

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: K-2 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 05/98, 10/99, 5/00, 2/02, 10/04, Review Date: 11/12, 5/16 10/04, 10/06, 10/08, 10/10, 11/12, 5/16
<b>Subject:</b> Provider Unit: Planning an Educational Activity	
<b>Review Responsibility:</b> Associate Executive Director of Clinical Affairs	

**Policy Statement:**

The provider unit of SGNA will use the American Nurses Credentialing Center's (ANCC) Commission on Accreditation criteria to plan and implement all nursing continuing education activities.

**Focus:**

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

**Purpose:**

To ensure that the ANCC criteria are met when planning continuing educational activities.

**Procedure:**

1. SGNA shall maintain accreditation as a provider of continuing education in nursing from ANCC's Commission on Accreditation in order to award contact hours for its own educational activities. The Provider Unit shall be separate and distinct from the Approver Unit; SGNA shall not approve its own educational activities or those it joint-provides, only those of appropriate applicants.
2. The Associate Executive Director of Clinical Affairs will meet as needed with SGNA organizational units responsible for developing educational activities, to discuss process, criteria and resources available through the Provider Unit.
3. These organizational units will be directed to coordinate planning through the Associate Executive Director of Clinical Affairs during the development of educational activities.
4. Provider Unit criteria will be distributed annually to members of the Program and Education Committees for use as a guide when developing offerings. These materials will also be provided to other SGNA planning committees which may participate in the development of educational activities.
5. The Associate Executive Director of Clinical Affairs will be an ex-officio member of the work groups developing educational offerings to ensure adherence to established criteria and will:
  - 5.1 Attend planning meetings
  - 5.2 Monitor the development of educational activities in accordance with educational design criteria

### 5.3 Review, finalize all educational offerings