

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: I-4
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	Effective Date: 03/97
	Revision Date: 10/08, 10/10, 2/16
	Review Date: 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Publication of Educational Events	
Review Responsibility: <i>SGNA News</i> Editor	

Policy Statement:

SGNA News will publish notices of selected approved gastroenterology and/or endoscopy related nursing continuing educational offerings as an information service to members.

Focus:

SGNA News Editor, SGNA Members, Providers of gastroenterology and/or endoscopy related educational activities.

Purpose:

To define the circumstances in which approved gastroenterology and/or endoscopy related nursing continuing educational activities will be publicized in the *SGNA News*.

Procedure:

1. Persons desiring to announce approved gastroenterology and/or endoscopy related nursing continuing educational offerings on the SGNA website must submit a request to SGNA Headquarters.
 - 1.1. To be considered, activities must be applicable to recertification according to the criteria of the American Board of Certification for Gastroenterology Nurses (ABCGN).
 - 1.2. Requests must include identification of the Provider's accreditation body or evidence that the activity is approved by a qualified approver.
2. Information must be received in a timely manner that assures SGNA members will receive the notice prior to the date of the event.
3. The request will include:
 - 3.1. Title of offering
 - 3.2. Date and time
 - 3.3. Location
 - 3.4. Provider
 - 3.5. Contact person and phone number
4. Requests will be considered in the following priority:
 - 4.1. Activities for which SGNA is the Provider (e.g., the Annual Course).
 - 4.2. Activities for which an SGNA Regional Society is the Provider.
 - 4.3.