

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: G-14 Page: 1 of 1 Effective Date: 8/12 Revision Date: Review Date: 5/15
Subject: Train the Trainer Program Vendor Participation	
Review Responsibility: Director of Education	

Policy Statement:

The SGNA strives to provide the highest quality education for our membership.

Focus:

The SGNA program, Train the Trainer: The Nurse Manager's Guide to the Reprocessing Competency.

Purpose:

To define vendor representative participation during the presentation of this educational program offering.

Definitions:

1. **Vendor representative:** Individual(s) that represent a manufacturer and its equipment related to GI/endoscopy practice.
2. **Endoscope manufacturer:** Individual(s) that represent an endoscope manufacturer and its equipment.
3. **Host representative:** Individual(s) who logistically coordinate the Train the Trainer program at their facility.

Procedure:

Once a Train the Trainer program is scheduled, the following steps occur:

1. The endoscope manufacturer is contacted by the SGNA staff liaison with the specific request for equipment.
 - a. An in-kind request for equipment is sent to the manufacturer for completion.
 - b. Staff liaisons work with the manufacturer and program host on the delivery logistics.
2. The endoscope manufacturer is contacted by the SGNA staff liaison with the specific request for support participation at the Train the Trainer program.
 - a. Representatives from endoscope manufacturers are requested to participate in a supportive role to the faculty trainers. Specifically, the role of the representative(s) is to answer any product specific questions and/or demonstrate the use of the product at the request of the faculty.
3. The role of the Train the Trainer faculty is to drive the content of the educational program offering.
4. To ensure that the needs of the target audience i.e. healthcare professionals who serve in the role of managing or performing endoscope reprocessing in the GI setting are met, other vendor representatives will not be allowed to attend the Train the Trainer program.
5. A host representative from the host facility may be present during the Train the Trainer program to observe and provide logistical support.