



Society of Gastroenterology Nurses and Associates, Inc.

## **GI/Endoscopy Nursing Review Course**

### *Regional Application*

Certification is essential in order to remain competitive in GI nursing today. You can help your regional members prepare for the CGRN certification exam by offering the **SGNA GI/Endoscopy Nursing Review Course** in your region.

In addition to the other study methods GI nurses are pursuing individually, this course will allow for increased knowledge share and provide GI nurses with the materials they need to take the CGRN certification exam.

The review course content, which has been developed along with the current *GI/Endoscopy Nursing Review: Certification Study Manual* covers the following topics over a 2-day period:

1. Study skills
2. Esophagus
3. Stomach
4. Small Intestine
5. Liver
6. Infection Prevention
7. Pancreas
8. Biliary System
9. Sedation and Analgesia
10. GI Procedures & Questions
11. Large Intestine

This GI/Endoscopy Nursing Review course is approved for 14.25 contact hours (14.0 contact hours are GI-specific).

The Society of Gastroenterology Nurses and Associates, Inc., is accredited as a Provider of Continuing Nursing Education by the American Nurses Credentialing Center's Commission on Accreditation.

## How to Host the Course in Your Region

### SGNA Regional Society Responsibilities

- Securing a meeting room for 2-full days (classroom style seating, podium, and table at front for facilitators)
- Securing audio/visual equipment (laptop, LCD projector, screen, two lapel microphones, speakers)
- Providing food and beverage for duration of course (two breakfasts, two lunches, beverages throughout the class)
- Payment of honorarium for two trained facilitators
- Payment of travel and housing for two facilitators (flight, up to 3-nights in a hotel, ground transportation, per diem)
- Marketing class regionally
- Submitting a list of all present attendees for contact hour dissemination.
- Appointing Regional representative(s) to manage onsite logistics, including registration, check-in, audio/visual, food and beverage. *Note: National SGNA Headquarters (HQ) staff will not be present.*

### SGNA Headquarters Responsibilities

- SGNA HQ will manage attendee registration online - \$295 member/\$435 non-member
- Providing the *GI/Endoscopy Nursing Review: Certification Study Manual* for attendees (included in registration fee)
- Providing contact hour certificates for attendees
- Electronic marketing of the class nationally
- Providing any other handouts for the class that are deemed necessary by the facilitators

### Other important items:

- Please see the included sample budget for an estimate of revenue and expenses for regional society commitment. **It is the sole responsibility of the region to cover the costs** of room rental, audio/visual, food and beverage, speaker honoraria, speaker travel/housing and administrative fee to SGNA HQ.
- All registration revenue will go to the region to help offset the cost of hosting. Registration is \$295 member / \$435 non-member. SGNA HQ will facilitate the registration process and these rates are non-negotiable.

If your region is interested in hosting this course:

1. **Complete the Regional Application Form** – Applications will be considered on a first-come, first serve basis. SGNA can only offer two regionally-hosted review courses each year.
2. **Receive confirmation from SGNA Headquarters** – SGNA HQ will need to confirm speaker availability prior to selecting a region to host the course.
3. **Complete the Regional Hosting Agreement** – Once your date for hosting the course is confirmed with SGNA HQ, the agreement 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** – HQ can provide you with a local flier to circulate around your region and neighboring regions to promote attendance.
6. **Host the GI/Endoscopy Nursing Review Course** – SGNA Headquarters will provide the *GI/Endoscopy Nursing Review: Certification Study Manual*, the sign-in sheet, certificates, evaluations, and other supplementary handouts for the course.
7. **The region will settle any balances due with SGNA headquarters within 30 days of the course date** – This would include expenses incurred for speaker travel and housing or revenue from registration coordinated by HQ.

## **Sample Budget**

Please note this is a sample budget. Actual costs will vary! The registration fee must remain the same.

### **Revenue**

- Member Registration fee = \$295
- Non-member Registration fee = \$435
- Estimate 40 total attendees
  - 30 members x \$295 = \$8850
  - 10 non-members x \$435 = \$4,350

**TOTAL ANTICIPATED REVENUE: \$13,200**

### **Expenses**

- Room Rental - \$500/day = \$1,000 **OR** \$0 if facility has own conference room
- Audio/Visual - \$1,500/day = \$3,000 **OR** \$0 if AV included in facility conference room
- Food and Beverage based on 40 attendees, 2 speakers, 2 host representatives
  - Breakfast and lunch on both Saturday and Sunday = \$15/person per meal = \$2,400
    - *Note: The F&B estimation is based off high end catering prices*
- Speaker Honoraria (\$300/contact hour - \$300 x 14.25 contact hours = \$4,275)
- Speaker Travel/Housing
  - Flights: \$450 x 2 = \$900
  - \$200/night for hotel, double occupancy, speakers stay in 1 room together, x 3 nights = \$600
  - \$100 for ground transportation to/from airport, dinner, etc. x 2 people = \$200
  - \$50 food per diem/day, 3 days x 2 people = \$300
- Administrative Fee to National HQ = \$500

**TOTAL ESTIMATED EXPENSES: \$13,175**

**NET REVENUE: \$13,200 - \$13,175 = \$25 (SGNA HQ would invoice the region for \$25)**

### **Budgeting Tips**

- Keep your location in mind – prices for food and beverage will vary greatly from city to city. If you are in a large city like Chicago, Los Angeles, Houston, etc., F&B will be closer to what's outlined above. If you are in a smaller city, i.e. Cleveland, Tampa, etc. F&B could be significantly lower than the estimation above
- Room rental and AV costs will vary based off whether or not your region will have to rent a space – if your hospital already has a space available for free or at a discounted rate, take advantage of that.
- Ground transportation costs of speakers can be reduced if a representative from the hosting region is able to pick up and drop off the speakers from the airport, take them to dinner, drive them to and from the facility each day, etc.
- The revenue outlined above is based off 40 attendees – we highly recommend having regional representatives recruit attendees to take the course in an effort to increase revenue to offset expenses.

## Regional Application

Date submitted: \_\_\_\_\_

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 2-day course must take place over Saturday – Sunday.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Review Course Location (if known at this time):**

Name of venue/facility: \_\_\_\_\_

Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**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:**

**Email: [info@sgna.org](mailto:info@sgna.org)**

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