

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-3 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 5/98, 2/02, 2/06, 10/08, 10/10, Review Date: 11/12, 5/16 10/99, 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: System for Awarding Credit	
Review Responsibility: Associate Executive Director of Clinical Affairs	

Policy Statement:

SGNA shall use the 60-minute contact hour as the measure of participation in continuing education in nursing activities.

Focus:

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

Purpose:

To define the procedure for determining the number of contact hours to be awarded.

Procedure:

1. A contact hour shall be defined as 60 minutes of an approved, organized learning activity which is either a didactic or clinical experience, exclusive of time for breaks, meals, business meetings or membership activities.
2. Contact hours may be awarded in portions. For example, contact hours may be awarded in the hundredths, (i.e. 1.66) two digits past the decimal point or rounded down (i.e. 1.6) but not rounded up. 120 minutes of learning activity equals 2.0 contact hours or a learning activity that consists of 30 minutes equals 0.5 contact hours.