

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

MINUTES

**December 8-11, 2003
San Francisco, California**

Attendance:

C. Roberson, ADAS Prog. Mgt. and OP/OAMM
R. McKenna, Director Materiel Management for OAMM
B. Osburn, VACO Group Director
J. Lord Co - Chair and VISN 8
R. Breton - VISN1 (excused Monday)
L. Steeb - VISN 2
D. Estok - VISN 3 (excused Monday)
L. Poindexter - VISN 6
P. Harold - VISN 7
A. Talbert - VISN 11 (excused Monday)
B. Tullberg - VISN 12
K. Williams - VISN 15 (excused Monday)
A. Glass - VISN 19
J. Beamen - VISN 20
L. Price - VISN 21 (excused Monday)
D. Berthiaume - VISN 22
T. Bolduc - VISN 23N

Excused:

L. Brown - VISN 4
T. Stevian - VISN 5
T. Johnson - VISN 9
M. Lyons - VISN 10
VISN - 16 Vacant
VISN - 17 Vacant
P. Dreis - VISN 18
B. Aldeman - VISN 23S
L. Danko, Infection Control

I. Minutes: The St. Louis and Grand Rapids minutes required reformatting. Ms. Lord will reformat and send to VACO. The New Orleans minutes were submitted for review to VACO.

II: Announcements and Roll Call: Several SPDAG members were delayed in arriving in San Francisco due to the weather.

III: General Business:

A. SPDAG Meetings scheduled for 2004:

- Clearwater, Florida, February 9-13, 2004
- Dallas, Texas, May 3-7, 2004
- ASHCSP Conference Orlando, Florida, September 18-24, 2004

Discussion: Mr. David Derr, Deputy Assistant Secretary for OA&MM, will meet with SPDAG at the meeting in Dallas, Texas, in May. The SPDAG will prepare an agenda for the ASCHSP Conference in September. The agenda should be meaningful for managers and technicians.

B. Communication: SPDAG members are encouraged to set up monthly VISN conference calls through the VA operator as well mail groups to assist with communication. Please include Bob Osburn in the mail groups.

C. Business Reviews: Serious deficiencies are being noted; in the future, responses will be required to address deficiencies. SPD managers should be fully aware of what is happening in their respective departments.

D. New Manger Training: New manager training is planned in conjunction with the ASHCSP Conference that will be held in Orlando, Florida, September 22-24, 2004. This training is geared for managers with less than three years of service in SPD. Additionally, Central Office will fund SPDAG members to attend the ASHCSP Conference.

E. Vacancies: VISNs 16 and 17 still do not have SPDAG representation. Mr. Osburn will contact the Chief Logistic Officer's (CLO) in those VISNs, requesting representation to be appointed for the SPDAG.

F. CoreFLS: It is critical that all items that SPD manages be included in the automated inventory and accounted for. The VA goal for CoreFLS is to successfully complete implementation without disruption to the Medical Center.

G. National Item File (NIF): The NIF represents all necessary items procured and/or inventoried for the Department of Veterans Affairs in order to meet its mission. VA awarded the NIF Baseline as a result of the following initiatives: 1) The development of a Core Financial and Logistical system for VA; 2) VA response to the Procurement Reform Act; and 3) National Preparedness for Bioterrorism and Other Public Health Emergency. NIF is scheduled for implementation by June 2004. It is estimated that 20 percent of the items loaded are items that are routinely used. The remaining 80 percent is unique to individual stations. Items used more than twice per year are considered NIF items. If four stations use an item twice per year, the item will be in the NIF. Additionally, custom-built items should be in the NIF.

H. Standardization Goals: The goal is to reduce personal preferences.

I. Super Primary: Mr. Osburn reminded the group that the definition for Super Primary is located in the VHA Handbook 1761.1 and an example of a Super Primary is SPD. The overall plan is to have control over what is purchased. Support is toward Prime Vendor mandate.

