



The Guiding Light

CANADIAN SOCIETY OF GASTROENTEROLOGY NURSES & ASSOCIATES

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GREAT NEWS!!! GREAT NEWS!!! CANADIAN CERTIFICATION FOR GASTROENTEROLOGY NURSES

The CNA Advisory Committee on Certification met on September 7th and 8th, 2001 and gave their full support to moving forward with the development of a Canadian Gastroenterology Certification Exam. Our Target Date remains September 2002.

The plan is to offer the first writing of the Canadian Exam in conjunction with our Annual National Conference which is being held in St. John's, September 2002. Confirmation of the September date will probably not be available until March 2002. We realize this is short notice for studying, however, if you start now you will be ready.

The American Preparation for Certification Course, thanks to Cindy Hamilton and Deb Erickson, has been offered by CSGNA for the past two years with a total of Eighty-Five (85) Nurses having attended. This course will be revised to reflect Canadian Practice and hopefully will also be presented at the 2002 Conference in Newfoundland prior to the exam writing.

I would encourage as many nurses as possible to write the Canadian Certification Exam in 2002. Start now by forming study groups in your area or at your Chapter Meetings. *Gastroenterology Nursing: Core Curriculum*, is an excellent book to study.

Details will be posted on our website as soon as they are available. www.csгна.com

If you plan on taking the exam please let me know as soon as possible. We need some idea of the number of Nurses writing. I can be reached by E-Mail at radica2@attglobal.net

I look forward to a Great Response and to seeing many CSGNA Members at the Newfoundland Conference and the FIRST writing of the Canadian Gastroenterology Certification Exam.

Lorraine Miller Hamlyn
President, CSGNA

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Outgoing Executives "Thank You"
- Marlene Scrivens, Nancy Campbell, Evelyn Hilderman, Sandy Saioud.

CANADIAN SOCIETY OF GASTROENTEROLOGY NURSES AND ASSOCIATES BYLAWS REVISED 2001

CSGNA MISSION STATEMENT

The Canadian Society of Gastroenterology Nurses and Associates is committed to excellence of client care while enhancing the educational and professional growth of the membership within the resources available.

CSGNA PURPOSE STATEMENT

The **CSGNA** carries out its mission by providing opportunities for networking, education, and communication for its members.

CSGNA GOALS

Nursing Practice:

The **CSGNA** is committed to encouraging Members to achieve high standards of care in daily practice by establishing standards of practice.

Networking:

The **CSGNA** encourages discussion and exchange of experience between nurses through the formation of Chapters, newsletter publication, and an annual conference.

Education:

The **CSGNA** keeps its members abreast of current developments in the field of gastroenterology through seminars and an annual education conference.

Research:

The **CSGNA** encourages initiatives and studies in advancement of gastroenterology and endoscopy nursing practice.

Organization:

The **CSGNA** is a dynamic, financially stable, well organized association responsive to membership needs.

1.0 NAME

The name of the organization shall be the "Canadian Society of Gastroenterology Nurses and Associates" (**CSGNA**). Hereinafter the word "Society" shall refer to "Canadian Society of Gastroenterology Nurses and Associates." The words Officer(s), Board and Executive is used interchangeably.

2.0 PURPOSE

The purpose shall be to unite into an organization, persons engaged in any capacity in the field of Gastroenterology Nursing in Canada (i.e. in any of the ten provinces and three territories).

3.0 GOALS

The goals of the society shall be to promote education and quality of patient care by:

3.1 Setting standards of practice.

3.2 Developing educational programs.

3.3 Encouraging study, discussion, exchange of information related experience and practice.

3.4 Promoting continually through the examination of principles and development of protocols.

3.5 Encouraging understanding of the advancements in related technology and sciences.

4.0 HEAD OFFICE

Until changed in accordance with the Act, The Head Office of the corporation shall be in the city of the current Treasurer/Membership chairperson.

4.1 The Corporate Seal of the Society shall be held in safekeeping by the officer designated by the Executive for fiscal year.

5.0 MEMBERS

There shall be three classes of members consisting of active, affiliate, and lifetime.

5.1 Active – shall be comprised of Registered Nurses or other Health Care Professionals engaged in full or part-time Gastroenterology Nursing or Endoscopy Nursing in clinical, supervisory, teaching, research or administrative capacity. They are eligible to vote. Only registered nurses may hold office.

5.2 Affiliate – shall be comprised of Nurses, Health Care Professional/persons engaged in activities relevant to the field of Gastroenterology Nursing or Endoscopy Nursing. They are not eligible to vote or hold office.

5.3 Lifetime – any member, deemed to have contributed substantial time and effort towards the advancement of the **CSGNA** may be nominated for a lifetime membership. All past Presidents will be awarded lifetime membership at the end of their term in office.

Nominations for other lifetime awards may be submitted by any member of the **CSGNA** to the National Executive.

Lifetime awards are to be voted on by the general membership in attendance at the annual business meeting. Lifetime membership will include voting privileges

5.4 Membership is not transferable. All members shall receive all publications from the Association.

5.5 The term "Associates", in the title of the Society, refers to **CSGNA** members who are not qualified as Registered Nurses.

5.6 Any member may withdraw from the corporation by delivering to the corporation a written resignation and lodging a copy of same with the secretary of the corporation.

- 6.0 FEES
A membership fee will be required from the active and affiliate members annually on June 1st and will become delinquent after July 1st of that year.
- 6.1 Membership shall lapse automatically as of July 1st if dues have not been received by the National Treasurer by that time.
- 6.2 The Executive shall determine annual dues payable and shall give appropriate notice to members.
- 6.3 Members will be notified of any change in membership requirements by the regional directors and in "The Guiding Light" publication.
- 6.4 Members of the Executive do not pay any dues while in office.
- 6.5 No membership fee is required from a lifetime member.
- 6.6 All dues are payable in Canadian funds to the "Canadian Society of Gastroenterology Nurses and Associates".
- 7.0 MEETINGS
The annual business meeting shall be held in conjunction with the annual conference.
- 7.1 At the annual business meeting the results of voting for Executive officers open for election will be announced.
- 7.2 Reports from the Executive officers will be presented as well as bylaw amendments, and any other significant business will be transacted as may be deemed of national concern.
- 7.3 Written notice of the annual business meeting shall be included in the information about the annual conference and shall be mailed at least thirty (30) days prior to that date.
- 7.4 The board of directors shall meet face to face at least twice a year and by teleconference as deemed necessary by the board.
- 8.0 QUORUM
The quorum shall consist of the majority of members present.
- 9.0 ELECTION OF OFFICE
All members eligible to vote will be informed of the National Board positions available, and the deadline for nominations via the first "Guiding Light" publication after the annual business meeting. Nominations must reach the Nominations Committee by the date specified.
- 9.1 A slate of candidates for offices open in that fiscal year shall be mailed to the Active membership one hundred and twenty (120) days before the annual meeting.
- 9.2 Ballots are to be returned to the Chair of the Nominating Committee ninety (90) days before the annual meeting.
- 9.3 Each member has one vote per office.
- 9.4 Votes will be tabulated and recorded in the minutes of the Executive.
- 9.5 The successful candidates will be announced to the membership at the annual business meeting.
- 9.6 If there is only one nomination for an office by the deadline for nominations, the officer is elected by acclamation.
- 9.7 Successful candidates will be notified as soon as possible after counting of the ballots in order that they may make the necessary arrangements to attend the annual conference.
- 9.8 If no one is nominated for an office, nominations will be accepted from the floor at the annual business meeting. If more than one nomination, a secret ballot will be held during the Annual Business Meeting.
- 9.9 As the first meeting of the new Executive is extremely important and sets the tone for the whole year, this meeting should be scheduled to take place in conjunction with the annual conference and meeting.
- 9.10 Transfer of duties from retiring Executive to newly elected Executives shall take place at the time of the annual CSGNA conference.
- 9.11 Officers elected must have served the association in some capacity the preceding two years.
- 9.12 Ballots will be kept by the Chair of the Nominations committee.
- 9.13 A motion to destroy the ballots will be made by said chairperson during the annual business meeting.
- 9.14 The ballots will be destroyed only after the motion is carried by a show of hands from the members present.
- 9.15 If a motion for a recount of any office is made and carried tellers will be chosen from the members present prior to the end of the annual conference and the results announced to the membership.
- 10.0 EXECUTIVE
The executive of the Association shall include President, President Elect, Secretary, Treasurer/Membership Chair, Education Chair, Newsletter Editor, and the Regional Directors.
- 10.1 The Executive offices are open to all active members of the Association.
- 10.2 The Executive officers shall have the powers and authority as described to perform their expected offices.
- 11.0 TERMS OF OFFICE
- 11.1 The President shall serve for two (2) years.
- 11.2 The President-Elect will automatically accede to the presidency when the President's term ends.
- 11.3 He/She shall become acting President and assume the duties of the office in the event of the President's absence.
- 11.4 The President-Elect must have served the Association in some capacity prior to being elected to this office.
- 11.5 Persons elected Secretary, Treasurer/Membership chair, Education chair, Director, and Newsletter Editor, shall hold office for two years or until their successors are elected.
- 11.6 No persons can be elected to consecutive terms as President or President-Elect.
- 11.7 No officer of the Executive can hold more than one office at a time.
- 11.8 There shall be no restriction upon the number of terms which other officers may be elected to succeed themselves.

11.9 Elections to fill the offices of Secretary, Education Chair, Treasurer/Membership chair and one Director from each of Canada East, Centre and West shall be held in odd numbered years.

11.10 Elections to fill the offices of President-Elect, Newsletter Editor, and one Director from each of Canada East, Centre and West will be held in even numbered years.

11.11 Upon retiring from office, all officers shall deliver all records, correspondence or other property of the Association to their successor within thirty (30) days.

12.0 VACANCIES

12.1 Whenever the office of President becomes vacant, the President Elect shall succeed to the Presidency for the completion of the unexpired term and continue in office for another full term. If the office of President becomes vacant while there is a vacancy in the office of President-Elect, officers shall appoint an acting President from the present Board members who shall serve until the end of that term. A special election shall be held to fill the office of President-Elect.

12.2 If an elected member resigns or can no longer fulfill his/her duties before the term of office is completed, the Executive shall appoint an interim replacement until the annual meeting, when an election can take place.

12.3 The person appointed should be the first runner up from the election, when possible.

12.4 If an officer should resign before completion of their term a written resignation shall be sent to the President at least fourteen (14) days prior to the resignation date.

13.0 DUTIES OF THE EXECUTIVE

THE PRESIDENT SHALL:

13.1 Serve as an official representative and spokesperson for the society.

13.1.1 Represent **CSGNA** missions, goals and positions to various publics.

13.1.2 Manage daily affairs of the organization.

13.1.3 Lead the National Board of Directors.

13.1.4 Chair Nominating Committee.

13.1.5 Provide mentoring to **CSGNA** leaders.

13.1.6 Submit and present an Annual report to the membership at the Annual Business meeting, and sends it to the member via the National Secretary ninety (90) days prior to the meeting.

13.1.7 Submit an article three (3) times a year to "The Guiding Light".

13.1.8 Chair and prepare agenda for the National Board Meetings and Annual Business meeting.

13.1.9 Travel commitment as deemed necessary by the Board.

13.1.10 Attend the SGNA Conference and the House of Delegates.

13.1.11 Encourage vision and growth of the organization by Fostering education opportunities and position statement formation.

13.1.12 Be an ex-officio on all standing committees.

13.1.13 Serve a two (2) year term.

DUTIES OF THE PRESIDENT-ELECT

THE PRESIDENT-ELECT SHALL:

13.2 Accede to the Presidency when the President's terms ends.

13.2.1 Become acting President and assume the duties of the office in the event of the President's absence, disability or resignation.

