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

April 13-16, 2015
Embassy Suites Hotel
Portland, Maine

June 8-11, 2015
The Tropicana Hotel & Casino
Atlantic City, New Jersey

NOTE: This Course Contains All New Topics and Materials

These will be the ONLY Courses for 2015

Register Early
Space Limited at Each Location

Sponsored by Barnabas Health System, West Orange, New Jersey

Phone: 1-908-735-8944
Fax: 1-908-730-6025
E-mail: nancy.chobin@att.net
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.

**FEES**: The early-bird registration fee for this course is $750 (for all 4 days) which includes all hand-out materials, continental breakfast (unless provided by the hotel) and luncheon each day. **NOTE: THE FEE FOR REGISTRATIONS RECEIVED AFTER THE DEADLINE DATES is $825.** 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 AND MASTER CARD.** To obtain a credit card form, contact our office at 1-908-735-8944 or request one by email: nancy.chobin@att.net. 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 DEADLINES FOR THE COURSE REGISTRATIONS ARE: PORTLAND, MAINE COURSE: Early-bird registration fee of $750 must be paid by March 9, 2015. Regular registration fee of $825 is payable by March 23, 2015. ATLANTIC CITY, NEW JERSEY COURSE: Early-bird registration fee of $750 must be paid by May 4, 2015. Regular registration fee of $825 is payable by May 18, 2015. YOU WILL RECEIVE A CONFIRMATION WITH DETAILED INFORMATION ABOUT YOUR HOTEL AND TRANSFERS TO AND FROM THE RESPECTIVE AIRPORT.**

**HOTEL INSTRUCTIONS:** You must make your own reservations at the respective hotel for the course you wish to attend. All rooms 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. You can always cancel if needed. Room availability and special rates are not guaranteed after the hotel cutoff date.

**HOTEL INFORMATION: EMBASSY SUITES HOTEL – 1050 Westbrook Street, Portland, Maine. Deadline for hotel reservations is March 13, 2015. Reservations made after this date are not guaranteed for the special room rate of $129 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 the 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 fee, full, hot breakfast daily and a manager’s reception each evening. Check in time is 3:00 PM and checkout time is noon. CANCELLATION is 72 hours prior to arrival. To make a reservation, call the hotel directly at TEL: 1-207-775-2200 and mention “Barnabas Health group.” Fly into Portland, MAINE Airport.

**TROPICANA HOTEL AND CASINO – 2831 Boardwalk, Atlantic City, New Jersey. Deadline for hotel reservations is May 9, 2015. Reservations made after this date are not guaranteed for the special room rate of $75 per night (single or double) plus taxes and service fees.** Hotel rooms available from Sunday June 7th through Wednesday June 10th (check-out on Thursday June 11th). **NOTE: the hotel has a $50 early departure fee if you leave before your reservation date (unless you make the change upon or before check-in). There is a 48-hour cancellation policy for the hotel. Check-in time is 3:00 PM and checkout time is 11:00 AM.**

To make your room reservation call: 1-800-247-8767 (Hotel Reservations). You MUST MENTION “Medical Center Education Services” course in order to get the special group room rate. **Hotel requires a credit card upon check-in; debit cards are not accepted for room reservations or at the front desk. For more information about the hotel, including the spa, restaurants, etc. visit: www.tropicana.net.** Airports: Some airlines fly directly into Atlantic City; next closest airport is Philadelphia International Airport, which is approximately 1.5 hours away. AMTRAK trains have service to Atlantic City. There are low cost shuttles available from Atlantic City airport to all casino/hotels. More hotel and transfer information will be provided with your registration confirmation.

**Course Cancellation:** Barnabas Health 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. QUESTIONS? Please call 1-908-735-8944 or FAX: 1-908-730-6025 or email: nancy.chobin@att.net.

**CEUS - Sterile Processing CEUS will be available (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. If you leave early, points will be deducted from your certificate.

**FACULTY:** Nancy Chobin, RN, AAS, ACSP, CSPM is Assistant Vice President, Sterile Processing Services for the Barnabas Health System, West Orange, NJ. She is a member of AAMI and numerous AAMI Committees, 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.

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.

**PROGRAM AGENDA**

All sessions begin at 8:30 AM and end at 4:00 PM daily except on Thursday when the session will end at 1:00 PM

**Monday - Updated Regulations Impacting on SPD: OSHA, FDA, EPA; Recommended Standards - AAMI Standards including all recent updates to ST-79, CDC; Best Practices for Decontamination: The Nine Factors in Cleaning; Tools of the Trade (Processing Equipment); Question and Answer Time – Sharing Information**

**Tuesday – Updated High Level Disinfection; CJD – The Hidden Danger; Best Practices for Processing of Flexible GI Endoscopes; Packaging Systems and Methods; Dealing with Loaner Instrumentation; Developing a Quality Surgical Instrument Processing System; Question and Answer Time – Sharing Information**

**Wednesday – Sterilization Methodologies; Product Testing – How Do I Comply?; Immediate Use Steam Sterilization; Are You Ready for a Joint Commission or CMS Survey?; Establishing a Process Improvement Program for SPD; Selecting and Implementing an Instrument Tracking System; Question and Answer Time – Sharing Information**

**Thursday – Sterile Storage – Or is It?; 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 – March 9, 2015

_______ Atlantic City, New Jersey – May 4, 2015

NOTE: Registration fee is $750 when received by above dates, if received after these dates, registration fee is $825. (Active military personnel exempt).


PLEASE PRINT ALL INFORMATION:

NAME: ____________________________________________

FACILITY NAME: ____________________________________________

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 and Mastercard 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: BARNABAS HEALTH
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 MASTERCARD (please circle one)

Account Number: _________ / _________ / _________ / _________ Expiration Date: ____________________________

Security Code: ____________________________ (3 digit number on back of card)

Authorized Signature: ____________________________________________

One Time Charge of $__________________________
Attn: Supervisors & Managers

…An Excellent Educational Opportunity for You is Inside!

**Now with Updated Dates & Locations**