

**Agenda and Minutes Theta Chapter Meeting & Education Session**

**November 14<sup>th</sup> 2018 Event # 83309485 Low Temperature Sterilization Chris Stout ASP**  
**Call in # is 1-905-415-6669.**

**Attending: 24 Total sites. 1**  
**Theta: Members 22 , nonmembers 2 ; Lambda 0 member 0 nonmember Total**

- 1 Meeting called to Order by Tammy Bennardo @ 1:30
- 2 Adoption of this agenda: Colleen Landers Motion by: Seconded by : Ryan Crozier
- 3 Adoption of the minutes for September 19<sup>th</sup> 2018 meeting. Motion by :Donna Froud  
Second by: Colleen Landers

**4 MDRAO Theta Chapter Presidents Message**  
 Hope you all celebrated your profession last month during MDR week. If you did not, it's never too late there is always time to celebrate your successes. Say thank you to your co-workers and know that the work you do each and every day does not go unnoticed and makes a difference in the lives of the patients you serve. We are so fortunate to be supported by a great group of vendors who are always willing to help and are dedicated to you and your learning. Today we are going to be hearing from Chris Stout ASP , on Low temperature Sterilization.  
 Please check out the MDRAO website for updates and any education you may have missed. If you are looking for a gift check out the MDRAO store front for merchandise.  
 As time moves ever so quickly in our world hopefully you will all get some needed rest during the holiday season . We do not meet until February as always if you have any concerns please email me. All the best to you and yours this holiday season.  
 Tammy Motioned for Approval of Report : Approved by: Karen Mergaert Seconded by Stephanie Haste

**5 Membership: Karen Mergaert- Secretary Motioned by Karen Approved by Tammy Bennardo Seconded by Donna Froud**  
 Membership 2018/2019. Opened June 1<sup>st</sup> for the 2018-2019 membership year and everyone has to renew their membership. To be eligible for Theta draws you must have paid by Sept 20<sup>th</sup> 2018. Draw: 3 free conference registrations plus total expenses including registration of \$1000.00. Must attend Sept/Nov 2018 & Feb 2019 meeting and draw at end of Feb 2019 meeting.

MANAGERS	NEW MANAGER	TECHNICIANS	NEW TECHNICIAN	ASSOCIATES	NEW ASSOCIATE	TOTAL
11	2	65	4	8	1	91

**6 Education Update: Ryan Crozier**

- a) THETA Education day was held** April 20<sup>th</sup> evening 6-8 pm Dinner and learn Topics: Water Quality in Reprocessing & Endoscopy Best Practices 8-10 Hospitality Room.  
 Sat April 21<sup>st</sup> 8-4 Education sessions. Topics: MIS Instruments KRIS ANELLO AMT Surgical/Vantage Endoscopy, Standardizing Sets/Lean Principles in MDRD by Tammy Bennardo, Instrument Management System Gettinge Tammara Champoux, New Medical Device Reprocessing Standard Z314 by Colleen Landers & Ian Peguegnat Steris. There were 24 booths from vendors and 48 delegates. We drew for a 2019 MDRAO conference and the winner is : Donna Froud.
- b) Refresher: \$340.00:** Online Exam Opens June 1<sup>st</sup> 2018 and closes **Feb 1<sup>st</sup> 2019**. The application will be at [www.mdrao.ca](http://www.mdrao.ca). You have three months from the registration day to write and if you fail you have one opportunity to rewrite with a cost of \$200.00. If you plan to write the CMDRT register as the manual content is required reading and preparation material for this exam. Make sure to register so that you write the exam before your certificate expires. Exam written online and a webcam required. No face to face writing.
- d) MDRAO Website:** All members have access to resource videos [www.mdrao.ca](http://www.mdrao.ca) site Log in as a member as you should have received an email giving you a password to log in to the members only site. Go to Members Centre and then new resource library. There are over 20 videos there for you to view free.
- f) MDRAO Conference** date is September 6<sup>th</sup> to 8<sup>th</sup> 2019 at the Marriott Toronto Airport and Conference Centre Dixon Road.
- g) New CSA stand Z314-18 Canadian Medical Device Reprocessing** The direct link to the new Z314 standard is here: <http://shop.csa.ca/en/canada/sterilization/cancca-z314-18/invvt/27043922018>

Every reprocessing department needs to buy this and review all their policies and procedures in 2018.

**h) On Line courses: June 1<sup>st</sup> 2018** all on line courses open on [www.mdrao.ca](http://www.mdrao.ca). There will be no classroom courses. The student will register on line, received a textbook and workbook and will get access to resources on the website with password. There will be power points, video clips, videos and assigned a facilitator. Course materials, quizzes and exam are on line you will require a computer, internet access and a web cam . The exam is on line and Proctor U will facilitate the exam.

