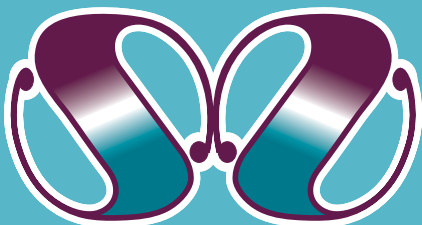


Supplyline

September 2011

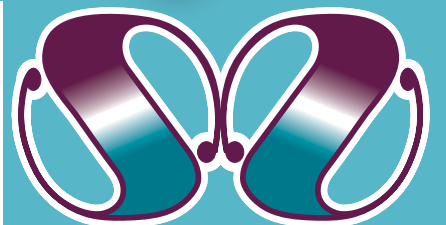


Quality every day



NEW ZEALAND
STERILE SERVICES
ASSOCIATION

Te Ratonga Whakahoromata Taputapu o Aotearoa



www.nzssa.org

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NEW ZEALAND STERILE SERVICES ASSOCIATION Executive 2009 - 2012

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The views expressed in any article are not necessarily those of the NZSSA, nor are any products advertised given any official backing or endorsement by the Association.

Upcoming Events

Ongoing education is essential to continuing your personal growth and also ensuring you are continuing to meet the criteria of a Registered Technician or working towards attaining registration. Here are some opportunities for this ongoing education and networking with colleagues.

NZSSA Annual Conference 2011, Novotel Hotel, Rotorua

Wednesday 9 November to Friday 11 November

Note: The conference dinner will be on the Friday night

Annual WFHSS and ANES Conference 2011

Estoril Congress Center, Estoril, Portugal

12 October 2011 to 15 October 2011

More information: www.wfhssportugal2011.com

Let me know of any opportunities so they can be included in this information.

Sterilising Technology Course 2012

**Are you doing the course in
2012?**

**Now is the time to join the
NZSSA!**

Find your application at the end of this
magazine

or on

www.nzssa.org

**Being a member of the NZSSA is a
requirement of doing the Sterilising
Technology Course**

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Martin Bird

Executive Member

Editor's Note

Alison Stewart

Welcome to the September edition. Well daylight saving is now in place and spring is here. It is lovely to see all the spring bulbs in full bloom and some lovely warm sun. Yes Wellington does have wonderful weather, although a lot of you will not believe it given the weather we had at last years conference.

Aileen and the team have been doing a great job of organising this years conference and this edition focuses on providing you with the information you need to register and get your bag packed for the networking side of things.

We have a very good article from Auckland DHB Sterile Services so I hope you enjoy the read.

I hope this magazine meets your expectations of information and learning. As the editor I look forward to your comments which let me know if I am on the right path.

Once again thank you to the companies for their continued support of our magazine.

Please have any articles and advertising for future editions to me by **18 November**



President's Message

**Aileen Derby
President NZSSA**

Welcome to the September issue of Supplyline. It has been an interesting winter here in the Waikato. We have had like others throughout the country, snow for the first time in years coupled with frosts and yet on other days we have had warm balmy weather. Very confusing when it comes to making a decision about what to wear for the day. I hope that you have all kept warm and dry wherever you are in the country.

We have had confirmation from The Open Polytechnic that the Advanced Certificate in Sterilising Technology Course has been approved and will be available from mid 2012. This is really exciting and has taken some time to get to this point. It is thanks in large to Lyn Mowles from the Open Polytechnic that there has been a successful outcome. Watch in future issues of Supplyline for more information about this course.

Organising is well under way for our November Conference. We have organised all the speakers and they will present a wide range of different topics. Our theme for this year's conference is 'Quality Every Day'. We have also decided on a theme for our Friday night Conference Dinner - 'Party at the Beach'. So feel free to wear jandals, swimsuits, beach towels, sunglasses, shorts and 'T' shirts - whatever you would normally wear at the beach. It should be lots of fun for all who attend.

So I hope to see many of you at our Conference in Rotorua. Remember the dates are the 9th - 11th November 2011 at the Novotel Hotel. See you there.

Thank you



Networking opportunities at the NZSSA Annual Conference

9-11th November 2011

Wednesday Night:

Come join in the fun and have
the first look at the
trade displays.

A selection of finger food and
beverage will be
available.

Friday Night:

The networking highlight of the
conference. The theme is "Party at the
Beach". Loud shirts, sandals, sunglasses
and floppy hats are a must. Come join
us for dinner
and dancing.

Thursday Night:

We are off the Blue Baths
just down the road from the
Novotel Hotel. Enjoy a
scrumptious dinner accompanied
with a selection of
beverages.





Conference Registration Form

Novotel Hotel, Rotorua

9th – 11th November 2011



Please complete in block capitals.