13.2.2 Communicate regularly with the President as deemed necessary.

13.2.3 Learn the affairs of the Association.

13.2.4 Accompany the President to SGNA Annual Conference and attend the House of Delegates session.

13.2.5 Be the CSGNA liaison to SIGNEA.

13.2.6 Serve as Advisory member without vote on standing and special committees.

13.2.7 Form and chairs the Bylaw Committee.

13.2.8 Forwards amendments to these bylaws to the National Secretary in writing ninety (90) days prior to the Annual Meeting.

13.2.9 Communicate regularly with provincial nurses organizations and CNA about activities of the Association.

13.2.10 Perform such duties as delegated by the President.

13.2.11 Serve a two (2) year term with a four (4) year commitment to the Executive.

DUTIES OF THE SECRETARY

THE SECRETARY SHALL:

13.3 Record the minutes of all meetings of the National Board.

13.3.1 Provide a summary of National Board meetings for submission in "The Guiding Light".

13.3.2 Forward the minutes of the meetings to all Board members and Chapter Presidents.

13.3.3 Conduct all correspondence for the Association as directed by the Executive.

13.3.4 Compile the Annual Report for distribution to the members ninety (90) days prior to the Annual Meeting.

13.3.5 Be a member of the Bylaw Committee.

13.3.6 Issue notices of meetings, activities, and conferences to all members.

DUTIES OF THE TREASURER/MEMBERSHIP

THE TREASURER/MEMBERSHIP SHALL:

13.4 Be responsible for collecting of fees from the members and deposit their fees in a chartered bank or trust company.

13.4.1 Maintain a bank account for the Society with a minimum of three signing officers appointed and two signatures required for any transaction.

13.4.2 Make such payments as are authorized by the Association.

13.4.3 Maintain records of expenditures of the Association.

13.4.4 Submit to the Executive, sixty (60) days prior to the annual meeting, a Treasurer's report for publication in the annual report.

13.4.5 Maintain records of chapter educational sessions and annual reports. Copies of educational reports should be forwarded to the National Society.

- 13.4.6 Automatically become a member of the Education Committee and Annual Conference Planning Committee.
- 13.4.7 Issue membership cards and receipts to membership. Collect and maintain records of membership.
- 13.4.8 Forward to the Secretary and President every February a current list of all members of the Association and update as necessary.
- 13.4.9 Prepare a membership list for the publication and distribution to the members upon request.
- 13.4.10 Arrange for an Annual Audit to be conducted by a Chartered Accountant. This is to be an outside firm/person independent of the CSGNA or persons therein.
- 13.4.11 Report on the Auditors accounts of the Association to the members in the Annual report.
- 13.4.12 Contribute a report per issue of "The Guiding Light".
- 13.4.13 The Treasurer shall be custodian of the seal of the corporation, which she shall deliver only when authorized by a Resolution of the board of directors to do so and to such person or persons as may be named in the resolution.

DUTIES OF THE EDUCATION CHAIR

THE EDUCATION CHAIR SHALL:

- 13.5 Form and chair the Education Committee
- 13.5.1 Monitor CSGNA Education Fund in conjunction with the National Treasurer.
- 13.5.2 Establish criteria for use of the fund and review annually.
- 13.5.3 Provide direction to the Conference planning Committee regarding the CSGNA Annual Conference.
- 13.5.4 Review scholarship criteria annually.
- 13.5.5 Ensure that all CSGNA education events remit appropriate reports, financial statements and reimbursements.
- 13.5.6 Review and provides recommendations and approve educational content for CSGNA events.
- 13.5.7 Expand and improve publications, informational products and services that support the field of gastroenterology nursing.
- 13.5.8 Generate ideas for education that best meet the needs of the members.
- 13.5.9 Submit a report of activities of the Committee to the National Secretary ninety (90) days prior to the Annual Meeting for submission in the Annual Report.

DUTIES OF THE DIRECTORS

THE REGIONAL DIRECTORS SHALL:

- 13.6 Encourage and assist in the formation of chapters in their area.
- 13.6.1 Liaise with the Chapter Presidents and individual members in their Region about the work of the Association.
- 13.6.2 Report to the National Executive at regular intervals as deemed necessary by the Executive.
- 13.6.3 Attend a minimum of two meetings of the Executive in consultation with the National Board.

- 13.6.4 Respond with a written report in sufficient time for those meetings which cannot be attended.
- 13.6.5 Submit a report of activities and future plans for inclusion in the Annual Report, ninety (90) days prior to the Annual Business Meeting.
- 13.6.6 Submit reports about their region's activities to the Newsletter.
- 13.6.7 There shall be two (2) Directors elected from each of Canada East, Centre, and West. One Regional Director will be elected yearly in each designated region, by the members of that region.
- 13.6.8 Canada East consisting of Prince Edward Island, Newfoundland, Nova Scotia, and New Brunswick.
- 13.6.9 Canada Centre consisting of Ontario and Quebec.
- 13.6.10 Canada West consisting of Manitoba, Saskatchewan, Alberta, British Columbia, Northwest Territories, Yukon and Nunavut.
- 13.6.11 Divisions of regions will be decided by the co-directors. The Director will then inform the National Board and members re their areas of responsibility.

DUTIES OF NEWSLETTER EDITOR

THE NEWSLETTER EDITOR SHALL:

- 13.7 Set guidelines for submissions to "The Guiding Light".
- 13.7.1 Set deadlines for submissions to "The Guiding Light".
- 13.7.2 Pursue appropriate material for the newsletter.
- 13.7.3 Compile and edit submitted material for publication of the newsletter three (3) times annually.
- 13.7.4 Approve the final version of the edited newsletter prior to printing.
- 13.7.5 Provide updated membership list to the newsletter distributor and ensure mail out of newsletter to all membership in good stand.
- 13.7.6 Store copies of all previous newsletters.
- 13.7.7 Submit a report to the National Secretary ninety (90) days prior to the Annual Business Meeting for the Annual Report.

14.0 COMPENSATION

- 14.1 All members of the Executive should attempt to receive funding from their usual sources (hospital nursing funds, research funds, and incentive programs).
- 14.2 Any expenses not covered in this way will be paid by CSGNA.
- 14.3 All CSGNA financial requests over \$200.00 must be approved by (2) Executives, one of which shall be the treasurer.
- 14.4 Verification of the appropriate receipts and the appropriate use of CSGNA funds must be present before reimbursement.
- 14.5 No reimbursement shall be made without appropriate receipts.
- 14.6 The expenses of the outgoing executive will include those incurred at the Annual Conference at which their term of office is complete.
- 14.7 The expenses of the incoming Executive will be paid by CSGNA.

- 15.0 DISCIPLINARY ACTION
- 15.1 Members shall be subject to reprimand, censor, suspension or expulsion by a two-thirds vote of the active members for violation of the Constitution and Bylaws or the Charter.
- 15.2 No such action shall be taken against a member until specific charges have been filed.
- 15.3 Members reprimanded, censored, suspended or expelled under the provisions as stated may within thirty (30) days after notification of such action, request the Executive of the **CSGNA** to review any questions of law or procedure involved therein.
- 15.4 Executive members of chapters are subject to the same rules of compensation, discipline and removal as the National Executive.
- 15.5 A "conflict of interest" shall be defined as any situation or potential situation where an individual may gain or is perceived to gain, directly or indirectly from discussion on voting on said matters.
- 15.6 Any **CSGNA** member on a committee or in an Executive position, finding themselves in a conflict of interest, will remove themselves from voting on said matters.
- 15.7 Any **CSGNA** member who does not identify a conflict of interest, remains as a part of the discussion and/or voting process, may be asked to resign from the said committee and/or Executive position following a review by the National Executive.
- 16.0 REMOVAL
- 16.1 Officers elected by the membership may be removed by two-thirds vote of the active members present at the Annual Meeting.
- 16.2 The successor will be the runner up in the previous election and remains in office until the end of the stated term. When there is no runner up or the runner up is not available to take office, nominations will be taken from the floor. If more than one nomination, a secret ballot will be held during the Annual Business Meeting.
- 17.0 PUBLICATION
- 17.1 The association shall publish three newsletters annually entitled "The Guiding Light".
- 17.2 It shall be sent to all members Winter, Spring, and Fall.
- 17.3 The Editor is responsible for compiling a comprehensive pertinent communique and distributing it free to all members in good standing.
- 18.0 EDUCATIONAL EVENTS
- 18.1 All **CSGNA** educational programs must complete and "Educational Pre-Program Proposal" form and submit it along with their budget to a regional Director six (6) weeks prior to the event.
- 18.2 The proposal will be approved by a Director and the Education Committee Chair one (1) month prior to the event.
- 18.3 If the program is being presented by a director, approval by another Director and the National Treasurer must be obtained.
- 18.4 Chapters will have their educational program and budget approval by the Chapter Treasurer, a Director of their region and the Education Chair one (1) month prior to the event.
- 18.5 If the program and/or budget is not approved by either the Director of the Education Chair, it must be brought to the immediate attention of the President or in his/her absence the President Elect.
- 18.6 The above will result in a discussion with the individual presenting the program and acceptance or rejection of the proposed program and/or budget.
- 18.7 Upon completion of any **CSGNA** educational program (including chapters), a final report on the "Education Post-Program Report" form must be submitted to the National Treasurer within one (1) month of the event.
- 18.8 The Treasurer will review the report and forward a copy to the Education Chair for the retention in the **CSGNA** records.
- 18.9 All **CSGNA** events, sponsored or held by chapters or individual members, shall remit twenty-five percent (25%) of all profits generated, to the national Society to support programs for the general membership. (i.e. guidelines for practice, certification process etc.)
- 18.10 Any **CSGNA** member hosting/conducting an educational or fund raising event utilizing the **CSGNA** title shall have a bank account requiring two (2) signing officers, both members of the **CSGNA**.
- 18.11 All **CSGNA** chapters shall remit twenty-five percent (25%) of all profits at year-end December 31, with their financial report for that said year.
- 18.12 Any extenuating circumstances needing an extension must be obtained from the National Treasurer and President.
- 18.13 The remainder of profits raised by chapters at **CSGNA** designated events are to be used for needs as determined by its membership.
- 18.14 The remainder of profits raised by **CSGNA** members shall be placed in a bank to organize future **CSGNA** educational meetings, supporting chapter formation costs, and to pay for bank account expenses (i.e. service charges).
- 18.15 The national **CSGNA** shall remit ten percent (10%) of the profits from the annual conference meeting to the **CSGNA** chapter hosting the event. This reimbursement shall be an exception to bylaw 17.3.1 but should be acknowledged in bylaw 17.3.9.
- 18.16 All **CSGNA** chapters will submit an annual financial report to the National Treasurer at fiscal year end December 31.
- 18.17 All chapters should be available for audits at the request of the National Treasurer.
- 19.0 STANDING COMMITTEES
- 19.1 BYLAWS COMMITTEE
- 19.1.1 Shall consist of the President-Elect, President, Secretary, and three regional directors. One director from each region, East, Centre, and West. The committee shall

