

A Guideline for Changing Bylaws for ARNP Full Practice Authority

Developed by the Institute of Medicine (IOM)
Advanced Practice Task Force of Iowa

1. Obtain a copy of the organizations bylaws
(Generally from the clinical/medical staff office)
2. Educate yourself
 - a. Ensure that you are getting the appropriate information (bylaws vs privileges vs credentialing)
3. Define changes that are needed
 - a. Identify regulations from the Center for Medicare and Medicaid Services (CMS) which will impact the proposed changes
<https://www.cms.gov/>
 - b. Standardize the language (ARNP, PA, Advanced Practice Provider)
 - c. Decide if changes will include PAs and ARNPs, and use appropriate language when defining roles
4. Identify physician and administrative champions
 - a. Essential to support and assist with changes
5. Learn the process for changing bylaws
 - a. Identify the decision makers in organization
 - b. Prioritize changes
 - c. Be patient and professional, change takes time
 - d. Champions will help identify proposed changes that will be successful, as well as those that may meet greater resistance
6. Draft the proposed bylaw changes
 - a. Identify and educate key stakeholders prior to a formal presentation
 - b. Provide evidence and legislation supporting top of license practice