



Sonny Richards, CBET
NCBA President

President's Forum

Well, it's about that time of the year....that time when everybody is busy and getting busier. It's especially true of the NCBA as we prepare for the 27th Annual North Carolina Biomedical Association Symposium. Holiday trimming for the season has already begun at the resort. Last-minute details and changes to schedules are underway to make your trip to Pinehurst beneficial and one that you will remember. Near record numbers are already booked for the Golf Tournament (on Sunday this year). Please make your hotel reservations early, as we almost always sell out of rooms. Hope to see you there!

Changes made to the structure of the Board last year have already paid big dividends this year. The additional membership representation was important to our ability to move through some challenges early in the year. As we move into the holiday and symposium season, we are also looking forward to the coming year. We will be holding the annual Board Retreat in February to discuss opportunities and set goals for the coming year, but a lot of those decisions will be based on feedback from our members. So please feel free to submit any ideas and suggestions to your Board of Directors, preferably before the end of the year.

Also, please remember that there are always opportunities to serve the membership by adding your name to the ballot for election to the Board of Directors and/or volunteering to serve on any of a number of working committees throughout the year. The NCBA and its Board of Directors are comprised of professionals just like you who share their time and talents with each other.

On behalf of the NCBA Board, I want to take this opportunity to thank you for supporting the Association with your membership and symposium attendance. With your support and involvement the NCBA will continue to serve as an example of a quality organization to professionals in the Clinical Engineering and Biomedical fields.

Sonny Richards
President, NCBA

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2005 Board of Directors

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2005 Standing Committees

Rules and Bylaws

Sonny Richards (Chair), Brian Poplin,
Glenn Scales, David Wilson

Nominating Committee:

David Wilson (Chair), Obie Godley,
John Noblitt

Finance Committee:

Parker Foster (Chair), Tom Barnes,
Chad Granade, Helen Jones

Membership Committee:

Glenn Scales (Chair), Susan Cowan,
Obie Godley, Mark Renfroe

Education Committee:

John Noblitt (Chair), Susan Cowan,
Helen Jones, Crisci Miller, Linda
Sielaff, Dan Tate

2005 Special Committees

Newsletter Committee:

Glenn Scales (Chair), John Noblitt,
David Wilson

Awards Committee:

Mike McCoy (Chair), Brian Poplin

Vendor Coordination:

Tom Barnes (Chair), Crisci Miller,
Mark Renfroe, Glenn Scales

Hotel Coordination:

Helen Jones (Chair), Crisci Miller

Public Relations:

Sonny Richards (Chair), Susan Cowan,
Mike McCoy, John Noblitt, Dan Tate

Internet Committee:

Glenn Scales (Chair), Mark Renfroe

Historian:

Glenn Scales (Chair), Obie Godley,
Helen Jones



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 first day of odd 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 frequently in short supply. If you have written any articles that may be of interest to our readers, submit it to Newsletter Editor, Glenn Scales, at editor2@ncbiomedassoc.com.

NCBA Board Minutes Friday, November 11, 2005

Pinehurst Hotel – Village of Pinehurst, NC

I. Call to Order

Sonny Richards called the meeting to order at 10:10 am. The meeting was held in the Dogwood Room at the Pinehurst Hotel.

Members present: Chad Granade, Helen Jones, Glenn Scales, David Wilson, John Noblitt, Dan Tate, Gordon Radke, Parker Foster, Mike McCoy, Sonny Richards, Christina Miller.

Members Absent: Tom Barnes, Susan Cowan

Visitors present: Obie Godley

II. Approval of September minutes

The September minutes were approved with no discussion. Motion to approve was made by John Noblitt, with a second from Dan Tate.

III. Reports

Treasurer Report

Parker Foster reported on the financial status of the NCBA. A financial summary was passed out. We are still on extension for the IRS to complete the tax return. There is some question concerning tax requirements for organizations that receive charitable contributions. There must be some recognition, whether in letter form or other, sent to the company stating that they have contributed to an organization that is non-profit. The letter should be sent to the IRS and the company, and must follow any contribution greater than \$250. More information will follow concerning this issue.

