



# PeriOperative Potpourri

## New Orleans - Chapter 1902

December 2017

### 2017 – 2018 Officers

#### President

Sharon Guardina, BSN, RN, CNOR  
[sguardina@att.net](mailto:sguardina@att.net)

#### President-elect

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#### Board of Directors:

##### (2016-2018)

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[ramiemiller@yahoo.com](mailto:ramiemiller@yahoo.com)

### President's Message

The members of the AORN Chapter of New Orleans had a VERY busy month in November. Members started out the month with "roller skates" with the documentary film premiere on "Defining Hope" on November 1<sup>st</sup>. It was a very moving and inspiring film on choices people make when facing terminal illnesses. Our next member event was "Lights, Camera, Action" with Nat'l AORN filming a video in New Orleans on November 10<sup>th</sup> in the French Quarter around Jackson Square to promote the upcoming Global Surgical Conference & Expo 2018 in New Orleans. The video featured fun facts about the city, gave insights into local favorites, and highlighted the conference offerings. Next was the member favorite, the "Teddy Bear Clinic" sponsored by Nat'l AORN and Chapter 1902 on November 11<sup>th</sup> at Tulane-Lakeside Hospital. The purpose was to decrease a child's anxiety of hospitalization and promote awareness of the perioperative nursing profession. We "stitched up" and repaired many children's special stuffed animal friends during the clinic. We even made the local news on WGNO-ABC. Our next member event was the member and non-member Social on November 15<sup>th</sup> at Martin's Wine Cellar. YUM !!! This event was very well attended and was sponsored through an AORN grant to promote membership in the AORN Chapter of New Orleans. At this event, we also recognized our newest members who joined our local Chapter during the AORN Chapter Challenge contest that ended on September 30<sup>th</sup> and helped our Chapter win 2<sup>nd</sup> place (\$500.00). LOOK in this Newsletter for the list of our newest members from the AORN Chapter Challenge contest. Last, but not least, was the celebration of "Perioperative Nurse Week" from November 12-18<sup>th</sup>. "HAPPY Perioperative Nurse Week" to all of you !!!! . Hope everyone celebrated "Perioperative Nurse Week" at their facilities and congratulations to Mandy Martin -Sanchez who was one of the winners from Nat'l AORN for a \$100 VISA gift card . YEAH Mandy !!!!!. AND it's not over yet... Ready, Set, Go !! Expo Chapter Contest – recruit chapter members to register for Expo 2018 in New

Orleans between now and February 15, 2018 to win a 5-night hotel stay in New Orleans and a \$250 gift certificate. FOUR chapters will win. One per chapter size. Register now and save \$100 on Early Bird pricing until January 31, 2018.

**NEWS FLASHES:** The AORN Prep for CNOR live- will be in New Orleans on December 9-10, 2017. The Chapter Tool Kit is up and running on AORN.org with loads of resources on the value of attending Expo 2018. The AORN Foundation is now accepting donations for the 2018 Silent Auction at Expo 2018.

**THANK YOU:** I would be remiss if I did not give a HUGH THANK YOU to all the chapter members who worked very hard to help make the above Chapter 1902 events possible: Mandy Martin-Sanchez, Christal Cook, Tammy Sill, and Dawn Boudreaux for the Chapter Challenge work.

Nathalie Walker and Mandy Martin-Sanchez for the "Defining Hope" film premiere work.

Gerri Tannehill, Tammy Sill, and Catherine Lapeze for the November 15<sup>th</sup> Social. Nathalie Walker for the Grant Application. AND a special THANK YOU to all the members and non-members who attended and/or participated in the Defining Hope film, the AORN Video Filming, the Teddy Bear Clinic (with a BIG thanks to Darlene and Kelly who did the stitching), and all who attended the Social. I hope I did not leave anyone out, as my head is still in a Black Friday spin !!

A big THANK YOU also to Mary Anne Toledano, our Newsletter Editor and Ramie Miller, Webmaster for their tireless work.

I hope everyone had a Happy Thanksgiving, and as you can see we have a lot to be thankful for....

May all have a Merry Christmas and a Happy New Year. SEE YOU ALL at our next Chapter 1902 event – The Seminar/Vendor Fair on January 13, 2018 at EJGH. Flyer coming SOON.... DON'T forget to VOLUNTEER for Expo... See flyer in this Newsletter.

