

Train the Trainer: The Reprocessing Competency Defined



This Train the Trainer course is for the nurse or technician in the GI setting who is responsible for ensuring that the cleaning and disinfection of endoscopes is done safely and effectively. The course will offer a hands-on opportunity to practice the reprocessing steps.

At the end of the course, the participant will be able to:

- Encourage the use of SGNA endoscope reprocessing standards and practices in their facilities.
- Incorporate the SGNA Standards and Guidelines specific to endoscope reprocessing into practice.
- Demonstrate the reprocessing procedure based on hands-on practice.

Tell your manager or supervisor why you should attend the SGNA Train the Trainer Course. Below are tools to help communicate the value of going to this important event in Elmhurst, IL.

Identify the Benefits

Your Unit's Need	Train the Trainer Offering that Meets Need
To learn about developments in infection prevention	
To improve patient care	
To adopt best practices from other GI units around the country	

Your Needs	Train the Trainer Course Offering that Meets Need
I'm new to the specialty and want to learn about the reprocessing procedure through hands-on practice	
I want to earn GI-specific and CBSPD contact hours	
I want to learn more about infection prevention	
I want to stay up-to-date on the most cutting-edge technologies in gastroenterology.	
I want to network and connect with like-minded gastroenterology professionals.	

Calculating Expenses

It is helpful to have an idea of what your expenses will be, and what this means to your GI unit financially. The following worksheet will help you identify these various expenses:

EXPENSE	NOTES	ESTIMATED COST
Train the Trainer Course Registration	Member - \$200 Non-member - \$300	\$
Flight/Train	<i>Estimate based on current airfare/train prices</i>	\$
Hotel	Hilton Garden Inn Chicago/Oakbrook Terrace 1000 Drury Lane Oakbrook Terrace, IL 60191 P: (630) 941-1177 Hotel Website Rate: \$139 for a King \$144 for a double with two queen beds DoubleTree by Hilton Hotel Chicago – Oakbrook 1909 Spring Rd. Oak Brook, IL 60523 P: (630) 472-6000	\$

	Hotel Website Rate: \$112 for a King \$112 for two double beds- nonsmoking Chicago Marriott Oak Brook 1401 West 22 nd St. Oak Brook, IL 60523 P: (630) 573-8555 Hotel Website Rate: \$129++ for a King \$154 for two double beds	
Transportation to Hotel	<i>Taxi? Rental Car? See Hotel & Travel web page for more information.</i>	\$
Food Per Diem	Train the Trainer Course fee includes beverage and snack breaks	\$
TOTAL		\$

SGNA Train the Trainer Course — Letter to Supervisor

To: <Supervisor name>

From: <Your name>

Date: <Insert date>

Subject: Attending the SGNA Train the Trainer Course

I would like to attend the SGNA Train the Trainer Course, on October 12, 2019 at the Elmhurst Hospital in Elmhurst, IL. This event would be a valuable opportunity for me to learn more about reprocessing from the experts and I can put this new knowledge to use immediately upon my return. This course is for the nurse or technician in the GI setting who is responsible for ensuring that the cleaning and disinfection of endoscopes is done safely and effectively. The session will offer hands-on opportunity to practice the reprocessing steps. The opportunity to meet and network with other nurses who understand the unique situation of a gastroenterology nurse and the challenges that face us is exciting to me. Not only can I learn from them about their best practices but I will also have a chance to share with others how our unit operates successfully.

I have included a copy of the schedule, with the session (AM/PM) marked that I wish to attend.

The sessions I have selected will benefit our GI unit, because...

<insert benefit highlights here>

I understand that my attendance at the SGNA Train the Trainer Course is an investment of both time and money, so I have outlined the anticipated expenses of this endeavor.

<insert investment worksheet highlights here>

I believe that the specific benefits to our GI unit that would result from my attendance at this year's SGNA Train the Trainer Course are strong, appropriately using the training/education budget and my time away from work. I am confident my attendance will pay dividends and I will work tirelessly to ensure they do. I would like to spend some time with you in the next few weeks to find out what your requirements for my attendance would be and ensure your expectations are met.

I very much appreciate your consideration of my request. If you require any further information at this point, please let me know.

Sincerely,

<insert name here>