Membership Report

Glenn Scales reported that there has been no change since the last meeting. Glenn passed around a day-by-day comparison of last years attendance and this years registration. We appear to be slightly behind last year, but are on track to catch up by next month. Most people that have registered online have not yet made their payment.

Education Report

John Noblitt reported on the education for the symposium. An email went out to presenters a month ago. The email asked for clarification and confirmation concerning date and times for classes. There were

only three responses to this email. One response was to say that the person teaching no longer worked for the establishment and someone else needed to be selected for the class. The Vapotherm class has now been added. This is a manufacturer service school, and will be taught just as the class at the factory. There is now another vendor wanting to schedule a class for the symposium.

Scholarship Report

Mike McCoy reported that he has just received the scholarship applications. They will be reviewed and sent out this week. There are, as of now, no nominations for professional or manager of the year. More discussion followed concerning changing the amount of the scholarship gifts. This has been tabled until the roundtable discussion on Monday of the

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. Either jpeg or tiff files of the actual size ads is required. **Corporate Members please remember what free advertisement your membership allows.** Please contact the Newsletter Editor for other pricing.

symposium. There was a motion made by John Noblitt that we increase the amount of the NCBA scholarship for this year based on our positive financial performance. There was a second by Gordon Radke. The board voted unanimously to increase the amount. The sponsor of the remaining scholarship will be contacted. If they object to the increase and another vendor cannot be found the NCBA will subsidize the scholarship so that both amounts will remain the same.

Rules and Bylaws Report

Sonny Richards reported that there are no changes to report. The roundtable discussion will be a crucial event concerning the rules and bylaws of the NCBA.

Newsletter

Glenn Scales reported that the newsletter is ready for print except for minutes, President's forum, and financial summary. The rest of the newsletter will be taken up with Symposium information. There is still need of articles to complete the textual requirements. BC Technical has sent a one-page insert to be in this newsletter. The newsletter will need to be sent to Kinko's soon so that it is printed and mailed before the Symposium.

Nominating Committee

David Wilson reported that we currently have twelve candidates for the Board of Directors elections. We are still in need of bio's from some of these folks.

Internet Committee

Glenn Scales reported that the web site is up to date. There is nothing further to report. We are not currently tracking hits to the site, but that may be needed in the future. Several board members commented on how helpful the website is concerning the NCBA and its Symposium.

Vendor Committee

The vendor exhibit is full. There are still six vendors on the waiting list. Last year we were not full at this point. We have been sold out

Continued on the next page

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:

| | |
|--------------|----------------------|
| Full Page | \$200. ⁰⁰ |
| Half Page | \$100. ⁰⁰ |
| Quarter Page | \$50. ⁰⁰ |

If the ad is a single page to be included as an insert, the advertiser will pay all additional printing and handling costs. Placement of non-member ads is on a "space available basis. Advertising that is to be printed in color will include all additional costs to prepare and insert the color page.

Dollars and Sense: Treasurer's Report

By Parker Foster CBET, NCBA Treasurer

Account balances as of 10/31/2005:

| | | |
|---------------|----------------|----------|
| Checking: | | \$52,788 |
| CD's: | XX205 | \$25,718 |
| | XX257 | \$25,182 |
| Scholarships: | Eddie Whisnant | \$605 |
| | Norm Reeves | \$605 |

(Income highlights)

| | |
|---------------------|----------|
| Sponsorships | \$1,500 |
| Vendor Registration | \$22,669 |
| Member registration | \$3,400 |
| Golf income | \$895 |

(Expense highlights)

| | |
|--------------------|---------|
| Office expenses | \$94 |
| Newsletter expense | \$1,078 |



Board minutes continued from Pg. 3

for two months. Some vendors that have been with us for as much as eight to ten years are now without a booth. Of the ninety-two vendors, nine are new. Eight have multiple booths. Five of the multiple booth vendors have not yet paid. Notification has been sent to the non-paid vendors that if payment is not soon received, they will be moved to a waiting list, and a comparable amount of vendors moved up to fill their spot. Most vendors on the waiting list are calling daily to check for cancellations. The vendor registration area will move to the top of the steps this year. A minimum of two board members will be assigned to assist Tom Barnes with vendor setup, and registration.

