

**SUPPLY, PROCESSING, AND DISTRIBUTION  
(SPD) ADVISORY GROUP**

**MINUTES**

**April 28-May 1, 2003  
St. Louis, MO**

**Attendance:**

C. Roberson ADAS. Prog. Mgt and OP/OAMM	
R. McKenna Dir. Material Management for OA&MM	K. William's – VISN 15
B. Osburn, Group Director	S. Brinsfield - VISN 16
R. Breton, Chairman and VISN 1	P. Dreis - VISN 18
L. Thomas-Lakey VACO	A. Glass - VISN 19
L. Steeb - VISN 2	J. Beamen -VISN 20
D. Estok - VISN 3	L. Calara - VISN 21
L. Brown - VISN 4	D. Berthiaume - VISN 22
T. Stevian - VISN 5 (Departed on Monday)	T. Bolduc - VISN 23N
C. Brooks - VISN 6 (Alternate) B. Aldeman - VISN 23S	
S. Grimmett - VISN 7 (Alternate)	
J. Lord - VISN 8 (Alternate)	
T. Johnson - VISN 9	
M. Lyons - VISN 10	
A. Talbert - VISN 11	
B. Tullberg - VISN 12	

**Excused:**

VISN 17 (Vacant)  
L. Danko - Infection Control

**I. Orlando, Fl, minutes reviewed, accepted and approved without changes**

**II: Welcome Announcements and Roll Call**

The Chairman called the Supply Processing Distribution Advisory Group (SPDAG) meeting to order. Mr. Osburn welcomed the group to St. Louis, MO. Mr. Osburn discussed the following topics: Minutes, we must try to get minutes completed earlier. Mr. Gary J. Krump accepted a new position as a Judge for the Contract Appeals Board. The Assistant Deputy Under Secretary will cover Mr. Krump's vacancy for 4-month intervals. Mr. David Derr is currently Acting, Deputy Assistant Secretary for OAMM. No changes are anticipated relative to the current SPDAG during this period. Mr. Breton welcomed the group, made the announcement pertinent to the meeting, and did the roll call. New members and alternates were introduced. Troy Johnson, VISN 9, replaces

Peggy Orren- Humphrey. Judy Lord, VISN 8, alternate for Vickie Sok. Cynthia Brooks, VISN 6, alternate for Larry Poindexter. Scott Grimmett, VISN 7, the alternate for Deborah Mitchell.

### **III: General Business:**

**A. Group Presentation-**On Tuesday April 29,2003 the SPDAG gave a briefing to Mr. David Derr, Acting Deputy Secretary for OAMM. Each Group Leader presented the group accomplishments, status on current projects, and future goals that have been identified.

**B. SPDAG Responsibility-** Ms. Thomas- Lakey reminded all group members of the purpose of the SPDAG and their responsibility to share information. She asked all group members to keep their VISN aware of the good work that the SPDAG is doing. Conference calls and VISN mail groups need to be set up if you haven't already. Include your alternate in the communication link. Track messages that are sent so that you can follow up with individuals that are not compliant. Several facilities have not submitted home addresses to be given to the National Certification Board. She asked members to follow up with their VISN.

### **IV: Old Business:**

**A. Nominations:** Mr. Breton asked for nominations for Chair/Vice Chair as the July meeting will be his last meeting as Chairman. If the current Vice Chairman, Vicky Sok, returns to the group as Chair prior to the July meeting, then only a Vice Chairman will be needed. Nominations need to be submitted to Mr. Osburn by close of business Wednesday. The new Compliance subgroup needs to select a Team leader today. Please inform Mr. Breton if you are interested in this position today.

**B. Training and Best Practices:** Groups will continue working on Training Guides and Standard Operating Procedures that were submitted for final review from the last meeting. There has not been any new posting to the website since the last minutes.

**C. Telephone Listings:** The Communication and Automation team will update all telephone listings, update the Facility and Service Line Tracking Tool, and identify which VISN have not selected SPDAG alternates. Alternates must be recommended through your Chief Logistic Officer (CLO). Ms. Julianna Lord was selected as the VISN 8 alternate. All SPD Program Officials, Advisory Group Membership, and Alternates lists will be reviewed and confirmed by each member.

**D. National Certification:** Mr. Osburn recommended that all SPDAG members and their alternates become members of the Certification Board of Sterile Processing and Distribution (CBSPD). The fee is \$95.00 for a 5-year membership. Funding for this is the responsibility of each member, VACO is not providing the funding. Affiliation with

the CBSPD will not be replacing the mandatory requirements Re-Certification as outlined in VA. Handbook 7176. VA will have a voting member appointed to the CBSPD Board in the very near future. Mr. Osburn is presently on the Board as a non-voting member.