Respectively,

Sharon Guardina RN, BSN, CNOR  
President- AORN of New Orleans  
Chapter 1902



# Chapter 1902 Event Calendar 2017-2018

\*\*\*\*\*  
January 13<sup>th</sup>-Winter Seminar  
\*\*\*\*\*

## Monthly Meeting Dates

February 28<sup>th</sup>-Tulane  
April 25<sup>th</sup>-Ochsner Kenner  
May 23<sup>rd</sup>-  
June 27<sup>th</sup>-Installation Banq.

*Per member request,  
we have  
a new meeting time:*

**5 PM**

*ALL meetings start at  
**5 PM** unless otherwise noted*

## Answers to the PeriOp Challenge

- 1. A
- 2. C
- 3. C

# Legislative Report by Nathalie Walker, MBA, RN, CNOR

Stay alert members. There is a lot going on in Congress. Contact your legislators on the issues that are in the news i.e. health care reform, tax reform, etc.

Please check out the new National Patient Safety Goals from TJC.

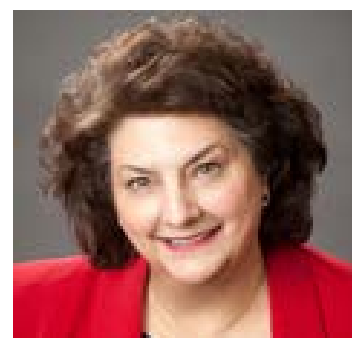
[https://www.jointcommission.org/ncc\\_2017\\_npsgs/](https://www.jointcommission.org/ncc_2017_npsgs/)

[https://www.jointcommission.org/assets/1/6/NPSG\\_Chapter\\_NCC\\_Jan2018.pdf](https://www.jointcommission.org/assets/1/6/NPSG_Chapter_NCC_Jan2018.pdf)

[https://www.jointcommission.org/assets/1/6/2018\\_NCC\\_NPSG\\_goals\\_final.pdf](https://www.jointcommission.org/assets/1/6/2018_NCC_NPSG_goals_final.pdf)

Respectfully Submitted by,

Nathalie Walker MBA, RN, CNOR  
AORN, President  
AORN of New Orleans,  
Chapter 1902- Legislative Chair



## Membership Information

### Please remember to renew!

Total Members - 203

Standard – 143

Lifetime – 12

2/3yr - 22

Retired – 10

Associate – 6

Student Members – 10

When you renew, please check your membership card to see that it states “Chapter 1902”. If your name is then not on our Roster and our Chapter does not receive the chapter dues you pay.



Please invite all *Perioperative Nurses* to our meetings!

## Member Resources



<http://http://www.facebook.com/AORN>



[www.ornurselink.org/Pages/home.aspx](http://www.ornurselink.org/Pages/home.aspx)

3M has upcoming webinars at which you can obtain free CEU's.

<https://promo.3m.com/rc/3MMEDICAL/ipdeducationwebinarcalendar>



<https://twitter.com/AORNofNewOrlean>

(You are seeing it correctly; there is no “s”)

Chapter Webpage:

[www.aornofneworleanschapter1902.com](http://www.aornofneworleanschapter1902.com)

## Membership due to Lapse

Membership expires on the last day of your renewal month. Here is a reminder that your membership expiration is in the near future:

### December

Renauda Brisco  
Danielle Byrd  
Sarah Chetta  
Katie Davis  
Eddie Graebert  
Jennifer Hicks  
Jeff Poche  
Amanda Prendergast  
Lauren Rhodes

### January

Cindy Akula  
Emma Bastian  
Jeannette Bedenbaugh  
Gwendolyn Billiot  
Jordan Bonner  
Nicole Bordelon  
Jarod Cashe  
Ross Cunningham  
Kendra Dent  
Kay Findley  
Robin Fontana  
Rosita Gee  
Megan Hintz  
Catherine Lapeze  
Sheila Ostrow  
Michelle Schafly  
Sylvia Schwarzenbach

## Member News

**Congratulations to Kacie Carcich (L) and Andrea Melton (R) from Ochsner Kenner. Both are now CNOR certified!**



If you have news from your facility Please send any updates to Mary Anne Toledano at: [matoledano@outlook.com](mailto:matoledano@outlook.com)



# Meeting Minutes - from the secretary:

**Chapter Meeting: October 25, 2017**

**Location: Children’s Hospital Auditorium**

Judy Montello from Children’s Hospital introduced our speaker for today’s continuing education presentation from IMS Medical, Steve Dillon.