Moved by: Ryan Crozier Seconded by: Tammy Bennardo that the Education report be accepted. Carried

**7 Treasurer's Report: Colleen Landers**

**Since our September meeting, the following has occurred: Revenue: Sept 26/18 Interest \$0.68 Oct 2/18 Cheque MDRAO Provincial Rebate \$5,000.00 Expenses None Balance \$21,079.34; Expenses that will occur in April 2019 Registration for the 2019 conference for the 6 winners + 4 executive \$4,000.00. Rooms x 10 for 2 nights @ \$160.00 per night \$3,200.00 Total \$7,200.00. Hotel down payment for Education Day \$4,000.00 Total expenses \$11,200.00 Balance after expenses \$9879.34 This will cover travel to education day and other education day costs. Moved by Colleen Landers Seconded by Ryan Crozier that the Treasurer's report be accepted.**

**8 THETA Provincial Representative Report Colleen Landers R.N. MDRT**

We had a provincial executive meeting Sept 14th and 15th. Assignment of the new executive roles for chapter representatives are Directors of Education: Nathalie Legault and Garry Bassi Directors of Communication: Sara Roberts and Deo Macadangdang Directors of Chapter Development: Colleen Landers and Candia Anderson

Education: Stats as of Sept 31st.

Correspondence Course Numbers	90 and over	80 and over	70 and over	Failed	Incomplete	
Online Course	175	19	42	9	3	11
Refresher Course	34	3	6	3	1	0
Totals	209	22	48	12	4	11

The on line course has 210 students to date with many already completing the exam. There have been very positive comments from students. Each student has an assigned facilitator to assist them and these are former classroom coordinators. There was a teleconference for facilitators to update information and to review their role. The new textbook and workbook published and updated to the new CSA Z314-18 standard.

2019 Conference: Plans for the 2019 50th Anniversary conference are on their way and the dates are Friday evening September 6th, and Saturday Sunday Sept 7th and 8th 2019 at the Delta Hotels Toronto Airport & Conference Centre, 655 Dixon Rd, Toronto, ON M9W 1J3 with a rate of \$154. plus tax a night. Keynote speaker Michelle Alpha confirmed and the topic is "The DIRT on endoscopes and biofilm". We have hour workshops repeated and plenary speakers so great professional education with a certificate provided. Plan on attending and mark your calendars.

Action: MOTION: By May 1st chapters will hold a minimum of two chapter meetings and submit minutes, annual report, and a financial statement to the office to receive the \$5,000.00 operational stipend. This was received as you see in our treasurer's report.

All job descriptions were revamped and reviewed with the board members. As chapter Development meetings were held with all chapter executive people to ensure that all chapters follow the new guidelines:

Each chapter is required to fulfill the following requirements in order to be a MDRAO Chapter, receive their chapter MDRAO rebates, and keep the office and members informed.

**1. Meetings:**

- Four chapter meetings per year suggested to keep your members informed and provide the members four hours of education. It is recommended that they be in each quarter: Sept/Oct, Nov/Dec, Jan/Feb, and March/April. A minimum of two chapter meetings are required to meet you chapter requirements for this year.

- Planning and posting the dates for meetings early suggested so that members can book their calendars to attend.

- Your annual meeting held prior to April 30th.

- Agendas sent to the MDRAO Chapter Development Directors and the office one month prior to the meeting so that it can be posted on the website so all members are aware. It is suggested you book dates early so members can plan.

- Each chapter member must be emailed agenda, location, time and education slides and a call in, electronic or WebEx ability to attend thus making all meetings accessible to all your chapter members. This must be sent 10 days prior to the meeting.
  - Minutes of the meeting must be sent to the office and the Directors of Chapter development within 7 days of the meeting date so that again they are posted on the chapter website. They must be emailed to all your chapter members.
  - These minutes need to contain names of those who attended, the President Report, Treasurer's report, Education report and Chapter representative report.
  - Each meeting must provide a minimum of 1-hour of education and MDRAO certificates of education given to those who attend with a 1-hour credit of education. This can be done annually or after each meeting. A template will be sent to each chapter to use.
  - Education provided must not be contrary to the CSA standards or the MDRAO 2018 textbook.
2. Finance:
- Any expenditure of chapter funds must be motioned, seconded and passed by the members at the chapter meetings.
  - The Chapter Bank account must be in the Chapter's name and not an individual. It requires two signatures; the President and Treasurer, for any cheque and the cheques need to be in the Chapters name.
  - Bank statements scanned and emailed to the office and the two Directors of Chapter Development quarterly: September statement, November statement, February statement and April's statement each year.
  - A complete financial report completed on the Chapter Financial form required to be completed and submitted to the office and the Directors of Chapter Development by May 1st each year. It must list each transaction individually for both expenses and revenue and each cheque listed separately.
  - No Chapter funds spent on non-members so if having refreshments or meals provided at meeting then non-member must pay the cost. If having an education day non-member must pay, a fee to attend that covers costs.
  - No non-members can be sent to the MDRO conference with your chapter members' money.
  - No MDRAO chapter funds can pay chapter members to attend any conference or event other than the MDRAO biannual conference and your chapter education day held opposite years of the MDRAO conference.
  - Budget chapter funds to ensure you can send your chapter members to the MDRAO biannual September conference each odd year.
3. Education:
- At each of the four chapter meetings, a minimum of 1 hour of education provided with power points and MDRAO education hour certificates provided so 4 hours a year.
  - Each chapter is to hold an education day opposite years of the MDRAO conference so in even years. This is to ensure that members receive education at the chapter level in a one-day format in even years and in odd years at the MDRAO biannually conference.
  - The date and agenda of the Education day needs to be sent to the office and the Directors of Chapter Development at least 4 months prior to the event so it can be placed on the website and members are aware early so they can plan to attend.
  - Again, no non-member can attend free. They must pay to cover their cost.
4. Chapter Executive Contacts:
- It is required that personal emails be provided for all chapter executive members as hospitals emails are blocked and thus contact cannot be maintained and the chapter members you represent cannot contact you.
5. Communication:
- The MDRAO office sent meeting agendas, minutes, power point education presentation, education dates and agendas, education day presentations within timelines noted above. Your website page updated at least quarterly with new information. This done by the office once information is received.
  - Written chapter reports received four times a year and then an Annual financial and Chapter report May1st. Written by the President and Chapter Provincial Representative. These will be used in the MDRAO newsletters.