Surname: _____ First Name: _____

Hospital / Company: _____

Role / Position: _____

Contact Address: _____

Email: _____

Tel No: _____ Mobile: _____

NZSSA Member? YES / NO* (delete as required*) Membership No. _____

Signed: _____

Do you have any special food requirements (e.g. Diabetic, Gluten Free, Vegetarian)

Yes / No If yes, please state your requirements
(Circle one)

Registration & Function Details: (please identify when attending functions with no cost)			Total
Wednesday Night	\$ No cost	No. Attending: _____	
Trade Opening			
2 Day Registration	\$430 (Member)	\$450 (Non-Member)	\$ _____
1 Day Registration	\$215 (Member)	\$225 (Non-Member)	\$ _____
Circle day attending	Thursday / Friday		
½ Day Registration	\$107 (Member)	\$112 (Non-Member)	\$ _____
Circle Day/Time attending	Thursday am / pm – Friday am / pm		
Thursday Night Social	\$ No cost	No. Attending: _____	
Conference Dinner	\$75.00		\$ _____
Partner attending Dinner YES / NO	\$ 75.00		\$ _____
TOTAL:			\$ _____

NZSSA 37th Conference programme - 2011

WEDNESDAY 9th November 2011

1000hrs Executive Meeting
1800hrs- 2000hrs Opening of Trade Exhibition and Registration

THURSDAY 10th November 2011

Chairperson morning session: Alison Stewart

0830hrs Late registrations
0900hrs Opening address **Aileen Derby, President NZSSA**
0910hrs Endoscopy reprocessing - Best practice and routine monitoring **Peter Newson, Valisafe, United Kingdom**
0950hrs Prions on Surgical Instruments **Dr. Alex Sava, Novapharm Research, Australia**
1030hrs MORNING TEA
1100hrs Breakout Sessions for Delegates:
• Road to Validation – **Maj. Gayle De Salis, Defence Force**
• Care of Eye Instruments – **Lucy Eaton, Bausch + Lomb**
• Barrier Linen – What is there to know? **Sarah Fleming, Taylor's Laundry**

Leaders Meeting:
Kimberley Clark Education: Standards! Standards! AS/NZ 4187, ISO 11607 - What's the Wrap on Sterilizing Reusable Medical Devices – **Terry McAuley, Sterilization Infection Control Consultant**
Agenda items

1230pm LUNCH

Chairperson afternoon session: Lorraine Arrowsmith

1330hrs ISO 17664 - Unbioburden yourselves **Terry McAuley, Sterilization Infection Control Consultant**
1415hrs RFID (Radio Frequency Identification) Tracking of Orthopaedic Implants **Roger Darlington, Magellan Technology, Australia**
1500hrs AFTERNOON TEA
1530hrs The Steam Voyage **Steve Edgecombe, Spirax Sarco**
1615hrs Health Benefits Ltd Orthopaedic Project Update **Faye Sumner, MTANZ**
1645hrs FINISH

