



Boyd Campbell, CBET, CRES
NCBA President

President's Forum

A New Beginning?

Many times as situations change we think of it as a new beginning. The NCBA is no different. As the new year begins we have new board members, new officers, and new committee members. So, obviously with the newness and all the changes that come about this has to be considered as a new beginning, right? In some instances it may appear that way, but that is not the situation with this organization. The NCBA had its beginning back in 1978 with a group of individuals that saw a need within the biomedical community. As we begin 2002 we are striving to keep the NCBA going in the same direction it has over the past 24 years.

What is that direction? We are tempted to say that our goal is to be the biggest and the best organization of any in our profession. Believe it or not, that is not a goal but rather a result. The objective of the NCBA is to provide a mechanism for all technicians, managers, and associated professionals to grow within this field. This is accomplished by providing quality educational opportunities to our membership. Through this simple goal and the many people who have worked diligently with and supported the NCBA over the years we have reaped the benefit of being the biggest and the best.

I'd like to take a moment and thank those who have volunteered their services this year to serve on your Board of Directors. I also want to extend a special welcome to Christina Fleming who was elected for her first term with the Board and welcome back an old friend, Dale Allman, who has previously served the NCBA. Returning for a second term is Dan Harrison, Mark Renfroe, and Linda Leitch. You will find a complete list of the 2002 Board of Directors on page two of this newsletter.

In order to keep this organization going in the same direction it has in the past, we need your help as well. The Board of Directors holds a planning retreat every year and one of the items of business is to appoint members to the many committees that make up our organization. You will also find on page two a list of the committees that can use your help. If you are interested in getting involved with the NCBA contact a member of the Board of Directors.

In order to keep up to date with the educational opportunities, events, membership, job opportunities, or to contact your Board of Directors visit the NCBA Website often at www.ncbiomedassoc.com

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2002 Board of Directors

2002 NCBA Officers

President:

Boyd Campbell, CBET, CRES
Catawba Memorial Hospital
828-326-3899 – Business
828-326-2105 – FAX
president@ncbiomedassoc.com

Vice-President:

Linda K. Leitch
Duke University Hospital
919-681-4293 – Business
919-681-7361 – Fax
vicepres@ncbiomedassoc.com

Treasurer:

Charles Worrell, CBET
TRC Environmental
919-966-6222 – Business
919-966-6250 – Fax
treasurer@ncbiomedassoc.com

Membership Secretary:

Christina Fleming
Moore Regional Hospital
910-215-5178 – Business
910-215-4382 – Fax
memb_sec@ncbiomedassoc.com

Recording Secretary:

Helen H. Jones, CBET
Wake Forest Univ. Baptist Med. Ctr.
336-716-3479 – Business
336-716-6121 – Fax
record_sec@ncbiomedassoc.com

Ex-Officio:

Brian Poplin, CBET
Duke University Health System
919-681-2565 – Business
919-681-7361 – Fax
pastpres@ncbiomedassoc.com

2002 At-Large Board Of Directors

Diane Aker, CBET
Alamance Regional Medical Ctr.
336-538-7760 – Business
336-538-7722 – Fax
director1@ncbiomedassoc.com

Dale Allman
Premier, Inc.
800-825-1786 – Business
704- 528-2325 – Fax
director4@ncbiomedassoc.com

Sally L. Goebel
Siemens Medical
919-319-2922 – Business
919-319-2716 – Fax
director3@ncbiomedassoc.com

Dan Harrison
ARAMARK ServiceMaster
800-999-6678 x5254 – Business
404-248-9495 – Fax
director2@ncbiomedassoc.com

Mark Renfro, CBET
Wayne Memorial Hospital
919-731-6077 – Business
919-731-6951 – Fax
director5@ncbiomedassoc.com

2001 Standing Committees

Rules and Bylaws

Brian Poplin (Chair), Glenn Scales,
Obie Godley, Mark Renfro

Nominating Committee:

Linda Leitch (Chair), Tommy Ballard,
Charles Worrell

Finance Committee:

Charles Worrell (Chair), Jim Tripp,
Brian Poplin, Dan Harrison

Membership Committee:

Diane Aker (Chair), Sally Goebel, Obie
Godley, Linda Leitch

Education Committee:

Dan Harrison (Chair), Sonny Richards,
Mark Renfro, Helen Jones

2001 Special Committees

Apprenticeship:

Brian Poplin (Chair Person)

Newsletter Committee:

Glenn Scales (Chair), Mark Sonntag,
Diane Aker, Sally Goebel, Tommy
Ballard, Mike Howard

Scholarship Committee:

Sonny Richards (Chair), Lane Rushing,
Dan Harrison, Linda Leitch, Charles
Worrell

Vendor Coordination:

Ken Logan (Chair), Charles Worrell,
Tommy Ballard

Hotel Coordination:

Helen Jones (Chair), Sonny Richards,
Ken Logan, Charles Worrell, Glenn
Scales

Public Relations:

Brian Poplin (Chair), Glenn Scales, Dan
Harrison

Internet Committee:

Linda Leitch (Chair), Glenn Scales,
Mark Sonntag, Sally Goebel, Mark
Renfro

Professional of the Year:

Brian Poplin (Chair), Tommy Ballard,
Dan Harrison, Helen Jones, Mark
Renfro

Historian:

Glenn Scales (Chair), Charles Worrell,
Obie Godley, Sonny Richards

NCBA News is an information service of the North Carolina Biomedical Association (NCBA). It has a distribution of about 500 and is published six (6) times per year. Articles and ads are due on or before the last day of even numbered months. The newsletter is mailed on or about the 15th day of the odd numbered months.

