



Society of Gastroenterology Nurses and Associates, Inc.

GI/Endoscopy Nursing Review Course

Regional Application

Certification is necessary in order to remain competitive in GI nursing today. You can help your regional members prepare for the CGRN certification exam by offering the new **SGNA GI/Endoscopy Nursing Review Course**, in addition to the other study methods they are pursuing individually.

The review course content, which has been developed along with the new *GI/Endoscopy Nursing Review: Certification Study Manual*, covers the following topics over a 1.5-day period:

1. Study Skills
2. A Historical Perspective
3. Roles, Standards, Performance Improvement
4. Anatomy and Physiology
5. GI Pathophysiology and Infectious Diseases
6. Pharmacology
7. Sedation and Analgesia
8. GI Procedures
9. Non-endoscopic GI Procedures and Manometry/Motility
10. Nursing Process and Physical Examination
11. Infection Prevention
12. Environmental Safety
13. Research and Evidence-based Practice

The course is approved for 11.25 contact hours (10 GI-Specific).

How to Host the Review Course in Your Region

SGNA Regional Society Commitment *

- Meeting room for 1.5 days (classroom style seating, podium and table at front for facilitators)
- Audio/visual costs (laptop, LCD projector, screen, two lapel microphones, speakers)
- Food and beverage for duration of course (two breakfasts, one lunch, beverages throughout meeting, afternoon snack)
- Honorarium for two trained facilitators
- Travel and housing for at least two facilitators (flight, 2-night hotel, ground transportation, per diem)
- Regional marketing of course
- Regional representative to handle onsite logistics, including registration, check-in, audio/visual, food and beverage. National HQ staff will **not** be present

SGNA National Commitment

- Attendee registration online and by mail (\$250 member/\$350 non-member) **
- *GI/Endoscopy Nursing Review: Certification Study Manual* for attendees
- Contact hour certificates for attendees
- National electronic marketing of course

* See included sample budget for an estimate of revenue and expenses for regional society commitment. It is the sole responsibility of the region to cover these costs.

** Registration revenue will go to the region to help offset the costs of hosting. However, National HQ can facilitate registration if needed. Registration prices cannot be changed.

If your region is interested in hosting this course:

1. **Complete the Regional Request Form** – Request forms will be considered on a first-come, first served basis. SGNA can only offer two regionally-hosted review courses each year.
2. **Receive confirmation from SGNA Headquarters** – Headquarters will need to confirm facilitator availability prior to selecting a region to host the course.
3. **Complete the Regional Hosting Contract** – Once your date for hosting the course is confirmed with SGNA Headquarters, the contract must be submitted with appropriate regional signatures.
4. **Plan the meeting logistics** – This will include setting up the location, room rental, audio/visual needs and food and beverage.
5. **Promote the course**
6. **Host the GI/Endoscopy Nursing Review Course** – Headquarters will provide the *GI/Endoscopy Nursing Review: Certification Study Manual* for attendees.
7. **Headquarters will send out a certificate of completion to verified attendees** – The region must send headquarters an attendance list showing all attendees that checked-in and stayed for the entire course duration.
8. **The region will settle any balances due with SGNA headquarters within 30 days of the course date** – This may include expenses incurred for facilitator travel and housing, or revenue from registration facilitated by Headquarters.

Sample Budget

NOTE: Please note this is just a sample budget. Numbers may vary. The registration fee must remain the same.

Revenue

- Member Registration fee = \$250
- Non-member Registration fee = \$350
- Estimate 60 total attendees
- 50 members x \$250 = \$12,500
- 10 non-members x \$350 = \$3,500
- **TOTAL: \$16,000**

Expenses

- Room Rental - \$500/day = \$1,000
- Audio/Visual - \$1,500/day = \$3,000
- Food and Beverage (based on 60 attendees, 2 facilitators) - \$125/person for breakfast/lunch on both days = \$7,750
- Facilitator Honorarium (based on \$300/contact hour - \$300 x 11.25 contact hours = \$3,375
- Facilitator Travel/Housing - \$400 for flight x 2, \$200/night for hotel for 2 nights, \$100 for ground transportation x 2, \$50 per diem for 2 days x 2 = \$1,600
- Administrative Fee to National HQ = \$500
- **TOTAL: \$17,225**

Net Income

- \$16,000 - \$17,225 = **(\$1,225)**

Regional Request Form

Date submitted:_____

Region #/Region Name:_____

Contact Person Name:_____

Contact Daytime Telephone:_____

Contact E-mail:_____

Select three dates to host the review course (rank in order of preference):

NOTE: The 1.5-day course must take place over two consecutive days

1. _____

2. _____

3. _____

Review Course Location (if known at this time):

Name of venue/facility:_____

Address 1:_____ Address 2:_____

City:_____ State: _____ Zip:_____

Signed by Regional Society President

By signing the above, I understand that my Regional Society is responsible for securing a location on the date decided hereafter. My Regional Society will be responsible for covering the outlined expenses necessary to host this review course. I also understand that my Regional Society is responsible for marketing this course to the members of my Regional Society through channels such as newsletters and e-mails.

Return to SGNA Headquarters – Fax: 312/673-6694