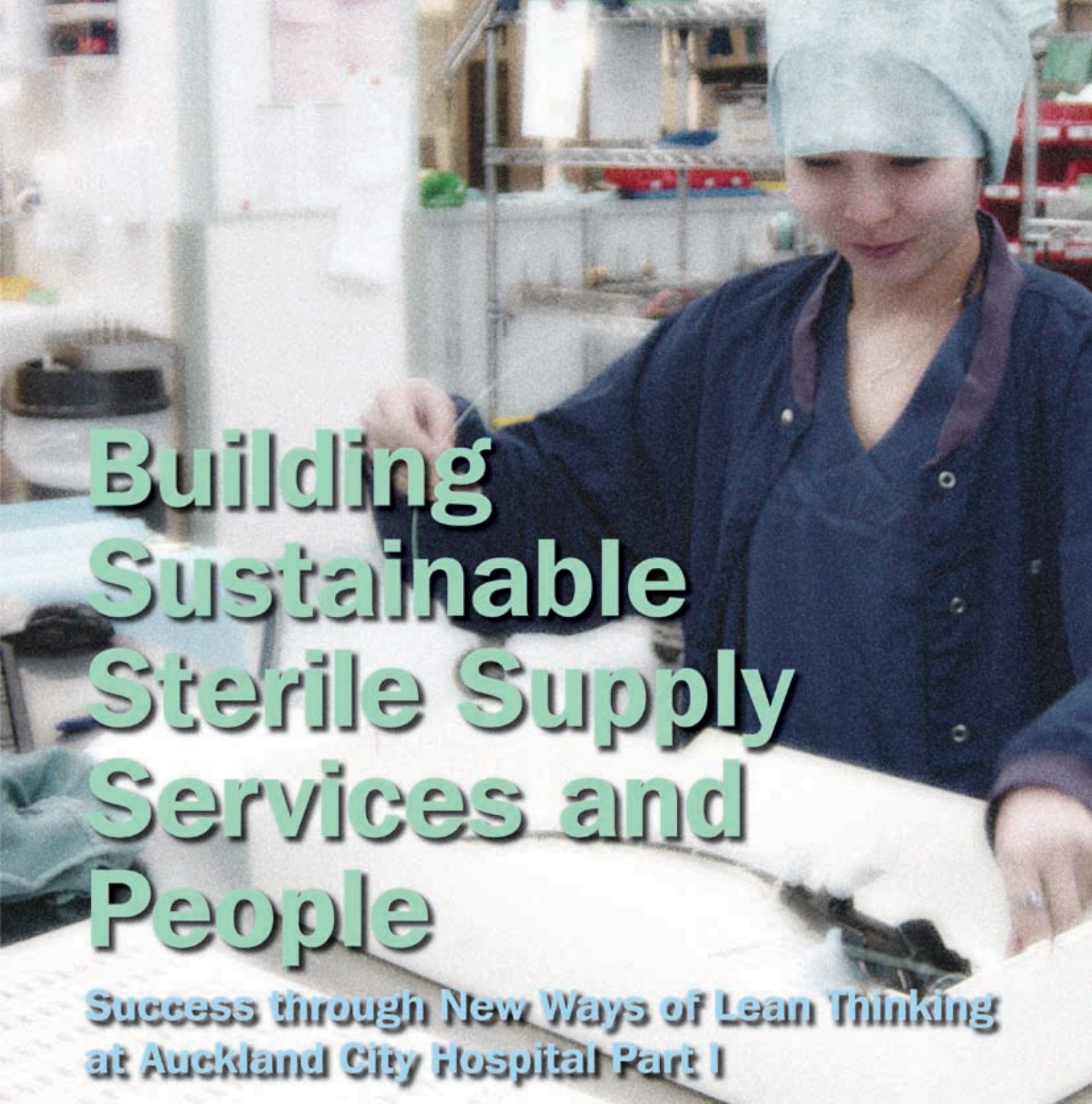
FRIDAY 11th November 2011

Chairperson morning session: Jenny Carston

0730hrs Breakfast – NZSSA Annual General Meeting
0830hrs Late Registration
0900hrs The Total Patient Journey **Bob Watson, Newgate Technology, UK**
0945hrs A Serious Event – what happens? **Mary Jo Doherty, Waikato DHB**
1030hrs MORNING TEA
1100hrs Waste Management - Recycling **Anne Heke, Southern Cross Healthcare**
Glenda Kennedy, Southern Cross Healthcare
1130hrs Personal Protective Equipment. Feedback from National Project **Shelagh Thomas, Unit Manager, Sterile Services, Hutt Hospital**
1145hrs Kills 99.9% **Neil Campbell, Charge Microbiologist, Hawke's Bay DHB**
1230hrs LUNCH

Chairperson afternoon session: Sue Woods

1330hrs GS1 Healthcare: An update **Gary Hartley, GS1 NZ**
1400hrs Breakout Session:
Discussion on quality initiatives developed in departments
Executive to chair group discussions
Feedback in Supplyline
1500hrs AFTERNOON TEA
1530hrs Congenital Joint Twins **Heather Glen, Clinical Nurse Specialist, Waikato DHB**
1630hrs FINISH
1800hrs Pre-dinner drinks
1900hrs DINNER



Building Sustainable Sterile Supply Services and People

Success through New Ways of Lean Thinking at Auckland City Hospital Part I

Gorham .G

CSSD Manager , Central Sterile Supply Department, Auckland City Hospital and Greenlane Clinical Centre

Alshadiefat .M and Casey. M

Training Unit, Central Sterile Supply Department, Auckland City Hospital.

Abstract: This paper aims to present and introduce Lean Thinking concept and activities through Sterile Supply Services. It also presents a current Lean Project that has been undertaken by CSSD at Auckland City Hospital.

Keywords: Lean Thinking

Introduction

Healthcare organizations today operate under extreme pressure to improve poor quality, decrease rising costs, and expand access to vital healthcare services. They are dealing with the realities of acute workforce shortages, rapid technological change, increasing service and delivery complexity, increasing government regulation. To be successful in face of all these challenges, healthcare leaders cannot afford to manage their organizations as they have in the past.

Instead, quality innovation methods such as Lean, Six Sigma and Lean Six Sigma have helped healthcare organizations to understand what is necessary

and how to improve current systems, and productivity.

Definition

There are far too many definitions and descriptions of Lean Systems for all of us to be speaking the same language, and so it seems worthwhile to put forward a unifying view of Lean Systems. Some have interpreted Lean as merely a collection of tools, such as 5S, Just in Time (JIT), Kanban, and so on. However, others have described Lean as working people harder, working people smarter, kaizen, or Total Quality Management. Some definitions are wrong and some are just inadequate.