While the NCBA makes every effort to assure that its content is accurate, articles are the products of individual authors and the NCBA is not responsible for the content.

NCBA News intends to disseminate information and ideas to its subscribers. While the NCBA News accurately reflects the source of the articles, the content is of variable quality and validity. The Newsletter Committee will attempt to verify all articles, but neither the Editor nor the NCBA is responsible for information.

YOUR HELP IS NEEDED!!! Articles of interest to our readers are constantly needed and sometimes in short supply. If you have written any articles that may be of interest to our readers, submit it to Newsletter Committee Chairman, Glenn Scales at editor@ncbiomedassoc.com

NCBA Board Meeting Minutes - January 18, 2001

N.C. Baptist Hospital, Winston-Salem, NC

Board Members Attending:

Diane Aker Dale Allman
Boyd Campbell Christina Fleming
Sally Goebel Dan Harrison
Helen Jones Linda Leitch
Brian Poplin Mark Renfroe
Charles Worrell

NCBA Members Attending:

Glenn Scales Jim Tripp

The meeting was called to order at 10:10 am on Friday, January 18, 2002 at NC. Baptist Hospital in Winston-Salem, NC by President Brian Poplin.

Election of 2002 Officers: Brian explained the process of electing officers.

Brian then opened the floor for nominees for President: Diane nominated Helen Jones, Charles seconds; Mark nominated Linda Leitch, Dan seconds; Brian nominated Boyd, Sally seconds. Dale motions that nominations be closed, Mark seconds. Elected as President was Boyd Campbell. Brian turned over the meeting to new President.

Vice-President: Boyd nominated Linda, Dan seconds the nomination. Mark moves to close nominations, Sally seconds the motion. Board approves Linda as Vice-President.

Membership Secretary: Brian nominated Diane but she declined, stating that she would be glad to work with new Membership Secretary. Sally nominates Christina and Mark seconds the motion. Mark moves to close the nominations. Sally seconds the motion; board approves Christina as Membership Secretary.

Recording Secretary: Boyd nominated Helen, Dan seconds the nomination. Dale moves to close the nomination. Charles seconds the motion; board approves Helen as Recording Secretary.

Treasurer: Sally nominated Charles to continue the role of Treasurer. Diane seconds the motion, board approves Charles as Treasurer. After all officers positions filled Brian makes a motion that

election of officers be closed. Mark seconds the motion and the board approves.

Hotel coordinator will be Helen Jones; Newsletter Editor and Webmaster will be Glenn Scales; Vendor Relations will be Mark Renfroe.

Approval of the previous Board meeting minutes: Boyd asked the board to review the October and December 2001 minutes. Mark motions to accept the minutes as written. Dan seconds the motion, board unanimously approves.

The following reports were presented and discussed by the attending Board members.

Treasurer's Report: Charles handed out the profit & lost statement and balance sheet as of December 31, 2001. Charles explained the opening amount of checking was \$77,238.03 and closed at \$31,893.93. The two CD's have balances of \$23,456.36 and \$23,268.89. The two scholarships in the amount of \$600 each. The NCBA asset liabilities are \$118.99. Charles also handed out the draft budget for 2002, this has an 8% increase from 2001 budget. The board members are to review the budget and be prepared to discuss at the retreat.

Membership Report: Diane reported to board the membership count as of December 31, 2001. Membership had 41

new members; 199 individual members; 123 corporate members and 19 students for a total membership at 254 for 2002. Diane handed out the new styles of subscription renewal invoice form, and after some discussion the board made some changes. Diane will mail the renewal forms out at the end of the month.

Education Report: Dan explained the handout on NCBA symposium responses. Scoring key as follows: 1 strongly agree, 3 agree and 5 strongly disagree. The overall symposium evaluation rated 1.4 as a whole; the accommodations 1.473; educational content 1.632 and the location at 1.529. The overall composite score for the different classes held was 1.798.

Scholarship Report: No Report given.

Rules & by-laws: Brian reported no changes to Rules and bylaws.

Newsletter: Glenn handed out the drafts of next newsletter. Glenn stated that all articles needed to be submitted by the first of the odd number months with the newsletter being sent to the printer by the 15th.

Nominating Committee: Linda provided the board with updated history of the board positions. The board reviewed the accuracy of position

Continued on page 12

NCBA News is accepting advertising that relates to biomedical equipment and of interest to our readers. Suggested subjects are: Positions Desired, Positions Available, Biomedical Equipment Wanted or For Sale (New or Used), or Announcements of Educational Opportunities or Service Schools in the area.

Advertising is open to all individuals, hospitals, and companies. The decision to carry a particular ad or classified will be the decision of the Editor with support of the NCBA Board. Camera ready copies of actual size ads required. **Corporate Members please remember what free advertisement your membership allows.** Please contact the Newsletter Editor for other pricing.

Prepayment of all advertising is required.

Classified Advertising

Except "Position Wanted" notices by members (one ad per year – limit 50 words – no charge) the following ad rates apply:

(Per 75 words)	Member	Non-member
Individual	\$5. ⁰⁰	\$7. ⁰⁰
Institute	\$15. ⁰⁰	\$25. ⁰⁰
Corporation	\$20. ⁰⁰	\$30. ⁰⁰

NCBA's 2001 Manager of the Year

by Charles Worrell, CBET

Jero T Kyle, CCE is the NCBA's 2001 Manager of the Year recipient.

