

## **REGISTER EARLY SPACE LIMITED**

This course is designed for employees working in a Sterile Processing area in the Operating Room, Ambulatory Surgery Center, Hospital or any other facility performing cleaning, decontamination, packaging and sterilization services; including doctor's and dental offices.

The New Jersey State Department of Health now requires certification for personnel performing sterile processing functions. This course will help train you in the best practices for the profession.

At the completion of this course, a certificate of completion will be provided by MCES. This program will prepare candidates to sit for the CBSPD's international certification examinations.

**This course prepares you for either the SPD Certified Technician exam or the Certified Ambulatory Surgery Sterile Processing certification exam.**

All MCES faculty members are credentialed in their profession and have extensive experience in teaching, lecturing and have been published numerous times.

Nancy Chobin  
Medical Center Education Services  
C/o 59 Allerton Road  
Lebanon, NJ 08833

# **Sterile Processing Roles and Responsibilities: A Course for Hospital and Ambulatory Care Personnel**

## **LOCATION**

*Community Medical Center  
99 Highway 37 West  
Toms River, New Jersey*

**Classes Start  
March 22, 2011**

**REGISTER EARLY  
SPACE LIMITED**

**Sponsored by  
Medical Center Education  
Services; an affiliate of the Saint  
Barnabas Health Care  
System, New Jersey**

**COURSE LOCATIONS AND DATES:** The course will be given at Community Medical Center, Toms River, NJ. The classes start at 5:30PM at end at 9:00PM each night. Parking is \$4 (fee waived for Saint Barnabas HC system employees). Classes will be held on Tuesday and Thursday nights in Auditorium "C" (there are some nights when the class will be in 1 West but you will be advised of that): 3/22; 3/24; 3/29; 3/31; 4/5; 4/7; 4/12; 4/12, 4/14; 4/19; 4/21; 4/26; 4/28; 5/3; 5/5.; 5/10; 5/12; 5/17; 5/19; 5/24; 5/26. We may not need all the dates but you should make plans for all of them.

**FEE:** The fee for this course is \$525 which includes *The Basics of Sterile Processing Textbook and Workbook*, which is required. Employees of the SBHCS who are **currently working in SPD** pay a reduced fee of \$425(must submit proof of employment).

**Course requirements:** All individuals registering for this course should be currently employed in SPD for a minimum of 3 months time.

**NOTE: Instructors:** Terri Matthews, RN, CSPDM, CNOR, Director of Patient Care, CSP, Community Medical Center, Toms River, NJ, and Cathy Rubin, CHL. Both instructors have extensive experience in CS/SPD and have taught this course repeatedly in NJ and New York.

### COURSE CONTENT

- Introduction to Sterile Processing
- Responsibilities, Regulations
- Anatomy & Physiology (basic)
- Microbiology/Infection Control
- Decontamination
- Chemical Disinfection
- Preparation and Handling of Surgical Instruments
- Preparation and Packaging for Sterilization
- Sterilization; steam, table top sterilizers; dry heat, ethylene oxide gas, low temperature gas plasma, peracetic acid
- Sterile Storage
- Inventory Control
- Supply Distribution

### REGISTRATION DEADLINE Tuesday March 15, 2011

**NOTE:** A minimum of 10 students is needed to hold this course or it will be cancelled; a full refund will be made.

The full registration fee is due with your registration form. ALL PAYMENTS MUST BE IN THE FORM OF A MONEY ORDER OR FACILITY CHECK – NO PERSONEL CHECKS CAN BE ACCEPTED. If you wish to pay by credit card, VISA and Master Card accepted. Call 908-735-8944 and ask for a credit card form or request by email: [nchobin@sbhcs.com](mailto:nchobin@sbhcs.com).

**Directions to Community Medical Center,** 99 Highway 37 W, Toms River, NJ. From the Garden State Parkway (north or south) Take Exit 82A (Rt. 37 West). Proceed to first jug handle. Cross highway to Hospital Drive. The entrance to the hospital is on your left. Park in the parking deck on your right across from the Main entrance.

### REGISTRATION FOR Please register me for the "Sterile Processing Roles and Responsibilities Course in Toms River, NJ

**PLEASE PRINT ALL INFORMATION:**

**NAME:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Is this your home address? \_\_\_\_\_

**CITY:** \_\_\_\_\_

**ST:** \_\_\_\_\_ **ZIPCODE:** \_\_\_\_\_

**TEL:** \_\_\_\_\_

(Area Code) Ext.

**FAX:** \_\_\_\_\_

(Area Code)

**email:** \_\_\_\_\_

**Please make payments payable to: MCES  
(Medical Center Education Services)**

**Mail to:  
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