Nevertheless, Lean System can be defined as a methodology that gives people, at all levels of the organization, the skills and a shared way of thinking to systematically drive out waste through designing and improving work of activities, connections, and flows.

By cultivating the skills of a learning organization, creating an environment of real-time learning nearest to the problem or point of impact, all employees can contribute to the robust success of the firm. This simple and universal definition of Lean broadens the scope and requires skills set beyond traditional views. Many organizations have had great success using Lean Systems, regardless of how they defined it, towards creating world-class services.

Thus Lean simply means doing more with less and it is concerned with delivering more value for the business and it's customers by increasing the speed of throughput and minimizing wasteful practices by balancing process flow.

Lean Principles

Lean methodology is based on five main principles:

1. Specify value from the standpoint of the end customer by product family.
2. Identify all the steps in the value

stream for each product family, eliminating whenever possible those steps that do not create value.

3. Make the value-creating steps occur in tight sequence so the product will flow smoothly toward the customer.
4. As flow is introduced, let customers pull value from the next upstream activity.
5. As value is specified, value streams are identified, wasted steps are removed, and flow and pull are introduced, begin the process again and continue it until a state of perfection is reached in which perfect value is created with no waste.

Main Ingredients

- It is a philosophy which needs to be driven from the top team down if it is to generate required levels of understanding and belief.
- Balancing flow through the process.
- Pulling throughput to precisely match customer demand.
- Reducing inventory and waste throughout the production process.
- The business culture must back up statements of commitment to Lean with the right day-to-day behaviours

and decisions or improvements are unlikely to be sustained.

Therefore, Lean must align seamlessly with organisational structures, culture and management performance reporting systems for it to deliver long term results.

Cutting all forms of waste

This is often the case in large organisations, such as in the public sector, where one department is often unaware of the needs of their downstream internal customer. Wasteful practices occur in many functionally driven environments as a result of legacy habits that have become 'part of the way things are done around here' and which are very difficult for employees to see through, to a new perspective.

Lean defines seven different types of waste that are tackled to minimise or eliminate them. They are as follows:

Overproduction: is simply the non value-adding use of available capacity as opposed to that capacity being used to satisfy the needs of a customer with true process performance being distorted as a result.

Waiting Time, Delays & Transportation: are clearly unwanted non-value adding activities which should be mini-



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Perfection and sustainability

Flow

How will the patient and information flow through the patient journey?

Pull

How can we create pull in the patient instrument journey?

Understand demand

What is the type and frequency of the demand?

Specify value

What is important in the eyes of the patients and theatre staff?

“Lean in health care aims at material and information flow”

mised and avoided wherever possible.

Extra-Processing: where additional unnecessary stages within the process, such as intermediate packing activities that could be improved through facility re-layout, or over-processing product beyond design specification, such waste should be minimised.

Over Stocking: often either through poorly synchronised purchasing practice or over production. This drives inventory up and inevitably results in process performance ambiguity and a loss in agility.

Excessive Motion: within the process should be avoided. The point of output from one process stage should ideally be the point of use for the next stage.

Defects and Rework: whether this is a Lean Programme, TQM, 6-Sigma or TPM Programme, all share similar objectives of minimising or eliminating all defects. The ‘zero-defect’ philosophy of TQM is therefore very much embodied within any Lean-thinking organisation.

Remember, it is not enough to simply conduct a review of potential wasteful areas from an individual functional perspective. A proper end-to-end analysis should be conducted, with internal customer-supplier links well understood and considered when defining waste in order to ensure that the whole is indeed

greater than the sum of the parts. Ideally waste and non-value adding activity should be defined by careful customer consultation, rather than by the process team working for the customer themselves.

Auckland City Hospital Lean Project

At the time of the project, Central Sterile Supply Department (CSSD) at Auckland City Hospital was aiming at streamlining and improving its products, processes, systems and services. As a relatively young and steadily growing unit, CSSD was ready to streamline its business processes, control non-conformances associated with the product, process and system, reduce rework, improve services, and set up an organized framework for quality. It was believed that after adopting and complying with specific ISO Standards for reprocessing the medical devices, the next priority is to streamline all CSSD processes and introducing the Lean Thinking concept and theory to improve and sustain services.


Why Lean at Auckland City Hospital?

CSSD was driven by three main forces to implement Lean Thinking in Sterile

Services. The first is an internal force, while the other two are external forces. Firstly, as a young unit, it was interested in putting an innovative methodology in place, and expected to gain benefits such as creating a disciplined work environment and more consistency in operations as well as doing more with less resources. Secondly, fulfilling customer expectations by streamlining the processes could be the first step towards combining Lean with Six Sigma tools to focus on customer complaints and process deviation to an acceptable level.