**“Are Your Instruments Ready?”**

This presentation included a video on how surgical instruments are made – BY HAND! Pictures of instruments that had been sent in for repair were presented in cross-section. Bioburden was evident in places on and within the instrument that often go unnoticed. It was their experience that 94% of the laparoscopic instruments that came in for repair contained bioburden.

**A few points to remember:**

- DECONTAMINATION STARTS IN THE OPERATING ROOM. Although everyone agrees with this statement, the practice is not always evident.
- Always consult the manufacturer’s instructions for use for cleaning and decontamination of the instruments. Often staff have been doing what they have been taught, but the information may not be the most updated.
- The design of the instrument is critical to how it must be cleaned and decontaminated. The complexity of many instruments increases the potential for multiple device breakdowns.
- The insulation on laparoscopic insulated instruments needs be checked for failure each time the instrument is reprocessed. The insulation failure is not always evident with inspection only. Test them EVERY time!
- Instrument repairs and sharpening many change the instruments in ways that may cause the perception that it is dull or not functioning properly. These changes may not be obvious to the naked eye. If a

surgeon is dissatisfied with the functioning of an instrument, take it out of service for investigation. This is especially applicable to super-sharp scissors, curettes and kerrisons.

**Chapter Business Meeting:**

President Sharon Guardina called the meeting to order at 5:46PM. Sharon thanked Children’s Hospital and Lee Robinson from IMS for hosting and sponsoring the meeting. Secretary Mandy Martin-Sanchez reported that a quorum was present.

**Reports and Old Business:**

· **September Minutes:** The September minutes posted in the September newsletter were approved as posted.

· **Treasurer’s Report:** Melissa Guidry reported the current account balance is \$6214.13. This included the Foundation Grant money to be used for a social for member recruitment and appreciation and the award from the Chapter Challenge.

· **Facility Liaison for Communication of AORN**

**Information:** Melissa reported that liaisons are still needed for Touro, Crescent City Surgical Hospital, Ochsner West Bank and Ochsner Baptist. The liaison would be responsible to communicate AORN updates and information with the staff at their facility. If anyone from one of these facilities is interested in closing the communication loop between AORN and the facility staff, please email Sharon (sguardina@att.net) or Melissa (guidrymelissa@yahoo.com).

· **“Defining Hope”:** The chapter is hosting one of the national premiers of the film, Defining Hope at 7PM on November 1, 2017, at Canal 9 (Canal Place). A promotional package will be put into the newsletter. The premier showing is the 2nd part of “American

*Continued on page 6*



## Louisiana Council of AORN Chapters

### Future Meeting Dates:

**Saturday, January 13<sup>th</sup>, Metairie, after the Winter Seminar**

## Chapter 1902 Community Outreach Project:

Please bring non-perishable items, hotel shampoos, etc. to next meeting for the homeless shelter at St. Joseph's Catholic Church on Tulane Avenue. Sharon Guardina will drop them off to the shelter.

- Small bottles of shampoo
- Non-perishable foods items
- Eye glasses
- Socks

***Thank you!!!***



- 1. If a patient experiences local anesthetic systemic toxicity (LAST), the perioperative RN should be prepared to assist with the administration of:**
  - A. 20% lipid emulsion therapy
  - B. Anticoagulants
  - C. Antihypertensives
  - D. Opioids
- 2. Which of the tools listed can the perioperative RN use to preoperatively assess the patient's level of anxiety?**
  - A. Munroe Scale
  - B. Norton Scale
  - C. State-Trait Anxiety Inventory
  - D. All of the above
- 3. The perioperative team is discussing the construction of a new PACU and determining the recommended number of hand washing stations. At a minimum, there should be one hand washing station for every:**
  - A. Patient care station
  - B. Two patient care stations
  - C. Four patient care stations
  - D. Eight patient care stations

Answers on page 2

# Treasurer's Report:

Previous balance: \$ 6214.13

Deposits:  
None

Expenses:  
- \$ 642.14

Respectfully submitted,

Melissa Guidry, Treasurer  
AORN Chapter 1902



## Meeting Minutes – Continued from page 4:

Nurse” by Carolyn Jones. Tickets are available online and 1.25 contact hours are available for nurses attending the film.