Jerry is employed by TRC Environmental. Currently, he is the Project Manager for their contract with the US Environmental Protection Agency's Human Studies Facility on the campus of the University Of North Carolina at Chapel Hill. He has worked on this contract since its beginning in 1976. Jerry has advanced from the bench to the management level and set high standards along the way. He has designed, prototyped, and maintained biomedical equipment and systems. He has published technical papers. Jerry currently manages a multi-million dollar government contract and staff. Through his work ethics and management style, he has made a name for himself throughout the US Environmental Protection Agency's Chapel Hill Human Studies Division. He is the type of manager that you can discuss any situation with - professional or personnel.

Jerry has demonstrated a work ethic and community involvement that the Biomedical community can be proud of.

He donated six weeks of his personnel time to travel to Macedonia for Project Hope. There he toured hospitals and clinics evaluating, testing, and repairing their biomedical equipment.

He has been extremely active in his church, community, and the Boy Scouts for over twenty years. Congratulations Jerry!

Information Update Request

Please remember that if you move, change jobs, change phone numbers or e-mail addresses, send an update to the NCBA. All changes can be sent to Christina Fleming at e-mail address memb_sec@ncbiomedassoc.com or by phone at 910-215-5178 (Moore Regional Hospital).

Any changes for the web site can be sent to Glenn Scales at webmaster@ncbiomedassoc.com or phone 919-681-6638.

Privacy Note: Member information is released only to registered NCBA Vendors and only business contact information is provided. Under no circumstances is information provided for the purpose of marketing inappropriate material or services.

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NCBA 2001 Annual Business Meeting - Pinehurst, NC

Opening Remarks and Call to Order: On December 4, 2001, at 12:15 pm, President Brian Poplin welcomed all members and guests to the 2001 general board meeting. Brian asked for a moment of silence in memory of those lost on September 11, 2001 and to keep the families left behind in our prayers.

Approval of Minutes from the December 5, 2000 meeting: President Brian Poplin asked the members to review the copy of minutes included in their packets. Dale Crum made the motion to accept the minutes as given. Dale Allman seconds the motion, general members approved.

Standing Committee Reports

Membership: Diane Aker presented the membership report. The membership for individuals is 248; corporate members are 177; student members are 22; honorary members are 13; and associate members are 6. The total membership is 466 through December 31, 2001. For the 2001 symposium there are 204 individual members, 69 corporate members. Jim Tripp motion to accept the report as given. Mark Renfroe seconds the motion, general members approved.

Treasurer's Report: Charles Worrell presented the Profit & Loss statement from 11/30/00 thru 11/30/01. The net income reported was \$17,361.84. John Noblitt motion to accept the report as given. Dan Tate seconds the motion, general members approved.

Educational Report: Boyd Campbell gave the educational report on behalf of Dan Harrison. Boyd thanked all the instructors for continually supporting the NCBA this year. The stand-alone classes held were Spacelabs Medical, and Zoll Series M defibrillators. Pending class for 2002 is the CBET certification and review. The class will be held at Stanly College in 2002 then will rotate to Caldwell in 2003. Additional stand-alone classes will be scheduled based on the responses from evaluation form. Dan Tate moves to accept the report as given. Dale Allman seconds motion, general member approved.

Scholarship Report: Sonny Richards presented the scholarship report. He explained the student eligibility for scholarships; each student would receive half of the scholarship today and the other half later in school year.

New Business

Recognition of the Board: Brian recognized each board member for their contributions to the NCBA this year, for the hard work done to many this symposium a great success.

President's Award: Brain presented the President's award to Glenn Scales for his contribution to the NCBA over the past years. Glenn has served the NCBA as ex-officio, newsletter editor and web site editor.

Scholarship Awards: Sonny Richards and Laura Moye announced the winner of the Norman Reeves Scholarship sponsored by UHS to Lucas Daniel McGuire. The Eddy Wisehant scholarship sponsored by the NCBA went to Daniel Polan from Caldwell College.

Honorarium Presentation: At the request of two of the NCBA speakers, Marv Shepard and George Mills, the NCBA will donate their honorariums to the American College of Clinical Engineers in honor of the late Bob Morris. As everyone knows Bob Morris was one of the founding members and strong force in the Clinical Engineering. Bob passed away this year after a long illness and will be missed by all. In an effort to enhance the development in Clinical Engineering and Biomedical Equipment Technology, Marv Shepard and others formed the Bob Morris Memorial Fund. Brian presented the honorarium check to Brian Porras representing the ACCE.

NCBA Professional of the Year: The award is sponsored by Hill-Rom and representing Hill-Rom is Dan Rochester, Account Manager and Robert Stacey, Service Director of NC. This award highlights a biomedical professional that has made contributions in professional achievement, civic community, and the biomedical community. This year's winner is Joey Cahoon, CBET from Pitt County Memorial Hospital. Joey received a plaque and check for \$1,000. Congratulations, Joey.

NCBA Manager of the Year: The award is sponsored by Spacelabs Medical and representing Spacelabs is Mark Buckley, Southeast Sales Manager. This award highlights a manager that has made significant contributions in the North Carolina biomedical community in areas of leadership, development, community participation. This year's winner is Jero T. Kyle, CCE from TRC Environmental in Chapel Hill. Jero received a plaque and check for \$1,000. Congratulations, Jero.

President's Gavel Award: Glenn presented Brian Poplin the President's Gavel to for his contribution as President. Brian thanked Glenn and the other board members for all their efforts to make the NCBA of one greatest organization.

School Donations: Brian presented a check of \$1,600 on the behalf of the NCBA to David Wilson, Stanly College and John Noblitt, Caldwell College.

Voting and Eligibility of Membership: Linda Leitch read the voting and eligibility of membership from the Rules & Bylaws.