Finally, CSSD believed that it could gain a strong employee satisfaction and sustainability of their service. This could have the potential of minimising the product defects allowing a high quality of service to be maintained.

Assessment and implementation stage

Assessment of full sterile supply processes at the Decontamination area has been undertaken since 5 weeks and a full implementation plan has started that will last for 8 weeks before moving to the next stage and areas. A full report of the action plan and steps will be drawn up and hopefully included in the next Supplyline edition. 

POSTER COMPETITION

New Zealand Sterile Services Association

Rotorua Conference 2011

Who can enter?:

- Anyone who is currently employed in a sterilizing facility and who is a current member of NZSSA
- Can be a group or individual entry
- Complete an entry form and send to the address or email identified on the form

Subjects:

- Showcase an improvement in a system or process in your department
- Demonstrate how it makes your job easier
- Discusses how it come into being
- Demonstrate how it improves the outcome for patients and or staff

Prizes:

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2nd	\$300
3rd	\$100
Delegates Choice	\$100 (if more than one entry)



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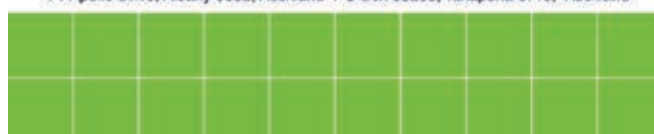
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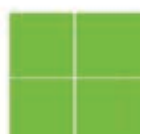


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Judging Criteria and steps to follow:

- Analyse a subject that would be interesting and that shows an improvement in either a system or process within your unit
- Identify the key objectives
- Minimise detail in the main ideas
- Include all references relating to the information on the poster
- Use clear language, no jargon or text language
- Explain the process / system clearly from start to finish
- Type size at least 16 font in black, do not use fancy fonts
- Line spacing must be inserted with text
- Do not justify text as this will interfere with legibility
- Colour or black and white pictures and graphs can be used
- Information must be legible from 2 metres distance
- Poster size must be 120cm x 120cm
- Poster must contain: Title, name of author(s), name of department and hospital / company
- An introduction of the poster and participant(s) must be included – wallet size
- Author(s) must be available and able to answer questions for delegates viewing the poster
- Author(s) must be available and able to answer questions for judges
- Consider having A4 sized handouts for viewers
- All posters must be mounted with push pin

NZSSA Conference, Rotorua 2011

Poster Competition Entry Form

Title of Poster:

Name:

Hospital:

Address:

.....

.....

Phone:.....

Email:.....

No. of Author(s).....

Name of Author who will discuss the poster with viewers / Judges:

.....

Please complete this form and send to:

Aileen Derby
SSU Manager
Waikato DBH
Private Bag 3200
Hamilton 3240
Email: aileen.derby@waikatodhb.health.nz

All entry's must be sent in to Aileen by October 14th 2011.

New Zealand Sterile Services Association Annual General Meeting – 2011

Date: Friday 11th November 2011

Time: 0730hrs

Venue: Conference Venue, Rotorua

Agenda

Topic	Presented by
1. Apologies	
2. Matters arising from minutes of last meeting	
3. Minutes from last meeting – November 2010	
4. Correspondence sent and received	Cathy
5. Presidents report	Aileen
6. Secretary's report	Cathy
7. Treasurers report	
8. Auditors report	
9. General business	

New Zealand Sterile Services Association Annual General Meeting – 2010

Date: Friday 15 October 2010

Time: 0825hrs

Venue: Remuera Room, Ellerslie Conference Centre, Auckland

- 1 Apologies:**
None
- 2 Matters arising from minutes of last meeting – October 2009:**
No matters arising
- 3 Minutes from last meeting – October 2009:**
Minutes accepted -
Moved: Cathy Rackley
Seconded: Alison Stewart
PASSED
- 4 Correspondence Sent and Received – 2009/2010:**
Report previously circulated
No matters arising from report
Report accepted –
Moved: Cathy Rackley
Seconded: Theresa Luke
PASSED
- 5 President's Report – 2009/2010:**
Report previously circulated and summary of report read
No matters arising from report
Report accepted –
Moved: Aileen Derby
Seconded: Caroline Larkins
PASSED
- 6 Secretary's Report – 2009/2010:**
Report previously circulated and summary of report read
No matters arising from report
Report accepted –
Moved: Cathy Rackley
Seconded: Lorraine Eldershaw
PASSED

7 **Treasurer's Report – 2009/2010:**

Report previously circulated and summary of membership breakdown discussed; 30% of members are registered with the NZSSA and 70% of members are graduates of the course.

