

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-11 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 05/98, 5/00, 2/02, 11/12 Review Date: 10/99, 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: Quality Assurance Activities	
Review Responsibility: Associate Executive Director of Clinical Affairs	

Policy Statement:

SGNA shall not approve its own educational activities, nor shall it use its Approver Unit to provide quality assurance review activities for the Provider Unit. Quality assurance activities related to both the Provider and the Approver Units shall remain separate from each other and shall be a function of each separate Unit. SGNA shall not provide educational activities in which it has not participated in development.¹

Focus:

Education Committee, Program Committee, Associate Executive Director of Clinical Affairs, Board of Directors

Purpose:

To outline the quality assurance process for the Provider Unit activities.

Procedure:

1. The Associate Executive Director of Clinical Affairs will conduct a review at least annually of the activities of the Provider Unit.
2. Sources used to evaluate the effectiveness of the Unit's activities shall include, but not be limited to:
 - 2.1 Post-activity evaluations of participants
 - 2.2 Responses to post-activity questionnaires to faculty
 - 2.3 Random interviews with participants and faculty
 - 2.4 Survey of Education and Program Committee members
3. The results of this evaluation shall be presented to the SGNA Board of Directors at a regular meeting, along with proposed actions for improvement.

¹Examples might include "off-the-shelf" educational packages developed commercially, or activities developed outside SGNA and without the participation of authorized SGNA members.