Mr. Osburn also stated that the 004 Reorganization Plan is to make level 11 VA SPD Certification mandatory. He also stated that some Medical Centers are supporting membership to the CBSPD by providing the \$95.00 membership fee.

**E. SPD Desk Guide:** Mr. Osburn reminded everyone that all employees must review the SPD Desk Guide and sign off on the annual review sheet. Mr. Osburn requested that e-mails be sent if sections in the SPD Desk guide need updating.

**F. Continuing Education Units (CEU):** Seminars/conferences/workshops (all day) are credited 1 CEU. In-service training is credited 1 CEU each 45 minutes. Non-VA conference and seminar CEU's will be assigned by the National Board. Mr. Osburn will submit a packet of VA training material to the CBSPD Board for CEU's. On-the-job training for new employees, and trainer will receive 1 CEU per 8 hours training. A list of training criteria is not available at National College credit courses, CEU's will be awarded credit hours for the class. The class must pertain to the job. The SPDAG was reminded course must be at least 45 minutes to count toward CEU's.

**G. CAMEO:** CAMEO will assist in identifying when training was done and what time frame. The contractors are working on interfacing Cameo with Meridian. Duty specific training should be conducted throughout the year. SPDAG was reminded to educated stations of what is required.

**H. Cluster Training:** Mr. Osburn reported on attendance in West Los Angeles, CA. and Jackson, MS. Mr. Osburn stated there was good area representation.

**I. New Manager's Training:** Date and location are pending. Criteria for attendance will be limited to managers, chief, supervisors or leads with 3 years of experience or less. A central training site is in the planning.

**J. Automation Group:** The group was asked to keep tabs on website hits. Determine why the counts are fluctuating. Identify how new hits from old hits can be identified

**K. Business Review:** The sites on the list need to be aware of the SPDAG website. Refer to the website for information and make sure the web links are available to the sites.

**L. SPD Mail Group:** Mr. Breton requested that the mail groups need to be cleaned up and the expanded phone lists need to be updated with the correct contact person. Please ensure that the appropriate people at each station are on the mail group.

**M. Staffing Algorithm:** Mr. Osburn reported that instruction sheet interpretation at the local level is inaccurate. Data is being manipulated to meet perceived numbers of FTEE.

Each Advisory Group member's Staffing Analysis input sheets need to be reviewed by the Functional Assessment group to ensure that the members fully understand the instructions and can be a resource to their VISN facilities. Tool needs to be easy to manage and data, input must be verifiable.

**N. Core FLS:** Mr. Osburn commented that Core FLS requires GIP to be working effectively because the data will be downloaded from GIP to CoreFLS. All facilities are required to have GIP up and working. Work with the CLO's and the VHA Logistics Office. The National Item File roll out is behind schedule. Mr. Osburn also stated that in the future, actual copies of the Stock Status Reports would be required, versus numbers being extracted and sent to the CLO's.

## **V. New Business:**

**A. Recalls:** Mr. Osburn addressed the incident of the BOSMA gloves as a major incident. This could possibly have been a bio-terrorist incident. The entire recall was carried out correctly BOSMA was notified, lab analysis was completed, and the information shared. Since the initial discovery, blood has been found in boxes at a second station.

Mr. Osburn stated that recall procedures need to be updated in VA Directive/Handbook 7126 a group selected to review the Handbook has been formed and will meet the first week in May. Current BOSMA incident still being investigated.

The Lot # refers to a batch of gloves which includes sizes medium, large, and extra large which is not acceptable. This will be reported to the FDA. Mr. Osburn requested that any new discoveries of contaminated gloves to be reported to VACO immediately in writing. Mr. Osburn stated if the lot number cannot be tracked, it must be reported to the FDA. Quality issues are reportable as well. He also reminded the group not to send the evidence back to the Company.

Mr. Osburn stated when a problem is being addressed with a company of a serious nature, cc: Mr. Osburn on all correspondence. Problems with National Standardization items complete a QIR for submission. Problems must be communicated immediately especially if related to employee or patient safety.

Mr. Osburn asked the Best Practice Group to set a high priority on writing a SOP for recalls.

**B. VA Day National Conference:** Agenda needs to be completed and submitted for Mr. Osburn's approval.

- (1). SPDAG is funded to attend, will be open to DOD. This will give the VA an opportunity to demonstrate CAMEO, promote on-line training, and the SPDAG Web site.

(2). SPDAG was reminded, to have staff/supervisors put in for travel/training funds now.