No matters arising from report

Report accepted –

Moved: Daniel Phillips

Seconded: Karen Fox

PASSED

8 **Auditor's Report – 2009/2010:**

- There is a tight timeframe for submitting the Associations accounts to Auditors and the Treasurer receiving the Auditors report
- No problems with tax experienced as the Association is now registered as a Charity
- Treasurer will be having discussions with Auditors about GST tax and affect onto the Association accounts
- Summary of accounts was read
- Association is in a health financial state
- Auditors report will be published in Supplyline

Report accepted –

Moved: Daniel Phillips

Seconded: Jenny Carston

PASSED

9 **General Business:**

9.1 **Future Conferences:**

2011 will be held in Rotorua – mid November

Will be held later due to the timing of the Rugby World Cup

2012 Conference will be held in Dunedin

9.2 **Update on Registration under the HPCA Act:**

- There are now 2 applications dates to register with the Association – January and July
- No issues arising with the applications being received
- Up to date information on registering will be on the NZSSA website and published in the Supplyline
- Submission for registration under HPCA Act will go to Ministry of Health once application completed
- Due to the significant cost to register under the HPCA Act, the Ministry of Health is looking at restricting the numbers of professions being regulated under the Act
- The NZSSA may well have to 'Self Regulate' if application is not successful
- Contact has been made with the Anaesthetic Technicians Association as a sounding board for our application
- An booklet is to be developed for members on information they need to know on regulation under the HPCA Act

9.3 **Changes to the Constitution and Rules (C&R):**

- A summary of the changes have been previously circulated
- The C&R is a live document and requires periodic review
- Brief summary of changes discussed
- The word processing in section 1.1 will be changed to reprocessing

Changes to the Constitution and Rules accepted -

Moved: Cathy Rackley

PASSED

9.4 **Advanced Course and impact on graduates of level 3 course:**

- It is still to be decided if graduates of the course administered by the NZSSA prior to the Open Polytechnic administration will be able to credit that Level 3 course qualification
- And it is still to be confirmed if holders of the Open Polytechnic Level 3 course qualification will be able to credit their course toward the Advanced Level 5 course
- The NZSSA and the Open Polytechnic are looking carefully at how to proceed with the above issues as not to disadvantage anyone

9.5 **Percentage of new staff against long term staff participating in course:**

- This question was asked in relation to Immigration issues some Sterile Service departments are experiencing where staff have not been granted Residency
- Treasurer will pull information from membership data to hopefully get meaningful information
- The NZSSA has had numerous contacts with Immigration Service without success
- NZSSA has developed a template letter when asked for support from members on Immigration issues

Meeting closed: 0850hrs

Cathy Rackley
NZSSA Secretary

Aileen Derby
NZSSA President

New Zealand Sterile Services Association Correspondence 2010 – 2011

Date	Sent to	Regarding
24/08/2010	Standards NZ	Response about TGA requirement
13/09/2010	The Open Polytechnic	Feedback given on Advanced Course
15/09/2010	Whakatane Hospital	Response to request for information
08/11/2010	Standards NZ	Notification of attendee for first meeting
15/11/2010	vhanx	Date and venue for 2011 conference
16/11/2010	Open Polytechnic	Letter of support for higher level course
23/11/2010	WFHSS	Result of voting for 2012 World Congress
29/11/2010	Michael McGivern	Response to request for equipment
02/12/2010	Companies Office	Submitting changes to C&R
03/12/2010	Companies office	Copies of required documents
03/12/2010	Legal Deposit Office	Copies of required documents
03/12/2010	Parliamentary Library	Copies of required documents
16/12/2010	Garry Gorham	Thank you for organising conference
17/12/2010	Companies office	Completed form
01/02/2011 – 13/08/2011	Medical Technology Association of New Zealand	Various communications – conference planning
01/01/2011 – 13/08/2011	Conference Planning Team and Members	Conference planning
13/01/2011	Kelly McPherson	Response to conference scheduling concern
13/01/2011	Garry Gorham/Aileen Derby/Alison Stewart	Representation standards
18/01/2011	Standards Australia	NZSSA change representative for HE-023 Committee
22/02/2011	Health Workforce	Response to information request
03/05/2011	Jyotika Kumar	Response to question about certificate being recognised in Canada
04/05/2011	Aseptic Surgery Forum	Acknowledgement of information
17/05/2011	Ruth Baltes	Reply to request for information on competencies
18/05/2011	Standards NZ	NZ representation on HE-023 committee
18/05/2011	Roel Loyota	Letter of support
12/07/2011	Lyn Mowles	Response deviation from course
20/07/2011	Cuneyt Alacapinar	Response to email > MTANZ
21/07/2011	Aileen Derby	NZSSA Response to Open Polytechnic on conforming Advanced course
21/07/2011	Lorraine Arrowsmith	Support for attending World Congress
25/07/2011	Aileen Derby	Response to Michael McGivern
05/08/2011	Aileen Derby	Response to Roisin McGarr

