

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-1 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 5/98, 10/99, 2/02, 10/10, 11/12, Review Date: 5/16 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: Selection of Staff and Volunteers Responsible for Provider Unit Activities	
Review Responsibility: SGNA Executive Director	

Policy Statement:

The staff and volunteers designated responsible for SGNA's Continuing Education Unit will meet the American Nurses Credentialing Center's Commission on Accreditation qualifications.

Focus:

SGNA members, Board of Directors, Executive Director

Purpose:

To establish policies and procedures for the selection of the staff and volunteers responsible for the implementation and evaluation of the program.

Procedure:

1. The Executive Director is administratively responsible for the Provider Unit. The selection of the Executive Director shall be made by the Executive Committee. The selection may be made following a search and review of individual candidates or at the recommendation of the management company.
2. Responsible for all staff assignments, the Executive Director may delegate appropriate staff support as needed to the Provider Unit.
3. The Associate Executive Director of Clinical Affairs, as the registered nurse responsible for the planning, development, implementation and evaluation of provider unit activities, must be a registered nurse with a graduate degree (baccalaureate degree or higher in nursing). This person will be selected by the Executive Director and approved by the Board of Directors. The job opening will be posted in appropriate publications. Applicants will be reviewed by the Executive Director, with final approval by the Board of Directors. Past experience in an organization accredited as a provider by the American Nurses Credentialing Center is preferred.
4. Volunteers who are involved in planning the Provider Unit's educational activities are selected by the President-Elect and approved by the Board of Directors. Volunteers previously appointed to SGNA positions on committees such as Program and Education or who have expressed an interest and demonstrated skill by planning educational offerings in settings such as regional societies and the workplace are preferred.
5. An annual call for volunteers is made to all members through SGNA publications. They may be interviewed by the President-Elect during the annual committee development process, and their background and skills are matched to the specific tasks required.