

SPD MANAGERS COURSE

Sterile Processing Management, Regulations and Responsibilities Course

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

TWO COURSES AND LOCATIONS

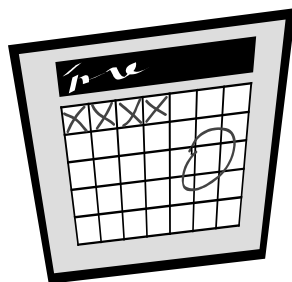
June 5 - 8, 2017
Holiday Inn, Historic District
Charleston, South Carolina

September 18 - 21, 2017
Homewood Suites
Pittsburgh, Pennsylvania

NOTE: This Course Contains All
Updated Topics and Materials

These will be the ONLY on-site Courses for 2017

Register Early
Space Limited at Each Location



Sponsored by Sterile Processing University, LLC
Nancy Chobin, RN, AAS, ACSP, CFER, CSPM

Phone: 1-908-735-8944
Fax: 1-908-730-6025
E-mail: nancy@spdceus.com

This course is intended for Sterile Processing Managers and Supervisors (new or experienced), Infection Preventionists, Materials Managers, Perioperative Managers and allied health personnel who perform and/or supervise cleaning, disinfection and/or sterilization services. The course covers basic management concepts as well as 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 departments.

FEE: The early-bird registration fee for this course is \$750 (for all 4 days) which includes all hand-out materials, continental breakfast (unless provided by the hotel) breaks and luncheon each day. **NOTE: THE FEE FOR REGISTRATIONS RECEIVED AFTER THE DEADLINE DATES is \$825. 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 now accept VISA, AMERICAN EXPRESS AND MASTER CARD.** To obtain a credit card form, contact our office at 1-908-735-8944, request one by email at: nancy@spdceus.com or download from: (www.spdceus.com). All 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: CHARLESTON, SOUTH CAROLINA: Early-bird registration fee of \$750 must be received by May 12, 2017. Regular registration fee of \$825 must be received by May 26, 2017. **PITTSBURGH, PENNSYLVANIA:** Early-bird registration fee of \$750 must be received by August 25, 2017. Regular registration fee of \$825 must be received by September 8, 2017. **YOU WILL RECEIVE A CONFIRMATION WITH DETAILED INFORMATION ABOUT YOUR HOTEL AND TRANSFERS TO AND FROM THE RESPECTIVE AIRPORT.**

HOTEL INSTRUCTIONS: 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 the 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, especially for the Pittsburgh course since September is football season and hotel rooms get booked quickly. You can always cancel if needed. Room availability and special rates are not guaranteed after the hotel cutoff date.

HOTEL INFORMATION: HOLIDAY INN CHARLESTON HISTORIC DISTRICT, 425 Meeting Street, Charleston, South Carolina. DEADLINE FOR HOTEL RESERVATIONS IS MAY 9, 2017. RESERVATIONS MADE AFTER THIS DATE ARE NOT GUARANTEED FOR THE SPECIAL ROOM RATE of \$149 per night (single or double) plus taxes and service fees. Hotel rooms available from Sunday June 4th through Wednesday June 7th (check-out on Thursday June 8th). Check-in time is 4:00 PM and checkout time is 11:00 AM. Check with the hotel directly (1-843-718-2327) if you need an additional day due to travel arrangements. To make your room reservation call: 1-866-750-4389 (Hotel Reservations). You MUST MENTION "Sterile Processing University" in order to get the special group room rate. Hotel requires a credit card upon check-in. For more information about the hotel, including the spa, restaurants, etc. visit: (www.stayincharleston.com). Fly into Charleston, South Carolina Airport. The Airport is approximately 11 miles from the hotel. There is a Super Shuttle Service available from the Airport. More hotel and transfer information will be provided with your registration confirmation.