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Wayne Memorial BMETs Educate Staff During Fair

by Mike Howell

GOLDSBORO — The Wayne Memorial Hospital Clinical Engineering Department took advantage of the hospital's semi-annual Equipment Fair held recently to train nurses, technicians, and other staff members on issues pertaining to medical equipment.

Twice each year the hospital's nurse educators conduct the fair to refresh staff members on nursing and equipment topics. The training is mandatory for all nurses. Two years ago, Clinical Engineering saw the fair as an opportunity to educate each nurse on Bio-Medical topics, so they joined the program.

Since joining, Wayne Memorial BMETs have trained nurses on several topics including high failure items, possible prevention steps nurses can take, proper tagging and reporting of equipment malfunctions, and equipment safety. This year the BMETs concentrated training on the hospital's upcoming Joint Commission inspection, proper tagging of broken equipment, and on the sharp increase the CE department is seeing on broken temperature probes.

Joining the Equipment Fair has been seen as a good move by both the CE department and by the hospital's nurse educators. The educators feel that the training offers a different angle to their operation-based training. The Bio-Meds feel they are better able to "get the word out" to each nurse about equipment issues and that they are increasing Clinical Engineering's exposure and value.

The training also seems to be paying off. Wayne Memorial has seen improvements in high failure items, better use of tagging and reporting procedures, plus an increase in general awareness of equipment by nurses.



Jessie Jones (left) is shown conducting a training session during Wayne Memorial Hospital's Equipment Fair.

Annual Golf Tournament

by Linda Leitch and Mark Renfroe

The NCBA held its annual golf tournament in conjunction with the 23rd annual symposium at the Pinehurst Resorts. The tournament was held Monday on course #5. With the



help from the weather gods, tournament director Linda Leitch ordered up and the player's received perfect weather.

A field of 72 players gathered at 10:30am for a shotgun start on course #5. The course proved to be as beautiful and challenging as described. The course was in immaculate condition, which made playing even more exciting. Congratulations go to the team sponsored by Monty Wenk and Ranita Airington, Northfield Instrument Services with Marty Davis and Mark Adamson from First Health/Moore Regional Hospital with a net score of 56. The Zoll team consisting Bill Haun, Steve Flora, Tom Clark and Craig Cucaterra finished second. The closest to the pin winners were John Kaercher, Puritan-Bennett; Kevin Scott, Mercury Medical; and Jeff Jones, ERBE, USA. The longest drive honors go to Marty Davis, who also keep it in the short grass.



The tournament was sponsored by Florida Medical Consultants, The Scope Exchange, Tyco Healthcare, ServiceMaster, Dan Harrison and Mark Renfroe. Special thanks from the tournament committee (Linda Leitch, Mark Renfroe and Dave Francour) to all the participants, sponsors, volunteers and Pinehurst Resorts personnel. If you have not played at the Pinehurst Resorts try not to miss it next year. The tournament committee hopes to see you next year where you can again go for the gold.



L to R: Billy Stam (Duke), Kevin Scott (Mercury Medical) and Bobby Slonac (Duke) at the Golf Tournament



Keynote speaker Dr. Richard Broughton



Les Faucher of Integrated Medical Systems and the Fundamentals of Scope Repair class



The Symposium Exposition was a huge attraction. Monte Wenk speaks with a group of BMETs



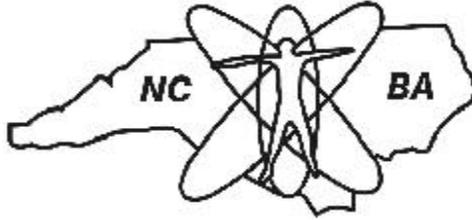
The lobby of the Pinehurst Hotel beautifully decorated for Christmas



Maryanne Arrington teaching at the Lifepak 12 class

INVOICE

2002 Subscription Renewal *North Carolina Biomedical Association*



6300-138 Creedmoor Rd., PMB 272
Raleigh, North Carolina 27612-6730
<http://www.ncbiomedassoc.com>

Phone: 919-688-6890

NCBA Membership Subscription is renewed by individual registration for the symposium (occurring prior to the New Year) or submittal of the annual fee of \$50.⁰⁰. With the subscription renewal, you will continue to receive the bimonthly newsletter publication of NCBA News, announcements of educational seminars, and class discounts. Maintaining your membership will also insure that you receive all 2002 Symposium literature as soon as it is available.

Since, unfortunately, you were unable to attend the 2001 Symposium, your renewal is now due. Please fill in the form, include with your payment, and mail to the address shown above.

Thank you for your attention to this matter and we hope to see you at the 2002 annual meeting on December 2-4, 2002 at the Pinehurst Resort in Pinehurst, NC.

2002 NCBA Membership Subscription Dues

Fee - \$50.⁰⁰ (due upon receipt)

Name: _____

Address: _____

City, State, Zip _____

Email: _____

Employer: _____ Facility: _____

Work Phone #: _____ Fax #: _____

Amount Enclosed: _____ Check #: _____

NCBA Membership Report

by Diane Aker, former Membership Secretary

FIRST, beginning the New Year of 2002, I will be turning my database and assorted files over to Christina Fleming, the new Membership Secretary. I have attempted to keep track of the many changes during the last 3 years and have, myself, been a member of the NCBA for 18 years. What do I think is the real *VALUE* of membership? Membership is a reflection of our dedication to our field and the support of education, professionalism, and concern for the quality of care received in the hospitals that serve our friends and family. Through being a part of the organization, we are able to interact and learn from others. With membership, you will continue to receive the newsletter, announcements of additional classes held throughout the year, and discounts on training. You are also encouraged to participate in committees and activities that map the future of the organization. Keep in mind that membership is renewed with symposium registration or can be renewed separately for those unable to attend by returning the renewal form on page 8 with your renewal fee.

