

Alberta Surgical Processors Meeting

March 28, 2009

Red Deer Regional Hospital

Red Deer, Alberta

Minutes of the meeting

Attendees: Rhonda Hoppe, Tracy Moody, Lori Plotzki, Brenda Jacobson, Helen Bishell, Kathy Henderson, Jonalyn Artega, Pam Mohr, Dee Pidoborozny, Donna Robinson, Angela Marling, Becky Gleson, Brittany Holmes, Tammy Gaehring, Bev Muirhead, Diana Rickard, Moira Finly, Alex Taylor, Debbie Layden, Kathy Layden, Janice Protasiwich, Audrey Boyce, Donna Paliwoda.

Meeting was called to order: 13:00

Minutes from last meeting amended by Tracy Moody

Additions to Agenda: None, it was noted that Janice P last name was spelt wrong

Reports:

Secretary: none

Treasurer: Ashley Martinook has stepped down as treasurer as we all have different schedules and locations. Becky G. and Janice P. will continue as treasure for the remainder of the year as they already have signing authority. Donna P, will have her name added to the signing authority as well.

Web Design: Diana and Brittany are really coming along on the website. They are still waiting on permission from the Minister of Health. Becky G has talked to the Minister of Health and when Diana and Brittany have completed their design it is to be submitted to the government and when they are given the green light it will be a go. They

also mentioned for different hospital sites to submit their pictures of their facilities to put on the website, but also added that if a person is in the picture they must sign a waiver saying it was alright that they are in the picture. They are planning on putting on links to view all the facilities. The web site is hopefully operational by April 15.

Chair: Donna has talked with over 49 facilities who are very excited with the direction the board has taken. People up north are very happy. She was a little disappointed that there wasn't a huge response from Calgary. Everybody from the committee will pass down all the information gathered for the new board which will be decided at the conference. Conference calls as Donna as mentioned before are very expensive. It is twenty six cents per minute per person and our meeting usually last around two hours. Donna can have nine people connected to her home line and we are going to try this next meeting and see how it goes. Medicine Hat, Lethbridge, Fort McMurray were very excited about this. We are going to look into the Athabasca University Student Union to use for our conference calls. There has been no money spent in the account. There is approximately seven thousand dollars. Donna has had two responses from foothills region for helping with the conference. We are looking into somebody doing the bookkeeping for the association. Janice P has done in the past very well and it was not decided yet if she would continue. Donna has contacted the Nova Scotia and Ontario Associations again and it was determined that Management does hold key positions in the association as secretary, Treasurer, etc. Their committee is held by the front line workers. Chapter Chairs are also held by management in area and front line workers have the sub committee. This year we are concentrating on the conference only. We will not be talking about political issues discussions at this time as the conference has more priority as there is little time to get it done. Donna also stated that Tyler from 3M is working very hard to help make our conference a success

Conference: Donna had received feedback from some individuals that it may be too late to organize the 2009 conference. It has been decided that the conference is a go as we do have time. We talked about the north and south joining together. There is a lot of positive feedback for people willing to help out with the conference. It was suggested that the north and south do join together as it shouldn't be up to the north to organize the conference alone. We do want to go province wide and we

are hopefully going to be contacting surgical processors of non public health as eye clinics, vet hospitals, dental offices etc.

From emails there were people interested in public speakers for robotics, power tools, decontamination.

Discussion of the conference were as follows:

First thing Saturday have elections for a new board, after lunch it will be announced who the new committee is. We will have independent people to monitor the elections.

Having two breakout sessions with different speakers.

We discussed having powertools as a discussion some people were a little concerned on which company to contact for this topic.

Having a Decontamination speaker every year as a refresher as this is where the process starts.

Having Endoscopy as one of the breakout topics and Sterilization for a future topic.

Again it's always a concern on which company to contact.

Having an opportunity for everybody to go to each speaker

Maybe having our lunch ticket decide who goes to what speaker first.

We did vote for two speakers in the morning and one speaker in the afternoon.

The agenda for the conference will be as follows:

Friday Night:

Pre-Registration: 7:00-8:00

Hospitality room will be booked, there will be a door greeter as staff comes in

We are hoping to have string name tags that go over the head with receipt, and lunch ticket in plastic. We will suggest staff member has their name and which hospital they are from. Donna is looking into a hypnotist for Friday Night. We are looking into having the room larger with more tables.

Red Deer CS has suggested they will do pre-registration Friday night if they are needed.

Saturday:

1. It was voted that Endoscopy and Power tools would be for the morning speakers.

Brenda Jacobson-Motioned

Helen Bishell- Seconded

All in favour

2. It was voted that lunch tickets would be the deciding factor on where and when each member would go to each speaker.

Motioned- Debbie Layden

Seconded-Alex Taylor

All in favour

3. The afternoon speaker would talk on Decontamination

Motioned-Pam Mohr

Seconded- Brenda Jacobson

All in favour

The committees will be as follows:

Endoscopes: Audrey Boyce and Tracy Moody

Contacting speaker for power tools: Janice P, Pam Mohr and Debbie Layden

Contacting speaker for Decontamination: Becky Gleson and Moira Finley

Taking care of registration: Pam Mohr and Janice P with helpers

Getting sponsorship agreements and vendor letters: Tracy Moody and Pam Mohr

Motivational Speaker for afternoon session: Kathy Henderson and Lori Plotzki

Other:

It was decided to stop the practice of multiple door prizes this year. Instead, we are asking for donations to the gift bags so that everyone gets the same thing. It also lessens the confusion during the end of the day when people want to get going home. It was decided to have one door prize which would be One night at the city the conference is held at next year and your next year fee paid by the Association.

Donna P has made a sponsorship agreement for the vendors to sign

It was decided that will be no refunds (no exceptions) for the conference

Motioned- Tracy Moody

Seconded-Donna Robertson

All in favour

The venue for the conference will be the same as last year.

We are going to use the same template for the registration forms that we will get from Janice P.

We are going to send out a reminder the first week of may to all facilities for the conference.

The fee for the conference is going to stay the same because of the recession

Motioned-Audrey Boyce

Seconded-Kathy Henderson

All in favour

The theme for this years conference will be:

United in the 21st Century

Motioned: Debbie Layden

Seconded: Diana Rickard

All in favour

Our next meeting will be April 27 from 5:30-7:30 by teleconference

Adjourned @ 15:17