SGNA Practice Document Development and Revision: A Multi-Faceted Process

The Society of Gastroenterology Nurses and Associates (SGNA) practice documents serve as the "voice of SGNA." Based on our mission and vision, they provide a framework for the practice of gastroenterology/endoscopy nursing and are adopted by GI nursing professionals across the nation and in every type of practice setting.

The term "practice document" encompasses both Position Statements and Standards and Guidelines. While subtle, there are differences between the two:

- Position Statements provide SGNA's position or standing on a specific topic or issue.
- Standards and Guidelines provide formalized guidance on a specific topic or issue.

This synopsis provides insight into the collaborative process for SGNA practice document development and revision. Multiple facets, phases, and viewpoints intersect to create a solid resource for our practice. The SGNA Practice Committee, comprised of GI nursing professionals, is assigned to this important task.

The process for the development of **new practice documents** follows the pathway below. The steps, in order, include the following:

IDEA GENERATION

Ideas stem from different sources.

The sources include SGNA House of Delegates, Board of Directors (BOD) and Practice Committee.

RESEARCH

Research is initiated on a selected topic.

The Practice Committee conducts and reviews findings. Takes appropriate actions based on research findings.

DEVELOPMENT

If research findings warrant, a draft document is developed for BOD review.

If research does not warrant the development, the idea is kept for future consideration.

APPROVAL

The draft document, along with a summary of findings, is submitted to the SGNA BOD for review.

SGNA BOD will defer or approve draft.

Deferred documents are returned to the Practice Committee for edits.

Approved documents go on to the next phase.

EDIT

An independent editor will conduct final copy editing.

DISTRIBUTE

The final document is posted on the SGNA Web site, distributed to other nursing groups and included in the Gastroenterology Nursing Journal.

The process for the **revision of existing practice documents** follows the pathway below. The steps, in order, include the following:

REVIEW

Practice document reviews generally occur every three years.

Reviews include an in-depth content and reference review.

RESEARCH

Research is conducted on current document.

Edits to the document are made based on the research findings.

REVISION

The Practice Committee discusses proposed edits during live meetings.

Every edit is carefully considered.

APPROVAL

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