- meet at the Spring Board meeting and by teleconference if deemed necessary to complete the bylaws revisions.
- 19.1.2 Shall be chaired by the President-Elect.
- 19.1.3 Reviews bylaws and all recommendations for bylaw revisions submitted by members annually and make amendments as necessary.
- 19.1.4 All revisions will be presented to the board of directors at the spring board meeting for approval before submission to the membership for a vote.
- 19.2 **NOMINATING COMMITTEE**
- 19.2.1 Shall consist of the President and three members at large.
- 19.2.2 It shall be chaired by the President.
- 19.2.3 Duties: recommend candidate(s) for each office. Each nominee must be a member in good standing and must signify his/her consent to stand for office.
- 19.2.4 Mail ballots to the membership.
- 19.2.5 Count the ballots and announce successful candidates to the membership at the annual business meeting.
- 19.2.6 Report tabulations to the Executive for recording in the minutes.
- 19.3 **EDUCATION COMMITTEE**
- 19.3.1 Shall consist of one regional director from each region, at least four members at large. Effort should be made to include all facets of the specialty (i.e. research, endoscopy, management and general GI wards).
- 19.4 **VENDOR RELATIONS COMMITTEE**
- 19.4.1 Shall be chaired by Canada Centre Director.
- 19.4.2 Shall consist of Canada Centre Director, Treasurer and one Western Director.
- 19.4.3 Duties: liaise with vendors, promote, encourage, maintain relationships, maintains accurate records of vendor recognition, review recommendations of vendor evaluations at the end of each conference, makes recommendations to the executive at the spring meeting, meets annually.
- 19.5 **FINANCE COMMITTEE**
- 19.5.1 Shall be chaired by the Treasurer.
- 19.5.2 Shall consist of Treasurer, one East and one West Director.
- 19.5.3 Duties: reviews and audits financial statements, monitors financial policies, recommends budget, meets as is necessary, reports at each meeting.
- 20.0 **SPECIAL COMMITTEES**
- 20.1 The Executive, at a general meeting, may appoint a special committee and give it the power as necessary to discharge its duties.
- 20.2 A written report shall be submitted to the Executive upon completion of the special committee's duties.
- 21.0 **CHAPTERS**
- 21.1 Definition: a chapter is a geographical area (city, region, or town) where ten (10) or more active members reside.
- 21.2 They may apply to the Executive for charter as chapter.
- 21.3 Mandate: a chapter shall, in conjunction with its Regional Directors, coordinate educational activities and functions of the **CSGNA** within its designated area.
- 21.4 Criteria for formation of chapters: A minimum of ten (10) active members (hereinafter referred to as the local group) must apply to the Executive.
- 21.5 The Executive will supply a list of all active members in the region.
- 21.6 The local group must call for nominations from that list and notify all members of a meeting and election.
- 21.7 The number of officers required for the chapter executive shall initially be determined by the local group and henceforth by the Executive of the chapter.
- 21.8 The National Executive of the Society must be notified within thirty (30) days of the election results and of the title of the chapter.
- 21.9 The name **CSGNA** must appear within the title of the chapter (e.g. The Edmonton Chapter of the CSGNA).
- 22.0 **CHAPTER DUTIES**
- 22.1 Promote the Association in its area and encourage membership.
- 22.2 Be sensitive to the concerns and problems of its area and communicate them to its Directors for discussion at the National Executive.
- 22.3 Tabulate the activities of its area and submit details to its Directors for inclusion in the Newsletter and Annual Report.
- 22.4 Elect a minimum of three officers to include a chairperson, secretary and treasurer to serve the committees as may be deemed necessary to fulfill the educational mandate of its area.
- 22.5 Officers shall hold office for two (2) years or until their successors are elected.
- 22.6 There shall be no restrictions upon the number of terms to which an officer may be elected to succeed themselves.
- 22.7 No officer may hold more than one office at a time.
- 22.8 Open and maintain a bank account for the chapter with a minimum of two (2) signing officers.
- 22.9 Membership fees are paid directly to the National office.
- 22.10 A one-time one-year zero percent (0%) loan may be available to a local group for chapter formation upon application to the National Executive.
- 23.0 **A CHAPTER MAY BE REVOKED FOR THE FOLLOWING**
- 23.1 At the request of the chapter.
- 23.2 Failure to have ten (10) active members. (Until such time that there is one (1) chapter in each province this minimum number may be waived.)
- 23.3 Repetitive failure to respond to communication requests.
- 23.4 Failure to meet the minimum of four (4) education hours per year for the membership in its area.
- 23.5 Failure to assume responsibility for its actions and to comply with CSGNA bylaws.
- 23.6 The chapters President will report to the CSGNA National Executive any Chapter having serious internal problems or failure to meet charter requirements.

- 23.7 Chapter President will report any problems to the Regional Director.
- 23.8 The Regional Director will make arrangements for the chapter and its executive to meet with the **CSGNA** President or a member of the **CSGNA** National Executive for the purpose of evaluating the problems.
- 23.9 The results of this meeting will be presented to the National Executive at the next regularly scheduled executive meeting.
- 23.10 The **CSGNA** National Executive will determine the outcome for the Chapter.
- 23.11 A probationary period of twelve (12) months may be granted to comply with charter requirements.
- 23.12 The chapter may be revoked.
- 23.13 A chapter may also belong to its Provincial Nurses Association provided there is no conflict of interests with the **CSGNA**.
- 24.0 **DISSOLUTION CHAPTER OR NATIONAL.**
- 24.1 In the event of dissolution, the chapter executive, after payment of or making provisions for the payment of all liabilities, shall dispose of the assets of the chapter by forwarding the asset to the **CSGNA** National Executive.
- 24.2 In the event of dissolution of the Society, after payment of or making provisions for payment of all liabilities, shall dispose of the assets to one or more Canadian non-profit Association with similar activities to the **CSGNA**. (i.e. AORN, ERN, or Geriatric Nurses Association.)
- 25.0 **AMENDMENTS**
- 25.1 Active Members may submit recommendation for amendments to these bylaws to the Chair of the Bylaws Committee no later than 180 days prior to the Annual Business Meeting. All recommendations will be reviewed. Recommendations inconsistent with or contrary to the current Bylaws or the goals and objectives of the **CSGNA** will be returned to the member.
- 25.2 Members shall be notified of the proposed amendments in writing, to be included with the information of the annual meeting.
- 25.3 Vote shall be by mail to be received by the committee chair not later than 60 days prior to the Annual Business Meeting. To pass, two thirds of the membership must vote in favor of an amendment. All members not voting will be considered a "yes" vote.
- 25.4 Any bylaws of the corporation repealed or amended shall not be enforced or acted upon until the approval of the Ministry of Industry has been obtained.

CSGNA ACCEPTS RECOMMENDATIONS FROM MEMBERS FOR CHANGES TO THE BYLAWS.

CALL FOR NOMINATIONS CSGNA EXECUTIVE 2002

This is your chance to Volunteer and to have an Impact on the future of the **CSGNA** and Gastroenterology Nursing.

Positions open for nomination for 2002 (two year term):

- President Elect
- Newsletter Editor
- Director Canada Center
- Director Canada East
- Director Canada West

Position open for nomination for 2002 (one year term):

- Director Canada East

The duties of the Board Positions open for nomination and the nomination forms are included in this issue of the Newsletter. Please send all nominations to, Chair of Nominations Committee (President **CSGNA**), 180 Waterford Br. Rd., St. John's, NF, A1E 1E2. All nominations must be received by **April 30th, 2002**.

NEWSLETTER EDITOR

REQUIREMENTS

- Set guidelines for submission to "The Guiding Light"
- Set deadlines for submissions to "The Guiding Light"
- Pursues appropriate material for the newsletter
- Compile and edit submitted material for publication of the newsletter three (3) times annually
- Approve the final version of the edited newsletter prior to the printing
- Provide updated membership list to the newsletter distributor and ensure mail out of newsletter to all membership in good standing
- Store copies of all previous newsletters
- Submits a report to the National Secretary ninety (90) days prior to the Annual Business Meeting for the Annual Report

QUALIFICATIONS

- Outgoing dynamic personality
- Communication skills with sponsors and persons contributing articles
- Excellent written and verbal communication skills

SYNOPSIS: BOARD OF DIRECTORS MEETING EDMONTON SEPTEMBER 27 - OCTOBER 1, 2001

MINUTES:

A motion to adopt the minutes from June 11, teleconference as circulated was accepted.

REGIONAL DIRECTOR REPORTS:

Reports from Directors Canada East, Centre, and West were given and can be seen in this Guiding Light issue. Judy gave an update of the conference preparation, speakers, entertainment, and location of events. There were 209 registered for the conference, and 235 for the sit down meal on Saturday, which was delicious and very satisfying. There were 31 registered for the core curriculum.

All the Chapters have had some education event this year, and majority have more in the fall. Please check the website.

Newfoundland will be hosting Conference 2002, in St. John's from September 20-21, the theme "First Light Leading the Way". Cost of room \$146 per night.

NEWSLETTER:

Scican will be our newsletter sponsor for the next two years. The cost for advertisement will be \$50.00 for 1/4 page and \$50.00 for website. Deadlines for submission to The Guiding Light are October 15, February 15, and June 15.

EDUCATION:

Marlene provided us with an updated and completed resource document, but after the conference it will need further additions. There were eight CSGNA Annual Scholarships, and one CAG Scholarship awarded. May 1st will be deadline for application of CSGNA Annual Scholarships. Our Orientation Manuals are still available at \$20.00.

OUTGOING BOARD MEMBERS:

Marlene Scrivens – Education Chair, Nancy Campbell – Director Canada Centre, Sandy Saioud – Director Canada Centre, Evelyn Matthews – Director Canada West.

INCOMING BOARD MEMBERS:

Michele Paquette – Education Chair, Jean Macnab – Director Canada Centre, Usha Chauhan – Director Canada Centre, Nala Murray – Director Canada West.

NEW CHAPTER EXECUTIVES:

Golden Horseshoe Chapter Ontario, President – Jennifer Belbeck. Secretary – Lynn Duce, Treasurer – Gale Mitchell.

CHAPTER/BOARD DINNER MEETING:

This was attended by 28 included National, Chapter, and representatives. It was a sit down meal, enjoyed by all, and this arrangement will be the same in Newfoundland as requested.

Lorie/Lorraine, presentation "Cocoon to Butterfly" was entertaining, and involved all. Lorie gave tips on public speaking, which was a welcome experience for many.

The Chapter year is from September to September. Contact hours for education is 100 hours every five years for members who have CGRN.

VENDOR RECOGNITION:

Lorie acknowledged the vendors for their support of our organization. Without their support our conference would not be possible. They were each presented with a plaque by Lorraine/Edna.

CERTIFICATION:

The advisory committee met and gave full support for the exams to go ahead. Joint funds, by CSGNA and CNA would decrease the cost, and would increase the speed of developing and writing the exam. A motion was passed that the CSGNA offer the CNA \$25,000 to assist in developing certification exam. Goal is for September 2002, for exams. To ask for 25% discount for membership, and proof of current membership card will be required.

INSURANCE:

We now have liability insurance which covers all lawsuits with policies and standards at present. We also have liability insurance for general conferences.

INFECTION CONTROL:

All cleaning brushes should be put in scope washer with scope for proper cleaning. Water in sink should be changed in between scopes.

BYLAWS:

592 ballots were sent out for amendments, only 14 returned. A copy of new Bylaws will be in The Guiding Light.

MEMBER/TREASURER:

Membership per province are decreased. As of September 1, there were 475 registered members. Renewed Charter were given to Chapter Presidents, or their delegates. Education Account \$9,945.92. GIC and Term Deposits \$114,607.40.

FUTURE CONFERENCE:

2002 Newfoundland

2003 Toronto

2004 Calgary

Teleconference: December 1st, Toronto 10:30 EST

Face to Face: April 12-14, 2002 Toronto.

