**SGNA Infection Prevention Champions Program — Champion Acceptance Letter from Managers/Supervisors**

To: **<Unit team members>**

From: **<Manager/supervisor name>**

Date: **<Insert date>**

**Subject: Announcing <insert unit name>’s Infection Prevention Champion**

It is my pleasure to announce <insert Champion name> as <insert unit name>’s infection prevention Champion. In this new role, <insert Champion name> will supply our unit with the latest news, updates and best practices related to infection prevention. <insert Champion’s name>’s keen interest in new GI/endoscopy developments, passion for patient care and leadership ability make <insert him/her> an ideal candidate for this important role.

The Champion role is a key component of the new **Infection Prevention Champions Program and toolkit**, which was launched by the Society of Gastroenterology Nurses and Associates (SGNA) in May 2013. Our unit has subscribed to this program and chosen <insert Champion name> as our Champion to ensure we provide the best possible care for all of our patients.

**What is the Infection Prevention Champions Program and Toolkit?**

The goal of SGNA’s Infection Prevention Champions Program is for each GI/endoscopy facility across the country to have a team member enroll as a Champion who acts as the link to the most current infection prevention news. With our subscription to the program, <insert Champion’s name> will have access to exclusive SGNA infection prevention resources, helping ensure we follow the most current and safe practices.

The toolkit, housed on [SGNA's Infection Prevention website](http://www.sgna.org/InfectionPrevention.aspx), will aid <insert Champion’s name> and anyone in our unit who seeks to advance their infection prevention knowledge with the most up-to-date information.

**How Can Our Unit Best Utilize the Infection Prevention Champions Program?**

<insert Champion’s name> is charged with being familiar with and communicating guidelines and industry practice changes to the unit, ensuring we’re at the forefront of infection prevention practices. <insert Champion’s name> will be our unit’s primary point of contact and resource for any infection prevention-related information, and <insert he/she> will serve for a one-year term from June through May.

Please join me in welcoming and congratulating <insert Champion’s name> as our unit’s first infection prevention Champion!

Sincerely,

**<insert name here>**