

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: K-8 Page: 1 of 1 Effective Date: 01/94 Revision Date: 07/94, 05/98, 2/02, Review Date: 11/12 10/99, 10/06, 10/08, 10/10, 11/12, 5/16
Subject: Provider Unit: Notification of Organizational Change	
Review Responsibility: Executive Director	

Policy Statement:

SGNA shall notify the American Nurses Credentialing Center's (ANCC) Commission on Accreditation of any organizational changes within 30 days of the change.

Focus:

Executive Director

Purpose:

To outline the process of reporting organizational changes to the ANCC Commission on Accreditation.

Procedure:

1. The Executive Director will notify ANCC in writing within 30 days of any changes in the staff directly involved in the Provider Unit, i.e., the Executive Director or the Associate Executive Director of Clinical Affairs.
2. The notification shall include a completed biographical data sheet for the new individual assuming the position.