**C. National Perspectives:** Few changes in the OO4 Reorganization are expected in the SPD arena. The Acquisition Board has established a Material Management Sub-Group of which R. McKenna Co- Chair's, 3 CLO's will be selected. One initiative will be to make inventories official. The Spokane Model is not acceptable; all types of inventory cannot be combined into one primary. Turn rates of 8-12 each year will be mandatory. SPD primary posted stock has been replaced with Prime Vendor. Prime Vendor use has been found to increase turnover rate. Dummy to dummy secondary are not acceptable turn rate must be realistic.

**D. Classification of Medical Supply Technicians series (0622):** No progress. OPM has not been able to provide support. VHA has agreed at their level to review this issue and make recommendations.

**E. Week in review:** During the week the group attended the following 3 sessions of the Materiel Management Seminar: Opening Remarks, Emergency Preparedness and the Closing Remarks.

### **Sub-Group Reports and Goals for April 28 - May 1, 2003**

**1. Compliance Sub-Group:** The Compliance sub-group was created to answer the question "Why don't we comply"?

The core areas planned to be looked at:

- (1) Directive Handbook 7176
- (2) Level One Training
- (3) Product Standardization
- (4) Safety Recalls

Three problems were identified:

- (1) There are no consequences for noncompliance.
- (2) Lack of understanding on how to obtain information.
- (3) Over abundance of information without application guidelines (how to use).

Goals:

- (1) To provide assistance to the SPD supervisor in making compliance achievable.
- (2) To provide an article for the Materiel Dispatch, introducing the Compliance Subgroup.

Objectives:

- (1) Keep it simple, without an overburden of information
- (2) Provide specific guidelines, leading to compliance with core

## **CORE AREAS:**

**A. VA Handbook Directive 7176:** The group will assess the Common Business Review findings received from VACO.

- (1) The group will prepare short messages related to these finding.
- (2) The group will research, through the local Medical Media staff and the editor of the “Materiel Dispatch,” the possibility of a poster in the Materiel Dispatch. This poster would address the 7176 requirements, and could be laminated and hung in SPD.

**B. Level One Training:** The group will assess difficulties associated with the completion of this training.

- (1) CAMEO: This program will facilitate accomplishing this training through interactive learning and accounting for educational credits.
- (2) The group will prepare guidelines in calculating CEUs for the SPD Supervisor.

**C. Standardization/Mandatory Source Compliance:** The group plans to prepare a “Standardization Compliance Packet” to assist SPD Supervisors identify standardized items. This packet will consist

- A copy of the VA Directive and Handbook on the Standardization Program.
- Hard copy listing, by description, of the items that have been standardized.
- Instructions for looking up a standardized item on the web site.
- Instructions for looking up items on the JWOD web site.
- Instructions for looking up FSS contracts on items.

**D. Recalls/Hazard Alerts:** The group will assess the difficulties of the recall messages getting to the appropriate staff.

- (1) The group will research if there are any mail groups that receive this information.

## **2. Functional Assessment and Staffing Sub-Group**

### **A. Accomplishments:**

- (1) Reviewed and revised instruction sheet for Program Directors concurrence.
- (2) Reviewed and revised the input from the SPD Advisory Group and Program Director's concurrence.
- (3) Reviewed several completed staffing analysis forms, identified out-liers, and discussed them with those in attendance for verification.
- (4) Reviewed and made corrections to the SPD Staffing Methodology article.
- (5) Began the process and identification for the Time Management and Supervisor Tool.

### **B. Goals for our next meeting:**

- (1) Complete final revision of the Staffing Methodology article by May 31, 2003. After completion the article will be sent to VACO for final format, revision and concurrence.
- (2) Create a time management tool to assist the field.
- (3) Continue to work with VACO in the development of the (series-0622) Position Description and classification.

### **C. Suggested recommendations from this meeting:**

- (1) A letter from VACO be sent to all individuals and stations with previous editions of the Staffing Methodology requesting that they all be destroyed. The letter should also state that only the latest approved copy of the Staffing Methodology Algorithm and Instruction sheet is used.
- (2) Any further Staffing Algorithms completed should be forwarded to the SPDAG Program Director, as well as the members of the Functional Assessment Group.

## **3. Best Practices Sub-Group**

New SOP's posted to the WEB are as follows:

- 1008 - Medical Device Tracking
- 2012 - Manual Washing and Disinfection of Medical Equipment
- 2017 - Cidex OPA Use for High-Level Disinfection
- 4012 - Implantable Device (Non-Sterile) Processing
- 4013 - Product Shelf Life - Monitoring and Action

The inclusion of these 5 new SOP's brings the total of available SOP's on the Web site to 53. The Group is currently working on an additional 13 SOP's in various stages of completion.