NOW, for the final report for 2001 and our beginning enrollment totals for 2002:

	<u>Ending 2001</u>	<u>Beginning 2002</u>
Individual	248	215
Student	22	21
Honorary	13	13
Associate	6	5
Sub-total	289	254
Corporate	177	158
Total	466	412

We are excited about having 41 *NEW* individual members for 2002 and would like to welcome the following:

Christopher Abiodun, CBET	Carolinas Healthcare System, Charlotte, NC
John Alvenus	Shands at University of Florida, Gainesville, FL
Juan M. Artega	Womack Army Medical Center, Ft. Bragg, NC
Michael Chad Cook	Catawba Memorial Hospital, Hickory, NC
Brandon Costea	WakeMed, Raleigh, NC
Anthony Crowley	WakeMed, Raleigh, NC
Paul DeMercurio	Onslow Memorial Hospital, Jacksonville, NC
Lori Gibson	UNC Hospitals, Chapel Hill, NC
Ted Harris	Tanner Medical Center, Carrollton, GA
L. A. Harris, Jr.	Albemarle Hospital, Elizabeth City, NC
Bob Henretty	UNC Hospitals, Chapel Hill, NC
Nathan Hile	Onslow Memorial, Jacksonville, NC
Kelly Holden	Wake Forest University Baptist Medical Center, Winston-Salem, NC
Ronald Ingano, CBET	Womack Army Medical Center, Ft. Bragg, NC
Louis Katchis, CCE	South Miami Hospital, South Miami, FL
Ricky D. Keziah, CBET	Northeast Medical Center, Concord, NC
Ryan Laizer	Upstate Carolina Medical Center, Gaffney, SC
John Lee	Self Regional Healthcare, Greenwood, SC
Stacy D. Livingston	Womack Army Medical Center, Ft. Bragg, NC
Tim Madeira	Wayne Memorial Hospital, Goldsboro, NC
Roger M. Marcotte	Womack Army Medical Center, Ft. Bragg, NC
James I. Miller	Piedmont Medical Center, Rock Hill, SC
Sandra Miller	Northeast Medical Center, Concord, NC
Domenic Monte	
Jonathan Moore	Pitt County Memorial Hospital, Greenville, NC
Terry L. Morgan, CBET	Athens Regional Medical Center, Athens, GA
Joseph Musselman	Womack Army Medical Center, Ft. Bragg, NC
Donna Patterson	
Kevin Potts	Duke Univ. Medical Center, Durham, NC

Continued on next page

Dan Richardson, CBET	South East Biomedical Company, Hindman, KY
Charles Andrew Richey	Self Regional Healthcare, Greenwood, SC
Angela Sells	Carolinas Healthcare System, Charlotte, NC
William Sikinger	Central Carolina Hospital, Sanford, NC
Matthew Stone	UNC Hospitals, Chapel Hill, NC
Delaware J. Tate, III, CBET	Shands at University of Florida, Gainesville, FL
Christina Taylor	Onslow Memorial Hospital, Jacksonville, NC
Chris Tierney	UNC Hospitals, Chapel Hill, NC
Susan Trombley	Rex Healthcare, Raleigh, NC
Michael Turner, CBET	McLeod Regional Medical Center, Florence, SC
Ron Wilson, CBET	Alleghany Regional Hospital, Low Moor, VA
Frank Zuniga	Baptist Hospital of Miami, Miami, FL

Along with the membership totals, comes some symposium statistics:

Daily Attendance:	Mon.	145
	Tue.	166
	Wed.	140
Class sessions attended per day:	Mon.	218
	Tue.	138
	Wed.	223
Total Registration:		233
Total # of Certificates Issued:		579

Some interesting registration facts:

There are members representing 10 states, including SC, FL, AL, IN, KY, GA, MD, VA, MS, and of course, NC. There were 63 hospitals, schools, and company service technicians represented among our class attendees. Out of the 233 registrants, we had 90 to attend all 3 days.

Important message for 2001 members that did not attend the symposium or have not already renewed: A Membership Subscription Renewal has been sent to you in the mail. There is also a copy in this Newsletter edition [page 8] for convenience. We want to keep you active and stay on our mailing list. Please, fill out the form and return with your annual fee of \$50.⁰⁰.



Getting everything ready Sunday night



Early Monday morning before the crowds arrive

North Carolina Biomedical Association

BMET Certification Review

April 8-12, 2002

Stanly Community College Campus

Tuition \$125.⁰⁰

Non-Member \$225.⁰⁰

ICC Certification for Biomedical Equipment Technicians (BMETs) is formal recognition by the International Certification Commission for Clinical Engineering and Biomedical Technology (ICC) that individuals have demonstrated excellence in theoretical, as well as practical, knowledge of the principles of biomedical equipment technology. Such recognition results from successful completion of a written examination.

In today's health care market, technology is paramount. The need for a work force knowledgeable in the theory of operation, underlying physiological principles, and safe application of biomedical equipment is a central concern of many hospitals and companies. Certification demonstrates that successful applicants have the knowledge to ensure a safe, reliable health care environment. It also demonstrates to employers a significant commitment to career and competence. Quite simply, in an increasingly competitive and changing environment, it is an essential investment in an applicant's future.

Additional details including driving directions and hotel information can be found on the NCBA web site at www.ncbiomedassoc.com. The AAMI web site has detailed information about the testing schedule at www.aami.org/certification/index.html. Information about Stanly Community College is available at www.stanly.cc.us. *It is the responsibility of the individual to make their own arrangements with AAMI for taking the certification exam.*

Please bring books needed (but not required):

1. Reference book covering anatomy and physiology
2. Basic analog and digital electronics
3. Carr and Brown's "Introduction to Biomedical Equipment Technology"

Copies of handouts will be provided during class.

