

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: G-12 Page: 1 of 1 Effective Date: 10/90 Revision Date: 1/96, 10/97, 10/99, 10/08, 11/12 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 5/15
<b>Subject:</b> Speakers Resource Database	
<b>Review Responsibility:</b> Program Committee Chair, Associate Executive Director of Clinical Affairs	

**Policy Statement:**

SGNA will maintain a database of speakers from past SGNA educational courses who meet selection criteria and have given their permission to have their names entered.

**Focus:**

Primary: SGNA Membership  
Secondary: SGNA Headquarters, Program Committee

**Purpose:**

To define maintenance and use of Speakers Resource Database.

**Supportive Data:**

Individuals listed in the Speaker Resource Database have given SGNA permission to release their names so that planners of educational activities can contact them directly about doing a presentation. Any arrangements between sponsors or providers of these activities and the individual(s) they select to speak are strictly between those parties.

SGNA does not endorse any of the individuals identified through the Database, and SGNA makes no representations with regard to the qualifications and credentials of these individuals, their knowledge of the identified topics or the scientific accuracy of the content of their presentations. Any opinions expressed by these individuals are solely the opinions of the individuals themselves and do not represent the opinions of SGNA.

**Procedure:**

1. SGNA Headquarters will maintain a computerized list of speakers, cross-referenced by name, topic and state.
2. After each course, any speaker with a rating greater than or equal to a 4.5 on a five-point scale (where a score of five indicates "excellent") will be invited to be listed in the Speakers Resource Database.
3. Written consent to be listed in the Speakers Resource Database will be obtained by the SGNA Headquarters staff.
  - 3.1 Speakers may restrict the disclosure of their names to SGNA members only.
4. Requests for speaker information are not limited to SGNA members.
  - 4.1 All requests for speaker contact information must be made in writing, and all responses will be in writing.