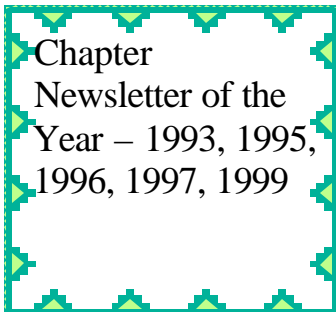


I HEARD IT THROUGH THE STEAMLINE

Volume 11, Issue 3

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Inside this issue:

<i>Inservice Education</i>	2
<i>Treasurer's Report</i>	4
<i>Membership Report</i>	4
<i>Health Watch</i>	5
<i>ASHCSP Report</i>	6
<i>Upcoming Programs</i>	6
<i>Board of Directors</i>	8

PRESIDENT'S MESSAGE



I want to extend my thanks to the Officers and Board of Directors for a truly enjoyable annual meeting and exhibition in Myrtle Beach. Your hard work and planning made our meeting another success.

Maybe it's me but the year has just flown by. Before you know it, it will be the fall and time to consider your role and being a candidate for a position on the board of this association. I encourage everyone to take an active part in the association and direction of the central services profession in general. Always strive to promote a quality product for our customers. Network and share your expertise with your counterparts wherever you encounter them. We all need each other!

School's out, the weather is getting hotter and we once again set out for that yearly pilgrimage called a vacation. This year do something different. Join with us in Denver for the ASHCSP Meeting on August 5-8, 2000. Denver too far? Not in the budget? Join us in Winston-Salem on July 21st for our next quarterly offering. I hope to see you there.

Sincerely,
Paul Hess



In-service Education

Central Service 101

By Janet Aultman

This is the time of year that many hospitals are performing physical inventories of their stock in order to close the books for the end of the **fiscal** year. Inventory control is much more than just counting what is on the shelf; it is a complicated process in which the supply needs of the hospital is weighed against the cost constraints of acquiring, handling, and maintaining supplies in storage.

When it comes to reducing costs, you would think that it would be best to buy large quantities of items at reduced costs like Sam's Club; however, hospitals do not have the space to store large quantities of supplies. That's where the science of inventory management comes in.

In measuring inventory performance, there are two important indicators to consider. "Inventory turnover is defined as the annual dollar value of the items issued from a storeroom, divided by the dollar value of the supplies stored in the storeroom. **Line-item fill rate** is defined as the percentage of ordered supplies that are filled from stock on-hand. Inventory turnover indicates if stock is being ordered in appropriate quantities and how much of the inventory is "dead" or nonmoving stock. The line-item fill rate indicates how well the CSD meets the needs of its customers."

Once appropriate on-hand levels of stock items is established, it is very important to determine how and when

to reorder. Reorder points are established for all items. The reorder point is the on-hand level at which to reorder the item. To establish the reorder point, you must consider how much lead-time is involved in receiving the item from the manufacturer / distributor so that current stock is

not depleted before the item can be replenished. Also, what is the re- order quantity or how much of the item should be ordered at one time?

There are several systems used to reorder stock items. The first is the **two-bin system**. A certain quantity of each stock item is divided into two bins. When the amount in the first bin is depleted, the stock from the second bin is moved into the first bin and the item is reordered. It is important that the quantity in the second bin is sufficient to last until the replenishment arrives.

The two-bin system is a simple system to use for small, slow-moving items. It can be too labor intensive for large items and there must be sufficient space to store the same stock items in two places.

Stock can also be ordered using the **periodic review system**. In this system, counts of stock on-hand are reviewed at regular intervals. Any item stocked-out or in low quantity is then reordered. This system can work well with a small inventory and with experienced personnel.

With the **traveling requisition system**, a card is created for each stock item. The top half of the requisition has all the information needed to reorder the item. On lines of the bottom half of the requisition, storeroom personnel fill out the date submitted and the quantity ordered. The requisition goes to the purchasing department where the order is placed, the expected delivery date is added, and the price and vendor information is verified. The purchasing department



"Inventory control is much more than just counting what is on the shelf"

then returns the traveling requisition to the storeroom.

With the **perpetual inventory system**, records are kept of each receipt into and issue from the storeroom. When the quantity on-hand drops below the reorder point, an order is placed. This can be done manually with a Kardex file. When the reorder point is reached, the card becomes a traveling requisition and is sent to purchasing.

