

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

MINUTES

**October 23 - 24, 2002
San Antonio, TX**

Attendance:

G. Krump, DAS for OA&MM	A. Talbert – VISN 11
B. Osburn, Group Director	K. Williams - VISN 15
R. Breton, Chairman & VISN 1	R. Rios - VISN 17
L. Thomas-Lakey, VACO	P. Dries - VISN 18
V. Kratzenberg - VISN 2 (alternate)	D. Haugen - VISN 19
D. Estok - VISN 3	J. Beaman - VISN 20
T. Stevian - VISN 5	L. Calara - VISN 21
L. Poindexter - VISN 6	D. Berthiaume - 22
D. Mitchell - VISN 7	T. Bolduc - VISN 23 N
P. Humphreys - VISN 9	B. Alderman – VISN 23 S
M. Lyons - VISN 10	

Excused:

L. Brown - VISN 4
V. Sok, Vice Chairman - VISN 8
C. Hellenbrand - VISN 12
Vacant - VISN 16
L. Danko, Infection Control

I. Special note on attendance:

On 10-23-02 Mr. Randy Bonnema RN, MSN, CNOR Dept of Infection Control from South Texas Veterans Health Care Systems was briefly in attendance for the morning session.

II. Welcome Announcements and Roll Call

Mr. Breton proceeded with the welcome, announcements and roll call. New members to the Group were introduced: Doris Estok - VISN 3 (replacing Doris Richardson), Dennis Haugen - VISN 19 (alternate, possible replacement for Charles Carter), and Jesse Beaman VISN 20 (replacing Pat Sudds). Virginia Kratzenberg - VISN 2 alternate attended for Linda Steeb.

III. General Business

A. **Preparation for Group Presentation** - Mr. Breton asked each group to prepare a summary for presentation to the Group Sponsor on Thursday, of what they thought about the American Society for Healthcare Central Service Professionals (ASHCSP) Annual Conference. Was it worth our participation? Should we recommend future attendance at Annual Conferences? He asked that nothing new be started and that his goal for this meeting, other than attending the ASHCSP, was to work on pending projects. Mr. Breton also asked the SPDAG members from VISN's 5, 6, 11, 19, 22, and 23 to actively pursue finding alternates to the SPDAG for their VISN's.

B. **Group assignments** - Mr. Breton made the following new assignments of members to the following sub-groups:

Cathy Hellenbrand - Leader, Training Group
Jesse Beaman - Best Practices Group
Doris Estok - Training Group
Tona Stevian - Training Group

C. **Transfer of equipment** - Training sub-group laptop and printer was transferred from the physical custody of Mr. Breton and given to Mr. Haugen. Mr. Lyons transferred the Chairperson's laptop and tape recorder to the new Chairperson, Mr. Breton.

D. **Week in Review** - October 20 - 22. All members attended the ASHCSP 2002 Annual Conference and Technical Exhibition "Meeting the Challenge/Advancing the Profession".

October 23 - 24. Members attended the SPDAG meeting. Mr. Osburn welcomed the group to San Antonio, and he informed the group that Mrs. Lelia Thomas-Lakey would be the Group's formal contact point to Central Office and that she will be attending all meetings.

Mr. Osburn announced the names all of the winners of the annual National SPD/MM, Chiefs and Technicians of the Year Awards for 2002. He also informed the group that the VA Directive/Handbook 7176 has been signed and is available on the OA&MM Web Site. Hard copies should be arriving at your facilities in the next couple of weeks. Mr. Osburn discussed the dress attire requirements for the Case Cart area. It is the same as the requirement for the Preparation Area. He also emphasized that instruments used in the morgue or for animal research **cannot be processed in SPD.** (VA Handbook 7176 Part 3, 2. 302 e).

Mr. Osburn updated the Group on CAMEO and the Distance Learning project. He gave the group a short presentation of the program and asked all members upon their return to their facilities to go to the web site, take the test on decontamination, and

provide feedback on the process. Do we see anything that needs correction or any suggestions on enhancing the program?

