

College of DuPage

Central Sterile Processing and Distribution Program Student Handbook



425 Fawell Blvd., Glen Ellyn, IL 60137
www.cod.edu (630)942-2419

Table of Contents

Central Sterile Processing and Distribution Administration	4
Surgical Technology Faculty	4
Clinical Agencies	5
Central Sterile Processing and Distribution Professional Organizations	8
Section 1: Introduction.....	9
WELCOME!!!.....	9
Central Sterile Processing and Distribution Mission.....	9
Program Outcomes	10
Academic Honesty.....	10
Access and Accommodations	10
Non-Discrimination Policy	11
Essential Functions	11
Student Code of Conduct and Remediation Policy.....	12
Section 2: Curriculum and Lecture	22
Course Sequence.....	22
Surgical Tech Pathway.....	22
Testing/Grading.....	23
Certification Examinations.....	23
Withdrawal from Courses.....	24
Certificate Application	24
Readmission Policy.....	24
Student Grievance Policy.....	25
Section 3: Campus Laboratory.....	26
Lab Expectations.....	26
Lab Attendance.....	26
Lab Grading	26
Lab Skill Competencies	26
Section 4: In-Hospital Clinical	33
Clinical Expectations	33
Clinical Dress Code.....	34
Clinical Attendance.....	34
Clinical Skill Competency.....	35
Transportation, Parking, and Clinical Costs.....	35
Ethics and Confidentiality	36
Social Media Conduct.....	36
Physical and Health Requirements	36
Criminal Background Check / Drug Testing.....	36

CPR Certification.....	37
Snow Days	37
Medical Insurance	37
Accidents and Incidents in the Department	37
Eye Protection and Personal Protective Equipment.....	37
Bloodborne Pathogen Exposure and HIPAA	37
Clinical Requirements.....	38
Morale	39

Central Sterile Processing and Distribution Administration

Dr. Jared Deane, PhD
Dean of Nursing and Health Sciences
(630) 942-3238
deanej@cod.edu

Jenny Cerpa, B.S., LPN, CST, CRCST
Central Sterile Processing and Distribution Program Chair
moorej2352@cod.edu

Anna Marzullo, CST
Central Sterile Processing and Distribution Program Clinical Chair
(630) 400-4317
marzulloa@cod.edu

Colleen Gonzalez
Program Specialist
(630) 942-2994
prolac@cod.edu

Surgical Technology Faculty

Dr. Kathy Cabai, EdD, RN, AT, CSFA/CST, CRCST
Professor
(630)942-8328
cabaik@cod.edu

Anna Campbell, MEd, CSFA/CST, CRCST
Surgical Technology Program Chair
HSC2202A
(630) 942-2419
campbella86@cod.edu

Candice Johnson, BSN, CST
Adjunct Faculty
johnsonc58785@cod.edu

Anna Bucur, AAS, CST
Adjunct Faculty
bucura12@cod.edu

Jayne Kaspar, AAS, CST
Adjunct Faculty
Kasparj@cod.edu

Clinical Agencies

Adventist Bolingbrook Hospital
500 Remington Blvd
Bolingbrook, IL 60440
(630)312-2660

Advocate Christ Medical Center
4440 95th St
Oak Lawn, IL 60453
(708)684-3006

Advocate Good Shepherd Hospital
450 West Highway 22
Barrington, Illinois 60010
(847) 381.0123

AMITA Hinsdale Hospital
120 N. Oak St.
Hinsdale, IL 60521

AMITA Glen Oaks Hospital
701 Winthrop Ave.
Glendale Heights, IL 60139-1403

AMITA LaGrange Memorial Hospital
5101 S. Willow Springs Rd.
LaGrange, IL 60525

AMITA Saint Joseph Medical Center
333 N. Madison St.
Joliet, IL 60435
(815)725-7133

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611
(312)227-4000

Edward Hospital
801 S. Washington St.
Naperville, IL 60566-3060
(630)527-7683

Elmhurst Hospital
155 E. Brush Hill Rd.
Elmhurst, IL 60126
(331)221-0252

Elmhurst Outpatient Surgery Center
1200 S. York Rd. Suite 1400
Elmhurst, IL 60181

Gottlieb Memorial Hospital
701 W. North Ave.
Melrose Park, IL 60160
(708)538-5238

Good Samaritan Hospital
3815 Highland Ave.
Downers Grove, IL 60139-1403
(630)275-8828

Hines VA
5000 South 5th Avenue
Hines, IL 60141
708-202-8387

Hinsdale Surgicenter
10 Salt Creek Lane
Hinsdale, IL 60521

MacNeal Hospital
3249 Oak Park Ave.
Berwyn, IL 60402

Northwestern Memorial Hospital
251 E. Huron St.
Chicago, IL 60611
(312)926-2000

Northwestern CDH Hospital
25 N Winfield Rd
Winfield, IL 60190
(630)933-4588

Northwestern Delnor Hospital
300 S. Randall Road
Geneva, IL 60134
(630)933-4588

Northwestern Medicine Delnor Hospital
300 Randall Road
Geneva, IL 60134
(630) 208-3000

