

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: F-3 Page: 1 of 1 Effective Date: 7/13 Revision Date: Review Date: 5/15
Subject: Protocol for Writing Position Statements for Healthcare Policy Issues	
Review Responsibility: Healthcare Policy Committee	

Policy Statement:

SGNA healthcare policy position statements shall be developed using a consistent format.

Focus:

Primary: Membership, Healthcare Policy Committee, Board of Directors

Purpose:

To describe the standard format and requirements for SGNA Healthcare Policy Position Statements.

Procedure:

1. The Board, Healthcare Policy Committee or membership may suggest a healthcare policy issue for position statement development. The topic will be forwarded to the Healthcare Policy Committee for development.
 - 1.1 The Board will be kept abreast on updates of the position statement progress via information reports from the Healthcare Policy Committee Director Liaison.
2. Use the latest edition of the *Publication Manual of the American Psychological Association* as a guide for citing references if appropriate.
3. The Board reviews the position statement for final approval prior to publishing.
 - 3.1 Upon approval of the Board, the Copy Editor will review the statement prior to printing.
4. Position Statements will be made available via the website at the earliest possible date.