

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-4 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 5/98, 10/99, 5/00, 2/02, 10/10, Review Date: 11/12, 5/16 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: Awarding Certificates of Completion	
Review Responsibility: Associate Executive Director of Clinical Affairs	

Policy Statement:

SGNA shall award a certificate to all individuals successfully completing SGNA educational activities.

Focus:

Associate Executive Director of Clinical Affairs, participants in SGNA educational activities.

Purpose:

To outline the process of awarding certificates.

Procedure:

1. Verification of attendance and successful completion of all SGNA nursing continuing educational activities is based on the American Nurses Credentialing Center's (ANCC) Commission on Accreditation criteria.
 - 1.1 Successful completion of Provider-directed, provider-paced activities shall require, at minimum, participation in the complete session for which credit is sought, plus completion of an evaluation of the activity.
 - 1.2 Successful completion of Provider-directed, learner-paced activities shall require, at minimum, review of the study materials provided, completion of an evaluation of the activity, and if applicable, achieving a minimum post-test score established for that activity.
2. Requirements for successful completion of any specific educational activity will be disclosed to learners verbally at the beginning of the activity and/or in the written materials provided prior to the start of the activity.
3. The certificate of completion shall carry notice of SGNA's accreditation as a Provider of continuing education in nursing by the ANCC Commission on Accreditation.
4. Certificates of completion will include the title, date, and location (city, state) of the educational activity, SGNA as the provider with address, the number of contact hours awarded, accreditation statement and participant name.
 - 4.1 For Provider-directed, learner-paced activities, the date on the certificate will reflect the date on which the requirements for successful completion are met and the certificate issued.
5. An individual must be registered for the SGNA continuing education activity and have completed and submitted an evaluation of the activity. Records shall be kept by the SGNA Headquarters staff to enable them to verify registration and completion of evaluation forms by participants in SGNA educational activities.