

Tele Conference

Wednesday September 2, 2008

Attendees:

Tyler Nicholetts-----3M
Tracy Moodie-----Wetaskiwin
Debbie Leighton-----Red Deer
Angela Marlin-----Red Deer
Jayne Janecke-----Medicine Hat
Linda Otte-----Medicine Hat
Janice Protassiwich-----Treasurer-Edmonton
Donna Paliwoda-----President-Edmonton
Becky Geeson -----Secretary-Edmonton

Meeting called to order by Donna at 1735 hours

Errors to the minutes from August 5, 2009: Myles Murphy has never been confirmed that he would be attending. This point will be brought up under old business.

Minutes adopted with the above change noted:

Moved by: Janice P

Seconded by: Tracy

Old Business:

Myles Murphy will be in Edmonton for the September 29th and 30th meeting with CSA therefore it is an unrealistic expectation to have him attend the October 24th conference in Red Deer. Instead Becky will contact Myles and have handouts, or any other literature that may be available sent to her for display at the conference.

Additions to the Agenda:

1. Service Workers: Where can they work in the department? Angela Marlin
2. Orientation package: Does anyone have one that they feel is worth sharing? Angela Marlin
3. Sterile Processing Course: Does anyone know of a sterile processing course that is or will be offered in Calgary that would cater to new immigrants. Angela Marlin
4. Endo department: Are their changes happening in this area?

Reports:

Donna: The question goes out from Donna, "At each of the sites present at the tele conference call what process is being followed to allow staff to go to attend the conference in Red Deer.

Red Deer and Grey Nuns both stated that a request form to attend any conference, as per the guidelines of AHS, is being filled out and submitted to their respective Directors.

Payment: At this time Medicine Hat has confirmed there will be no funding for their site.

GNH, RAH and UAH are still waiting for news of what type of financial support they will receive.

At all sites the attending member must pay the 50.00 up front and then wait to be reimbursed later.

Secretary Report: Becky Geeson: Nothing to report

Treasurer: Janice Protassiwich:

To date:

- 21 vendor spots at the conference have been paid for.
- Registrants 29-

- 8 of those are from SAIT

Bus has been arranged by Ray Nault from transportation from Edmonton to Red Deer and the flyers, for this service has been sent out to all the sites.
At present 28 places have already been reserved.

Bank Balance: 18,343.95 as of August 31, 2009

Web Design: Neela Bell is still working on this project. It should be completed shortly. An e-mail will be sent to Donna when the web site goes live so that she can do a mass e-mail to all the members to inform them of the launching of the Web site.

Conference:

Planning committee meeting:

Saturday October 3, 2009 at 1030.
Room being provided complimentary of the Capri center
RSVP by September 25, 2009
Menu choices will be made at this time

Friday night: No change in the activities for that evening

Door Prize: One night's accommodation at the Capri. compliments of the Capri
Plus registration for 2010 Conference paid for by the Association.

Vendors, Sponsorship and gift bags

Tracy: To date only four items for the gift bags
Discussed the purpose of the gift bags is to provide something to hold the items when the members do the walk about to the Vendor tables

There was a long discussion on the Vendors policing themselves over what is given out at each of the tables. The Association can encourage the Vendors to bring adequate supplies and to request of the membership to take one item only, but the Association can not and will not enforce.

Speakers: All speakers have been confirmed

Cost of Venue:

17,000

1,000 deposit was made last year and this will be rolled over into next year.

Thank you gifts for the Speakers

A thank you card and a 50.00 gift certificate from Chapters or Indigo will be presented to each of the speakers with the exception of the Friday night entertainer.
Motion presented by Debbie seconded by Angela.

Election process:

Nominations will be written on an easel and the nominees will leave the room and the election will be a show a show of hands.

Donna will write up a procedure to be used on the day of the conference as per the Roberts Rules of order.

Additions to the agenda:

Orientation Package: Janice will bring a copy of an orientation manual to the meeting in Red Deer on October 3, 2009. This manual can be purchased from IAHCSSM and Janice will give participants of the October 3 meeting some idea on what the contents of the manual are and if it would be appropriate for purchase for their site.

Service Workers: Service workers employed in CS should not do OR instrumentation either on the clean or the decontam side of the CS operation. Neither should they do scopes or sterilization. Service workers can do simple ward quality instrumentation. Janice stated that in Decontam, only Surgical Processors should do OR instruments due to the fact that they should understand the functionality of the instrumentation.

Calgary Course in Sterile Processing for new immigrants: No one has heard about this course. More research will be done and an update given.

Reprocessing of scopes:

In the Alberta Health and Wellness Standards for Cleaning, Disinfection and sterilization of Reusable Medical Devices for all Health Care Facilities and Settings it states under 8.1 “the organization shall ensure that all personnel responsible for reprocessing endoscopes are specifically trained and qualified in endoscope reprocessing” There does not appear to be a clause that states the person has to be a Surgical processor.

Meeting adjourned at 1846 hours by Donna.

Janice moved the meeting to be closed and Angela seconded the motion.