

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

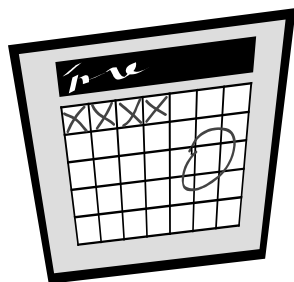
June 4 - 7, 2018
Embassy Suites
Portland, Maine

September 17 - 20, 2018
Omni Hotel at the Colonnade
San Antonio, Texas

NOTE: This Course Contains
Updated Topics and Materials
(Including AAMI)

These will be the ONLY on-site Courses for 2018

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. Today, it is difficult to keep up with all the numerous changes in regulations and standards. This course provides all the information needed to update you and ensure patient safety from reprocessed devices. **The course has been extended to a full 4 days to include more information for attendees. 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 at each facility (provided by the hotel), breaks and luncheon each day. **NOTE: THE FEE FOR REGISTRATIONS RECEIVED AFTER THE 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 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@spdeceus.com or download from: (www.spdeceus.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: The deadline for the **PORTLAND, MAINE Course:** Early-bird registration fee of \$800 must be received by May 14, 2018. Regular registration fee of \$875 must be received by May 28, 2018. **SAN ANTONIO, TEXAS Course:** Early-bird registration fee of \$800 must be received by August 27, 2018. Regular registration fee of \$875 must be received by September 10, 2018. **YOU WILL RECEIVE A CONFIRMATION WITH DETAILED INFORMATION ABOUT YOUR HOTEL 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 are 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, 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.

Embassy Suites Hotel, 1050 Westbrook Street, Portland, Maine. Deadline for hotel reservations is May 4, 2018. Reservations made after this date are not guaranteed for the special room rate of \$145 per night plus taxes. The hotel is in close proximity to Portland Airport. There is a FREE shuttle to and from the airport. Upon arrival at Portland, Maine airport, go to Baggage claim and look for the hotel kiosk. Pick up the phone for the Embassy Suites to arrange for pick-up. Hotel room rate includes free, full, hot breakfast daily and a manager's reception each evening for guests staying at the hotel. Check in time is 3:00 PM and checkout time is noon. There is a \$50 early departure fee if you check out prior to your scheduled check-out date. CANCELLATION is 72 hours prior to arrival. To make a reservation, call the hotel directly at: 1-207-775-2200 and mention "Sterile Processing Management Course group". Fly into Portland, MAINE Airport. Self-parking is free.

Omni Hotel, 9821 Colonnade Blvd., San Antonio, Texas. Deadline for hotel reservations is August 27, 2018. Reservations made after this date are not guaranteed for the special room rate of \$139 per night plus taxes. To reserve your room, you can use the special website the hotel has developed:

<https://www.omnihotels.com/hotels/san-antonio/meetings/sterile-processing-university-conference> or call: 1-800-THE-OMNI (1-800-843-6661). You must mention "Sterile Processing University conference" to get the special room rate. The hotel has a FREE shuttle to and from San Antonio Airport. More information about the hotel, including the shuttle service, will be provided with your course registration. **Hotel rate includes a full breakfast buffet daily for guests staying at the hotel.** Check in time is 3:00 PM and checkout time is noon. There is a fee of one night's room and tax for early departure if you check out prior to your scheduled checkout date. Fly into San Antonio, TEXAS Airport. Self-parking is free.

Course Cancellation: Sterile Processing University, LLC 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.** For any questions, please call 1-908-735-8944 or FAX: 1-908-730-6025 or email: nancy@spdeceus.com.

CEUS - Sterile Processing CEUS will be available (CBSPD and IAHCSSM) 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 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 IAHCSSM. 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.

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.

Cathy Rubin, CRCST, CHL, CFER, Surgical Technologist – is the Sterile Processing Manager at Saint Barnabas Medical Center, an affiliate of RWJ-Barnabas Health, New Jersey. Cathy is an Associate in Chobin & Associates Consulting and a contributing author to the Basics of Sterile Processing textbook. She has over 10 years' experience in sterile processing services.

PROGRAM AGENDA

All sessions begin at 8:00 AM and end at 4:00 PM daily

Monday - Updated Regulations Impacting on SPD: OSHA, FDA, EPA; Recommended Standards - AAMI Standards **including all recent updates to ST-79**; CDC and Infection Control Update; CJD – The Hidden Danger; Dealing with Manufacturer's Instructions for Use; Effective Management of Loaner Instrumentation; Question and Answer Time – Sharing Information

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

Wednesday - Sterilization Methodologies; Product Testing – How Do I Comply? How to Perform a Risk Analysis - Establishing a Process Improvement Program for SPD; What is 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**

_____ Portland, Maine – May 14, 2018 (\$800 Fee)

_____ San Antonio, Texas – August 27, 2018 (\$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:**
Portland, Maine - May 28, 2018; San Antonio, Texas - September 10, 2018.

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****