Date	Received from	Regarding
23/08/2010	Standards NZ	Question about TGA requirement
08/09/2010	The Open Polytechnic	Feedback required on Advance Course
14/09/2010	Whakatane Hospital	Request for information – Office based practice
20/10/2010	WFHSS	Voting request for 2012 World Congress venue
01/11/2010	Charities Commission	Invitation to AGM

05/11/2010	Standards NZ	Replacement required for first meeting for revision of standard
13/11/2010	vhanx	Inquiry conference date
27/11/2010	Michael McGivern	Request for equipment
17/12/2010	Companies Office	Request for cover form to be completed
01/01/2011 – 13/08/2011	Medical Technology Association of New Zealand	Various communications – conference planning
01/01/2011 – 13/08/2011	Conference Planning Team and members	Conference planning
05/01/2011	Kelly McPherson	Conference scheduling concern
06/01/2011	Garry Gorham	Representation standards
18/01/2011	Standards Australia	Response to change of representation on HE-023 committee
21/02/2011	Health Workforce NZ	Request for information
02/05/2011	Jyotika Kumar	Question about certificate recognition in Canada
04/05/2011	Aseptic Surgery Forum	Call of papers
16/05/2011	Roel Loyola	Letter of support for application for residency
17/05/2011	Ruth Baltes	Request for information on competencies
06/07/2011	Lorraine Arrowsmith	Request support attendance World Congress
12/07/2011	Lyn Mowles	Question about deviation from course
20/07/2011	Cuneyt Alacapinar	New Zealand Market
21/07/2011	Lyn Mowles	Open Polytechnic approval for Advanced Course
25/07/2011	Michael McGivern	Request for obsolete equipment for Philippines
28/07/2011	Daniel Phillips	Charities Commission updates to President
05/08/2011	Roisin McGarr	Updating membership information

NZSSA Secretary's Report 2010 - 2011

It is with pleasure that I submit my report for 2010 – 2011 to the membership of the New Zealand Sterile Service Association.

As you will see from the Correspondence Report, there has been an increase in the volume of correspondence sent and received during the year. A significant volume of the correspondence has been with The Open Polytechnic regarding the Advanced Sterilising Technology Course and the Conference planning has been another major contributor to the correspondence received and sent.

The resignation of Karen Fox from her position on the Executive as South Island Chapter member was received at the beginning of 2011. After nominations were requested from the membership earlier in the year, the successful nominee for Executive Member for the South Island Chapter was Patricia (Trish) Duff from Bidwell Trust Hospital in Timaru. We welcome Trish to the Executive and look forward to working with her.

The changes to the Constitution and Rules that were ratified at our 2010 Annual General Meeting were submitted to and acknowledged by the Companies Office. The current version of the Constitution and Rules are now printed and will be available for members at the conference in Rotorua. The current version is also on our website www.nzssa.org.

I would like to take this opportunity to thank all the Executive Members for their continued support and assistance throughout the year and I look forward to working with them in coming year.

Hope to see many of you at the NZSSA Conference being held in Rotorua in November.

My very best wishes
Cathy Rackley
NZSSA Secretary

NZSSA President's Report 2011

To all NZSSA members,

This last year has proven to be another busy year for the NZSSA Executive with members of the Executive body working on a variety of projects. I'd like to start with thanking the Executive team for their work and support over the last year. It is through their efforts that we continue to grow as an association and a professional body.

Registration

We have had another successful year with members registering with the NZSSA. At the time of writing this report we have a total of 186 members registered with the NZSSA. I'd like to pass on my congratulations to all the members who have worked through this process and achieved registration, an excellent achievement. I'd also like to thank Jill Parker from Timaru for her total commitment to this process. If it wasn't for Jill, we wouldn't be where we are today with registering sterilising personnel. Thanks also to Jenny Carston and Martin Bird for working through registration applications from around New Zealand.

Sterilising Technology Course Level 3

The Sterilising technology Course Level 3 is still a popular course with our members. This year there have been 136 students working through both modules. Congratulations to those that have completed the certificate and all the best for those still working through courses. This course provides members with the basic theory behind the practices they learn in their units, and is an essential part of any sterilising unit's training programme.

Advanced Sterilising Technology Course.

I received exciting news in July 2011 with the confirmation that the Advanced Sterilising Technology Course Level 5 has been signed off by the Open Polytechnic and will be delivered from July 2012. I'd like to extend a huge thank you to Lyn Mowles from The Open Polytechnic for all her advice and hard work in getting the advanced course through the approval process. It is a huge achievement for all involved and another step forward for the Association and all its members.

I know that there is a lot of interest out there amongst our members in relation to the Advanced Sterilising Technology Course. It has taken time to work through the necessary phases to get the course to this point. The enrolment criteria will be different for students who sat the course when the NZSSA administered the course, in relation to those students who completed the course through the Open Polytechnic. This information will be made available to all members in due course.