Respectfully Submitted,
Elaine Binger, Secretary

CANADIAN SOCIETY OF GASTROENTEROLOGY NURSES AND ASSOCIATES CHAPTER EXECUTIVE LIST

Vancouver Regional Chapter
President: Gail Whitley
5520 Lackner Cres.
Richmond, BC V7E 6A3
(604) 875-4155 (H)
(604) 875-5391 (W)
(604) 875- 5031 (Fax)
Secretary: Judy Deslippe
Treasurer: Nala Murray

Okanagan Chapter
President: Linda Frandsen
3320 Jackson Court
Kelowna, BC V1W 2T6
(250) 862-4427 (Fax)
(604) 864-4000 ext. 4427
Secretary: Arlene Schroeder
Treasurer: Debb Levine

Calgary Chapter
President: Debbie Taggart
#102 -1800 26th Ave. SW
Calgary, AB T2T 1E1
(403) 209-0217 (H)
(403) 291-8922 (W)
(403) 291-1599 (F)
Secretary: Christine Kunetsky
Treasurer: Doreen Reid

Edmonton Chapter
President: Judy Langner
129 Greenoch Crescent
Edmonton, AB T6L 1W6
(780) 450-7323 (W)
(780) 450-7208 (F)
(780) 463-1934 (H)
Secretary: Doris Strudwick
Treasurer: Patti Ofner

Saskatchewan Chapter
President: Shirley Malach
20 Brook Bay
Regina, SK S4N 1M6
(306) 761-0353 (H)
(306) 766-6568 (W)
Secretary: Shannon Cote
Treasurer: Dianne Ryan

Manitoba Chapter
President: Sylvia Dolynchuk
1503 - 55 Nassau St. N.
Winnipeg, MB R3L 2G8
(204) 237-2249
Secretary: Roberta Thompson
Treasurer: Donna Dunsford

Ottawa Chapter
President: Michelle Paquette
2719 Wylderwood St.
St. Gloucester, ON K1T 2S1
(613) 733-1552 (H)
(613) 737-8384 (B)
Secretary: Denise Theriault
Treasurer: Monique Travers

Golden Horseshoe Chapter
President: Jennifer Belbeck
105-6 Village Green
Stoney Creek, ON L8G 5B7
(905) 662-9075 (H)
(905) 574-7721 (B)
Secretary: Lynn Duce
Treasurer: Gale Mitchell

South Western Ontario Chapter
President: Diane Gray
265 Jos Janisse
Windsor, ON N8Y 3A5
(519) 948-5422 (H)
(519) 254-1661 Ext 2019 (B)
Secretary: Pam Hebert
Treasurer: Joan Staddon

Vancouver Island Chapter
President: Irene Ohly
642 Cairndale Rd.
Vancouver, BC V9C 3L3
(250) 727-4234
Secretary: Pat Savage
Treasurer: Nelda Turner

London Area Chapter
President: Cheryl Parsons
401 Sunnyside Cres.
London, ON N5X 3N4
(519) 646-6000 Ext. 4355
Secretary: Donna Pratt
Treasurer: Laura Mason

Newfoundland Chapter
President: Ellen Coady
19 Forde Dr.
St John's, NFLD A1A 4Y1
(709) 737-6431
Secretary: Mabel Chaytor
Treasurer: June Peckham

New Brunswick and PEI Chapter
President: Fran Duguay
P.O. Box 973
Bathurst, NB E2A 4H8
(506) 546-4907 (H)
(506) 545-2408 (B)
Secretary/Treasurer Mary Eva Smearer

Nova Scotia Chapter
President: Elizabeth Hendsbee
7132 Ascot Ave.
Halifax, NS B3L 2E9
(902) 473-4008 (B)
Secretary: Donna Cook
Treasurer: Theresa McKinon

Greater Toronto Chapter
President: Gail Stewart
53 Ridge Crest Drive
Toronto, ON M1W 4A3
(416) 491-3686 (H)
(416) 685-9395 (pager)
Secretary: Elaine Burgis
Treasurer: Brenda Lach

**A woman is like a tea bag.
You never know her strength until you drop her in hot water.**

DIRECTOR

REQUIREMENTS

- Encourage and assist in the formation of new chapters in their area
- Liaise with the Chapter presidents and individual members in their Region about the work of the Association
- Report to the National Executive at regular intervals as deemed necessary by the Executive
- Attend a minimum of two meetings of the Executive in consultation with the National Board
- Responds with a written report in sufficient time for those meetings that cannot be attended
- Submit a report of activities and future plans for inclusion in the Annual Report, ninety (90) days prior to the Annual Business meeting
- Submits reports about their region's activities to the Newsletter
- There shall be two (2) Directors elected from each of Canada East, Center and West. One Regional Director will be elected yearly in each designated region, by the members of that region.
- Canada East consisting of Prince Edward Island, Newfoundland, Nova Scotia, and New Brunswick
- Canada Center consisting of Ontario and Quebec
- Canada West consisting of Manitoba, Saskatchewan, Alberta, British Columbia, Northwest Territories and the Yukon
- Divisions of regions will be decided by the co-directors. The Director will then inform the National Board and members re their areas of responsibility

QUALIFICATIONS

- Excellent written and verbal communication skills
- Excellent organizational skills and delegation skills
- Knowledge about CSGNA
- Expertise in Gastroenterology Nursing

ADVERTISING

The CSGNA Newsletter

"The Guiding Light" welcomes requests for advertisements pertaining to employment.

A nominal fee will be assessed based on size.

For more information contact the editor.

Kay Rhodes

kay.rhodes@swchsc.on.ca

PRESIDENT-ELECT

REQUIREMENTS

- Accedes to the Presidency when the President's term ends
- Becomes acting President and assumes the duties of the office in the event of the President's absence, disability or resignation
- Communicates regularly with the President as deemed necessary
- Learns the affairs of the Association
- Accompanies the President to SGNA Annual Conference and attends the House of Delegate's session
- Is the CSGNA liaison to SIGNEA
- Serves as Advisory member without vote on standing and special committees
- Forms and chairs the Bylaw Committee
- Forwards amendments to these bylaws to the National Secretary in writing ninety (90) days prior to the Annual Meeting
- Communicates regularly with the provincial nurses organizations and CNA about activities of the Association
- Performs such duties as delegated by the President
- A two (2) year commitment with a four year (4) year commitment to the Executive

QUALIFICATIONS

- Excellent organizational skills
- Ability to seek out succeeding leaders of the organization. Must have an understanding of all the Executive positions to recruit these leaders
- Must have served the Association in some capacity over the preceding two (2) years
- CBGNA certification an asset

VOLUNTEER RECOGNITION

A total of 50 CSGNA "T" shirts were given out to volunteers/members of the CSGNA for the contribution of their time and commitment to help the organization at any level or capacity throughout the country from coast to coast. BRAVO for all who received the shirts with our logo on them.

We thank you.

The CSGNA Executive.

PRESIDENT'S MESSAGE

Thank you Edmonton Chapter and Planning Committee for an Excellent Conference. Your hard work and dedication was evident in every aspect of the conference. "GI Odyssey: Challenges of the 21st Century", was a very appropriate theme. We were challenged by many of the speakers to move outside our comfort zone and rethink the way we do things both in our professional practice and our daily lives.

I would like to acknowledge the contributions of each board member over the past year especially our outgoing Board Members; Marlene Scrivens, Nancy Campbell, Sandy Saioud and Evelyn Hilderman. The commitment and dedication of these professionals is what makes volunteering a very rewarding experience and the CSGNA a very successful organization.

I would also like to extend a very warm welcome to our New Board Members: Jean Macnab, Director Canada Centre; Usha Chauhan, Director Canada Centre; Michele Paquette, Education Chair; and Nala Murray, Director Canada West. I look forward to working with you.

The New Board of Directors met on Sunday and Monday following the Conference and continued the Challenge. This year the Board will be engaging in a self evaluation process, Board Governance, to assess the effectiveness of the Board, Board Committees and the workload of Board Members. We reviewed the Board structure and the duties of each office with a view to evenly distributing the Workload without changing the Regional Structure. Any recommended changes to the Regional Structure and Board Positions will be presented as Bylaw Amendments to the members for Voting after the Evaluation Process is completed.

For the year (2001 - 2002) the duties have been arranged as follows:

1. Canada East; Evelyn McMullen,

will focus on Membership and take on the duties of Membership chair. Linda Feltham will be responsible for all Chapter contact in Canada East.

2. Canada Centre; Jean Macnab will focus on Practice Issues and be responsible for all Position Statements and Practice Guidelines. Usha Chauhan will be responsible for all Chapter contact in Canada Center.
3. Canada West; Judy Langner will focus on Public Relations and will be responsible for Chairing the Vendor Committee, GI Nurses Day, Conference Advertising and the Website. Nala Murray will be responsible for all Chapter contact in Canada West.

This will relieve some of the demands on the Treasurer, the Education Chair, the Secretary and the President. These changes will continue to be evaluated in light of the CSGNA Mission Statement, Goals and Strategic Plan. Our Strategic Plan focuses on Membership Growth and Services, Visibility of the CSGNA and Mentoring New Leaders for our organization.

The call for NOMINATIONS for the 2002 Board of Directors is included in this issue of the Newsletter. We are recruiting SIX NEW LEADERS. Plan now to VOLUNTEER and become an active member of our TEAM.

The Board will continue to work diligently on your behalf. We are all working together for the advancement of Gastroenterology Nursing, Excellence in Patient Care and the continued success of the CSGNA.

PRESIDENT ELECT REPORT

A huge thank you to the Edmonton Chapter for their excellent execution of the Annual Conference.

The Chapter Evening was a success with representation from almost every Chapter. The topic of discussion was Public Speaking. Hopefully everyone

had an opportunity to learn a little from each other.

Public speaking is a topic much revered by some and feared by others. At some point in every nurses career she will be called upon to public speak. This includes educating patients and their families, networking and holding inservices with their colleagues. See ... you do know how to public speak!

Following is a list of tips or helpful hints for the aspiring and seasoned Public Speaker ... which is you.

- Know your material thoroughly; organize it sequentially and logically.
- Practice, practice, practice. Time yourself when practicing, use notes as a guideline, make extra notes to remind yourself to pause, tell a joke, etc.
- Never read from your notes for any extended period.
- Speak loudly and clearly. Sound confident. If you make an error, correct it and move on.
- Become 'connected' with your audience. Love them and they will love you back. Use the 3-second rule. e.g. have direct eye contact with someone in the audience for 3 seconds at a time. Pick several people to have eye contact with during the whole speech. Every now and then glance at the whole audience while speaking.
- Pause; do not hurry through your presentation. If you run short of time know what can be left out, if you have extra time, know what can be effectively added.
- Always be prepared for the unexpected.
- Add humour whenever appropriate and possible. Humour tends to wake the audience up.
- Use audio-visual aides to enhance your presentation. Always check before hand to make sure you know the lay out of the room and that everything is in working order.

- Have handouts ready, if appropriate for your presentation. Hand them out at the appropriate time. Let your audience know that you will be handing them out so that they do not waste time taking notes during the presentation.
- Know when to stop. Always summarize your main points at the end. Terminate with an interesting remark or appropriate punch line. Leave your audience with a sense of completion.
- Thank your audience and sit down.
- Remember you are an actor. How you are perceived is very important. Present the desired image to your audience.
- Dress appropriately for the occasion. Business dress is usually the safest. Avoid gaudy and loud colours, they distract the audience. Avoid large, flashy, bright jewellery, they will also distract the audience.
- Do not fidget, avoid habits such as clicking pens, pacing, clearing your throat, sniffing, wringing your hands, fussing with your hair or your clothing, leave your bra strap alone.
- Never turn your back on your audience.
- Be solemn if your topic is serious.
- Show appropriate emotion for the topic.
- Always look pleasant, enthusiastic, confident and proud. Avoid looking arrogant.
- Remain calm; appear relaxed, even if you are nervous. Remember everyone gets butterflies.

Remember Everyone Has Something To Offer ... If You Know It ... You Can Talk About It.

Have Fun!

Sincerely,
Lorie McGeough

MEMBERSHIP

I would like to congratulate the Edmonton Chapter for a very successful conference. Great work ladies. We really appreciate all of your dedication and hard work.