- **Newsletter:** The December newsletter will have information on the January 2018 activities (Winter Seminar, State Council meeting, etc.). Send any information to be included to Mary Anne. Current and previous newsletters are available on the chapter website: aornofneworleanschapter1902.com.
  - **State Council Update:** Ramie Miller reported that the next meeting would be on January 13, 2018, immediately after the chapter’s Winter Seminar (East Jefferson General Hospital). To keep up with the State Council activities, please see the Facebook page.
  - **Vendor Fair:** The Vendor Fair will be held as part of the chapter’s Winter Seminar (Saturday, January 13, 2018 at East Jefferson General Hospital). Mary Anne and Roxanne are working on recruiting vendors. The forms for the vendors are published in the newsletter and available on the chapter website. PayPal is available on the website for payment of the vendor fee. Invites and Letters were published in the September Newsletter (3 forms).
  - **Winter Seminar:** The Winter Seminar and Vendor Fair will be held on Saturday, January 13, 2018 at East Jefferson General Hospital). The flyer will be out soon with all of the details. It will be a half-day seminar with a silent auction. If you are able to secure any donations for the Silent Auction, please contact Ramie Miller or Catherine Lapeze.
- Chapter Challenge Results:** Chapter 1902 won the 2nd

place award of \$500 for recruiting 16 new members during the challenge. Thank you to the committee for contacting potential new and previously lapsed members!

- **Holiday Social:** The holiday meeting and social will be held on November 15th at Martin’s Wine Cellar on Veterans Highway. This has been made possible due to the Grant from AORN, Inc. The chapter will need to send pictures to AORN, Inc. from the social.
- **Your mission: Bring a potential new member with you to the social!** Let’s use this opportunity to introduce nurses to all that AORN and the chapter have to offer!
- **Legislative Update:** The Proclamation for Perioperative Nurses Week has been requested from both the Mayor of New Orleans and the Governor of Louisiana. Information regarding a photo opportunity, if available, will be sent out in an email blast. The Legislative Forum will be held the third Monday of the month at 7:30PM. Please see the AORN website for more information.
- **Teddy Bear Clinic:** Tulane Lakeside Hospital (4700 I-10 Service Road, Metairie) will host the Teddy Bear Clinic on Saturday, November 11th, 10AM to 1PM. The first 100 children attending will receive a free teddy bear!
- **Volunteers are needed** to staff the clinic (patch up the teddy bears), help with the arts and crafts and distribute healthy snacks to the participants. Send Natalie Walker an email if you are interested in volunteering for this activity.

*Continued on page 7*



# Meeting Minutes – Continued from page 6:

**Perioperative Nurses Week:** Perioperative Nurse Week will be celebrated November 12-18th. AORN headquarters staff will be in town for the weekend for Expo 2018 promotions. There will be a video film shoot on Friday, November 10th (8:30-10:30AM) to promote Expo. Come down to the Military Armory to be a part of the video promotion for Expo 2018! Invitations have been sent to directors, supervisors, and nursing faculty for a dinner with the AORN headquarter staff. The dinner will be held on Thursday, November 9th at Muriel’s Restaurant.

- Take pictures of your activities during Perioperative Nurse Week and send them to Mary Anne (matoledano@outlook.com). Let’s show everyone how we celebrate our profession! The pictures will be published in the newsletter.

· AORN Surgical Conference and Expo 2018: March 24-28, 2018. Volunteers are needed for Silent Auction, Moderators, Session Assistants and other duties. If you are interested in volunteering, contact Sharon. The Chapter Leader Workshop will be held on the Saturday of Expo from 8AM to 11AM. This is free to all chapter leaders.

- The chapter will be donating a New Orleans-themed piece of jewelry for the Silent Auction.

