

Sterile Processing Management, Regulations and Responsibilities Course

**A Course for Sterile Processing
Managers and Supervisors,
Infection Preventionists,
Materials Managers,
Ambulatory Surgery Nurse
Managers and PeriOperative
Managers with Responsibility for
SPD.**

**TWO COURSES
AND LOCATIONS**

**June 8–11, 2020
Hilton Hotel, Lake Champlain
Burlington, Vermont**

**September 21–24, 2020
Holiday Inn, Nashville-Vanderbilt
Nashville, Tennessee**

**NOTE: This Course Contains New
and Updated Topics. These will be
the ONLY on-site Courses for 2020.**

Register Early

Space Limited at Each Location

**Sponsored by Sterile Processing
University, LLC**

Nancy Chobin, RN, AAS, ACSP, CFER, CSPM

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This course is intended for Sterile Processing Managers and Supervisors, Infection Preventionists, Materials Managers, Perioperative Managers, Ambulatory Surgery Nurse Managers, dental and physician processing staff and allied health personnel who perform and/or supervise cleaning disinfection and/or sterilization activities. The course covers all regulations and recommended standards of practice for cleaning, disinfection, packaging and sterilization. All registrants will be provided with detailed handout materials and reference forms for use in managing their areas or departments. Today, it is difficult to keep up with all the numerous changes in regulations and standards. This 4-day course provides all the information needed to update you and ensure patient safety of reprocessed devices. NOTE: Both hotels have agreed to extend the special room rates to accommodate travel plans for attendees.

FEE: The early-bird registration fee for this course is \$800 (for all 4 days) which includes all hand-out materials, full breakfast buffet (for Burlington, VT) breaks and luncheon each day. NOTE: THE FEE FOR REGISTRATIONS RECEIVED AFTER THE EARLY-BIRD DEADLINE DATES is \$875. Active military personnel are exempt from the late registration fee. REGISTRATION FEE IS DUE AT THE TIME OF REGISTRATION. Your registration cannot be processed without receipt of full payment. NOTE: We accept VISA, AMERICAN EXPRESS AND MASTER CARD. You can register and pay by credit card using the attached registration form. A credit card form is also available at: www.spdceus.com. Registrants are responsible for their own travel and hotel accommodations which are NOT included in the course registration fee. Attendees will be responsible for any non-refundable fees.

COURSE REGISTRATION DEADLINES: The deadline for the **BURLINGTON, VERMONT** Course: Early-bird registration fee of \$800 must be received by **May 14, 2020**. Regular registration fee of \$875 must be received by **May 29, 2020**. **NASHVILLE:** Early-bird registration fee of \$800 must be received by **August 31, 2020**. Regular registration fee of \$875 must be received by **September 11, 2020**. YOU WILL RECEIVE A CONFIRMATION WITH DETAILED INFORMATION ABOUT YOUR HOTEL, THE COURSE AND TRANSFERS TO AND FROM THE RESPECTIVE AIRPORTS.

HOTEL INFORMATION - You must make your own reservations at the respective hotel for the course you wish to attend. All rooms available from the Sunday night before the courses through Wednesday night of the week unless otherwise noted. If you cancel your course registration, you are responsible to also cancel your hotel reservation. Please note, the hotel registration deadline dates, It is recommended that you make your hotel reservation as soon as possible, since once the room block is sold out or the cutoff date passes, the special rates no longer apply. You can always cancel if needed. The Hilton Hotel has agreed to extend the special room rates for 3 days prior to and after the meeting, to accommodate travel plans for attendees.

Hilton Hotel Burlington-Lake Champlain –60 Battery Street, Burlington, Vermont - Deadline for hotel reservations is **May 8, 2020**. Reservations made after this date are not guaranteed for the special room rate of \$159 per night plus taxes. The hotel is 3.6 miles from Burlington, VT. Airport. Cabs and Uber are available from the airport. Hotel room rate includes free, full, hot breakfast daily and a manager's reception each evening (**NOTE: Breakfast is only for guests staying at the hotel**). The course will provide breaks and luncheon daily. Hotel is offering our group complimentary parking and Wi-Fi. Check in time is 4:00 PM and checkout time is 11:00 AM.

There is an early departure fee if you check out prior to your scheduled checkout date consisting of one night's room rate plus taxes. CANCELLATION is 48 hours prior to arrival. To make a reservation, call Hilton Central reservations at 1-800-445-8667. **You must mention Sterile Processing Management Course group to get the special room rate.** All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. You'll fly into Burlington, VT airport.

Holiday Inn, Nashville, Vanderbilt – 2613 West End Avenue, Nashville, TN 37203. Deadline for hotel reservations is August 21, 2020. Reservations made after this date are not guaranteed for the special room rate of \$149 per night plus taxes. To make a reservation, call 1- 877-327-4707. You must mention **SPU Management Course** to get the special room rate. You'll fly into Nashville, TN Airport. Self-Parking is \$22 per day. **It is strongly recommended to make your room reservations early; once the block is sold out, the room rate will not be available.** Transportation to and from Nashville Airport is available through ride share services and cabs (approximately \$30). The hotel is in the downtown area close to many attractions. The hotel also has a free shuttle service to transport you within 2.5 miles of the hotel – subject to availability. A continental breakfast will be provided each day as well as breaks and luncheon. Check in time is 4:00 PM and checkout time is 11 AM. Rooms can be guaranteed with your credit card for late arrival or by advance deposit. Any guaranteed reservation not cancelled before 4:00 PM, 48 hours prior to arrival, or no-shows, will be billed to the credit card or against the deposit for one night's room and tax.