Membership continues to fluctuate according to where the national conference is held. The registration fee for these conferences are cheaper for members, so there are a great majority who join, just to receive the cheaper registration fee. We would appreciate any suggestions on how to retain these members who join for the National Conference only.

I would like to welcome the following new members:

| | |
|---------------------------|------------------|
| Elizabeth Porath | Kamloops, BC |
| Donna Gramigna | Victoria, BC |
| Catharina Atmadja | Vancouver, BC |
| Elizabeth DesMazes | Kamloops, BC |
| Marleen Brown | Nanaimo, BC |
| Peggy Smallwood | Burnaby, BC |
| Carol Anne Martinson | Calgary, AB |
| Tobie Sakamoto | Calgary, AB |
| Joanne Boston | Calgary, AB |
| Muriel Christopher | Calgary, AB |
| Diana Ashbourne | Calgary, AB |
| Marian McKenzie | Calgary, AB |
| Shelly Kowal | Calgary, AB |
| Jacluine Pollock | Calgary, AB |
| Bev Thoms | Calgary, AB |
| Paulette Le Clair-McKelvy | Calgary, AB |
| Julieta Parrenn | Calgary, AB |
| Lenora Garrison | Calgary, AB |
| Brenda Guevara | Calgary, AB |
| Sylvia Luu | Calgary, AB |
| Terri Shannon | Calgary, AB |
| Shariffa Hart | Calgary, AB |
| Mila Lee | Calgary, AB |
| Kathy McLaughlin | Calgary, AB |
| Anne Mitchell | Calgary, AB |
| Margaret Harpelle | Calgary, AB |
| Sherry Pelensky | Calgary, AB |
| Linda Spence | Okotoks, AB |
| Sheryl Boan | DeWinton, AB |
| Helga McCallum | Edmonton, AB |
| Barbara Pardely | Spruce Grove, AB |

| | |
|------------------------|-------------------|
| Sharon Peters | Fort McMurray, AB |
| T. Carrie Secrist | Fort McMurray, AB |
| Lorna Spencer | Fort McMurray, AB |
| Dorothy Chafe | Fort McMurray, AB |
| Donna Dalziel | Fort McMurray, AB |
| Roberta Fehr | Fort McMurray, AB |
| Emms | |
| Eco-Repato | Fort McMurray, AB |
| Patrocino | |
| Marchant | Fort McMurray, AB |
| Valerie Gagnon | McLennan, AB |
| Shannon Wisdom | Edmonton, AB |
| Judy Budd | Sask, SK |
| Suzanne Hosaluk | Emerald Park, SK |
| Jocelyne Lavergne | Saskatoon, SK |
| Valerie Gutenberg | Saskatoon, SK |
| Catherine Schlosser | Winnipeg, MB |
| Denise Thomson | Brandon, MB |
| Cathy Dickey | Brandon, MB |
| Janet Shymanski | Winnipeg, MB |
| Maureen Charette | Aurora, ON |
| Mary Brougham | Mississauga, ON |
| Elizabeth Fornasier | Etobicoke, ON |
| Leslyn Platt | Kingston, ON |
| Barbara | |
| Laughland | Stoney Creek, ON |
| Jennifer O'Connor | Oshawa, ON |
| Jolanta Matusiak | Ajax, ON |
| Vasiliki (Bess) Pouris | Ajax, ON |
| Mary Campbell | London, ON |
| Nancy Garvey | Georgetown, ON |
| Theresa Berthiaume | Tecumseh, ON |
| Barbara | |
| Laughland | Stoney Creek, ON |
| Jaqueline Javier | Mississauga, ON |
| Bill Collins | Markham, ON |
| Maxine Smythe | Burlington, ON |
| Karen Green | Dartmouth, NS |
| Trudy Rogers | Thorburn, NS |
| James Goldmiec | Truro, NS |
| Alista Etan | Summerside, PEI |

CANADA CENTRE REPORT

As your new Director for Canada Centre I am replacing Nancy Campbell from Ottawa who has been your representative on the Board for the last 5 years. I would like to take this opportunity to thank Nancy for all her hard work. Following the CSGNA National

Death, taxes and childbirth!
There is never any convenient time for any of them.

Conference in Edmonton last week the new Board met and discussed among other items the direction the Society should take. It was decided that we needed one Director to be a resource for practice issues in Endoscopy and to revise and reformat all the guidelines and position statements that we presently have. I have agreed to assume this role.

As part of this role I am available to answer questions as they relate to practice. There are many practice issues that could be addressed. To start the process we will have a practice issues corner in *The Guiding Light*. I would welcome questions sent to me and I will put these questions in *The Guiding Light* for feedback from the members. If your question requires an immediate response I can access our network of experts and get an answer for you. I welcome your questions and comments.

Jean Macnab

Practice Issues

Does your Unit have call on nights and weekends?

Do you have a system in place to prioritize patient acuity?

What issues do you face when you are on call? Do you have a system in place to prioritize patients acuity?

Email responses to
jmacnab@ottawahospital.on.ca
Phone #613-798-55555-13179

CANADA CENTRE DIRECTOR

Hello! CSGNA members my name is Usha Chauhan, your new Canada Centre Director/education. I have been a member of CSGNA for the past ten years. This is my first committee position. I graduated in the UK as a General nurse with a specialty in pediatrics nursing and continued to become a midwife. I worked as a midwife in UK

and continued with obstetrics in Canada at McMaster Medical Centre until 1989 when I decided a change was required in my career. At that time; I joined the GI group at McMaster Medical Center and I am currently working in the outpatient GI clinic and as study coordinator in charge of a number of clinical trials. I am excited to be part of the Executive committee.

**Sincerely,
Usha Chauhan**

Hamilton Health Science
McMaster University Medical Centre
1200 Main Street West
Room 4W6
Hamilton, Ont. L8N 3Z5
Tel: 905-521-2100 Ext. 73543 (day-time)
905-389-4600 (evenings)
Fax: 905-521-4958
Email: chauhan@hhsc.ca

CANADA EAST REPORT

I would like to thank the CSGNA for giving me the opportunity to attend the 2001 Conference in Edmonton. It was an informative and enjoyable meeting and the Edmonton Chapter should be proud of their hard work. Three members from our chapter also had an opportunity to attend this meeting.

I have agreed to stay on as Canada East Director for another year. This year will be a challenge as the chapter will be hosting the CSGNA Conference in St. John's, Nfld. of September 20-21, 2002. The theme is "First Light ... Leading the Way". More information will become available in the newsletter and on the website. The chapter has met in September and October 15. Committees are being formed and action plans set a November meeting is planned to update our progress. You can't get further east for a conference!

**Sincerely,
Linda Feltham**

NEWSLETTER REPORT

I wish to express my gratitude to CSGNA who gave me the opportunity to experience Edmonton.

Anyone who has been involved in planning a National meeting like that in Edmonton, knows the time, dedication, hard work and team effort it takes to pull it together to make it look so easy. My congratulations to all the members of those committees, with their chair, Judy Langner. We thank you for a job well done.

The Executive said farewell to good friends and welcomed new volunteers, who bring new thoughts, direction and ideas to the group.

Our sponsor for the Newsletter is presently CARSEN, but this is the last publication for them, and on your behalf I thank them for their continued support.

I am presently working with SCICAN to accept the responsibility of the Newsletter for the next 2 years.

I implore you to use the Publication as a sharing tool, and give input and direction, as to what you the members want for your Organization.

I look forward to hearing from you.

Start planning for September 2002 in St. John's, Newfoundland.

Kay Rhodes
kay.rhodes@swchsc.on.ca

DIRECTOR CANADA WEST REPORT

I am honored to join the Executive of CSGNA in the role of Director Canada West. The Edmonton Chapter of the CSGNA is to be commended on their dedication, determination and success of the 17th Annual National CSGNA Conference. Edmonton GI Odyssey 2001 – Challenges for the 21st Century. The event was very well attended and the program was very well received. When 200 Nurses arrive punctually on

**Life is going to shovel dirt on you – all kinds of dirt.
The trick is to shake it off and take a step up.**

the third day at 0800 hours you know it's a good conference!

The speakers were excellent. Brenda Robinson's presentation "The Challenge of Change in the 21st Century" really had an impact on me. She had some very encouraging and insightful ideas on how to manage change and how "to think outside the box".

The challenges nurses are facing in health care are getting further and further from our grasp. We must all learn to befriend Robinson's triple E formula to be Effective, Efficient and Economical. At the same time we need to embrace the strength we have as a Society. I admit to having been skeptical to the concept of Certification in the past but I now realize that it is paramount that we be recognized for our expertise in our practice as endoscopy nurses.

I look forward to meeting our Chapter Members of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon and Northwest Territories. I encourage any Gastroenterology Nurse or Associate to contact me (member or not yet) and let me know how the CSGNA could help you face the Challenge of the 21st.

Nala Murray, RN
CSGNA Director Canada West
Email: nala_murray@telus.net

CANADA EAST REPORT

Thank you to the Edmonton Chapter and Planning Committee for the successful 17 Annual Conference. Great job. The N.B./P.E.I. Chapter will be hosting their annual education day on October 20, 2001 in Bathurst, N.B. For details check the website. The East coast Regional Conference will not be held this year because the National Conference is taking place in St. John's, Nfld. in September 2002.

Sincerely, Evelyn McMullen,
Canada East

WESTERN DIRECTOR REPORT CONFERENCE CHAIRMAN'S REPORT

The Edmonton Chapter of CSGNA was honored to host our annual conference 2001 – Edmonton GI Odyssey. We enjoyed a great variety of guest speakers who made us laugh, cry and think outside the box. The exhibit hall was a busy place during nourishment breaks. The exhibitors were excellent and presented great opportunities for hands-on-demos and clear explanations of new and old equipment and products.

Thank you to all our sponsors who generously donated for entertainment, nourishment breaks, education funding and pins. You are very much appreciated.

Thank you to the members who brought posters – we appreciate your willingness to share your experience, research and special interests.

We were very pleased to hear that the CNA has certified us as a Specialty Group. We are now moving forward to developing a Canadian certification exam for September 2002. This has been a long struggle for our society – we finally are seeing results after more than four years of diligent work.

I encourage all the delegates to share the information you received at the conference with your colleagues. We all can be encouraged and inspired to give quality patient care as we look to the advances in gastroenterology in the 21st century.

**Reach for the moon. If you fail,
 you'll fall amongst the stars!**

Judy Langner,
Conference chair

THE EDUCATION COMMITTEE'S CORNER

Dear CSGNA colleagues,

This is my first year on the executive as your Education Chair. My address is M. Paquette, 501 Smyth Road, Ottawa, Ont. K1H 8L6.

My e-mail address is
mpaquette@ottawahospital.on.ca.
 Telephone Number: **613-737-8384.**

I wish to thank Marlene Scrivens and her committee for the wonderful work they did. One of their projects was to put together an orientation package which can be obtained from me at a cost of \$20.00. This orientation package contains orientation time frame, GI competency check list, position statement and guidelines, guide for buddies, samples of GI Unit Nursing flow sheets and most important standards for each practice. This is an excellent tool which should be purchased for each endoscopy unit. **Ask your manager** to obtain a copy for your unit. It is well worth the investment.

You might want to know "What can the education committee do for me? Our mandate is to serve you the best way we can." What do we need from you? Your feedback on what you need from us."

Our plan is to:

- Add to the existing orientation package guidelines on training staff to clean scopes, Pulmonary care and Recovery Room care post different procedures.
- Offer our assistance by means of a speaker's list for your area if you need our help to plan your local educational sessions.
- Remind you that we have different scholarships awards available to only our active members. **The information is in The Guiding Light.** Described below are the different types:
 - Regional scholarship: \$400.00 to be used for travel and accommodation to a regional conference in Canada. You must submit your application at least **8 weeks** prior to the event.
 - CSGNA annual scholarship: \$700.00 to be used for travel and accommodation to our an-

nual conference in Canada. You must submit your application by **May 1** (Date is changed this year from June 1 so that we can expedite the process to allow you to make your arrangements).

