

Society of Gastroenterology
Nurses and Associates, Inc.

*Board Policy &
Administrative Procedure
Manual*

Policy No: G-2
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Effective Date: 12/00
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Subject: Speaker Selection

Review Responsibility: Program Committee

Policy Statement:

SGNA strives to present the best-qualified speakers and most current and reliable information available.

Focus:

Annual Course Program Committee and other SGNA planning committees developing educational offerings

Purpose:

To define guidelines for selection of speakers for SGNA education courses.

Procedure:

1. The planning committee for an educational activity will determine the goals to be achieved and the content to be included, based on the assessed needs of the target audience.
2. Faculty may be selected from among abstracts submitted, speakers recommended by members, or from other appropriate sources.
3. When abstracts are solicited for an educational activity, they will be scored according to criteria established by the planning committee.
 - 3.1 Abstracts will be blinded and sent to all members of the planning committee for scoring prior to faculty selection.
 - 3.2 Score sheets will be compiled at the Headquarters office.
 - 3.3 Abstracts containing research content, as indicated by the submitter, will also be reviewed by a Research Workgroup. The workgroup will make recommendations to the planning committee.
4. At the discretion of the planning committee, faculty will be selected based on available information and appropriateness of the topic to the goals and objectives of the activity.
 - 4.1 Summary information about the potential speakers' previous performance (if any) will be provided after the scoring is complete.
5. A short list of potential replacement faculty will be created in the event that one or more of the selected faculty becomes unavailable.
6. SGNA reserves the right not to select speakers who contradict SGNA positions or standards.
 - 6.1 When a speaker has violated this policy, an e-mail will be sent to him or her, outlining the infraction and the consequences thereof.
 - 6.2 A speaker who has violated this policy may submit an abstract for future SGNA courses but

not on the same topic which resulted in the infraction.

6.3 Conflict of interest – see Policy A-22; Vendor-Affiliated Speakers – see Policy G-8.