Hotel and lunch breaks are the student's responsibility

For more information contact Linda Leitch at
vicepres@ncbiomedassoc.com or phone 919-681-4293

Registration Form:

Make Checks Payable to: NCBA

6300-138 Creedmoor Road

PMB 272

Raleigh, NC 27612-6730

Name: _____

Hospital/Company: _____

Address: _____

Telephone: _____ Email address: _____

NCBA Board Minutes (continued)

available for election at this year's symposium.

Internet: Glenn reported the Internet web site has the membership information from symposium included on the membership and vendor pages. Information relating to the Board positions and future board meeting dates will be updated next week. General discussion on the next level of options available on web site. Will continue this discussion at the retreat in February.

Professional of the Year: Brian was pleased with the responses received from the general membership on these awards. Brian suggested that the board make a new committee responsible for all awards. There may be a new award available this year for a general member who is returning to school to further their education. Board will discuss the details at the retreat in February.

Helen moves to accept all the reports as given. Charles seconds the motion, board unanimously approved.

Old Business:

Regional Symposium for 2003: Charles has contacted by email and phone other regional biomedical groups about holding one regional symposium. Charles informed board that no one seems interested at this time. Board decides to table the possibility of a regional meeting.

Retreat Agenda: Boyd reminded everyone at make their reservations at Crown Reef Resort as soon as possible.

Financial Audit: Charles asked for two board members to help audit the books for 2001. Board decided that the President and Vice-President should participate along with two general members.

AMMI Membership: Diane had been contacted by AMMI about the membership. She explained that the mailing addresses could not be to the board officer positions that it had to have a name each year. Board decided to have mailings to Membership Secretary, Newsletter Editor, and President.

Symposium Planning:

Hotel Planning: Helen reported on the savings from the 2001 Symposium compared to 2000 Symposium at Pinehurst. Helen stated the biggest cost again was the food and beverage bill. The audio and visual costs decreased from last year. The Board must decide by June 2002 about staying or leaving Pinehurst.

Education: Dan thanked Mark for helping arrange some of the speakers at the Symposium. Dan informed the board that the CBET review class will be held at Stanley Community College in April 2002. Cost for weeklong class will be \$125 for NCBA members and students; \$225 for non-members.

Please contract Linda Leitch, Vice-President if interested in attending class.

Vendor Relations: Ken Logan not present. Brian handed out the summary of vendor costs for 2001 Symposium. The total vendor cost for 2001 was 5,245.37.

Membership: Diane reported summary of 2001 Symposium. We had much higher attendance on the first day than previous 2 years. There were 90 attendees registered for 3-days. States represented other than NC include: SC, FL, AL, IN, KY, GA, MD, VA, and MS. There were 63 hospitals, schools and companies represented among the technical registrants this year. Membership had fewer hospitals renewing individual memberships if employee did not attend symposium. **Diane will the mail out the new style subscription renewal form, so if you did not attend the symposium, watch for the mailing.**

Finance: Charles reported that all bills from symposium are paid.

Bags & Shirts: Obie did another great job designing the bags, shirts, bathrobes, etc. The board wants to thank him for all his continuous help for the NCBA. **If anyone interested in purchasing a shirt, please contact Boyd Campbell, President either by phone or e-mail.**

Seminar Planning: No report given. Board will discuss training classes at the retreat in February.

New Business:

Diane asked for approval from the board to make any discussion regarding Membership Secretary duties until she and Christina could together about the role and duties of Membership Secretary. The Board agreed that Diane will act on the behalf of the NCBA.

Boyd asked that all issues for retreat be sent to him and he would add them to the agenda.

Board members determined the date, time, and location of the NCBA 2002 board meetings. They are as follow: March 8th at Duke Medical Center, Durham; May 10th at Wayne Memorial Hospital, Goldsboro; July 12th at Catawba Memorial, Hickory; September 13th at Premier, Charlotte; November 8th at Pinehurst Resort; January 10, 2003 at NC Baptist Hospital, Winston-Salem.

The NCBA Board of Directors meetings are open to the general membership to attend. Please mark your calendars with new dates and plan to attend. Contract the President if interested in attending or serving on any of the standing committees.

Adjournment: Mark Renfroe made the motion to adjourn the meeting. Sally Goebel seconds the motion, the board unanimously approved. Board adjourned at 1:45 pm. The next meeting will be at the retreat February 8-9 2002 at the Crown Reef Resort in Myrtle Beach, SC.

**Respectfully Submitted,
Linda K. Leitch
NCBA Recording Secretary**

Microsoft Excel Power Tips

by Glenn Scales, CBET

Copy Your Page Setup

Each Excel sheet has its own setup options (orientation, margins, headers and footers, and so on), which you set using the File, Page Setup command. But when you add a new sheet to a workbook, it contains the default page setup. Activate the sheet that contains the desired setup info. Then hold down the Ctrl key and click the sheet tabs of the additional sheets you want to update.

Then select File, Page Setup and click OK. The page setup features of the first sheet you selected will be copied to the additional sheets.