- CAG scholarship: \$500.00 to be used for travel to an appropriate endoscopic gastroenterology or research meeting. You must submit your application by **February 15** in the current year.
- We would like to have a section for questions and answers so we encourage you to send in your questions. We will research it for you and bring back the answer. If you think you have something to share which might benefit others, we would love to hear from you.
- Lastly I would like you to think about a poster presentation for next year. We will provide you with guidelines on how to develop a poster in the next issue and we would like a commitment from each Chapter to prepare a poster for next year's annual conference. The format will be different. We will hold a contest and the members will vote for the best poster based on set criterias. We will have a designated area for posters and the presenters will be available to provide information on their poster. There will be prizes awarded so **put on your thinking caps right now and get the show on the road.**

The Education Committee consists of the following members:

Michele Paquette,

Education Chair Ottawa

Judy Langner, Edmonton

Evelyn McMullen, Halifax

Jean Macnab, Ottawa

4 members at large which will be chosen at the next CSGNA Ottawa Chapter Meeting scheduled for October 24.

**Michele Paquette, CGRN
Education Chair**

NAME GAME ANSWERS

1. Raspberry 2. Asparagus
3. Pomegranate 4. Strawberry
5. Squash 6. Kale 7. Avocado

HOT SPINACH DIP

16 oz. cream cheese

1 pkg chopped spinach well drained

1 cup grated cheddar cheese

1/2 cup crumbled feta cheese

1-2 tsp dill weed

1 cup may

2 cloves garlic crushed

1/2 cup cooked, crisp, crumbled bacon

Salt and pepper to taste

Bake 325 degrees for approximately 1 hour.

G.I. Quiz. Core Curriculum

1. The best technique for diagnosing bezoars is:
 - a. Plain x-rays.
 - b. Palpation.
 - c. Gastroscopy.
 - d. Upper GI series.
2. Cushing's ulcers are a form of:
 - a. Specific Gastritis.
 - b. Nonerosive. Nonspecific gastritis.
 - c. Peptic ulcers.
 - d. Stress ulcers.
3. Most gastric cancers are of which of the following types?
 - a. Adenocarcinomas.
 - b. Leiomyosarcomas.
 - c. Sarcomas.
 - d. Lymphomas.
4. H. pylori infection:
 - a. Has been associated with gastric cancer.
 - b. Is a virus of the stomach.
 - c. Should be treated by surgical resection.
 - d. Is not detectable by biopsy.
5. The stomach wall has four layers, the mucosa, submucosa, the muscularis, and the:
 - a. Rugae.
 - b. Cardia.
 - c. Serosa.
 - d. Connective tissue.

CHANGE OF NAME ADDRESS/NAME

Name: _____

New Address: _____

City: _____ Province: _____

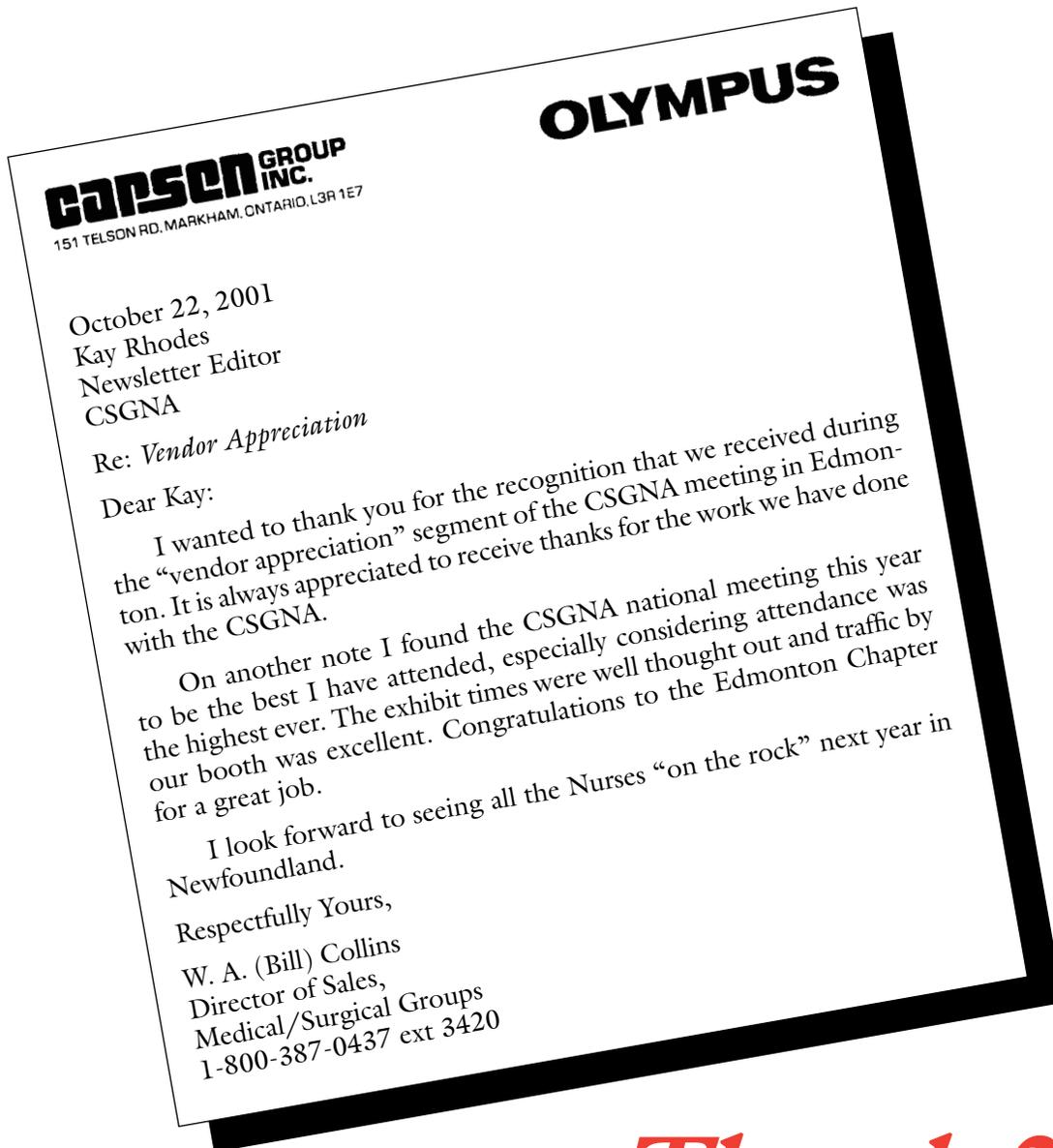
Postal Code: _____ Phone: _____

Fax: _____ E-Mail: _____



**MOVING?
LET US KNOW!**

**Remember to send in your
change of address!**



Thank You

“THE CARSEN GROUP”

Our two year contract with the CARSEN group for their continued support with the publication of our Newsletter “THE GUIDING LIGHT” has come to a closure. Their support both nationally and locally has been greatly appreciated by all members of the CSGNA. I know it is a lot of commitment and dedication and a lot of work for their staff, namely Peninah Rose. Your hard work has not gone unnoticed, I personally thank you and your team. We could not do this without you, thus on behalf of the CSGNA Executive and all members at large ... THANKS!!!!

Sincerely, Kay Rhodes, Newsletter Editor “THE GUIDING LIGHT”



Glenn Bruce from AMT with Sandy Saioud, Lorie McGeogh and Kay Rhodes.



Chapter Executive in Edmonton, 2001.



"BRAVO" on a job well done! Edmonton's "GI Odyssey" Planning Committee.

ORIENTATION PACKAGE

To order:

*Mail cheque made out to
CSGNA for \$20.00 to:*

Michelle Paquette
501 Smyth Road,
Ottawa, Ont.

K1H 8L6

Phone: 613-737-8384

E mail:

mpaquette@ottawahospital.on.ca

Note: Receipt will be issued by
the treasurer.

NAME GAME

How good are you at naming fruits and vegetables? Unscramble the words below to name some common (and uncommon) fruits and vegetables.

1. R_P_____
2. A_P__G__
3. P__GR__T__
4. __R__B__
5. _Q__H
6. K__
7. _V_____

G.I. QUIZ ANSWERS

1. c 2. d 3. a 4. a 5. c



Renewal Local Chapter Status – Representatives from all chapters.



Vendor Appreciation – Thanks for your support!



Scholarship winners.

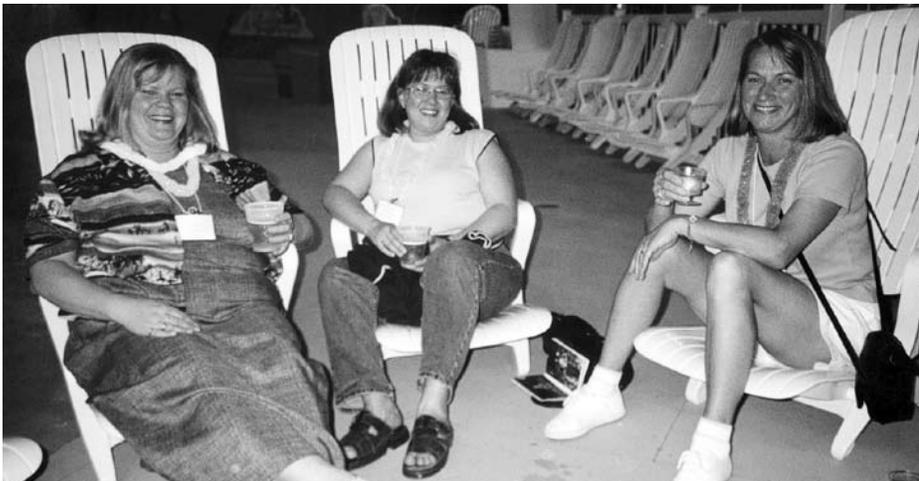
SCHOLARSHIPS
FOUNDATIONS
SPEAKERS BUREAU
POSITION STATEMENTS
CHAPTERS
TOPICS
POSTERS
GUIDELINES
CEU'S
EVALUATIONS

CSGNA Education Corner

Announcements from the Education Committee

- CAG/CSGNA Scholarship applications in this and every issue.
- Criteria for scholarships in this issue.
- Orientation package for GI units being developed.
- Check out the HepNet website www.hepnet.com.

Education Committee Members:
 Deb Taggart – Calgary
 Evelyn McMullen – Halifax
 Jean Macnab – Ottawa
 4 members at large
 Education Chair, Michele Paquette
 Phone: 613-737-8384



"CHEERS" Beach Party sponsored by Carsen in Waterpark West Edmonton Mall.