J. CAMEO: CAMEO is unavailable on-line and alternative options are being reviewed.

K. National Board: Barbara Aldeman is a voting member of the National Certification Board (CBSPD) representing the VA. Open season yielded 328 VA SPD employees being grand-fathered into Certification by the National Board. It was reported that the majority of the SPDAG are certified nationally. An SPD manager's test is available through the Certification Board and study guides are available. All SPDAG members are encouraged to take the exam. It was noted that the success rate has been very low for the past two years. Successfully passing the exam would exhibit competency within the VA system for SPD Managers. Mr. Osburn announced that VACO would fund the test fee, however, study guides need to be purchased by the individual taking the exam. The National Board has a newsletter and would like the VA representation to submit a biannual article. The staffing analysis was suggested as a possible article. Currently, there are three certifications - VA, CBSPD, and International – and Mr. Osburn reported that a trend is being evaluated in order to have only one certification instead of three. Mr. Osburn requested that the Training Group develop a package for CEU's to the National Board every six month.

L. Alignment of SPD: Every six months, SPDAG members will check the SPD alignment within their respective VISN and provide updates at each meeting.

M. Recalls: Currently, efforts are underway to centralize recall notification to medical centers within the VA system.

N. Position Description (PD): The classification and series for SPD is being reviewed. The plan is to combine technical and administrative aspects of the position, as well as examining other areas where SPD could be aligned.

O. VHA Handbook 7176: Central Office has identified poor compliance as a result of business reviews. Mr. Osburn reiterated that the SPDAG is appreciated and it is the SPDAG's responsibility to disperse information to their respective VISN to ensure proper compliance. SPDAG members should keep Mr. Osburn apprised of any significant issues.

P. Training Guide: Training Guides and Standard Operating Procedures (SOP) have been less productive in the past two years. The training guides cannot be copied unless they are VA documents, as this can be a serious liability if material is used from other acceptable sources; it must be correctly referenced and quotes must be identified.

Q. SPDAG Seminar Attendance: Members attended the Opening Remarks, Emergency Preparedness, and Alternate Dispute Resolutions sessions on Tuesday. Mrs. Lord, Co-Chair and VISN 8 representative attended the CoreFLS Update. CoreFLS will be initiated within VISN 8 first. Members attended the Sterilization Basics as well as the Materiel Management Sub-Committee presentation.

IV: Old Business:

A. Sub Group Reports:

1. Education and Training:

- Training guides submitted to VACO for Web placement:
 - Environmental Controls
 - Introduction to Infection Control
 - Processing Patient Care Equipment

- Training Guides to VACO for review by Mr. Osburn:
 - Regulatory and Recommending Agency
 - Team Building and Human Relations
 - Introduction to Decontamination
- Review and Editing Training Guide: Management of Hazardous Material was reviewed and updated. Final corrections were sent to the Co-Chair to be forwarded to VACO for Web placement.
- Future Training Projects: The Training Group sent the Safety and Risk Management training project to the Co-Chair for review. The Training Group is in the progress of reviewing decontamination start up procedures, preparation start up procedures, and EtO training guides. Mr. Beaton and Ms. Estok are reviewing VHA Handbook 7176. Recommendations will be noted and presented to Mr. Osburn for further action. The plan is to standardized Level 1 training, promote CAMEO once it is up and running, and promote continuity in following VHA Handbook 7176.
- Improvement Suggestions:
 - Conduct quarterly facility visits by the respective SPDAG member representing each VISN
 - Conduct quarterly conferences to be held for VISN chiefs, rotating locations
 - Develop VISN awards for tech and chiefs
 - Develop a national award for facilities whose SPDs did well with business reviews
 - Create a Power Point presentation for all SPD chiefs
 - Assign permanent FTE for the SPDAG to routinely inspect the SPDs within two VISNs
- Mr. Roberson's agreed that recognition is important, and suggested that On The Spot awards be given out at business reviews if applicable. He also stated that alternatives are being evaluated for the CAMEO program.

2. Best Practices:

- Web Posting: Best Practices reported that 53 SOPs are currently posted on the Web.
- SOPs submitted for posting to the Web Page:
 - 6013 - Procedures for Handling of Items Exposed to Creutzfeldt-Jacobs (CJD)
 - 6014 - Recall Procedures for Potentially Hazardous Products
 - 6015 - Hand Washing
- SOPs Submitted to the Chair/ Director:
 - 5007 - Case Cart Procedures
 - 6001 - EtO Cylinder Change
 - 1011 - Environmental Controls in SPD
 - 1003 - Infection Control in SPD
 - 6009 - Hazardous Substance Spill Cleanup and Disposal

- SOPs Submitted to Advisory Group for Review:
 - 6010 - Storage Transport and Issuance of Medical Compressed Gasses
- SOPs in Progress:
 - 1007 - Quality Improvement in SPD
 - 5004 - Point of Use Equipment
 - 6011.1 - Ethylene Oxide (EtO) 100% Canister Changing
 - 4016 - Rapid Readout Biological Testing Procedures
- Future Projects Identified: The Group plans to review three existing SOPs from the Web during each meeting and update if necessary; develop a reference glossary of acronyms used in the SOPs; and develop a tracking spreadsheet.