Sum the Highest Values in a Range

If you need to calculate the sum of the three largest values in a range of 100 cells, you will need to use Excel's LARGE function. LARGE returns the nth-largest value in a range, in which n is the function's second argument. The formula calls the LARGE function three times and then sums the results. The following formula, which assumes the numbers are located in the range A1:A100, will do the job:

```
=LARGE(A1:A100,1)+LARGE(A1:A100,2)+  
LARGE(A1:A100,3)
```

Another approach is to use an array formula like this one:

```
=SUM(LARGE(A1:A100,{1,2,3}))
```

The formula first passes an array of three values to the LARGE function, and then uses the SUM function to add the values returned by the LARGE function. Notice that the values 1 through 3 are enclosed in brackets rather than parentheses. As always, after typing an array formula, press Ctrl-Shift-Enter instead of Enter.

Convert Imported Values To Actual Values

I've found that values are sometimes imported as text, which means they can't be used in calculations or with commands that require values. I've tried formatting the cells as values, with no success.

Here's a simple way to convert imported text entries to values that can be used in calculations. Select any empty cell, enter the value 1, and choose Edit, Copy. Select all the cells that need to be converted, then choose Edit, Paste Special. In the Paste Special dialog box, select Multiply, then click OK. This operation multiplies each cell by 1, and in the process converts the cell's contents to a value.

Prevent Row or Column Insertion

One way to prevent unauthorized users from inserting a new row or column into a spreadsheet is to protect the worksheet. If you prefer to keep the sheet unprotected, input something into the last cell on the worksheet (cell IV65536). A single space is a good choice, since it's invisible. When the last cell is

filled, Excel and 1-2-3 will not allow insertion of a new row or column. Instead, the programs will display a rather cryptic message that the casual user won't understand.

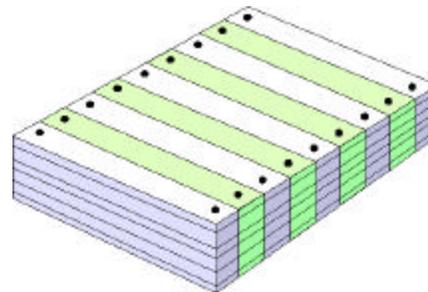
Hiding a Cell's Contents

If you set the format of a cell to ;;; (three semicolons), the cell will appear to be blank. If you click the cell, you can see its contents in the formula bar, but nothing appears in the cell itself. Let's take a look at this method. Enter 1, 2, and 3 into cells A1, A2, and A3. Now, go to cell A5 and enter

```
=sum(a1:a3)
```

and press Enter. The sum will be 6 if you use the suggested numbers. Click cell A1 now, then choose Format, Cells. When the Format Cells dialog box opens, click the Number tab. Now, select Custom from the Category list. Go to the Type entry box and double-click its current contents. Next, type three semicolons ;;;

and click OK to close the dialog box and record your change. The number in cell A1 disappears. The sum in cell A5 remains 6, however, since the invisible number is still in cell A1.



Conditional Counting in MS Excel

The count, counta, and countblank functions are very straightforward, so I'll skip these and get straight to the more useful countif. This function takes two arguments: the range that holds the data to be counted, and the criteria used to determine if a cell is included in the count.

- To count the number of cells that contain the value 12: `=countif(data,12)`
- To count the number of cells that contain 1 or 12: `=countif(data,1)+countif(data,12)`
- To count the number of cells that contain a negative value: `=countif(data,"<0")`
- To count the number of non-zero values: `=countif(data,">0")`
- To count the number of cells that contain a value between 1 and 10: `=countif(data,"=1")-countif(data,"=10")`
- To count the number of cells that contain the word "yes" (not case sensitive): `=countif(data,"yes")`
- To count the number of cells that contain any text: `=countif(data,"*")`
- To count the number of cells containing three-letter words: `=countif(data,"???")`

Dollars and Sense

by Charles Worrell, CBET, NCBA Treasurer

Financially, 2001 was ended on a positive note. Thanks to Dan Harrison - Program coordinator and Helen Jones - Hotel coordinator, Pinehurst Hotel expenses were reduced over the previous years.

Account balances for 2001:

Checking:	Opening	77,238.⁰³
	Closing	31,893.⁹³
CD's:	XX205	23,456.³⁶
	XX257	23,168.⁸⁹
Scholarships:	Eddie Whisnant	600.⁰⁰
	Norm Reeves	600.⁰⁰
Asset Liability (tax)		118.⁹⁹



Now is the time to start planning for the future. The NCBA is one of the top biomedical groups in the nation. This is due to the quality and participation of its membership. We need future board members and officers. The experience on the NCBA Board of Directors can help give you insight on how organizations and hospital departments are operated.

If you would be interest in being a future treasurer for the NCBA, contact me at the NCBA website.

NCBA's 2001 Professional of the Year

by Obie Godley, CBET

Joseph (Joey) M. Cahoon, CBET, Assistant Manager of the Biomedical Department at University Health Systems of Eastern Carolina / Pitt County Memorial Hospital, received NCBA's 2001 Professional of the Year Award. Joey is originally from Swan Quarter in Hyde County and moved to Greenville in 1981 where he attended Pitt Community College. Joey began his career as a Biomedical Trainee at PCMH in 1981 as a "co-op student" at PCC. He advanced to Biomedical Technician II in 1983 and to Biomedical Technician I in 1985. Joey became ICC certified in May of 1989 and became Assistant Manager of the Biomedical Department in 1991. Joey and his wife Sharon, who is also employed at PCMH, have two children.

Joey has a deep concern for the operation and maintenance of equipment, "He wants it right". He is always willing to assist all departments at PCMH and other facilities throughout UHS. His professional talents span many areas such as excellent troubleshooting techniques, problem solving, improving equipment function and being a team player.

There are several areas in which Joey is and has been involved in community activities; his local church, Pitt County Little League Program and Pitt County School System. His contributions range from leadership, organizing activities, coaching, to using his technical abilities with building projects. Joey has educated several

Pitt County schoolteachers, through the "shadows" program, about the specifics of the Biomedical Equipment Technician career. He also participates in the Healthcare Career Fair hosted by PCMH, which is attended by students in the Pitt County School System.