Edmonton's GI Odyssey 2001

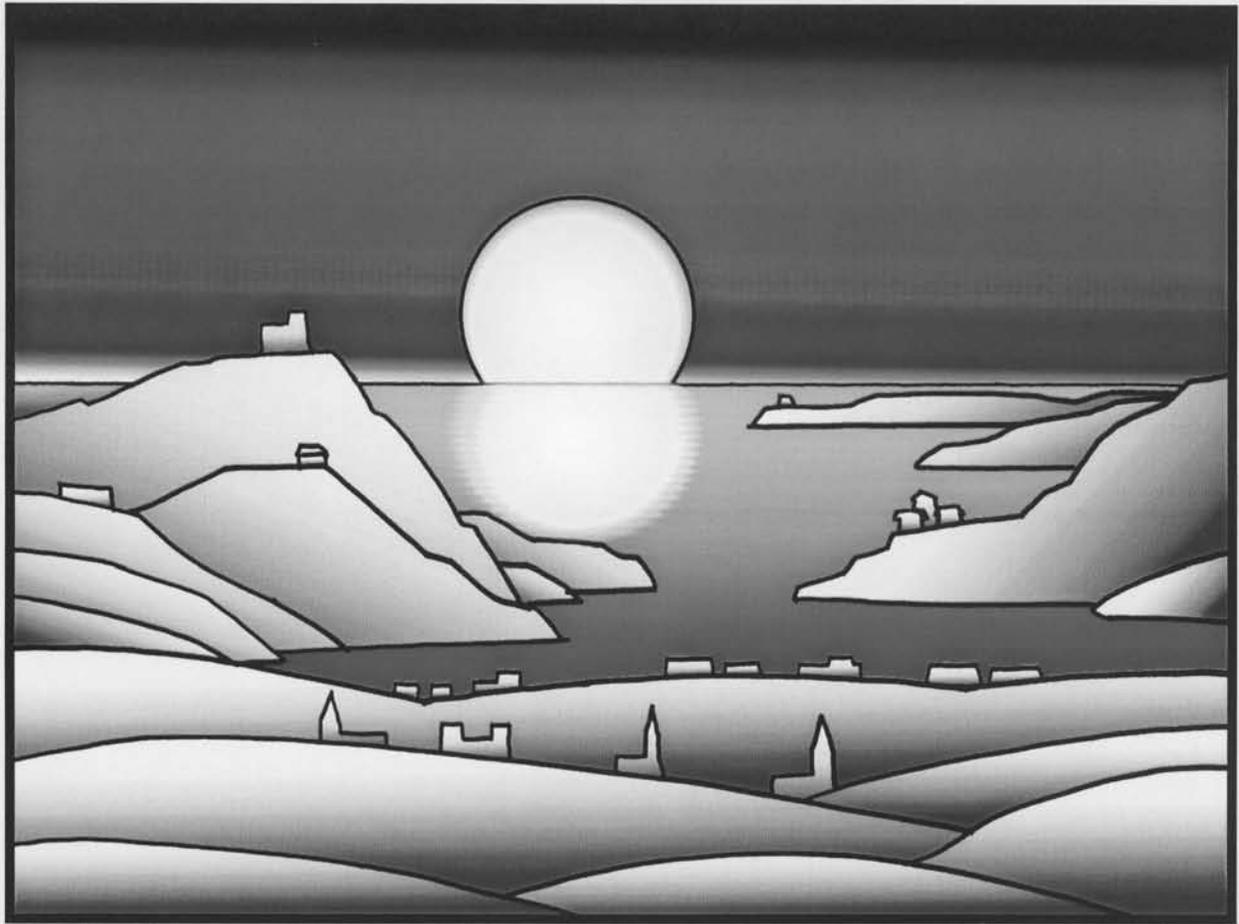


*"CARSEN's Beach Boys and Girl"
Beach Party Sponsor.*



Michelle Paquette, Kay Rhodes, Dr. Michelle Alfa, Lorraine and Marg.

FIRST LIGHT... LEADING THE WAY



CSGNA Conference
St. John's, Nfld
Sept 20-21, 2002

G.I. NURSES DAY – MAY, 2001

We have had a number of positive reports about our proclamation of G.I. Nurses Day last May. Some Endoscopy units had displays pertaining to education of their hospital staff as to what we do “with all those tubes”. There were some units who had hands on with scopes for staff to handle. Recipes of Bran Muffins were given out by some.

William Osler Health Centre, Etobicoke Campus, Toronto, Ont. sent these pictures and comments. Display of posters, pamphlets, educational videos and handouts were all used to highlight the role nurses play in supporting the rapidly expanding field of Endoscopy. Prizes were given out for a picture identification quiz. It proved

BRAN MUFFINS

1/3 cup brown sugar
1/3 cup white sugar
1 tsp. baking soda
1 tsp. baking powder
1/2 tsp. salt
1 cup bran
1 cup all bran
1 cup flour
1/2 tsp. cinnamon

Combine dry ingredients

1/3 cup oil
1 egg
1/2 tsp. vanilla
1 1/4 cup buttermilk
1/4 cup molasses
1/3 cup applesauce

Combine liquid ingredients

Stir liquid ingredients into dry ingredients until moist. **Bake** at 375 for 15-20 minutes.

to be an excellent opportunity for both those who visited the display and those who participated in the preparation.

G.I. Nurses Day will be the Friday of Nurses week in May 2002. Start thinking about plans for next year.

Rescuing Hug

This is a picture from an article called “The Rescuing Hug”. The article details the first week of life of a set of twins. Apparently, each were in their respective incubators, and one was not expected to live. A hospital nurse fought against the rules and placed the babies in one incubator. When they were placed together, the healthier of the two threw an arm over her sister in an endearing embrace. The smaller baby’s heart rate stabilized and her temperature rose to normal.

Let us not forget to embrace those whom we love.



WORD SEARCH

- ANTRUM
- APNEA
- ARRHYTHMIAS
- ATRESIA
- BOWEL
- CALCULI
- COLITIS
- EDEMA
- ESOPHAGUS
- GASTRITIS
- HYPERACIDITY
- LARYNX
- LESION
- LIVER
- LUPUS
- LYMPHOMA
- MOTILITY
- MUCOSA
- NEOPLASM
- PALPATION
- PANCREATITIS
- POLYP
- REFLUX
- SEPTUM
- SHOCK
- SPHINCTER
- STASIS
- STETHESCOPE
- SYNCOPE
- TELANGIECTASIA
- TUMOR
- VARICES

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| F | U | N | S | A | I | M | H | T | Y | H | R | R | A | I | N |
| M | T | S | O | B | Y | S | I | S | A | T | S | U | P | U | L |
| O | S | E | C | I | R | A | V | E | R | Y | M | A | N | S | Y |
| T | H | P | L | P | S | U | G | A | H | P | O | S | E | Y | M |
| I | O | T | G | A | S | T | R | I | T | I | S | P | A | N | P |
| L | C | U | B | N | N | P | Y | L | O | P | O | H | N | C | H |
| I | K | M | D | C | O | G | R | O | K | C | M | I | E | O | O |
| T | U | M | O | R | S | N | I | E | S | O | L | N | O | P | M |
| Y | E | S | L | E | W | O | B | E | V | L | I | C | P | E | A |
| X | N | Y | R | A | L | I | H | L | C | I | V | T | L | M | T |
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| R | E | O | T | S | P | A | R | E | M | U | R | T | N | A | A |
| R | U | N | Y | H | Y | P | E | R | A | C | I | D | I | T | Y |

GUIDELINES FOR SUBMISSION to "THE GUIDING LIGHT"

- white paper with dimensions of 8 1/2 x 11 inches
- double space
- typewritten
- margin of 1 inch
- submission must be in the possession of the newsletter editor 6 weeks prior to the next issue
- keep a copy of submission for your record
- All submissions to the newsletter "The Guiding Light" will not be returned.

C.S.G.N.A. DISCLAIMER

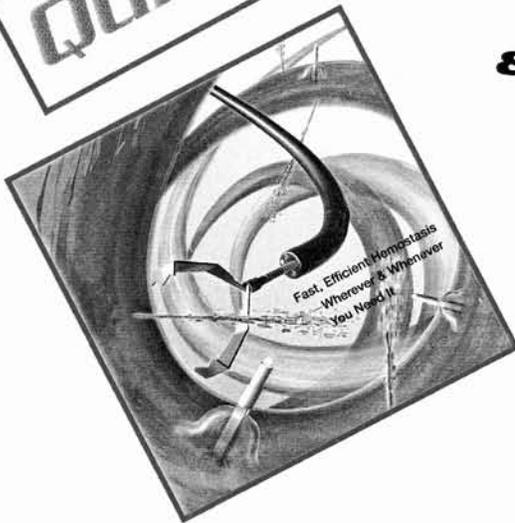
The Canadian Society of Gastroenterology Nurses and Associates is proud to present The Guiding Light newsletter as an educational tool for use in developing/promoting your own policies and procedures and protocols.

The Canadian Society of Gastroenterology Nurses and Associates does not assume any responsibility for the practices or recommendations of any individual, or for the practices and policies of any Gastroenterology Unit or endoscopy unit.

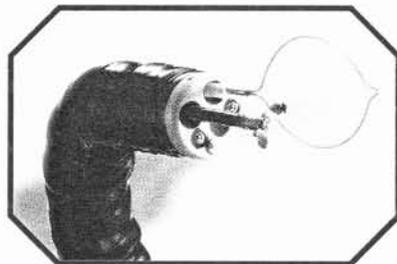
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Canadian Society of Gastroenterology Nurses & Associates

C/O EDUCATION CHAIR: MICHELE PAQUETTE, 501 SMYTH ROAD, OTTAWA, ON. K1H 8L6

APPLICATION FORM FOR CSGNA REGIONAL SCHOLARSHIPS AWARD

The Regional Conference award of \$400.00 is to be used for travel and accommodation to a Regional Conference in Canada. Six scholarships will be awarded yearly.

EXCEPTIONS:

1. Applicant cannot have received **THIS** award in the previous two years.
2. Current members of the Executive and Conference Planning Committee are not eligible for this award.
3. Scholarships are available only to active members.

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A written summary of how this scholarship and attendance at the proposed meeting would benefit you in your work.
2. A current Curriculum Vitae.
3. Please specify your past involvement in the CSGNA: e.g., acted as speaker at a meeting, actively recruited new members for CSGNA, aided in the formation of a local Chapter, served on an Ad Hoc Committee, and any Newsletter articles submitted. Describe your current involvement with your Chapter: e.g., fundraising or planning Chapter conferences.
4. Outline projected financial needs to attend this meeting.
5. Geographical location and related travel expenses will be taken into consideration by the Education Committee when scoring applications.

APPLICATION FORM AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT THE ABOVE ADDRESS AT LEAST 8 WEEKS PRIOR TO THE EVENT.

NAME: _____

CIRCLE ALL THAT APPLY: RN BSN BAN MSN OTHER _____

HOME ADDRESS: _____

CITY: _____ PROV: _____

POSTAL CODE: _____ HOME TELEPHONE: () _____

FAX: () _____

NAME OF THE MEETING YOU WISH TO ATTEND: _____

DATE OF THE MEETING: _____

CITY WHERE PROPOSED MEETING WILL BE HELD: _____

JOINED THE CSGNA IN ____ (year).

SIGNATURE _____ DATE _____



Canadian Society of Gastroenterology Nurses & Associates

C/O EDUCATION CHAIR: MICHELE PAQUETTE, 501 SMYTH ROAD, OTTAWA, ON. K1H 8L6

APPLICATION FORM FOR CSGNA ANNUAL SCHOLARSHIP AWARD

The Annual National Conference award of \$700.00 is to be used for travel and accommodation to the Annual National Conference in Canada.

EXCEPTIONS:

1. Applicant cannot have received **THIS** award in the previous two years.
2. Current members of the Executive and Conference Planning Committee are not eligible for this award.
3. Scholarships are available only to active members.

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A written summary of how this scholarship and attendance at the proposed meeting would benefit you in your work.
2. A current Curriculum Vitae.
3. Please specify your past involvement in the CSGNA: e.g., acted as speaker at a meeting, actively recruited new members for CSGNA, aided in the formation of a local Chapter, served on an Ad Hoc Committee, and any Newsletter articles submitted. Describe your current involvement with your Chapter: e.g., fundraising or planning Chapter conferences.
4. Outline projected financial needs to attend this meeting.
5. Geographical location and related travel expenses will be taken into consideration by the Education Committee when scoring applications.
6. Copy of CSGNA Membership Card.