	<p>-</p> <p>It is our responsibility as the Directors of Chapter Development to communicate with the Chapter Executive four times per year. We would like to arrange a teleconference with your executive and ourselves within the next 6 weeks so will send out a doodle poll to get dates and times and will then send a teleconference number and access code. This will be a one hour meeting to discuss this memo, plans you have set up for your four chapter meetings, education and any assistance you need from us.</p> <ul style="list-style-type: none"> <li>- If for any reason, anyone resigns or contact changes the office notified immediately along with the Directors of Chapter Development.</li> </ul> <p>6. Membership:</p> <ul style="list-style-type: none"> <li>- Each chapter is required to promote MDRAO membership and the more members you have the better. We should have every member in our facilities belong to our chapter.</li> <li>- In September, your secretary should contact every member from your 2017-2018 list that has not renewed by email reminding them of membership renewal and the website link <a href="http://www.mdrao.ca">www.mdrao.ca</a>.</li> <li>- You need to strive to have at least one representative from every facility in your chapter that reprocesses medical devices. Reach out to Dental offices, Clinics and endoscopy suites to join MDRAO.</li> <li>- Use them to promote the staff in their facilities to join. You can go to the OHA website for facilities in your chapter and on the MDRAO website; there is a list for your chapter on your chapter page. Check this list every September to ensure that they are still reprocessing and it is accurate.</li> <li>- There are benefits to being a member on the website so use that text on your emails.</li> <li>- Offer chapter benefits to members who attend meetings and education days by having them qualify for entry into draws for a free conference registration.</li> </ul> <p>I am glad to report that Theta chapter meets all these requirements. We have another teleconference meeting planned for November.</p> <p>Moved by Colleen Landers Seconded by Tammy Bennardo</p>
9	<p><b>Theta Executive: 2018-2020</b></p> <p><b>President Tammy Bennardo, <a href="mailto:tammybennardo@gmail.com">tammybennardo@gmail.com</a></b></p> <p><b>Vice President Monique Marshall <a href="mailto:monique.marshall33@gmail.com">monique.marshall33@gmail.com</a></b></p> <p><b>Secretary Karen Mergaert <a href="mailto:cmergaer@shaw.ca">cmergaer@shaw.ca</a></b></p> <p><b>Treasurer &amp; Chapter Representative: Colleen Landers <a href="mailto:clanders@fibreop.ca">clanders@fibreop.ca</a></b></p> <p><b>Education Ryan Crozier <a href="mailto:croziery@hotmail.com">croziery@hotmail.com</a></b></p> <p><b>Past President Jeffrey Phelps <a href="mailto:rwickett@cogeco.ca">rwickett@cogeco.ca</a></b></p>
9	<p><b>New Business:</b></p> <p>Constitutional Changes</p> <p>Constitutional Changes presented by Colleen Landers approved by Tammy Bennardo were read to the membership and will be sent to the Provincial Board for Review</p>
10	<p><b>Education: Low Temperature Sterilization by Chris Stout ASP</b></p> <p><b>Introduced by Ryan Crozier</b></p>
11	<p><b>Questions:</b></p> <p><b>Members were reminded everyone to email their attendance and evaluations to: <a href="mailto:croziery@hotmail.com">croziery@hotmail.com</a></b></p>
12	<p><b>Next meeting:</b> February 20 2019 1:15 to 3 pm Event# 83309789; Steam Sterilization Speaker TBA</p>
13	<p>Call for adjournment : @ 1500 by Tammy Bennardo Motion by: Christine Isenor for adjournment</p>