Course Cancellation: Sterile Processing University reserves the right to cancel any program due to low registrations. A full refund will be made. If you must cancel your registration after it has been made, you must do so no later than 14 days prior to the course start date or a refund will not be issued. A \$75 administrative fee will be retained for cancellations made by the deadline. There are no exceptions. QUESTIONS? Please call 908-735-8944 or FAX: 908-730-6025 or email: Nancy@SPDCEUS.com. Sterile Processing CEUs will be available (CBSPD and IAHCSSMM) for any individuals who are already certified in sterile processing. Attendees must be present for the entire program to receive CEUs. If you leave early, points will be deducted from your certificate.

FACULTY: Faculty members may vary with location. Nancy Chobin, RN, AAS, ACSP, CFER, CSPM is the President and CEO of Sterile Processing University, LLC., a consulting, training and education company, since 1990. Nancy is a member of AAMI and numerous AAMI Committees, SGNA, AORN and IAHCSSMM. She has been published extensively and lectures throughout the US and internationally. Nancy was named one of the 30 most influential people in infection control by Healthcare Purchasing News in 2007. She has authored and co-authored three Sterile Processing related textbooks.

Stephen Kovach – is the Director of Education for Healthmark Industries, Fraser, MI. He has a BS degree from Central MI University with a major in Biology and History. He has been in healthcare for 37 years, and has received recognition in both his personal and business profession during this time frame.

MaryAnn Drosnock MS, RM (NRCM), CIC, CFER – Manager of Clinical Education, GI Specialty, Healthmark Industries, Fraser, MI. She has an extensive microbiology background and co-chairs the AAMI Endoscope document Committee.

Roberta Harbison, BBA, LSS Greenbelt, CHL, CRCST, Senior Consultant, Sterile Processing University, LLC. Roberta is an SPD Consultant & educator.

Other speakers may include Cheron Rojo and Seth Hendlee, Healthmark Industries Educators.

PROGRAM AGENDA

Monday's session begins at 8:30 AM all other days the courses begin at 8:00 and all end at 4:30 PM daily.

Monday - Updated Regulations Impacting on SPD: OSHA, FDA, CDC, EPA; AAMI Standards including all updates to ST-79, CJD – The Hidden Danger; Dealing with Manufacturer's Instructions for Use; Decontamination. Question and Answer Time – Sharing Information.

Tuesday – Water Quality, Optical Inspection of Devices, Manual Cleaning, High Level Disinfection; Best Practices for Processing of Flexible GI Endoscopes, Packaging Systems and Methods; Rigid Containers; Rigid Container Testing; Developing a Quality Surgical Instrument Processing System. Question and Answer Time – Sharing Information.

Wednesday- All sterilization methodologies; Product Testing; Establishing a Process Improvement Program for SPD; Off-Site Reprocessing (expanded), Relationships with the OR (new), What Are CMS and The JC Looking For?, Staff Development (new). Question and Answer Time – Sharing Information.

Thursday – Sterile Storage Requirements; Policies and Procedures for SPD Practices - Developing an Orientation Plan for SPD Personnel; Elements of a Competency-Based Job Description for SPD; Productivity and Staffing in SPD; Recruitment and Retention of staff (new). The Joy of Stress (video); Question and Answer Time – Sharing Information.

SPECIAL DIETARY REQUESTS – Space has been provided on the registration form to indicate if special dietary needs are required. Please note the hotel(s) usually have one designated special meal type which fits all special requests. The hotels are not set up to prepare special meals on site for guests.

REGISTRATION FORM

Please register me for the "Sterile Processing Management" Course (check which course you wish to attend):

EARLY BIRD REGISTRATION DEADLINES

Burlington, Vermont – May 14, 2020 (\$800 Fee)

Nashville, Tennessee – August 31, 2020 (\$800 Fee)

NOTE: Registration fee is \$800 when RECEIVED by above dates, if received after these dates, registration fee is \$875. (Active military personnel exempt).

THE FINAL DEADLINES FOR THE COURSE REGISTRATIONS ARE:

Burlington, Vermont – May 29, 2020; Nashville, Tennessee - September 11, 2020.

PLEASE PRINT ALL INFORMATION:

NAME: _____

FACILITY NAME: _____

ADDRESS: _____

Is this your home address? _____

CITY: _____ ST: _____ ZIP CODE: _____

TEL: _____ FAX: _____
(Area Code) Ext. (Area Code)

E-mail: _____ SPECIFY DIETARY RESTRICTIONS: _____

Sorry, Purchase Orders not accepted. Payment must be in the form of a facility check, personal check, money order or credit card (*Visa, American Express and Master card only*). **If you are paying by credit card, please FAX this registration form and completed Credit Card form to 1-908-730-6025 (THIS IS A SECURE FAX).**

**If registering by MAIL: Please make checks payable to: Sterile Processing University
Mail completed registration form with payment by the deadline date to: Nancy Chobin, RN, 59 Allerton Road, Lebanon, New Jersey 08833.**

BILLING CREDIT CARD INFORMATION - **To pay by Credit Card**

Name on Credit Card: _____
First Name Last Name

Address: _____

City: _____ State: _____ Zip: _____

Credit Card Type: VISA MASTERCARD (please circle one)

Account Number: _____ / _____ / _____ / _____ Expiration Date: _____

Security Code: _____

Authorized Signature: _____

One Time Charge of \$ _____

**Nancy Chobin, RN
Sterile Processing University
59 Allerton Road
Lebanon, NJ 08833**



**ATTN: SPD Managers,
Supervisors,
Perioperative Services
Managers, Ambulatory
Surgery Directors,
Infection
Preventionists and
Materials Managers!**

**An Excellent Educational
Opportunity for
you is inside!**

****Now with updated
dates &
locations!*****