

**Sterile Processing  
Management,  
Regulations and Responsibilities  
WEBINARS - 2019**

**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 webinar will be offered two times during 2019 and  
requires 4 days.**

**Course 1 - February 5<sup>th</sup>, Feb. 7<sup>th</sup>, 12<sup>th</sup> and 14<sup>th</sup>, 2019.**

**The second webinar will be October 1, 3, 8, 10. Registration  
forms for that webinar will be posted in April, 2019.**

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 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 COURSE REGISTRATION IS JANUARY 25, 2019. 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 29, 2019 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. 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 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 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](mailto:nancy.chobin@comcast.net)**

Thank You.

## PROGRAM AGENDA

### Day # 1

Updated Regulations Impacting on SPD: OSHA, FDA, EPA; Recommended Standards - AAMI Standards **including all recent updates to ST-79**, CDC; CJD - The Hidden Danger; Dealing with Manufacturer's Instructions for Use; Off-Site Processing (new); Question and Answer Time - Sharing Information

### Day # 2

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

### Day # 3

All sterilization methodologies; Product Testing - How Do I Comply? Establishing a Process Improvement Program for SPD; What is CMS and The JC Looking For? Developing an effective Surgical Case Cart System (new); Question and Answer Time - Sharing Information

### Day # 4

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; Review of AAMI ST-90 - Quality Management in SPD (new); 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: JANUARY 25, 2019**

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.**