



**STERILE PROCESSING  
UNIVERSITY LLC.  
PRESENTS:**

**STERILE PROCESSING  
MANAGEMENT REGULATIONS AND  
RESPONSIBILITIES WEBINAR  
OCTOBER 2023**

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.

**DATES: OCTOBER 18, 20, 24, 26, 2023**

Can't 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**

**\*\*\*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.

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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 prep course; however, it's a continuing education course covering all aspects of SPD (see Agenda below).**

**FEE:** SPU recognizes these are difficult times for everyone, so we have **REDUCED the registration fee for this webinar course to \$500 (for all days) which includes hand-out materials. Your registration cannot be processed without receipt of full payment. We accept VISA, AMERICAN EXPRESS and Master Card. A credit card form is attached in this packet. You can also pay by facility check. (No personal checks)**

**🕒** **COURSE Registration deadline:** The deadline for the October WEBINAR registration is: **Friday, October 13, 2023.**

**!** **NOTE: A MINIMUM of 8 registrants is required to** conduct this course.

**Course Cancellation:** Sterile Processing University, LLC 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 October 13, 2023** or a refund will not be issued. However, a \$15 administrative fee will be retained.

**QUESTIONS?** Please call 1-201-937-1343 or email: [nancy@spdceus.com](mailto:nancy@spdceus.com) or [hello@spdceus.com](mailto:hello@spdceus.com)

**CEUs**—Sterile Processing Contact Hours (25.75) will be provided (CBSPD and HSPA) for any individuals who are already certified in Sterile Processing. **In order to receive your SPD Certificate, you must complete the entire program and return a completed Evaluation Form.**

**Nursing Contact Hours:** This nursing continuing professional development activity was approved by Montana Nurses Association, an accredited approver with distinction by the American Nurses Credentialing Center's Commission on Accreditation. Total nursing contact hours: 25.75. **In order to receive your Nursing Certificate, you must complete the entire program and return a completed Evaluation Form.**

**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 HSPA. 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. In addition, she is the principal author of The Basics of Sterile Processing Textbook & Workbook, The Basics of Flexible Reprocessing Textbook & Workbook, The Basics of Sterilization for Dental Facilities and The Management Basics for SPD.

ⓘ **Please note** that, 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.

**NOTE: The program will be available ON-DEMAND after the scheduled dates for one year.**

It is **strongly recommended** you have a headset and microphone for this webinar, however, in lieu of this equipment, an iPad, tablet or similar electronic device can be used. You can call the provided telephone number with a landline.

**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 11:00AM Eastern time. YOU WILL BE ADVISED OF THE START TIME.**

**QUESTIONS:** Call 1-201-937-1343 or email:  
nancy.chobin@comcast.net or hello@spdceus.com

*Thank you!*

# **PROGRAM AGENDA**

## **Day# 1**

Recommended Standards - AAMI Standards - ST-79, ST-58, ST-77, ST-91  
(Endoscopes)

CJD - The Hidden Danger  
Dealing with Manufacturer's Instructions for Use  
SPD Policies and Procedures

Management of Loaned Instruments

Best Practices for Decontamination -Types of Equipment, Processes

Question and Answer Time - Sharing Information

## **Day# 2**

High Level Disinfection (ANSI/ AAMI ST-58)

Flexible Endoscope Best Practices (ST-91)

Best Practices for Assembly, Packaging including Wraps and Paper-Plastic Pouches,  
Rigid Container Systems and Recommended Testing

Question and Answer Time - Sharing Information

## **Day# 3**

Developing a Quality Surgical Instrument Processing Program

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

Product Testing - How Do I Comply?

Question and Answer Time - Sharing Information

## **Day#4**

Establishing a Process Improvement Program for SPD

Documentation - Impact on Liability (**NEW**)

Sterile Storage Recommendations

Productivity and Staffing in SPD

Training Needs for SPD Personnel

Elements of a Competency-Based Job Description for SPD

Performing Competency Assessment

Question and Answer Time - Sharing Information

# REGISTRATION FORM

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

**NOTE: Registration fee is \$500 – 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, 08833.**  
Enclose your completed Registration form with payment.

**COURSE REGISTRATION DEADLINE: October 13, 2023**

**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.**

**REGISTRATION:**

**You can mail your registration form with payment to: Sterile Processing University, LLC, 59 Allerton Road, Lebanon, New Jersey 08833**

**You can email your registration form with completed credit card form to: [hello@spdceus.com](mailto:hello@spdceus.com)**