Computerized perpetual inventory systems can provide timely and accurate data concerning the physical inventory. The computerized system works on the same principles as the manual perpetual inventory system. However, the quality of the data depends on the timely entry of receipts into, and issues and returns to and from inventory. The computerized system can provide a wide range of reports such as: reorder points and reorder quantities of each item, inventory turnover and line-item fill rate information, purchase orders for items on order, and expense accounting information for the finance department that shows the dollar value of supplies on hand and/or issued to cost centers in the hospital.

As you can see, inventory control is a specialty in itself. It is a complex process, which plays a crucial role in the cost containment efforts at health care facilities today.

Post Test

1. Inventory Control involves just counting each item on the shelf every day. **T F**
2. Because of space constraints, hospitals cannot buy bulk quantities of supplies and store them on site. **T F**
3. Two indicators of inventory performance are inventory turnover and line-item fill rate. **T F**
4. Inventory turnover is the number of times an item is issued per day. **T F**
5. Line-item **fill** rate is defined as the percentage of ordered supplies that are **filled** from stock on-hand. **T F**
6. In the two-bin system, stock items are reordered when the first bin is depleted and the stock from the second bin is moved to the first. **T F**
7. In the periodic review system, counts of stock on-hand are reviewed at regular intervals. **T F**

8. With the traveling requisition system, the requisition travels from the storeroom to the vendor and back. **T F**

9. The perpetual inventory system can be done manually using a Kardex file. **T F**

10. The computerized perpetual inventory system can provide a wide range of reports; however, information from the system is only useful when the inventory data is entered accurately and on a timely basis. **T F**

Source: Training Manual for Central Service Technicians, ASHCSP, 1997

(Answer Key is On Page 4)

To receive 1.0 Contact Hours toward re-certification from NICHSPDP, complete the in-service "quiz" after reading the article. Send the completed "quiz" to:

This in-service has expired and can no longer be submitted for credit

who will issue a certificate. Be sure and include your name and a return address to receive a certificate for contact hours.

NEWS FROM NICHSPDP

The National Institute for the Certification of Healthcare Sterile Processing & Distribution Personnel (NICHSPDP), has a new web site. The new address is www.sterileprocessing.org. By clicking on *NICHSPDP Downloads*, you can access and print candidate bulletins, re-certification packets, and "The Criterion" newsletter. I encourage any supervisor or manager who have certified techs looking for CEU's to submit your departmental in-services for credit on line.

It is a very simple process and your certified techs will benefit greatly from this service.

Answer Key for the Post Test "Inventory Control"

- | | |
|------|-------|
| 1. F | 6. T |
| 2. T | 7. T |
| 3. T | 8. F |
| 4. F | 9. T |
| 5. T | 10. T |

TREASURER'S REPORT

BALANCE (FEBRUARY 2000)	\$10,825.59
DEPOSITS	13,524.42
EXPENSES	5,356.67
MONEY MARKET	11,699.40
BALANCE (JUNE 2000)	\$30,692.74

Membership Report

WELCOME NEW MEMBERS! Forrest Anderson, Valdese General Hospital; Antwanette Baxter, High Point Regional Hospital; Melvin Bryant, University Hospital; Marie Carver, Forsyth Medical Center; Iris Clanton, Cape Fear Valley Medical Center; Ronnie Cox, Duke University Health System; Tommy Cox, Durham Regional Hospital; Darinda Davis, Spruce Pine Community Hospital; Edna Davis, Carolinas Medical Center; David Dahle, Medical Action Industries, Inc.; Rosario T. DeJesus, Mercy Hospital; Joy Dove, Bladen County Hospital; Kyesha Dula, Caldwell Memorial Hospital; Linda Gage, Mercy Hospital; Barbara Gurley, Wayne Memorial Hospital; William Hotelling, Durham Regional Hospital; John Hancock, Health Science Park; Kimberly Lindsay, Medical Park Hospital; Chasity Manring, Forsyth Medical Center; Amy Mason, Davis Medical Center; Melissa Mehrlich, Catawba Memorial Hospital; Sharon McAfee, Mercy Hospital; Cynthia Moore, Mercy Hospital; Betty Morgan, Forsyth Medical Center; Robert O'Neal, Mercy Hospital; Joyce Rackley, New Hanover Regional Medical Center; Shelby Rouse, New Hanover Regional Medical Center; Chris Rutherford, Davis Medical Center; Tina Scott, Catawba Memorial Hospital; Ronald Serrao, Mercy Hospital; Rodney Smith, Cleveland Regional Medical Center; Rose Mary Steele, Presbyterian Health System; Susan Williams, Onslow Memorial Hospital; Ann Yates, Davis Medical Center

Participation for the annual seminar was great! I hope you all learned a lot to take back to your hospital. I hope you were able to incorporate a little R & R (rest and relaxation) at beautiful Myrtle Beach.

