ERCP Coordinator

1. **January- Confirm ERCP Instructors for upcoming year**
   a. Email all SGNA Instructors with: course date and location
   b. Obtain conflict of interest form which is good for 2 years
   c. Obtain preferred method of communication (email, phone)
   d. Contact 4 major suppliers of ERCP related equipment to provide sponsorship
   e. Goal: 2 instructors to teach at each station
   f. Application for contact hours must follow SGNA and ABCGN Guidelines

2. **Contact hour application is completed every 2 years along with application to ABCGN.**
   a. Reimbursement for both fees are reimbursed from CTSGNA Treasurer following reimbursement policy
   b. Contact hour application is submitted in a timely manner to meet required deadlines
   c. Extra time for deadlines is planned to make changes as needed
   d. Assure contact hours will be used for 2 years, based on the dates of the planned ERCP courses
   e. Suggested submission time for October program is July 1

3. **Course design is reviewed with instructors every 2 years to assure program meets needs**
   a. Update course as necessary
   b. Update syllabus as necessary
   c. Provide AV requests to Overall Chairperson

4. **SGNA guidelines are followed to assure that attendees will receive at least 5 GI contact hours**

5. **Syllabus is updated electronically by ERCP Coordinator and provided to on line Syllabus Chair**

6. **Overall Chair for BTS will arrange for registration, snacks, AV's, and room layout with round tables**

7. **ERCP Chairperson will welcome and introduce program**

8. **Introduction to ERCP Course will include**:
   a. Acknowledge and thank all states which are represented
   b. Announce each station and who is instructing at each session
   c. Provide directions about rotation in a sequence after session is completed, using timer
   d. Thank the 2 day sponsors who are supporting us
   e. Acknowledge duration of time that syllabus will remain on line
   f. Direct to location of facilities
   g. Request cell phones be turned off

9. **CTSGNA Treasurer is responsible for receiving registrations, fees, and creating attendance list**.
   a. Registration will validate attendees email addresses/mailing address electronically
   b. Registration will register attendees who are "walk- ins"
   c. Attendees may be provided with single page CTSGNA logo which describes each station
   d. Registration will organize placement of attendees at each station for even distribution
   e. Hospitality will create badges for ERCP Instructors, Exhibitors, and Attendees
   f. Treasurer communicates to Overall Chair number of expected attendees: proper amount of snacks are ordered with extras for instructors
   g. Overall Chair communicates to Overall Chair of ERCP Chair total number of attendees/where attendees are arriving from
   h. Timer will include a warning and final time for rotating stations

10. **Contact Hour/Evaluations are provided to ERCP Registration or designee, including forms for each instructor and extras**

11. **ERCP Coordinator collects evaluations**

12. **Contact hours are distributed when evaluations have been received**

13. **ERCP Coordinator sends summarized comments, contact hour form, and attendance sheet to National SGNA within 30-day window as required.**