be submitted in writing to the Network with authorization from the Medical Director or Unit Administrator.

## The Roles of the Network Facility Representative include:

- Assess: Assist the Network in identifying the on-going needs of the renal community (i.e. complete the Annual Needs Assessment).
- Advise: Make recommendations to the Network on programs, activities and approaches to identified needs and issues (i.e. topic/speaker ideas for the Network sponsored WebEx sessions, topic/speaker ideas for the Annual Network Conference).
- Be active: Generate ideas for new activities and approaches and engage in existing Network activities (listed below).
- Outreach: Assist the Network through promotion and outreach of Network activities and programs.
- Rapid Response: Assist the Network through rapid response to address changing cultures, issues and needs.

## The Responsibilities of the Network Facility Representative includes engagement or participation in the following Network activities:

- Board Election: Provide recommendations through the nominations process and participate in the Annual Board Election.
- Facility Goals: Ensure Medical Director and management team understands the annual Network Facility Goals and agrees to post them in a prominent place for all staff members to view; sign and return a copy to Network office annually.
- FRQR: Complete and submit the Facility Representative Quarterly Report (FRQR) to the Network on the scheduled due date.
- Meetings: Attend all meetings (teleconference and in person) scheduled for the Council, such as the Annual Network Business Meeting.
- Materials: Respond to Network requests for information and/or distribution of materials within your facility,
- Other Projects: Participate in at least one Network project, either generated by the Council or currently operating as part of the Network's regular projects. (i.e. participate in a Quality Improvement project, etc.)

*As a member of the Heartland Kidney Network Council, I understand that membership in the Council is voluntary and the commitment is on a one year-rolling basis. I agree to the above Network Facility Representative Roles and Responsibilities.*

### PLEASE PRINT

Facility Name: \_\_\_\_\_ Medicare Provider Number: \_\_\_\_\_  
 Facility Representative: \_\_\_\_\_ Email Address (Required): \_\_\_\_\_

\_\_\_\_\_  
Network Facility Representative's Signature

\_\_\_\_\_  
Date