3. Automation/Communication Group:

- Telephone Listings: The Group reviewed and updated SPDAG membership/alternate listing. The expanded telephone directory for all stations was also updated during the week.
- SPDAG Web page: The current hits on the Web page cannot be accurately monitored, as the counter is not functioning. This occurred when the Web address was changed. A request was made to contact Michelle Raines, Web Page Master, and/or VACO to reactivate the counter.
- Tips Submitted to Director for Review:
 - 01-028 - Increase/Maintain Turn-Over Rate
 - 01-011 - Receiving Partial Into GIP
 - 03-001 - How Do I find If An Item Is Standardized?
 - 03-002 - Search For JWOD Items
 - 03-003 - Converting A Report Into A Mailman Message
 - 02-033 - Accessing The Internet/Intranet Website And Saving To A Favorite Place (edited to reflect new website address)
- Future Projects:
 - Request an updated consolidated SPD equipment listing
 - Monitor and update Expanded Telephone Listing
 - Monitor and update the Facility Tracking Tool
 - Monitor and update the SPDAG/Alternate Telephone Directory
- Mr. Roberson recommended using the CMR for the equipment listing update within SPD. He also stated that the CLO should be contacted when requesting equipment.

V. New Business:

A. SPDAG Goals for 2004:

- **SOPs/ Training Guides:** SPDAG will continue to work on SOPs and training guides. Once they are completed and approved, they will be submitted for Web

placement on the OAMM Web page.

- **CoreFLS:** Assess the needs and resources available to the field related to training issues and the implementation of CoreFLS.
- **Communication:** Increase SPDAG involvement within their respective VISN; establish communication tools; and if time and travel funds permit, visit other facilities within a VISN. It was reported that SPD conference call participation has increased. SPDAG members will also encourage OAMM conference call participation within the field.
- **Material Dispatch:** An SPDAG article will be submitted after each meeting for publication in the Material Dispatch. The article will summarize accomplishments, identify training tools on the web page, and provide general information to the field. Input from other SPD chiefs is encouraged and an emphasis will be placed on sharing information.
- **Competency Tool:** A competency validation tool will be created and be presented to the field. The tool will be used to identify SPD competency. All SPDAG members will bring position-specific competency tools to the next meeting in order to formulate the tool.
- **Orientation Tool:** A plan to develop a standard orientation plan for new SPD employees is a goal for 2004.

B. Dallas, Texas, SPDAG Meeting: SPDAG will present to David Derr, Deputy Assistant Secretary OA&MM, on Thursday of the Seminar in Dallas, Texas, in May 2004.

C. Preceptor Training: Mr. Roberson announced Preceptor Training. The training is a two-year intern program encompassing all aspects of logistic training and the dates will be announced in January or February 2004. Competent preceptors are needed and Mr. Roberson requested that qualified individuals be recommended for this program.

D. Realign the work group and members who compile each Sub-Group to balance out workload and distribute knowledge evenly.

Recommendation: 19.1:

Recommend a purchase of one copier/scanner/fax for use by the SPDAG.

Approved _____ Disapproved _____ Deferred _____ Other _____

Recommendation: 19.2:

SPDAG respectfully requests that the current computer equipment be returned to VACO for an upgrade to the latest technology.

Approved _____ Disapproved _____ Deferred _____ Other _____

Recommendation: 19.3:

Clerical Support for SPDAG minutes is provided by VACO.

Approved Disapproved Deferred Other

Next Meeting: The next SPDAG meeting is scheduled to convene in Clearwater, Florida, on February 9-12, 2004.

_____/s/_____
JULIANNA M. LORD
Co-Chair

_____/s/_____
BOBBY OSBURN
Group Director

_____/s/_____
CHARLES ROBERSON
ADAS Program Management and OP/OAMM