HOMEWOOD SUITES HOTEL, 1410 Smallman Street, Pittsburgh, Pennsylvania. DEADLINE FOR HOTEL RESERVATIONS IS AUGUST 20, 2017. RESERVATIONS MADE AFTER THIS DATE ARE NOT GUARANTEED FOR THE SPECIAL ROOM RATE of \$139 per night plus taxes. The hotel is in the downtown area close to many attractions. The hotel also has a free shuttle service to transport

you within 2 miles of the hotel – subject to availability. Transportation to and from Pittsburgh International Airport is available through Super Shuttle. You should make your reservations on their website: www.supershuttle.com – they charge an additional \$3 fee to book over the telephone. Upon arrival in Pittsburgh, go to Baggage claim and look for the Super Shuttle kiosk in the center of the area near the car rental booths. Hotel room rate includes free, full, hot breakfast daily and a manager's reception each evening. **Check in time is 3:00 PM and checkout time is noon. To make a reservation call the hotel directly at 1-412-232-0200 and mention "Sterile Processing Management Course group" in order to get the special room rate.** The rates and room availability are not guaranteed after the deadline date.

Course Cancellation: Sterile Processing University reserves the right to cancel this course 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 1-908-735-8944 or FAX: 1-908-730-6025 or email: (nancy@spdceus.com).**

CEUS - Sterile Processing CEUS will be available (CBSPD and IAHCMM) for any individuals who are already certified in sterile processing. Sorry, there are no Nursing CEUs. Attendees must be present for the entire program to receive CEUs. If you leave early, points will be deducted from your certificate.

FACULTY: Nancy Chobin, RN, AAS, ACSP, CFER, CSPM is the President and CEO of Sterile Processing University, LLC since 2006. She has owned her own consulting company, Chobin & Associates Consulting, since 1990. Nancy is a member of AAMI and numerous AAMI Committees, SGNA, AORN, and IAHCMM. Nancy has 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.

Karen Swanson, CSPM, CFER – is the Central Sterile Manager at Connecticut Children's Medical Center, Hartford, CT. Karen is the Chairman of the Board of Directors of the Certification Board for Sterile Processing (CBSPD), a position she has held since 2014. She is also an Associate in Chobin & Associates Consulting. Karen has over 33 years' experience in sterile processing/materials management. She is a contributing author to the Sterile Processing University textbooks and workbooks.

PROGRAM AGENDA

All sessions begin at 8:30 AM and end at 4:00 PM daily except on Thursday when the session will end at 2:00 PM

Monday - Updated Regulations Impacting on SPD: OSHA, FDA, EPA; Recommended Standards - AAMI Standards including all recent updates to ST-79, CDC; Best Practices for Decontamination; Updated High Level Disinfection; Question and Answer Time – Sharing Information

Tuesday - Water Quality; CJD – The Hidden Danger; Best Practices for Processing of Flexible GI Endoscopes; Packaging Systems and Methods; Rigid Containers; Rigid Container Testing; Dealing with Loaner Instrumentation; Developing a Quality Surgical Instrument Processing System; Question and Answer Time – Sharing Information

Wednesday - Sterilization Methodologies; Product Testing – How Do I Comply? Immediate Use Steam Sterilization; How to Perform a Risk Analysis; Establishing a Process Improvement Program for SPD; Dealing With Manufacturer's Instructions for Use; What are CMS and The JC Looking For?; 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; Performing SPD Competency Assessments; Productivity and Staffing in SPD: The Joy of Stress (video); Question and Answer Time – Sharing Information

REGISTRATION FORM

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

EARLY BIRD REGISTRATION DEADLINES

_____ Charleston, South Carolina – May 12, 2017 (\$750 Fee)

_____ Pittsburgh, Pennsylvania – August 25, 2017 (\$750 Fee)

NOTE: Registration fee is \$750 when RECEIVED by above dates, if received after these dates, registration fee is \$825. (Active military personnel exempt).

THE FINAL DEADLINES FOR THE COURSE REGISTRATIONS ARE:

Charleston, South Carolina - May 26, 2017; Pittsburgh, Pennsylvania - September 8, 2017.

PLEASE PRINT ALL INFORMATION:

NAME: _____

FACILITY NAME: _____

DEPT: _____

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.***

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 MASTER CARD AMERICAN EXPRESS (please circle one)

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

Security Code: _____

Authorized Signature: _____

One Time Charge of \$ _____

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



Attn: Supervisors & Managers

....An Excellent Educational
Opportunity for You is Inside!

****Now with Updated
Dates & Locations****