Sample Email Copy – Setting the Standard with SGNA Practice Documents (For use with your supervisor/manager)

*This can be used as a follow up to the presentation titled: “Setting the Standard in Our GI Unit”*

Dear (manager/supervisor name),

Thank you for providing the opportunity for me to discuss SGNA’s practice documents with you. I wanted to reiterate the key points of our discussion and share the link to this resource so you have the information for your reference.

As I mentioned, SGNA supports the GI nursing community with nearly 20 of these documents, which are intended to provide a framework for the safe and effective practice of gastroenterology/endoscopy nursing in all settings.

Because they are developed, reviewed and updated by experienced GI nurses and subject-matter experts, SGNA practice documents reflect a depth of knowledge about the specialty and the role of nurses and associates that only SGNA can provide. Information within the practice documents is based on the highest levels of evidence possible, and reflects objective viewpoints.

Practice documents address topics directly affecting the practice of GI nursing such as:

• Sedation and Analgesia

• Infection Prevention

• Role Delineations

• Safety

I’ve also attached a document that outlines the process SGNA follows to create and review practice documents. To learn more about SGNA practice documents and how we can implement them in our unit, or download copies, visit [www.sgna.org/Practice](http://www.sgna.org/Practice). I would appreciate the opportunity to follow up with you in a few weeks to determine if we should incorporate these into our department/unit policies.

Kind regards,

(Your name)