APPLICATION FORM AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT THE ABOVE ADDRESS BY **MAY 1 OF THE CURRENT YEAR.**

NAME: _____

CIRCLE ALL THAT APPLY: RN BSN BAN MSN OTHER _____

HOME ADDRESS: _____

CITY: _____ PROV: _____

POSTAL CODE: _____ HOME TELEPHONE: () _____

FAX: () _____ E-MAIL: _____

HOSPITAL/EMPLOYER: _____

WORK ADDRESS: _____

CITY: _____ PROV: _____

POSTAL CODE: _____ JOINED THE CSGNA IN _____ (year).

SIGNATURE _____ DATE _____



Canadian Society of Gastroenterology Nurses & Associates

C/O EDUCATION CHAIR: MICHELE PAQUETTE, 501 SMYTH ROAD, OTTAWA, ON. K1H 8L6

APPLICATION FORM FOR CAG NURSE SCHOLARSHIP PRIZES

The Canadian Association of Gastroenterologists (CAG) scholarship prizes are available to one research nurse and one endoscopy nurse in the amount of \$500.00 each, to be used for travel to an appropriate endoscopic gastroenterology or research meeting. The CAG nurse scholarship prize is sponsored by an Educational Grant from the Canadian Association of Gastroenterology.

ELIGIBILITY:

1. You are and have been for two years or more, an active member of the CSGNA.
2. You actively support CSGNA goals and objectives.

PRIZE APPLYING FOR: (please circle one) RESEARCH NURSE ENDOSCOPY NURSE

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A two page summary of how this scholarship and attendance at the proposed meeting would benefit you in your research / endo - clinical role in gastroenterology, and what self initiated research projects you are involved in.
2. A current Curriculum Vitae.
3. A letter of reference from your Unit Director.
4. Two letters of reference from CAG members.
5. Copy of CSGNA Membership Card.

APPLICATION FORMS AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT THE ABOVE ADDRESS BY **FEBRUARY 15 OF THE CURRENT YEAR. THEY WILL BE FORWARDED TO THE SECRETARY OF THE CAG FOR SELECTION.**

NAME: _____

CIRCLE ALL THAT APPLY: RN BSN BAN MSN OTHER _____

HOME ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

HOME TELEPHONE: () _____ FAX: () _____

HOSPITAL / EMPLOYER: _____

WORK ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

NAME OF DIRECTOR OF UNIT: _____

NAME OF THE MEETING YOU WISH TO ATTEND: _____

DATE OF THE MEETING: _____ CITY WHERE MEETING WILL BE HELD: _____

JOINED THE CSGNA IN _____ (year). E-MAIL: _____

SIGNATURE _____ DATE _____



Canadian Society of Gastroenterology Nurses & Associates

180 Waterford Br. Rd., St. John's, Newfoundland A1E 1E2

NOMINATION FORM

Please complete this form and submit to the Chair of the Nominations Committee (currently the President of the CSGNA) 150 days before the Annual Meeting for national office. Ballots will be sent to the active members 120 days before the Annual meeting and must be returned within 90 days.

Candidates must be active CSGNA members in good standing.

Name of nominee: _____

Address: _____

_____ Postal Code _____

Phone (home) _____ (work) _____

Employer: _____

Title: _____

Education: _____

CSGNA member since: _____

Offices held: _____

Committees: _____

Other related activities: _____

Explain what has led you to chose to run for national office? _____

I hereby accept this nomination for the position of _____

dated this _____ day of _____ 20____. Signed _____

Nominated by _____ & _____

SIGNEA MEMBERSHIP MEMBERSHIP APPLICATION

SOCIETY OF INTERNATIONAL GASTROENTEROLOGICAL NURSES AND ENDOSCOPY ASSOCIATES

Individual Membership

Individual Memberships for Gastroenterological Nurses and Endoscopy Associates are available for \$10.00 annually (\$US).

Affiliate Membership

Individuals interested in joining SIGNEA, such as physicians, other medical professionals, and non G.E. nurses, pay affiliate membership fees of \$50 annually (\$US).

National G.E. Nursing Organization Membership

Membership in SIGNEA is available to national nursing organizations. Membership inquiries may be sent to the SIGNEA Secretariat. National G.E. Nursing organization dues are dependent upon the number of national members in each organization. Membership applications should be accompanied by payment and the name of the organization's official contact person.

Corporate Membership

SIGNEA welcomes corporate memberships by companies which supply G.E. products, drugs, general medical equipment and any service that would be utilized by G.E. nurses. Detailed corporate membership information may be obtained from: Pat Pethigal, Chair, fax: 206.223.6379, phone: 206.223.6965 or the SIGNEA Secretariat.

| Check Membership Level/Payment | | 1 year | 2 year | 3 year |
|----------------------------------|-------------|----------------------------------|----------------------------------|----------------------------------|
| Individual Membership | | \$10 <input type="checkbox"/> | \$20 <input type="checkbox"/> | \$30 <input type="checkbox"/> |
| Affiliate Membership | | \$50 <input type="checkbox"/> | \$100 <input type="checkbox"/> | \$150 <input type="checkbox"/> |
| National G.E. Nursing Membership | up to 100 | \$50 <input type="checkbox"/> | \$100 <input type="checkbox"/> | \$150 <input type="checkbox"/> |
| | 101 - 400 | \$200 <input type="checkbox"/> | \$400 <input type="checkbox"/> | \$600 <input type="checkbox"/> |
| | 401 - 1,000 | \$400 <input type="checkbox"/> | \$800 <input type="checkbox"/> | \$1,200 <input type="checkbox"/> |
| | Over 1,000 | \$750 <input type="checkbox"/> | \$1,500 <input type="checkbox"/> | \$2,250 <input type="checkbox"/> |
| Corporate Membership | | \$1,000 <input type="checkbox"/> | \$2,000 <input type="checkbox"/> | \$3,000 <input type="checkbox"/> |

WORKPLACE

- Endoscopy Unit/Hospital
 Endoscopy Unit/Clinic
 Inpatient/Outpatient

POSITION

- Administrative/Director
 Consultant Nurse
 Head Nurse
 Staff Nurse
 Supervisor/Coordinator
 Technician (Patient Care)
 Clinical Specialist
 Educator
 Researcher
 Technician (machine)
 Nurse Practitioner
 Manufacturer Representative
 Corporate nurse Consultant
 Other _____

Please add an additional \$15 for those checks that are drawn off Non-US banks. \$ _____ Total Pymnt.

First Name (Given Name) _____

Last Name (Family Name) _____

Years Education/Training

- _____ 1 Year
 _____ 2 Year
 _____ 3 Year
 _____ 4 Year
 _____ 5 Year

Address for Mail _____

City _____

State/Province _____

Country _____

Postal Code _____

Telephone _____

Fax _____

Email address _____

Employing Organization _____

Title _____

Send completed form to:

Kimberly Svevo, SIGNEA

401 N. Michigan Ave., Suite 2200 Chicago, IL 60611 USA

Phone: 312.644.6610 Fax: 312.321.6869 E-mail: kimsvevo@sba.com



SGNA Membership Application

CONTACT INFORMATION (Please print or type.)

First _____ MI _____ Last _____

Nickname _____

Hospital/Office/Company Name _____

Social Security Number _____ Date of Birth _____

Credentials

Nursing: RN LPN LVN

Education: PhD MSN MS
 BSN BS ADN
 DIPL

Certification: CGRN CGN CGA
 CGT CGC
 Other _____

Certification Date: _____

Other Training: Technician
 Nursing Assistant

Please provide both addresses and check your preferred mailing address:

Work

Street Address _____

City _____

State/Province _____ Zip _____

Country _____

Phone _____

Fax _____

Home

Street Address _____

City _____

State/Province _____ Zip _____

Country _____

Phone _____

Internet/E-Mail Address _____

REFERRED BY _____

(If applicable)

PROFESSIONAL PROFILE

1.) Professional Setting (Check one.)

Free Standing/ Ambulatory Equipment Sales

GI Clinic GI Nursing Room

Inpatient Only Outpatient Only

Inpatient/Outpatient Combination Manufacturer's Office

Other _____

2.) Position (Check one.)

Administrative/ Director Clinical Specialist

Consultant Educator

Head Nurse Researcher

Staff Nurse Nurse Practitioner

Supervisor/ Coordinator Sales

Technician (patient care) Technician (machine)

Other _____

3.) Memberships in Other Nursing Organizations (Check all that apply.)

ANA/SNA AACN

ENA ASPAN

AORN Sigma Theta Tau

Other _____

PAYMENT INFORMATION • dues subject to change

A. Membership (SGNA membership runs on a calendar year and is renewable by January 1 of the following year.)

Check the category of membership for which you are applying:

| Voting Status | Type | Definition | Annual Dues | Prorated Dues (If joining after July 1) |
|-------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------|
| <input type="checkbox"/> Voting | Licensed Nurse | Limited to Registered Nurses and Licensed Vocational/ Practical Nurses involved in, or associated with, gastroenterology and/or endoscopy nursing practice | \$105.00 | \$60.00 |
| <input type="checkbox"/> Voting | Associate | Limited to Assistive Personnel - technicians, technologists, assistants involved in, or associated with, gastroenterology and/or endoscopy nursing practice | \$105.00 | \$60.00 |
| <input type="checkbox"/> Non-Voting | Affiliate | Includes, but is not limited to, physicians, consultants, industry representatives, educators involved in, or associated with, gastroenterology and/or endoscopy nursing practice | \$90.00 | \$45.00 |

SUBTOTAL A _____

B. Regional Societies

All voting members (licensed nurses and associates) residing in the U.S. are required to affiliate with an SGNA regional society.

Regional Society preference (Indicate two-digit code of preferred region from the table listed on opposite page.): _____

Regional Society Dues:

Voting Licensed Nurses and Associates

No additional payment needed
Included in Annual Dues Amount

Non-Voting Affiliate

Optional payment, if interested
please indicate preferred region above
and remit an additional \$15.00
(If after July 1, remit \$75.00)

SUBTOTAL B (If applicable): _____



Canadian Society of Gastroenterology Nurses & Associates

27 Nicholson Dr., Lakeside, Nova Scotia B3T 1B3

MEMBERSHIP APPLICATION

(CHECK ONE)

ACTIVE
\$40.00

Open to nurses or other health care professionals engaged in full- or part-time gastroenterology and endoscopy procedure in supervisory, teaching, research, clinical or administrative capacities.

AFFILIATE
\$40.00

Open to physicians active in gastroenterology/endoscopy, or persons engaged in any activities relevant to gastroenterology/endoscopy (includes commercial representatives on an **individual** basis).

LIFETIME
MEMBERSHIP

Appointed by CSGNA Executive.

FORMULE D'APPLICATION

(COCHEZ UN)

ACTIVE
40,00\$

Ouvert aux infirmières et autres membres de la santé engagés à plein ou demi-temps en gastroentérologie ou procédure endoscopique en temps que superviseurs, enseignants, recherches application clinique ou administrative.

AFFILIÉE
40,00\$

Ouvert aux médecins, actifs en gastroentérologie endoscopique ou personnes engagés en activités en gastroentérologie/endoscopiques incluant représentants de compagnies sur une base individuelle.

MEMBRE
À VIE

Appointed by CSGNA Executive.

APPLICANT INFORMATION / INFORMATION DU MEMBRE

Please print or type the following information / S.V.P. imprimer ou dactylographier l'information

SURNAME / NOM DE FAMILLE _____ PRÉNOM / FIRST NAME _____
 MR / M MRS / MME MISS / MLLE MS / MS

HOME ADDRESS / ADRESSE MAISON _____

CITY / VILLE _____ PROV. / PROV. _____ POSTAL CODE / CODE POSTAL _____ HOME PHONE / TÉLÉPHONE () _____

HOSPITAL/OFFICE/COMPANY NAME / NOM DE HÔPITAL/BUREAU/COMPAGNIE _____

TITLE / POSITION _____ E-MAIL: _____

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