



SGNA Guidelines for Submitting an Abstract

I. SGNA's Mission and Purpose

The mission of Society of Gastroenterology Nurses and Associates (SGNA) is to advance the science and practice of gastroenterology and endoscopy nursing through education, research, advocacy, collaboration, and provide professional development opportunities for gastroenterology nurses and associates in an atmosphere of mutual support.

II. Annual Course Goals

SGNA hosts an annual education conference each year called the SGNA Annual Course. The goals of the Annual Course are as follows:

- a. Enrich participant's knowledge in current and emerging diagnostic and therapeutic techniques in gastroenterology/endoscopy to transform and advance the professional practice of GI nursing.
- b. Promote networking and exchange of ideas among participants to improve gastroenterology nursing and associate practice and patient care.
- c. Foster gastroenterology/endoscopy nursing practice changes based on evidence-based practice, professional development, research and innovation.

III. Abstract Criteria

All submitted abstracts will be reviewed according to the criteria below.

- a. Content: Relevant to current GI nursing and endoscopy practice. Based on current best practices. Focused on key issues or trends.
- b. Clarity: Title and abstract are clear.
- c. Importance: Depth, focus, level of audience interest.
- d. Applicability: Content applicable to diverse audiences and practice settings (Levels: Novice through Expert; Settings: Hospital, ASC, Office; Roles: Nurse, Technician, Manager).
- e. Writing: Abstract is clearly and professionally written (spelling, punctuation, grammar).
- f. Commercial Content: Existence of brand names and/or the mention of specific products.

Additional Evaluation Criteria for Evidence-Based Practice/Research Abstracts:

Evidence-Based Practice/Research abstracts may be submitted for completed studies or those in the data collection phase that will be completed prior to the SGNA Annual Course. The purpose of Evidence Based Research is to improve outcomes and quality of care. It should:

- Ask a clinical question.
 - Involve a literature search for best evidence.
 - Involve critical appraisal of the literature for relevance and fit to your question.
 - Involve implementation or integration of an intervention or action into a practice setting.
 - Involve outcome evaluation and synthesis of an intervention or action.
- g. Background: State the aim, objective, or purpose of the study, briefly describe the problem that the research is designed to solve.
- h. Significance/Purpose: Demonstrate significance to gastroenterology nursing.
- i. Methodology: Be specific about what was done (ie: type of study, who or what sampled, how many sampled, how were they selected for the study, demographic characteristics).
- j. Results: Describe results of the study (ie: What is the answer? Give data or write out concepts).
- k. Conclusions/Implications: What did you learn from your study, what are the next steps, and how might this intervention or action influence clinical practice?

IV. Abstract Guidelines and Tips

Please note the following tips for submitting a successful abstract:

- a. Review the SGNA abstract criteria and guidelines **before** you submit your abstract. Contact SGNA Headquarters at info@sgna.org with any questions or clarification you may need.
- b. Develop the abstract in another document and review it before attempting to enter the information.
- c. Keep it concise; the abstract should provide major points and key content your presentation will address.
- d. Address the following: Why this topic? What is the purpose of this abstract?
- e. Solicit the expertise of a trusted colleague and have them review the abstract to ensure its clarity.
- f. Review the submission for any typos, punctuation and grammatical inconsistencies.
- g. Your abstract should be between 150-350 words.

V. Abstract Submission Information – Content Tracks

The SGNA Program Committee is soliciting abstracts according to the content tracks indicated below. The track by which a session is designated indicates the main content focus for the session.

- a. Disease: applies to sessions which focus on a specific disease.
- b. Evidence-Based Practice/Research Study: applies to sessions that are formulated from the content of an actual research study or from evidence-based practice.
- c. Infection Prevention: applies to sessions that address infection prevention topics related to the specialty.
- d. Operational Management: applies to sessions targeted toward managers and leaders. Sessions in this category are largely focused on how to more efficiently perform his/her own job and improve leadership skills.
- e. Other: encompasses topics that do not fit within any specific category.
- f. Procedure Skills: applies to sessions which focus on concepts and critical skills related to GI/ endoscopy procedures, and any new, emerging technologies within the specialty.
- g. Sub-specialty: applies to sessions that address sub-specialties such as pulmonary, pediatric, etc.

VI. Abstract Submission Information – Audience Level

Audience levels are based on Benner's Stages of Clinical Competence. Please note that you can indicate all three audience levels in your abstract submission if the content is applicable to novice, competent and expert learners.

- a. Novice: Beginners have had no experience of the situations in which they are expected to perform. Novices are taught rules to help them perform.
- b. Competent: Competence, typified by the nurse who has been on the job in the same or similar situations two or three years, develops when the nurse begins to see his or her actions in terms of long-range goals or plans. The conscious, deliberate planning characteristic of this level helps achieve efficiency and organization. The competent nurse lacks the speed and flexibility of the proficient nurse.
- c. Expert: The expert performer has an enormous background of experience and has an intuitive grasp of each situation. The expert operates from a deep understanding of the total situation. His/her/their performance is highly proficient.

VII. Abstract Submission Information – Session Type



The SGNA Annual Course includes three session types: general, concurrent, and optional.

- a. General Session: 1-1.5 hours, typical audience is 800-1,000
- b. Concurrent Session: 1-1.5 hours, typical audience is 25-300
- c. Pre-conference Workshop: 2.5-8 hours, typical audience is 25-100, extra cost to attend

VIII. Abstract Submission Information – Learning Objectives

The SGNA Program Committee requires abstract authors to submit 3-5 learning objectives as part of the abstract submission process. The learning objectives consist of 5-15 words which describe the demonstrable skills or knowledge that will be acquired by the learner as a result of attending the session.

Example:

At the end of the presentation, the learner will be able to:

Learning Objective #1: Identify resources for reprocessing flexible gastrointestinal endoscopes.

Learning Objective #2: List the steps for the proper reprocessing of flexible gastrointestinal endoscopes.

Learning Objective #3: Describe resources for additional information.

Learning Objective #4: Examine opportunities to incorporate information into practice.

VII. Annual Course Key Contacts

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