



Society of Gastroenterology Nurses and Associates, Inc.

GI/Endoscopy Nursing Review Course

Regional Application

Certification is necessary in order to remain competitive in GI nursing today. You can help your regional members prepare for the CGRN certification exam by offering the new **SGNA GI/Endoscopy Nursing Review Course**, in addition to the other study methods they are pursuing individually.

The review course content, which has been developed along with the new *GI/Endoscopy Nursing Review: Certification Study Manual* covers the following topics over a 2-day period:

1. Study skills
2. Esophagus
 - a. Case Study Exercise - Esophagus
3. Stomach
 - a. Case Study Exercise - Stomach
4. Small Intestine
 - a. Case Study Exercise – Sm. Intestine
5. Liver
 - a. Case Study Exercise - Liver
6. Infection Prevention
7. Pancreas
 - a. Case Study Exercise - Pancreas
8. Biliary System
 - a. Case Study Exercise - Biliary
9. Sedation and Analgesia
10. GI Procedures
11. Large Intestine
 - a. Case Study Exercise – Large Intestine

The course is approved for 14.25 contact hours.

How to Host the Course in Your Region

SGNA Regional Society Commitment

- Securing a meeting room for 2-full days (classroom style seating, podium, and table at front for facilitators)
- Securing audio/visual equipment (laptop, LCD projector, screen, two lapel microphones, speakers)
- Food and beverage for duration of course (two breakfasts, two lunches, beverages throughout the class)
- Honorarium for two trained facilitators
- Travel and housing for two facilitators (flight, 3-nights in a hotel, ground transportation, per diem)
- Regional marketing of the class
- Regional representative to manage onsite logistics, including registration, check-in, audio/visual, food and beverage. National HQ staff will not be present

SGNA National Commitment

- HQ will manage attendee registration online - \$335 member/\$485 non-member
- The *GI/Endoscopy Nursing Review: Certification Study Manual* provided to attendees (included in registration fee)
- Contact hour certificates for attendees
- National electronic marketing of the class
- Providing any other handouts for the class that are necessary

Other important items:

- Please see the included sample budget for an estimate of revenue and expenses for regional society commitment. It is the sole responsibility of the region to cover these costs.
- All registration revenue will go to the region to help offset the cost of hosting. However, SGNA HQ will facilitate the registration process. Registration prices are non-negotiable.

If your region is interested in hosting this course:

1. **Complete the Regional Request Form** – Request forms will be considered on a first-come, first serve basis. SGNA can only offer two regionally-hosted review courses each year.
2. **Receive confirmation from SGNA Headquarters** – HQ will need to confirm speaker availability prior to selecting a region to host the course.
3. **Complete the Regional Hosting Contract** – Once your date for hosting the course is confirmed with SGNA HQ, the contract must be submitted with appropriate regional signatures.
4. **Plan the meeting logistics** – This will include setting up the location, room rental, audio/visual needs and food and beverage.
5. **Promote the course** – HQ will provide you with a local flier to circulate around your region and neighboring regions to promote attendance.
6. **Host the GI/Endoscopy Nursing Review Course** – Headquarters will provide the *GI/Endoscopy Nursing Review: Certification Study Manual*, the sign-in sheet, certificates, and other handouts for the course.
7. **The region will settle any balances due with SGNA headquarters within 30 days of the course date** – This would include expenses incurred for speaker travel and housing or revenue from registration coordinated by HQ.

Sample Budget

Please note this is a sample budget. Actual costs will vary. The registration fee must remain the same.

Revenue

- Member Registration fee = \$335
- Non-member Registration fee = \$485
- Estimate 30 total attendees
 - 20 members x \$335 = \$6,700
 - 10 non-members x \$485 = \$4,850

TOTAL ANTICIPATED REVENUE: \$11,550

Expenses

- Room Rental - \$500/day = \$1,000 **OR** \$0 if facility has own conference room
- Audio/Visual - \$1,500/day = \$3,000 **OR** \$0 if AV included in facility conference room
- Food and Beverage based on 30 attendees, 2 facilitators, 2 host representatives)
 - Breakfast and lunch on both Saturday and Sunday = \$15/person per meal = \$2,040
 - *Note: F&B usually comes in much lower than what's above – the estimation above is based off high end catering prices*
- Facilitator Honorarium (based on \$300/contact hour - \$300 x 14.25 contact hours = \$4,275
- Facilitator Travel/Housing
 - \$450 x 2 = \$900
 - \$200/night for hotel, double occupancy, speakers stay in 1 room together, x 3 nights = \$600
 - \$100 for ground transportation to/from airport, dinner, etc. x 2 people = \$200
 - \$50 food per diem/day, 3 days x 2 people = \$300
- Administrative Fee to National HQ = \$500

TOTAL ESTIMATED EXPENSES: \$12,815

NET REVENUE: \$12,815 - \$11,550 = \$1,265 (SGNA HQ would invoice the region for \$1,265)

Budgeting Tips

- Keep your location in mind – prices for food and beverage will vary greatly from city to city. If you are in a large city like Chicago, Los Angeles, Houston, etc., F&B will be closer to what's outlined above. If you are in a smaller city, i.e. Cleveland, Tampa, etc. F&B could be significantly lower than the estimation above
- Room rental and AV costs will vary based off whether or not your region will have to rent a space – if your hospital already has a space available for free or at a discounted rate, take advantage of that.
- Ground transportation costs of speakers can be reduced if a representative from the hosting region is able to pick up and drop off the speakers from the airport, take them to dinner (which the speakers can expense for everyone), drive them to and from the facility each day, etc.
- The revenue outlined above is based off 30 attendees – we highly recommend having regional representatives recruit attendees to take the course in an effort to increase revenue to offset expenses.

Regional Request Form

Date submitted: _____

Region #/ Name: _____

Contact Person Name: _____

Contact Daytime Telephone: _____

Contact E-mail: _____

Select three dates to host the review course (rank in order of preference):

NOTE: The 2-day course must take place over two consecutive days, preferably Saturday – Sunday.

1. _____

2. _____

3. _____

Review Course Location (if known at this time):

Name of venue/facility: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip: _____

Signed by Regional Society President

By signing the above, I understand that my Regional Society is responsible for securing a location on the date decided hereafter. My Regional Society will be responsible for covering the outlined expenses necessary to host this review course. I also understand that my Regional Society is responsible for marketing this course to the members of my Regional Society through channels such as newsletters and e-mails.

Return to SGNA Headquarters:

Fax: 312/673-6694 or email to Cassie Ehrhart at cehrhart@sgna.org.
