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