Hotel Report

Helen Jones reported that the hotel arrangements are completed. The only thing left to determine is the audio-visual needs for the education rooms. That should be completed soon.

IV. Old Business

Golf

There are seventy-four players registered. We have enough players registered to meet our obligation to the resort. There are seven hole sponsors signed up as of today. Signs need to be made for the tee boxes. Phillips Medical is also interested in sponsoring a hole for the tournament. Prizes are the biggest concern at this point.

Hotel Update

Hotel representatives met with Helen and discussed arrangements for the meeting. There has been some question concerning a car to be included in the vendor exhibit. The hotel will be in contact with the vendor. The contracts for future years are in need of signature. Those will be sent to Sonny. Pinehurst Resort is donating a coffee break for our years of continued service. The booths for the upstairs will be shared by the NCBA, Stanly Community College, and Caldwell Community College and Technical Institute.

The NCBA has to rent two copiers at the symposium each year. Kinko's can take care of most of our copying needs ahead of time. This will save the rental fee for one copier and will save the time to stuff all the packets with this information. The cost at Kinko's is \$550. The nomination to allow Kinko's to provide us this service was made by Parker Foster, with a second by Helen Jones. The board voted unanimously to proceed with acquiring this service.

Education

One class is set up for next year. The NCBA is also in need of projectors for AV usage during the classes. Most of those can be rented through Lee Hartman. The question is how many this organization can supply. John will contact the representative from this company and notify board members of the remaining needs.

Vendor Relations

Nothing further to report

V. New Business

A. Bags

Obie Godley attended the meeting and delivered the bags for the symposium. There are approximately 370 bags. The bags for this year were sponsored by GE Healthcare.

B. Board Meeting

The Board members should arrive at the Resort by 4:00. Students assisting in the stuffing of bags should arrive around 4:30. A board member with a truck also needs to pick up the items needed from the storage facility and bring it to the resort.

C. Planning Retreat

The retreat will be February 10 – 11, 2006 at the Ocean Reef Resort in Myrtle Beach, SC. The next board meeting will be in January at the Aramark facility in Charlotte, NC.

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NCBA 2005 Final Symposium Schedule

Sunday, December 4, 2005

[illegible]

Monday, December 5, 2005

[illegible]

Tuesday, December 6, 2005

[illegible]

Wednesday, December 7, 2005

[illegible]

Education Tracks: **ENT** - Entry Level **GEN** - General Biomed **SPE** - Specialist **IT** - Information Technology **MGT** - Management

Registration Form: 2005 NCBA Symposium

Name: _____ CBET _____ CCE _____ OTHER _____

Home Address: _____ City, State, Zip _____

Home Phone: _____ Home Email: _____

Facility/Company : _____ Occupation/Position _____

Work Address: _____ City, State, Zip _____

Work Phone: _____ Fax: _____ Email: _____

College or University (Students): _____ Current Curriculum: _____

Mail future NCBA information to: Home _____ Work _____ Member of: ASHE _____ AAMI _____

*Refer questions to John Noblitt at 828-726-2263, e-mail vp@ncbiomedassoc.com or
Sonny Richards at 704-948-5790, e-mail pres@ncbiomedassoc.com*

- **Note: Late registration fee in effect after November 18, 2005** ●

Late Registration Fees

- ☐ One Day \$175.⁰⁰
- ☐ Two Days \$250.⁰⁰
- ☐ Three Days \$300.⁰⁰

Late Student Registration Fees

- ☐ One Day \$55.⁰⁰
- ☐ Two Days \$82.⁰⁰
- ☐ Three Days \$90.⁰⁰

Monday: December 5, 2005

- ☐ Basic Leadership Skills (PM Only)
- ☐ Basics of Nuclear Medicine (full day)
- ☐ Healthcare Networking & Troubleshooting (full day – continued on Tuesday)
- ☐ Humor in the Workplace (PM Only)
- ☐ In-house or Outsource Ultrasound Service (full day)
- ☐ Interviewing Skills (AM Only)
- ☐ Preparing for CBET Certification (PM Only)
- ☐ Principles of Clinical Laboratory (AM Only)
- ☐ Roundtable: The NCBA Education Foundation (AM Only)
- ☐ Video Systems/Endoscopy (full day)