The plans are underway for the 2001 Annual Seminar that will be in Charlotte, N.C. If there are any topics that you would like to hear either at the quarterly meeting or the Annual Seminar, please forward them to the Board of Directors. We like feedback from our members so please let us hear from you.

Our total membership is 219 with 34 new members. For those of you who were new members in 1999, you will receive a membership plaque this year. These will be mailed to you soon.

Lois Click
Membership Chairperson

Health Watch

SODAS MOSTLY RESPONSIBLE FOR SUGAR OVERLOAD

Americans are consuming too much sugar and other sweeteners, mainly from soft drinks. Added sweeteners now account for 16% of the calories consumed by most Americans, according to a report published in the *Journal of the American Dietetic Association*. The recommended amount is 6% to 10%.

PEOPLE WITH DIABETES BENEFIT FROM EXERCISE

A study of 3,000 people found elevated levels of insulin made them prone to blood clots. This helps explain why diabetics, who have trouble processing insulin, are susceptible to heart attacks and strokes. The study, published in the *Journal of the American Medical Association*, also found exercise, which makes the body more receptive to the effects of insulin, could improve diabetic's ability to dissolve blood clots, thereby reducing their risk of cardiovascular disease.

SMOKING IS AS ADDICTIVE AS HEROIN

Nicotine is as addictive as heroin or cocaine, according to a report by the tobacco advisory group of the Royal College of Physicians in London.

The report concluded that people smoke because they are addicted to nicotine, and the severity of that addiction is comparable to an addiction to hard drugs.

Source: Vitality, June 2000

Barbecue Chicken Burgers

2 Tbls. fat-free, reduced-sodium chicken broth
 ¾ c. onions, diced
 1 tsp. garlic, minced
 14 oz. ground chicken breast
 ½ c. barbecue sauce
 1 Tbls. Worcestershire sauce
 1 tsp. Dijon mustard
 1 tsp. ground thyme
 ¾ c. fresh bread crumbs
 4 hamburger buns

Heat chicken broth in a small skillet over medium heat.

Add onions and sauté until caramelized, about 5 to 10 minutes. Add garlic and cook for 5 minutes more. Set aside to cool.

In a mixing bowl, combine

onion mixture with all remaining ingredients except buns. Stir well. Form into four patties.

Coat a nonstick skillet with cooking spray, place over medium heat and cook burgers until no longer pink - about 5 minutes per side.

Serve on hamburger buns with low-fat condiments of your choice. Serves four.
 Per serving: 327 calories, 4 gm. fat, 46 mg. cholesterol, 831 mg. Sodium

Source: Vitality, June 2000

Eating about 23 gm. of

fiber per day decreases your chances of gaining weight over the long term, one study found. You'll get that much fiber in one cup of oatmeal, a bean burrito and half a large cantaloupe.

Journal of the American Medical Association, 515 N. State St., Chicago, IL 60610



PROGRAMS

Join us on July 21, 2000 at the Hawthorne Inn in Winston-Salem for a very informative program. Cynthia Spry will present "Current Trends in Sterilization and Disinfection" and "is it Really Sterile?" For the afternoon session, there will be a panel discussion on the topic of new technologies. Participants on the panel include: Frank Sizemore, Virginia Coffey, and Tammy Holdren.

The next meeting will be on September 29, 2000 in Winston-Salem at the Hawthorne Inn.

HOPE TO SEE YOU THERE!

Attention Certified Technicians:

You will need 100 contact hours to recertify five years from your certification date. NICHSPDP awards 10 hours per year up to 5 years for working in central service. Therefore, you will be responsible for earning 50 points from continuing education. Attending our quarterly educational meetings can help you to make that goal of 50 points!

Remember, you are responsible for keeping up with your certificates! Keep them together in a safe place until time to recertify!

ASHCSP Report

Time is running out! Early bird registration for this year's annual conference ends June 30th. Beginning July 1, the registration fee increases to \$475. This year's conference takes place in Denver, Colorado, August 5 - 8 at the Denver Convention Complex. Additional information, and a downloadable brochure, can be found on the ASHCSP website at www.ashcsp.org. Take a moment to review the document, and see for yourself the exceptional benefits for attending this educational meeting. In addition to the great educational opportunities, we'll also be recognizing professional achievements of our members, and our affiliated chapters. I'm sure you don't want to miss the opportunity to attend our first combined meeting. I look forward to seeing you there.