Review of AS/NZS 4187: 2003 Sterilisation Standard

Earlier this year the HE-023 Committee was re-formed to work through the review of the AS/NZS4187 Sterilisation Standard. We are fortunate to have a representative on that committee – Alison Stewart from Wellington. This standard is due out in draft form for public comment in early 2012. This will be your opportunity to put forward ideas and suggestions for consideration and possible inclusion into the final draft of this standard.

NZSSA Conferences 2010 / 2011

Last year's conference was a huge success, well organised and I've received lots of positive feedback from those that attended. Well done to Garry Gorham and his team from Auckland DHB.

This year's conference is being held in Rotorua in November. The theme for the conference is 'Quality Every Day'. The organisers chose this theme simply because that is what all sterilising units should be striving to achieve every day – quality and getting it right the first time. I hope to meet with many of you at this year's conference.

Over the next twelve months the Association will continue to work on various projects including those mentioned above. Work has already begun on the 2012 NZSSA Annual Conference which is being held in Dunedin. All in all it promises to be another busy year for NZSSA members and your Executive body.

I wish you all the best for the coming year.

Aileen Derby
President NZSSA

Treasurer's Report 2010/2011

In July 2011 the Association had 504 members compared with 477 at the same time in 2010.

It is pleasing to note that 41% of members are registered and 32% are graduates.

We are approaching 75% of members having a graduate qualification or better.

Graduates	Life	Members	Previously Registered	Currently Registered	Students	Total
32.54%	7 Ind.	13.69%	3 Ind.	38.07%	15.7%	504

Our members are distributed over 142 (138) organizations both here and overseas.

Public Hospitals	Private Hospitals	Commercial Suppliers	Educational	Military	Dental	Other	Overseas
37 (35)	47 (46)	35 (34)	6 (5)	4 (4)	3 (4)	3 (4)	7 (6)

From the Register distribution of membership by decade is as follows:

1974 - 1980	1981 - 1990	1991 - 2000	2001 - 2008
4 (4)	18 (18)	67 (64)	415 (391)

Income from the Auckland conference was \$50144 (\$19484). This was a record amount and a just reward for months of work by the organisers. Thanks to Gary and his team for a most successful conference in the city of sails. The average income from conferences over the last eleven years is \$17952 / year.

Significant expenses, to July, include Supplyline, \$11742, offset by \$11300 income from advertising.

Accounting and auditing costs \$6512.50; Badges \$1862.95; Accommodation and travel \$3403.58. This includes travel to Standards meetings in Australia. Leaders meeting costs have again been offset by donations and I would like to thank the donors, on behalf of the NZSSA, for their generosity. The Associations finances at this point, in mid July, are very healthy with a General Account balance of \$2664, an Online Saver account balance of \$11900 and a term deposit of \$92371.

Thanks to the team for another smooth running year.

Daniel Phillips
Treasurer

NZSSA Proxy voting form

I ofbeing an
Ordinary member of the NZ Sterile Services Association Inc.

Hereby appoint as my proxy to vote for me

and on my behalf at the General Meeting of the Association to be held on the day

of 2..... and at any adjournment thereof.

As witness my hand this day of 2.....

Signed:.....

NZSSA Membership number:.....



**NEW ZEALAND
STERILE SERVICES
ASSOCIATION**

Te Ratonga Whakahoromata Taputapu o Aotearoa

To be handed to the NZSSA Secretary prior to the AGM

Membership Application Form



Last Name:
 Mr Mrs Miss Ms
 First Name:
 Email address:.....

Name of Department or Work Area

 Name of Employer:
 Postal Address of Employer.....

Have you been a member of the NZSSA before?
 Yes No
 If "Yes" approx. what was your last year of membership?
 Membership Category
Member **S**tudent **G**raduate **R**egistered

All mailing will be to your employers address unless you indicate here.

OFFICE USE ONLY
 Date received:
 Membership number:
 Administered by:.....

I hereby apply for membership of the New Zealand Sterile Services Association as defined in Clause 5 "Application for Membership" In the Constitution and Rules
 Signature:
 Date:.....

List any tertiary qualifications:

Please post membership fee of **\$50**, along with this form to:
 The Treasurer
 228 Talbot Street
 Hargest
 Invercargill 9810
 Phone : 03 217 6995
 Fax: 03 217 6994
 Email: dphillip@es.co.nz
 Alternatively pay by direct credit:
 N Z Sterile Services Association
 Westpac 030156 0173557 00
 This payment must be able to be identified as yours on the NZSSA bank statement.
 Method of payment
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 C.C. see www.nzssa.org

Business Card Directory

A quick & handy directory of our Sterile Services Suppliers

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