Mr. Osburn announced the dates of the following seminars, training workshops, and meetings:

Materiel Management Seminars for FY 2003

Las Vegas, NV. Dec. 02 - 06, 2002
Orlando, FL. Feb. 10 - 14, 2003 (SPDAG will attend)
St. Louis, MO. Apr. 28 - May 2, 2003 (SPDAG will attend)
Providence, RI. Aug. 25 - 29, 2003

SPD New Manager Training for FY 2003

Phoenix, AZ. Jan. 27 - 31, 2003

SPD Cluster Training sites for FY 2003

Los Angeles, CA April 7-11, 2003
Detroit, MI (date to be announced)
Jackson, MS March 24-28, 2003

SPDAG meetings for FY 2003

Orlando, FL. Feb. 10 - 14, 2003
St. Louis, MO. Apr. 28 - May 2, 2003
New Orleans, LA (date to be announced)

E. Deputy Assistant Secretary for Acquisition and Materiel Management, Mr. Gary Krump addressed the Group on Thursday morning. Mr. Krump addressed many topics, to include:

- Status of core FLS, spearheaded by Mr. Ostrow located in Florida.
- How core FLS can be tied into our current contracting and IFCAP programs.
- The National Item File that will be coming on line January 1, 2003.
- The VA's role in Homeland Defense, the CACHES program that prepositions essential medical/surgical and pharmaceuticals supplies in high-targeted areas.
- Bio Terrorism; are our VA Hospitals targets?

He also indicated that his primary expectation from us for this meeting was to attend the ASHSCP annual conference, to learn from and network with our counterparts in the private sector. He advised the Group to take what was good from the presentations and try to use it in our daily operations to improve processes. He also stated he was very interested in our opinions concerning attending this meeting annually. Should OA&MM consider supporting the SPDAG attendance for next year?

IV. Old Business

A. **Single Use Devices (SUDs) and VA Handbook 7176:** VA Handbook 7176 has been signed and released to the field. Single Use Devices will not be re-sterilized and/or reused. (Ref. VA Handbook 7176 part 3. 2. 302 b)

B. **Classification of 0622 Job Series:** As of this meeting, we have not received any determination or notification concerning the status of our request. Mr. Osburn will be working with a new OA&MM employee that used to work for Office of Personal Management (OPM) to see what OA&MM can do to assist in the completion of this review.

C. **Information Technology (IT) Support:** Automation and Communication Group suggested that all our laptop computers be sent to VACO IT for systems check and if necessary, perform upgrades. Mr. Osburn stated that most upgrades can be updated on line and laptops should be sent to VACO when repairs are needed.

V. New Business

A. **ASHSCP 2002 Annual Conference:** From October 20th -22nd the SPDAG attended Concurrent sessions dealing with multiple areas and concerns associated with the running and managing of a Central Service operation. There were great presentations concerning: legal responsibilities, the care and handling of surgical instruments, the ABCs of CJD, emergency preparedness and Bio-Terrorism. The vendor exhibit allowed us to obtain information on new 21st Century cleaning equipment. We had great presentations on Success, how values, beliefs, and attitudes can lead to success and on How to Influence Decision Makers. The session on how to design a CS/SPD referenced the VA's Design Guide as one of the standards that should be reviewed when planning a new construction or remodeling a SPD projects.

Mr. Krump received the comments with enthusiasm. Mr. Krump suggested that if the VA took on a more active role in this annual conference, maybe we could ask for our own day!! We could call it "VA DAY". All topics would be aligned to meet the needs of the Department of Veterans Affairs. The VA sessions would be open to all members of the ASHCSP and not just VA employees.

B. **NICHSPDP Certification:** Mr. Osburn notified the SPDAG that The National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel (NICHSPDP) will be sending out applications for membership to all of our VA Certified Registered Medical Supply Technicians in a couple of weeks. He reminded all in attendance that membership to the NICHSPDP is not mandatory, but he highly recommended joining as he feels that in the future states will require all SPD/CS technicians to be certified through the NICHSPDP.

Sub-Group Reports and Goals for October 23 & 24

I. Best Practices:

44 SOPs Currently published on the SPD Advisory Group Website

Submitted this Meeting for review by Chairpersons:

- 3003 – Instrument Care and Handling
- 3005 – Laparoscopic Instrument Care and Handling
- 6004 – Biological Hazards
- 6012 – Eyewash Station Maintenance

“News Alerts” (ready for final review by Group Director):

Environmental Controls

II. Work in Progress:

- 1008 – Medical Device Tracking
- 2012 – Manual Washing and Disinfection of Medical Equipment
- 2017 – Cidex OPA Use as High Level Disinfection
- 4012 – Implantable Devices Processing
- 4013 – Outdated Items Checking/Handling
- 6001 – Ethylene Oxide (EtO) Cylinder Changing
- 7006 – Case Cart Procedures
- 6009 – Handling and Disposal of Hazardous Waste in SPD

III. Future Projects/Identified New SOPs:

- 1007 – Quality Improvement in SPD
- 5004 – Point of Use Equipment
- 6011 – Workplace Hazard Communication Program
- 6014 – Recall Procedure for Potentially Hazardous Products
- 6001.1 – Ethylene Oxide (EtO) 100% Canister Changing
- xxxx – Rapid Readout Biological Testing Procedure

Develop a glossary of acronyms used in the SOPs as a cross-reference.