Future goals include developing a glossary of acronyms used in the SOP's for references. They will also be looking at old SOP's to make sure they are still valid and in compliance with VA Handbook 7176 and any other governing agency.

#### **4. Education and Training Sub-Group**

The following items were completed:

- (1) A template on "How to write an SPD Training Guide."
- (2) VA Day Agenda for ASHCSOP Seminar this October.
- (3) A welcome and informational letter for new SPDAG members.
- (4) Two possible sites were selected for our (1) stand-alone SPDAG meeting for FY 2004, San Diego, CA and Denver, CO.

The group has 8 training guides that are being work on and are at different levels of completion.

In progress are - 2001 Introduction to Decontamination  
3003 Decon/Prep Area Start-Up Procedures

Final re-write - 1003 Environmental Controls  
1004 Introduction to Infection Control  
1010 Regulatory & Recommending Agencies  
1011 Team Building/ Human Relations  
2002 Processing Patient Care Equipment  
6002 Safety & Risk Management

#### **5. Information Technology Sub-Group**

**A. Telephone List:** During this week, we were able to update the Advisory Group, Alternate and Expanded Telephone Lists. These lists will be sent out to the AG mail group, following this meeting, for further distribution. During this process, the following was noted:

- (1) The AG currently does not have a representative for VISN 17, as Mrs. Ruby Rios has resigned her position.
- (2) The AG currently does not have alternate representatives for VISN 3 or 5. 11, 17, 22, 23N, and 23S.

**B. SPDAG Web Page:** Following a review of the number of hits on the Advisory Group Web page, it was noted that the cumulative numbers must have been reset since the last meeting, because they are all lower. Further investigation will have to be done to find out exactly what is happening. The hits on the pages are as follows in relation to what was reported at the meeting in February, in Orlando.

<u>Web Page</u>	<u>February #'s</u>	<u>April #'s</u>
Advisory Group Home Page	5, 047	2,359
Members Page	703	302
Training Page	1,977	1,506
SOP Page	5,065	1,287
Tips Page	277	156
Minutes Page	567	313

**C. Tracking Document:** During this meeting, several errors were noted to the Facilities Service Line Tracking document. This information will be given to Larry Poindexter for corrections to that document

**D. Information Letter:** An information letter and excel document was formulated to gather the field SPD operation equipment list. This letter and attached document will be sent to the SPDAG mail group, for collection in the desired format. We are requesting that this information be forwarded to Larry Poindexter prior to June 30<sup>th</sup>. This information will be compiled in a database to assess the needs of SPD throughout VHA.

**E. Equipment Transfer:** The chair asked Larry Poindexter, to contact Ruby Rios, to transfer the group laptop and printer prior to next meeting. This has been a real challenge for the group the last two meetings. Appreciation was extended to the other groups for being patient, and assisting us with the use of their equipment.

## **VI. Chairman:**

**A. Reorganization:** During this meeting we went through a re-organization, going from 4 Sub-Groups to 5 Sub-Groups by adding our new Compliance Sub-Group. Linda

Steeb will be heading that group. Other Group Leaders; Ann Talbert, Best Practices. Pat Dreis, Functional Assessment and Staffing. Tona Stevian, Education and Training. Larry Poindexter, Information Technology.

**B. Nominations:** Barbara Aldeman was selected and she accepted the position of our new SPDAG Co-Chair, to take affect at our next meeting in New Orleans.

**C. Thank You:** Mr. Breton thanked the group for the fine work they had accomplished at this meeting.

**D. Schedule:** Our next meeting will be held in New Orleans, from July 27<sup>th</sup> August 1,2003.

## **VII. Group Director:**

**A: Staffing Algorithm:** Mr. Osburn requested that all members of the SPDAG complete and submit the Staffing Analysis Algorithm back to him at VACO by June13th, 2003.

**B. CBSPD:** Mr.Osburn announced that Barbara Aldeman had been selected as the VA voting Board Member for the Certification Board of Sterile Processing and Distribution (CBSPD). Congratulations Barbara!!

## **RECOMMENDATION**

### **RECOMMENDATION 17.1:**

A letter from VACO is sent to all individuals and stations with previous editions of the Staffing Methodology requesting that they all be destroyed. The letter should also state that only the latest approved copy of the Staffing Methodology Algorithm and Instruction sheet be used.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Deferred  X  \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Ronald R. Breton  
Chairperson

\_\_\_\_\_  
Bobby Osburn  
Group Director