

**Sterile Processing
Management,
Regulations and Responsibilities
WEBINARS - 2020**

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

**Cannot take time off from your job? Do not have travel money in your budget?
Then sign up for the SPD Management Course given via webinar!**

**This webinar will provide all the information provided in the courses held at
various locations WITHOUT the associated travel expenses!**

REGISTER EARLY - LIMITED TO 25 PEOPLE

**Sponsored by Sterile Processing University, LLC
Lebanon, New Jersey**

**NOTE: You will need access to a computer and a telephone
(or a headset).**

It is recommended you be in an area with little interruption.

**DATES: There will be 2 scheduled webinars; they require 4 days;
The FIRST will be February 4, 6, 11, 13, 2020
The dates for the fall webinar will be announced late Spring**

This course is intended for Sterile Processing Managers (new or experienced), Infection Preventionists, Ambulatory Surgery Administrators and Supervisors, Materials Managers, PeriOperative Managers and Sterile Processing technicians or Supervisors who wish to move into a management position. 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. **NOTE:** This course is not a certification course; however, it covers all the knowledge areas (see Agenda below).

FEE: The registration fee for this webinar course is \$700 (for all days) which includes hand-out materials. Your registration cannot be processed without receipt of full payment.

NOTE: We accept VISA, AMERICAN EXPRESS AND MASTER CARD. A credit card form is attached in this packet. You can also pay by facility check.

COURSE REGISTRATION DEADLINE: THE DEADLINE FOR THE WEBINAR REGISTRATION IS:

JANUARY 24, 2020 FOR THE FEBRUARY WEBINAR

NOTE: A MINIMUM OF 10 REGISTRANTS IS REQUIRED TO CONDUCT THIS COURSE.

Course Cancellation: Sterile Processing University reserves the right to cancel this webinar 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 January 30, 2020 or a refund will not be issued. However, a \$15 administrative fee will be retained.

QUESTIONS? Please call 1-908-735-8944 or FAX: 1-908-730-6025 or email: nancy.chobin@comcast.net

CEUs—Sterile Processing Contact Hours (26.75) will be provided (CBSPD and IAHCSSM) for any individuals who are already certified in sterile processing. Attendees must be present for the entire program to receive CEUs or they will be pro-rated based on their attendance.

FACULTY: Nancy Chobin, RN, AAS, ACSP, CFER, CSPM is the President and CEO of Sterile Processing University, LLC and developer of this course. She has taught this course for 20 years and continually updates it to provide the most current Standards and

recommendations for effective practice and patient safety. She is a member of AAMI and numerous AAMI Committees, AORN (past member of their Recommended Practices Committee), SGNA 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 and was just awarded the AAMI Standards Developer Award for 2018.

Please note, approximately one week prior to the start of the course, you will be emailed an invitation for the webinar. Please follow the instructions on the invitation. The invitation is only for the first day. You will be emailed subsequent invitations for each respective session. You will also be emailed the handout materials. Please make sure you have copied them to follow the presentations.

It is strongly recommended you have a headset and microphone.

NOTE: The start time for the course will be determined by the registrant's location. If there are registrants from the west coast, we will start the sessions at 10AM Eastern time. YOU WILL BE ADVISED OF THE START TIME IN YOUR COURSE CONFIRMATION.

QUESTIONS: Call 1-908-735-8944 or email: nancy.chobin@comcast.net

Thank You.

PROGRAM AGENDA

Day # 1

Recommended Standards - AAMI Standards **including all recent updates to ST-79**,

Updated Regulations Impacting on SPD: OSHA, FDA, EPA

CJD - The Hidden Danger

Best Practices for Decontamination - Types of Equipment, Processes

High Level Disinfection (ANSI/AAMI ST-58)

Best Practices for Processing Flexible Endoscopes

Question and Answer Time - Sharing Information

Day # 2

Best Practices for Assembly, Packaging including Wraps and Paper-Plastic Pouches,

Rigid Container Systems and Recommended Testing

Issues and Challenges Complying with IFUs

Developing a Quality Surgical Instrument Processing Program

Sterilization Methodologies: Steam, EO, Low Temperature Systems, Ozone, Dry

Heat, IUSS (Part I)

Question and Answer Time - Sharing Information

Day # 3

Sterilization Methodologies (Part II)

Product Testing - How Do I Comply?

Establishing a Process Improvement Program for SPD

Off-Site Processing

Review Documents for CMS and Joint Commission Surveys

Question and Answer Time - Sharing Information

Day # 4

SPD Policies and Procedures (new)

Productivity and Staffing in SPD

Management of Loaned Instruments

Training Needs for SPD Personnel

Elements of a Competency-Based Job Description for SPD

Question and Answer Time - Sharing Information

REGISTRATION FORM

Please register me for the "Sterile Processing Management" webinar course

NOTE: Registration fee is \$700 - Payment should be made by facility check, money order or credit card. If paying by facility check or money order, please mail to:

Sterile Processing University, 59 Allerton Road, Lebanon, NJ. Enclose your completed Registration form with payment.

COURSE REGISTRATION DEADLINE: JANUARY 24, 2020

PLEASE PRINT ALL INFORMATION:

NAME: _____

**FACILITY
NAME:** _____

DEPT: _____

ADDRESS: _____

Is this your home address? _____

CITY: _____ **ST:** _____ **ZIP CODE:** _____

TEL: _____
(Area Code) Ext.

FAX: _____
(Area Code)

Preferred Email: _____

Sorry, Purchase Orders not accepted. Payment must be in the form of a facility check, money order or credit card (Visa, American Express and Master Card only). **If you are paying by credit card, please complete the credit form that follows.**

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

Name on Credit Card: _____

First Name

Last Name

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Please circle Credit Card Type:

Credit Card Type: VISA MASTER CARD AMERICAN EXPRESS

Account Number: _____/_____/_____/_____

Expiration Date: _____

Security Code: _____

Authorized Signature: _____

One time charge of \$ _____

****If paying with a company credit card, please provide an email address to send a receipt.**

Company Card Email: (to send receipt)

Please FAX your Registration form (completed and signed) along with this form (if paying by credit card) to: 1-908-730-6025 along with your registration form. **This is a secure FAX.**

You can also mail the forms to: **Sterile Processing University, 59 Allerton Road, Lebanon, NJ.**