A. Automation and Communication: The three tips listed below have been returned to the group at this meeting, they will revise and submit at our next meeting.

- 02–029 Rationale and Purpose for Tracking Mobile Patient Care Equipment
- 02–030 Purchasing rather than Rental of Medical Gas Cylinders
- 02–035 Adjust Levels to Account for Lag Time

The group will work on the list of top items used exclusively in SPD's throughout our medical centers, and see which ones have not been standardized. Our goal is to present this information at our next meeting in February 2003. The group will continue to monitor and report hits on the AG web site for each section. The advance reminders of future meetings, calls (hot lines), and issues that will affect the SPD Advisory members will be corrected so that it will appear the day prior to the activity. The list of Facilities by Service Line tracking has been completed and submitted at this meeting.

The group took a poll during this meeting regarding computers for training and repetitive use items. Results are as follows:

(1) How many computers for training purposes are needed? **Recommended ratio** is 1 computer for every 6 employees. Comment: computers need to have sound chips.

(2) How many times per year would you have to use an item to make it a repetitive item? **Total recommended:** 2 or more times per year.

(3) **Training:** Training Guides progress report:

(a) Fifteen Training Guides on the web-site

(b) Five Submitted to the Chairpersons for review and will then be sent to the Group Director:

1003 - Environmental Controls
2001 - Introduction to Decontamination
2002 - Processing Patient Care Equipment
2003 - Surgical Instrumentation
3003 - Decon/Prep Area Start-up Procedures

(c) Four in progress:

1004 - Introduction to Infection Control
1010 - Regulatory and Recommending Agencies Governing SPD
1011 - Team Building/Human Relations
6002 - Safety and Risk Management

B. Interactive program: Decontamination for Distance Learning: Great concept, the content is good; however, it needs some additional revision, i.e., the sequencing of frames, glossary, and pictures.

C. Give the "How to do SPD Cluster training" to the Automation Group. This is more of a tip versus a training guide.

D. Interactive Training Guides: INFORMATION ONLY. Terry Bolduc. A contract has been awarded to a software company located in Iowa to develop/transfer our training guides into an interactive format. The funds are coming out of the Central Iowa Education Fund. I'll be meeting and reviewing the software in the next month or two. The product needs to pass the SPD Advisory group and VACO approval. We may be able to have the product placed on CAMEO.

IV. Survey results regarding the training guides:

41 Surveys returned
15 Suggestions for new training guides
32 Staff members have access to the Internet

A. **Functional Assessment:** Work completed:

1. The final draft of an article for publication titled **“Supply Processing and Distribution Staffing Methodology: Preparing for Service Delivery in the New Millennium”** is near completion and will be sent electronically to the rest of the SPD/AG, B.Osburn, L Thomas-Lakey for review. The draft will then be forwarded to Anita Healy in CO for editing and proper format.

2. Prepared a measuring tool **“Quality Improvement Collection Data”** for use by facilities:

- Facility to establish their baseline of the number of quality improvement issues prior to use of the Staffing Module
- Facility to track quality improvement reports post use of the Staffing module
- The tool and instruction sheet will be sent to the Advisory Group members to use and critique and review at the next meeting scheduled for February 2003.

RECOMMENDATIONS

RECOMMENDATION 15.1:

That the SPD Advisory Group attends the annual ASHCSP conference 2003 and that a VA Day be organized at the Conference.

Approved____ Disapproved____ Deferred__X__ Other____ Cost? For this items in 049Ms budget. Issue with time of year & place its held resolved yet

RECOMMENDATION 15. 2:

The Staffing Module will be completed by each SPD/AG member by January 1, 2003 and forward the completed forms to the Functional Assessment Group.

Approved__X__ Disapproved_____ Deferred_____ Other_____

ACTION: SPD Advisory Group members

RECOMMENDATION 15. 3:

Implement the Quality Improvement Collection Data tool for use by the SPD/AG

Approved__X__ Disapproved_____ Deferred_____ Other_____

ACTION: Functional Assessment Group

RECOMMENDATION 15. 4:

For an item to be added to National Item file "repetitive item" the Automation Groups recommends 2 or more times per year.

*Approved_X_____ Disapproved_____ Deferred_____ Other_____

* Provided the technical & cost issues can be resolved.

V. Chairman:

Mr. Breton requested for and received 3 names for candidates willing to serve on the NICHSPDP. Those names were given to Mr. Osburn who will provide the names to the NICHSPDP election committee.

Next meeting – Orlando, FL. the week of February 10th – 14th, 2003

_____/s/_____
Ronald R. Breton
Chairperson

_____/s/_____
Gary J. Krump
Deputy Assistant Secretary, OA&MM

_____/s/_____
Bobby Osburn
Group Director