Joey has shown his support to the NCBA by attending its Annual Symposium many times. Other times, Joey supports the NCBA "behind the scenes" while I have been involved with NCBA meetings and other NCBA projects.

Joey's dedication to his family, church, community and his profession are to be commended. Joey's work ethics demonstrate care and genuine concern for the patients' well being and safety. I received letters of recommendation from Joey's Pastor and retired Vice President of Facilities Services of PCMH characterizing Joey as an outstanding employee, tireless worker and a person who demonstrates a positive attitude. I have known Joey for 20 years and have tremendous respect for his professional attributes. I am very pleased and proud to have him as my associate and that he was selected as the NCBA's Professional of the Year.

Obie Godley, CBET, Manager
University Health System of Eastern Carolina
Pitt County Memorial Hospital
Biomedical Department

NCBA Annual Meeting(continued)

Reading of Nominees: Linda Leitch read a biography for each nominee from the list placed in each member's packet.

Open Floor for Nominations: Brian opened the floor for other nominees. Lane Rushing nominated Susan Cowan from Datex-Ohmeda. Susan served as past board member in the positions of recording secretary, newsletter editor, and recipient of the President's Award. Susan has worked in the biomedical field since 1983. Dale Crum moved to accept all the nominees for the Board of Directors. David Wilson seconds motion, general member approved.

Voting by the Membership

Closing Remarks

Adjournment: Ken Logan moved to adjourn the general session. Dale Crum seconds motion, general members approved. General session adjourned at 1:05 pm December 4, 2001.

Respectfully Submitted,
Linda K. Leitch
NCBA Recording Secretary

NCBA Board of Directors Meeting December 2, 2001 Pinehurst Resort Hotel Pinehurst, NC

Attending Board Members:

Glenn Scales	Linda Leitch
Brian Poplin	Mark Renfroe
Charles Worrell	Helen Jones
Dan Harrison	Diane Aker
Sally Goebel	Boyd Campbell

Not Present: Tommy Ballard

Meeting called to order at 7:00 pm in Room 311.

New Business:

The board of directors approved the honorariums of \$300 to the Bob Morris Memorial Fund on the behalf of Marv Shepard and George Mills. Charles made the motion to approve the donation. Mark the seconded motion, board approved.

Charles informed the board the amount of interest received from the two CD accounts. The amount would be divided evenly and presented to Stanly and Caldwell colleges as approved in the previous board meetings.

Diane explained the problem with registration for Physio-Control Lifepak 12 defibrillator class. The class has over 42 people. Lane volunteered to hold another class.

Helen informed the board that she is meeting with Pinehurst every afternoon to review the bills to date. Also, Helen will speak with the hotel about next year symposium. She will present information at January meeting.

Adjournment:

Mark motion to adjourn meeting. Glenn seconds the motion, board approved. Meeting adjourned at 7:35 pm December 2, 2001.

Respectfully Submitted,
Linda K. Leitch
NCBA Recording Secretary

Introducing Mark Renfroe, CBET

Mark Renfroe, CBET is employed by Wayne Memorial Hospital in Goldsboro, North Carolina.

I began my career in Biomedical Engineering in 1991 shortly after graduating from Wayne Community College. I continue to work for Wayne Memorial as the Manager of Clinical Engineering Services.

I have been a member of the NCBA since 1992, and received my AAMI certification in 1995. For the past two years I have served on the NCBA board as a general board member, sat on various committees and was reelected to the board for the 2002 - 2003 term.



I was born and raised in Goldsboro and very much enjoy working in the small town hospital environment, It's nice to work where you know everybody's name. Being involved and supporting the NCBA is very rewarding. Since joining the NCBA, I have been amazed at the hard work and dedication shown by our biomedics to keep this organization strong and successful. I am also very grateful to our NCBA pioneers who began this organization and built it to what it is today.

Please let me know if I may be of assistance to you or bring your questions & concerns before the board.

SCHEDULE of NCBA BOARD of DIRECTORS MEETINGS for 2002

February 8-9, 2002

Board of Directors Planning Retreat
Crown Reef Hotel, Myrtle Beach, SC
Ph: 800-405-7333, www.crownreef.com

March 8, 2002, Time: 10:00 a.m.

Duke University Hospital, Durham, NC
Host - Brian Poplin, Ph: 919-681-2525

May 10, 2002, Time: 10:00 a.m.

Wayne Memorial Hospital, Goldsboro, NC
Host - Mark Renfroe, Ph: 919-731-6077

July 12, 2002, Time: 10:00 a.m.

Catawba Memorial Hospital, Hickory, NC
Host - Boyd Campbell, Ph: 828-326-3899

September 13, 2002, Time: 10:00 a.m.

Premier, Charlotte, NC
Host - Dale Allman, Ph: 800-825-1786

November 8, 2002, Time: 10:00 a.m.

Pinehurst Resort & Hotel, Pinehurst, NC
Ph: 800-487-4653, www.pinehurst.com

December 2-4, 2002

2002 NCBA Symposium
Pinehurst, NC

January 10, 2003, 10:00 a.m.

NC Baptist Hospital, Winston-Salem, NC
Host - Helen Jones, Ph: 336-716-612

Board Meetings are open to the NCBA Membership. Please plan to attend.

North Carolina Biomedical Association
6300-138 Creedmoor Road, PMB 272
Raleigh, NC 27612-6730
Phone: 919-688-6890

Website: www.ncbiomedassoc.com



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