

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-34
	Page: 1 of 1
	Effective Date: 03/97
	Revision Date: 10/08, 10/10, 11/12, 2/15
	Review Date: 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Publication of Educational Events	
Review Responsibility: Director of Social Media	

Policy Statement:

SGNA will publish notices of selected approved gastroenterology and/or endoscopy related nursing continuing educational offerings as an information service to members.

Focus:

SGNA Members, providers of gastroenterology and/or endoscopy related educational activities.

Purpose:

To define the circumstances in which approved gastroenterology and/or endoscopy related nursing continuing educational activities will be publicized on the website, in *eScope* or in Dates and Deadlines.

Procedure:

1. Persons desiring to announce approved gastroenterology and/or endoscopy related nursing continuing educational offerings on the SGNA website must submit a request to SGNA Headquarters.
 - 1.1. To be considered, activities must be applicable to recertification according to the criteria of the American Board of Certification for Gastroenterology Nurses (ABCGN).
 - 1.2. Requests must include identification of the Provider's accreditation body or evidence that the activity is approved by a qualified approver.
2. Information must be received in a timely manner that assures SGNA members will receive the notice prior to the date of the event.
3. The request will include:
 - 3.1. Title of offering
 - 3.2. Date and time
 - 3.3. Location
 - 3.4. Provider
 - 3.5. Contact person and phone number
4. Requests will be considered in the following priority:
 - 4.1. Activities for which SGNA is the Provider (e.g., the Annual Course).
 - 4.2. Activities for which an SGNA Regional Society is the Provider.
 - 4.3. Activities approved by SGNA's Continuing Education Peer Review Group (CEPRG), regardless of the Provider.
5. For requests that do not provide continuing education, SGNA will consider promoting to members if the following criteria is met:
 - 5.1. Event is related to the GI/endoscopy industry

- 5.2. The event is being provided by a credible organization
- 5.3. The event does not conflict with any SGNA national events

Formerly Policy I-4