The goal of this synopsis is to provide insight into the collaborative process for SGNA practice document development and revision. SGNA practice documents serve as the “voice of SGNA.” Based on the mission and vision of our organization, 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.

The processes for the development of new documents and the revision of existing documents have many facets. Multiple phases and viewpoints intersect to create a solid resource for our practice. The SGNA Practice Committee is assigned to this important task and is comprised of your GI nursing colleagues.

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

1. **Idea Generation**
   - Ideas stem from different sources.
   - The sources include SGNA House of Delegates, Discussion Forum, Board of Directors (BOD) and Practice Committee.

2. **Research**
   - Research is initiated on a selected topic.
   - The Practice Committee takes appropriate actions based on research findings.

3. **Development**
   - If research warrants, a draft document is developed for BOD review.
   - If research does not warrant the development, the idea is kept for consideration.

4. **Approval**
   - A synopsis of findings is developed along with draft document.
   - BOD will approve or defer draft.
   - Deferred documents are returned to the Practice Committee for edits.
   - Approved documents go on to the next phase.

5. **Edit**
   - An independent medical editor conducts final copy editing.

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

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

1. **Review**
   - Practice document reviews generally occur every three years.
   - Reviews include an in-depth content and reference review.

2. **Research**
   - Research is conducted on current document.
   - Edits to the document are made based on the research findings.

3. **Revision**
   - The Practice Committee discusses proposed edits during live meetings.
   - Every edit is carefully considered.

4. **Approval**
   - A synopsis of findings is developed along with draft document.
   - BOD will approve or defer the revision.
   - Deferred documents are returned to Practice Committee for edits.
   - Approved documents go on to next phase.

5. **Edit**
   - An independent medical editor conducts final copy editing.

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