Tuesday: December 6, 2005

- ☐ Alaris Systems Workshop (PM only)
- ☐ Basic X-Ray Service (PM only)
- ☐ Customer Service Skills (PM only)
- ☐ Electrosurgical Burns: True or False? (PM only)
- ☐ Equipment Acquisition & Asset Management (PM only)
- ☐ Healthcare Networking, continued from Monday (PM only)

Wednesday: December 7, 2005

- ☐ Dialysis Water Quality Standards (PM Only)
- ☐ DICOM / Display Calibration (full day)
- ☐ JCAHO Preparation (AM Only)
- ☐ Principles of CT (full day)
- ☐ Valleylab Force FX Electrosurgical Units (PM only)
- ☐ Where Biomed and IT Collide (full day)
- ☐ Wireless Patient Monitoring (full day)
- ☐ Zoll Equipment Overview (AM Only)



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Mammography: Loro DMIL, GE DMR, Transworld

Generators: GE - Advantix, LEX, MVE, MEX, SPX

Philips - Classic, RCP, Medix 5000, Modular, CM200

OM1050, OM2000, Optimus 85, MCR7

Tables: Diagon 7160/73, Diagon 5556/5575, AD5, Omega III,

Picker Clinic-R, RTT

Spot Film Devices: loops 25, 35, 75, 100 & US 8035, 8035, 80

Diagnosis: Camera, Monitor, Injector, Cine Camera, TV Console

Digital: DCR 4, DM, D6, Elexor ER, Clinibar, VP

4V211, V20, GE DX

X-Ray Table: GE - Club Line, Angio Line

Palps - SRC, S2RC, SRM

Abx - Vicar, Denial and various other tubes

Image Intensifiers: 6", 9", 12", 14"

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The NCBA Student Scholarships

By Michael McCoy

By now, most students have already applied for the 2 scholarships that are to be given away at the 2005 NCBA Symposium. To me this is the greatest part of coming to the NCBA Symposium. The privilege to chair the committee and help select the 2 students that will be awarded the scholarship during the annual symposium has been a great joy to me.

“The Eddy Whisnant scholarship fund was established in 1991, by the North Carolina Biomedical Association (NCBA) to provide academic scholarships to students enrolled in the North Carolina Community College systems, Biomedical Equipment Technology programs. The scholarship is administered by the NCBA Scholarship Committee appointed annually by the board of directors of the NCBA. A student must be working toward an Associate in Applied Science Degree in Biomedical Equipment Technology.”

As I was looking through the archives of old newsletters, I came across the above data that describes the establishment of the Eddy Whisnant scholarship. This is the scholarship that you as members of the NCBA support. This student that will someday possibly be our new employee, or even our boss. Last year, I personally was able to hire a young lady that I awarded one of the scholarships to. Why not encourage them all you can when you see that student badge as we walk through the symposium.

The same data page from the NCBA web stated the establishment of the Norman Reeves scholarship.

“The Norman “Red” Reeves Scholarship Fund was established in 1993 to provide academic scholarships to students enrolled in the North Carolina Community College Systems Biomedical Equipment Technology Program. The scholarship is administrated by the NCBA Scholarship Committee appointed annually by the Board of Directors of the North Carolina Biomedical Association. The applicant must be working toward an Associate in Applied Science Degree in Biomedical Equipment Technology.”

Part Source of Twinsburg, Ohio, has been the proud sponsor of the Norm Reeves scholarship over the past few years. Everyone in the NCBA should be grateful for their support and be sure to visit their booth and thank them for what they do to support our students.

Good luck to all the students that have applied for the scholarships. We now are looking through a good list of

qualified participants. It will be a hard task to select a winner after all the great grades, letters of recommendations and comments we receive for each candidate.

NCBA Manager and Professional of the Year

By Michael McCoy

Once again we are at the point to select the Manager and Professional of the year award for the 2005 NCBA Symposium.

This is a great honor to receive as well as being involved in the selection of the winners. Below is the description for both awards that is listed in the application for the award. I know for a fact that we have someone in your past or present that has influenced you in you career.

It is time to pay them back for their help they have given you. What better way than the Manager or Professional of the year. Just think about the times that you were ready to hang it up, or when things got rough, and this person helped you through those times.

