

**Sterile Processing  
Management,  
Regulations and Responsibilities  
WEBINAR - 2018**

**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: This course requires 4 days; Friday, May 4th, Tuesday,  
May 8th, Thursday, May 10th and Tuesday, May 15th, 2018.**

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 Supervisors. 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 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 COURSE REGISTRATION IS APRIL 27, 2018. 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 April 27, 2018 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 CEUs (25) will be provided (CBSPD and IAHCSSM) 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 or they will be pro-rated based on your 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.

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](mailto:nancy.chobin@comcast.net)

Thank You.

## **PROGRAM AGENDA**

### **Day # 1**

Recommended Standards - AAMI Standards including all recent updates to ST-79, CDC  
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)  
Review of AAMI ST-91 Endoscope Document - 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  
Dealing with Loaner Instrumentation  
Developing a Quality Surgical Instrument Processing Program  
Sterilization Methodologies: Steam, EO, Low Temperature Systems (Part I)  
Question and Answer Time - Sharing Information

### **Day # 3**

Sterilization Methodologies (Part II)  
Product Testing - How Do I Comply?  
Steam Sterilization for Immediate Use  
Establishing a Process Improvement Program for SPD  
Dealing with Manufacturer's Instructions for Use  
What are the CMS and Joint Commission Looking For?  
Question and Answer Time - Sharing Information

### **Day # 4**

Sterile Storage Requirements  
Training Needs for SPD Personnel  
Developing an Orientation Plan for SPD Personnel  
Elements of a Competency-Based Job Description for SPD  
Performing Risk Analysis in Processing Areas  
Continuing Education, Competency Assessment  
Question and Answer Time - Sharing Information

**REGISTRATION FORM**

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

**NOTE: Registration fee is \$700**

**COURSE REGISTRATION DEADLINE: APRIL 27, 2018**

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, personal 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 is included in this packet.**

**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: \_\_\_\_\_

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