**New Business:**

· **2018 Expo Chapter Challenge:** The challenge is to recruit as many chapter members as possible to register for Expo by February 15, 2018.

- Sharon announced that our region has a new national Regional Membership Representative, Falynn Chapman from Houston
- The guideline review on handwashing for this month will be moved to next meeting. The AORN Guideline Spotlight was provided by Sharon who reviewed a variety of questions that members ask questions about and provided the AORN answers!

**Announcements:**

· **FREE CONTACT HOURS:** The AORN Journal articles that have contact hour credit are now available free to members. Also, Pfielerenterprises.com has free education available.

The deadline for EXPO 2018 Grant Applications is December 1, 2017. Even though Expo is being held in our city, apply for a Grant (and include ALL of your anticipated expenses [registration, parking, meals, etc]).

· The deadline for AORN award submission is November 17, 2017. Is there someone who deserves to be recognized for their contribution to perioperative nursing? Go ahead and nominate them! Remember, you can also self-nominate!

· **The next meeting will be the holiday social and meeting on November 15th at Martin’s Wine Cellar at 5PM. Encourage your coworkers to attend!**

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 6:50PM.

## Chapter Hospital Liaisons

- UMC - Elaine Stock**
- Lakeview - Christal Cook**
- East Jefferson - Alycia Adams**
- Tulane - Linda Levesque**
- VA - Stephanie Walls**

- West Jeff - Mary Anne Toledano**
- Ochsner Jefferson - Susan Overman**
- Ochsner Kenner - Geri Tannehill/Gloria Mejia**
- Children's - Judy Montello**

We would like to encourage a member from **Touro, Crescent City Surgical, Ochsner Westbank and Ochsner Baptist** to volunteer as a liaison from one of these facilities to assist with providing information to your peers. If you are interested, please email Melissa Guidry at [guidrymelissa@yahoo.com](mailto:guidrymelissa@yahoo.com) or call her at 504-442-9747.

Thanks to those members listed above who have volunteered - you are greatly appreciated.

# WELCOME!!!

## NEW MEMBERS

Kathleen Armit  
Lisa Bourgeois  
Angela Cotton  
Brooke Froeba  
Donna Molay  
Caitlin Ordoyne  
Emelie Patterson  
Yolanda Washington

Micah Bertrand  
Kacie Carcich  
Shari Fourcade  
Melissa Kael  
Gloria Mejia  
Sally Pirfo  
Peris Speak



### Meeting Minutes – from November Meeting

#### **AORN monthly meeting – Martin Wine Cellar - November 15, 2017**

Sharon Guardina, Chapter President, called meeting to order at 6pm. November meeting was held at our Social Event at Martins Wine Cellar in celebration of Perioperative Nurse Week and included Chapter recruitment activity.

Sharon requested all officers and committee chairs to send their monthly reports to Mary Anne Toledano for publishing in the December newsletter.

All information for the Seminar/ Vendor Fair speakers for January 13, 2018 should be sent to Linda Levesque and Frances Hughes for the program flyer to be sent out in December.

If any member's facility did anything special celebrating Perioperative Nurses Week, please send to Mary Anne for inclusion in newsletter.

Volunteer for the Expo in New Orleans, March 24 -28, 2018. Please submit your name and interest to Sharon. See Newsletter for flyer information.

Contact educational offering (1.2 contact hour) for this meeting was from the October 2017 AORN Journal. Refer to the October AORN Journal to complete the activity and evaluation in order to receive your 1.2 contact hours. All members were encouraged to review the AORN Journals each month for CE articles and evaluation. The contact hour credit is FREE to AORN members.

Several new members were in attendance tonight and were recognized by the Chapter President. AORN recruitment brochures were available and Expo brochures, as well. The following members; Jasmine Evans, Ciji Dena, Kerri MacDonald, and Shari Fourcade were new members and some of them had joined during the AORN Chapter Challenge contest and helped our chapter win 2nd place and receive a \$500.00 chapter challenge reward. Thank you to all the new and longtime members!