This year's elections for Regions 3, 7, 9, and President-Elect are well underway with an excellent list of candidates to choose from. Each year we elect a new President-elect and three region directors. I would like to take the opportunity to personally challenge each member to become involved in the organization. You can do this by becoming more involved in your local chapter, volunteering for ASHCSP committees, and running for Regional Director. This is your opportunity to contribute to the future leadership of the organization. When your ballot arrives, take a minute to cast your vote.

Sincerely,
Frank Sizemore
President ASHCSP



Spotlight on Members



The spotlight in this issue of the Steamline shines on the award winners from the Annual Meeting.

The Ray Manning Sr. Achievement Award was presented to Geneva Thomas, Instrument Technician at Forsyth Medical Center in Winston-Salem. Geneva has worked in sterile processing for over 20 years. She was nominated by her supervisor because of her commitment, cooperation, trust, and contributions to the workplace. Because of Geneva's efforts, teamwork among her peers has been promoted. She acts as an informal leader and is always pleasant and upbeat. Her supervisor wrote that Geneva is always looking for those things that need to be done and doing them. She puts her heart in her work and is very proud of what she does, which is evident by the results she produces.

The Joe Stanley Memorial Award was presented to Sharon Little, SPD Lead Technician, at Northeast Medical Center in Concord. Sharon has been very involved in in-service education of her department, having attended more than 30 classes in the past two years. Some of those initiated by Sharon. She does a great job keeping the department informed of new and changed items and she takes care of problems which come up in a timely and professional manner. Sharon's supervisor states: "she encourages me a lot and it is people like her that keep me going on, and not giving up."

The recipient of the Merit Award was Bill Dennis, Director Sterile Processing, at Duke University Hospital in Durham. Bill is no stranger to any of us, because of his work on behalf of NCAHCSP, ASHCSP, and many causes for the betterment of the central service profession. As this year's Merit Award winner, like all past winners, he has given freely of his time and talents to promote central service departments through the years. Bill was faithful in the early years of NCAHCSP to ensure that our organization remained strong and recognized on a national level. As a past president of NCAHCSP and ASHCSP, Bill's efforts like others before him and those that will follow him will continue to serve our organization well into the future.



The following items will be on sale at the January Meeting:

NC STATE PINS	\$1.00
TRAVEL MUGS	\$5.00
BADGE HOLDERS	\$1.50
LANYARDS	\$2.00
PADFOLIOS	\$10.00
T-SHIRTS (ANNUAL 2000 THEME)	\$5.00

CENTRAL STERILE

Motto - Knock'em dead before they spread.

Our job is a bit of different ingredients mixed into one: hand-washing, cleanliness, sterilization, hard work, dedicated, loyal, polite, and to always be prepared for any situation.

We are the changeable; we can go from one system overnight and still come out doing right.

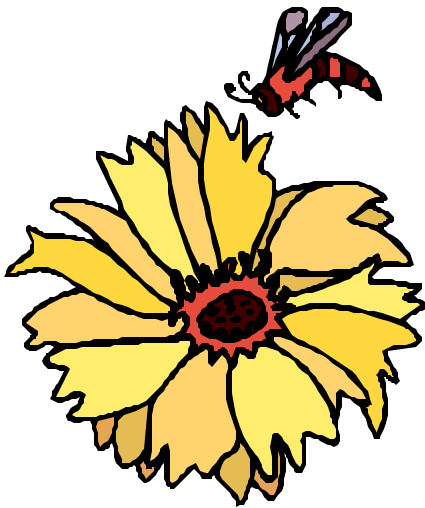
We must have the love of mankind and be willing to give it our all.

When you want to cry, you smile and keep going.
That is how we get the job done.

Sterile is our aim and Patients our gain.

Again, *Knock'em dead before they spread.*

by: Georgie Teachey



NCAHCSP MISSION STATEMENT

NCAHCSP WILL ESTABLISH ITSELF STATEWIDE AS THE LEADING EDUCATIONAL ORGANIZATION THROUGH INNOVATIVE PROGRAMS THAT ENHANCE THE DEVELOPMENT OF CENTRAL SERVICE PROFESSIONALS

Congratulations

to Ginger Jackson and Danny Jackson of New Hanover Regional Medical Center who passed the April 2000 CS Tech Exam!

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