Not everyone is a superstar, but heroes come in several different sizes, shapes and abilities.

Please read the following or go to the nominations page, if not this year but next, and be thinking about that person.

The North Carolina Biomedical Association in conjunction with Spacelabs Medical has created the Manager of the Year Award to be presented annually at the NCBA Symposium for a manager who has given personally and professionally to the field of Biomedical / Clinical Engineering as well as to their local community. The winner will receive a check for \$1,000 and a plaque identifying them as the NCBA Manager of the Year. We are looking for managers who have made significant contributions in Professional Achievement, the Local Community and the Biomedical Community.

The North Carolina Biomedical Association in conjunction with Hill-Rom has created the Professional of the Year Award to be presented annually at the NCBA Symposium for a technician who has given personally and professionally to the field of Biomedical / Clinical Engineering as well as to their local community. This award is sponsored by Hill-Rom. The winner will receive a check for \$1000, and a plaque identifying them as the NCBA Professional of the Year. We are looking for individuals who have made significant contributions in Professional Achievement, the Local Community and the Biomedical Community.

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Vapotherm 2000i Service Class

Vapotherm, in conjunction with the North Carolina Biomedical Association, will host a one day service course on the Model 2000i Vapor-Phase Hydration System. Normally this course costs \$250.00, but current NCBA members and those attending the Symposium can register for free.

That's right – FREE. If you are a current NCBA member, all you have to do is register on the NCBA web site and show up on Wednesday. If you are attending the Symposium, the Vapotherm class is scheduled for Wednesday, but you do not have to pay for that day's attendance. Kind of a buy one – get one free.

The course is scheduled for Wednesday, December 7, 2005. Registrations are limited to the first 12 people. To register, go to the NCBA web site Events page and click on the "Online Registration" button to e-mail your registration to the NCBA Membership Secretary.

Attendees should, if possible bring a laptop computer. Diagnostic software and connector cable will be supplied and loaded during the class. Software and cable costs are included in the class fee.

Attendees are welcome to bring a malfunctioning Vapotherm 2000i unit for troubleshooting and (if possible) repair during the class. Any parts used will be charged to their institution.

Vapotherm Agenda

- Welcome, hand out manuals, collect contact information
- Course objectives and warranty policy
- Vapotherm operating principles, set up and operate unit
- Functional description: parts of the system
- Alarms and their functions
- Load diagnostic software and use of diagnostic software
- Trouble shooting in theory (from manual)
- Handling incoming unit, Interpreting complaints
- Use of checklist to locate malfunction
- Practical troubleshooting using diagnostic software
- Disassembly, part replacement, assembly and checkout
- Discuss non-alarm malfunctions, Q&A, and wrap-up.



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SCHEDULE of NCBA BOARD of DIRECTORS MEETINGS for 2005

February 11-12, 2005, Time: 8:30 a.m.

Board of Directors Planning Retreat
Ocean Reef Hotel, Myrtle Beach, SC

March 11, 2005, Time: 10:00 a.m.

Baptist Medical Center, Winston-Salem, NC
Host – Sam Wright, Ph: 336-716-3437

May 13, 2005, Time: 10:00 a.m.

Moore Regional Hospital, Pinehurst, NC
Host – Crisci Miller, Ph: 910-215-5178

July 15, 2005, Time: 10:00 a.m.

Caldwell Community College, Hudson, NC
Host – John Noblitt, Ph: 828-726-2263

September 9, 2005, Time: 10:00 a.m.

Duke University Hospital, Durham, NC
Host – Glenn Scales, Ph: 919-681-2525

November 11, 2005, Time: 10:00 a.m.

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

December 5-7, 2005

2005 NCBA Symposium and Expo
Pinehurst Resort & Hotel, Pinehurst, NC

January 13, 2006, Time: 10:00 a.m.

ARAMARK CTS, Charlotte, NC
Host – Sonny Richards, Ph: 704-948-5790

February 10-11, 2006, Time: 8:30 a.m.

Board of Directors Planning Retreat
Ocean Reef Hotel, Myrtle Beach, SC

Board Meetings are open to the NCBA Membership.

Please plan to attend.