Respectfully submitted,  
Melissa Guidry



# Social at Martin Wine Cellar

Celebrating PeriOperative Nurses Week and  
winning 2<sup>nd</sup> place in the AORN Chapter Challenge





# Teddy Bear Clinic







**NEW!**

# PREP FOR CNOR LIVE

2-Day Program  
17.4 Contact Hours



**SOME PEOPLE LEARN BETTER IN PERSON. IF THAT'S YOU, REGISTER TODAY.**  
 Learn test-taking strategies, create a study plan, & review CNOR® exam subject areas.

**Saturday, December 9, 2017**  
 7:45 am – 4:30 pm

**Sunday, December 10, 2017**  
 8:30am – 3:15pm

Hosted by  
 University Medical Center New Orleans

University Medical Center New Orleans  
 Conference Room J - 1st Floor  
 2000 Canal Street  
 New Orleans, LA 70112

Register online by Wednesday, December 6, 2017  
[www.aorn.org/events/prep-for-cnor-live](http://www.aorn.org/events/prep-for-cnor-live)

**Special Introductory Pricing:**

\$155 – AORN Member  
 \$195 – Non-Members

**Registration includes:**

- 2017 edition of AORN *Guidelines for Perioperative Practice* USB (a \$265 value)
- Two online assessments



## LEARNING OUTCOME

After completing this continuing nursing education (CNE) learning activity, the perioperative RN will have increased his/her knowledge of current, evidence-based perioperative practices and preparation strategies to successfully complete the CNOR® exam.

## OBJECTIVES:

1. Review evidence-based perioperative nursing principles and practices.
2. Discuss key components of the nursing process related to perioperative nursing care.
3. Examine test taking strategies to maximize performance on the CNOR® exam.
4. Develop a personal study plan for success.

\*After completing the online assessments, weekend event, and course evaluation, participants will be able to receive

**17.4**  
CNE CONTACT HOURS.

## ABOUT OUR PRESENTER:

Sarah Bosserman, BSN, RN, CNOR is a clinical nurse educator for WellSpan Health York Hospital in York, Pennsylvania, a Level I Trauma Center and Bariatric Center of Excellence. Sarah's nursing experience includes staff nurse, 2016 York evidence-based practice fellow, perioperative educator, poster presenter, and lecturer for perioperative nursing topics including preparing nurses to take the CNOR® exam.

## PROGRAM AGENDA

### Day 1 - Saturday, December 9, 2017

7:45-8:00am	Registration
8:00-8:05am	Intro & Welcome
8:05-9:15am	Perioperative Nursing Process
9:15-10:15am	Aseptic Practices
10:15-10:30am	Break
10:30-11:30am	Principles of Anesthesia
11:30am-12:00pm	Lunch on your own
12:00-1:00pm	Critically Ill Patients in the OR
1:00 -1:30pm	Key Points of the Guidelines
1:30-2:00pm	Quiz/ Material Review
2:00-2:15pm	Break
2:15-2:45pm	Specialty Equipment
2:45-3:15pm	Special Patient Populations
3:15-4:00pm	Patient and Worker Safety
4:00-4:30pm	Game/Review

### Day 2 - Sunday, December 10, 2017

8:30 - 9:15am	Safe Care of Patients
9:15-10:00am	Principles of Positioning
10-10:15am	Break
10:15-11:15am	Group review/Surgical Procedures
11:15am-12:30pm	Sterilization
12:30-1:00pm	Lunch on your own
1:00-1:30pm	Learning Styles
1:30-2:00pm	Test Taking Strategies
2:00-3:00pm	Pathway to Success
3:00-3:15pm	Wrap up and Distribution of Certificates

Accreditation: Association of perioperative Registered Nurses (AORN) is accredited with distinction as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

AORN is provider-approved by the California Board of Registered Nursing, Provider Number CEP 13019. Check with your state board of nursing for acceptability of education sessions for re-licensure.

The Prep for CNOR Live program is designed strictly to be used as review and preparation for the CNOR exam. AORN does not administer the CNOR exam; the CNOR exam is administered by the Competency and Credentialing Institute. Candidates for the CNOR exam must meet the eligibility requirements as defined by the Competency and Credentialing Institute.

**Save the date!  
Expo is  
March 24-28,  
2018**

**Photo from the  
Ochsner Jeff Hwy  
meeting**



It's not too early to start thinking about signing up to volunteer for the **2018 AORN Surgical Conference and Expo** in New Orleans from 3/24/18 to 3/28/18.

The volunteering opportunities and needs will be various with something for everyone, to include: being a smiling face to greet the conference attendees, to giving directions to attendees to the conference sessions, to helping with setting up the AORN Foundation Silent Auction, to assisting with the Fund Raising Booths, to being a session assistant, and/or being a session moderator – just to name a few. You do not have to attend the entire week of Expo and you can just volunteer for the day(s) and hour(s) you are available. Remember that Expo begins on Saturday 3/24/18 and ends on Wednesday 3/28/18, so you can volunteer on Saturday and/or Sunday, if you have to work around a work schedule. You do not have to give me the specific days or hours you are available yet, if you are unsure of your work schedule or your availability. As we get closer to Expo, and sometime after the New Year, AORN headquarters will send me a needs list. I will then relay this information to all the volunteers who signed up, so you can decide on what volunteering activity works best for you. If you are interested in volunteering for Expo, please send me your name and contact phone number and email address via email to: Sharon Guardina- Volunteer Coordinator at: [sguardina@att.net](mailto:sguardina@att.net)





# AORN CHAPTER OF NEW ORLEANS

Sharon Guardina RN, BSN, CNOR 13450 Stonelake Dr. Folsom, LA 70437  
sguardina@att.net (504) 390-3006 (985) 796-9197 FAX

August 23, 2017

Dear Professional Medical Representative:

The AORN Chapter of New Orleans cordially invites you and your company to partner with us in our annual Vendor/Product Awareness Fair and Educational Seminar being offered to the perioperative community throughout the New Orleans and the surrounding area. Our chapter values the innovative progress of the Medical Companies and wish to share the new products, as well as, revisiting the time proven products to our perioperative healthcare professionals.

This event will be held in conjunction with an educational seminar for perioperative professionals. The event is scheduled for Saturday, January 13, 2018 and will be held at East Jefferson General Hospital. Exhibits will be open for the participants during the seminar breaks. Exhibit tables will be available at \$200 each. The educational seminar will be approved for CEU's for perioperative professionals.

Your participation in this event will make it possible for all attendees to attend the educational seminar and the exhibits at a minimal charge. Exhibit/sponsor fees will be used to help defray the costs of the chapter's educational offerings and scholarships throughout the year. Such sponsorship will be recognized in our chapter newsletter.

**Space is limited; so please reserve your registration early**

As you know, educational meetings such as these serve as a major fund raising effort for our local chapter. We would appreciate your consideration and continued support of our efforts. Please complete the attached form and return. Should you need, our tax ID # is 74-2653852. A signed W-9 form is attached. Also, again this year, vendors can pay for their exhibit table through pay pal by going to: [www.aornofneworleanschapter1902.com](http://www.aornofneworleanschapter1902.com).

Thank you for your support!

Respectfully,



Sharon Guardina, RN, BSN, CNOR  
Chair, Vendor Exhibits  
AORN Chapter 1902 – New Orleans

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**AORN of NEW ORLEANS**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ **Non-Profit**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) **1**  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.)  
**13450 STONELAKE DRIVE**

6 City, state, and ZIP code  
**FOLSOM, LOUISIANA 70437**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-						
OR									
Employer identification number									
7	4	-	2	6	5	3	8	5	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ *Sharon Guardia* Date ▶ **01-13-18**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# AORN Chapter 1902 – New Orleans

## Medical/Surgical Exhibit

### Registration Form

Company \_\_\_\_\_

\_\_\_\_\_  
Sales Representative(s) attending seminar

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip code

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Number of Tables \_\_\_\_\_ Electricity required: Yes \_\_\_ No \_\_\_

Type of Sponsorship:

\_\_\_\_\_ Exhibitor table - \$200 each

\_\_\_\_\_ Breakfast / refreshment sponsor ---- \$ \_\_\_\_\_

\_\_\_\_\_ monetary donation only ---- \$ \_\_\_\_\_

Payments payable to:

**AORN Chapter of New Orleans**

Remit to: Sharon Guardina, RN, BSN, CNOR

Chair, Vendor Exhibits

13450 Stonelake Dr.

Folsom, LA. 70437

**Pay pal is available.....aornofneworleanschapter1902.com**