Rush Surgicenter, Ltd.
1725 W Harrison St.
Suite 556
Chicago, 60612-3824

Rush-Presbyterian St. Luke's Medical Center
Tower Building
1653 W. Congress Pkwy.
Chicago, IL 60612

Silver Cross Hospital
1900 Silver Cross Blvd.
New Lenox, IL 60451

West Suburban Hospital
3 Erie Court
Oak Park, IL 60302

Central Sterile Processing and Distribution Professional Organizations

Healthcare Sterile Processing Association (HSPA)

55 W. Wacker Dr.

Suite 501

Chicago, IL 60601

(800) 962-8274

www.myhspa.org/

Certification Board of Sterile Processing and Distribution

1392 US Hwy 22 W

Suite 1

Lebanon, NJ 08833

(303) 741-3655

www.cbspd.net/

Section 1: Introduction

WELCOME!!!

Welcome to the College of DuPage Central Sterile Processing and Distribution Program. You have chosen a program that will challenge you to reach your full potential as a sterile processing technician. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that students may have individual needs, capabilities, and experiences. The key to success in this program lies in the ability of the student to recognize each learning area that may need improvement, and assume responsibility for strengthening any deficiency. COD has numerous resources to assist you, including help with study habits, test-taking skills, increasing reading skills, and time management.

Please seek help early and take advantage of the assistance available.

We are committed to helping you reach your educational and life goals. You may reach any clinical instructor, faculty member, or administrator by email or in person during office hours. It is important that you are well informed about your central sterile processing and distribution program. In order to accomplish this task, you should carefully read through the COD Central Sterile Processing and Distribution Program Student Handbook. WE WISH YOU NOTHING BUT GREAT SUCCESS!!!

Central Sterile Processing and Distribution Mission

The primary purpose of the Central Sterile Processing and Distribution program is to prepare competent entry-level sterile processing technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The graduate will demonstrate competency to meet national certification requirements, provide skills that meet standards in patient care, and function as an essential member of the health care team with knowledge and skilled competence.

Program Outcomes

Central Sterile Processing and Distribution Program graduates will:

- Function as a competent certified central processing/sterile processing distribution technician following guidelines established by HSPA/CBSPD. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice.
- Communicate appropriately as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients' advocate using the communication skills taught within the program.
- Incorporate skills learned into the health care environment. Always maintain the patient's rights, safety, and medical asepsis and sterile technique.
- Continue to learn beyond the program's goals and take your knowledge and training confidently into the health care community. Perform self-evaluation in order to ensure the highest level of quality care.

Academic Honesty

College of DuPage is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. As members of the College community, students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

If a student is caught cheating on any assessment, a zero will be given for the assessment and the student will receive a Code of Conduct deficiency.

Become fully knowledgeable of the Code of Academic Conduct:

https://www.cod.edu/student-life/dean-of-students/pdf/code_of_academic_conduct.pdf

Access and Accommodations

College of DuPage is committed to equality of educational opportunities for eligible students with disabilities. If you have the ability to do college-level work and an educational commitment to succeed, we ensure access, provide accommodations, and coordinate support services.

All students requesting accommodations need to self-identify with the Center for Access and Accommodations and provide appropriate documentation of their disability. Referrals can be made to outside agencies if students do not have documentation but feel that they might have a disability.

<https://cod-accommodate.symplcity.com/public-accommodation/>

Non-Discrimination Policy

Please visit the most current policy on the [Division website](#).

Essential Functions

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a sterile processing technician. Please look carefully at the following Essential Functions. These are physical, mental, and emotional characteristics that are required for employment in the sterile processing. Only you can decide if this career is right for you. It is better to recognize if a program is a right fit before committing to a career. Once admitted into the program, students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. The hospitals may have restrictions that are more prohibitive than the college; however, we are guests at the clinical sites and must follow all hospital guidelines. Non-compliance with rules, regulations and procedures is a basis for dismissal from the program.

Gross Motor Skills

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (adjust overhead lights)
- Reach below waist (plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands firm under and slight pressure
- Write with pen or pencil
- Key/type (use a computer)
- Pinch/pick or otherwise work with fingers (manipulate a syringe)
- Twist (turn objects/knobs using hands)
- Squeeze with fingers (eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot

Physical Endurance

- Stand for long periods of time from 2-4 hours
- Maintain the same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

Physical Strength

- Push and pull 50 pounds (carry instrument pans, position patient)
- Support 50 pounds of weight (hold arm or leg)
- Lift 50 pounds (pick up a child, transfer client, bend to lift an infant or child)

- Carry equipment/supplies (lift instrument pans)
- Use upper body strength (retraction, physically restrain a client)
- Squeeze with hands (operate fire extinguishers)

Hearing

- Ability to hear normal speaking level sounds
- Hear faint voices and body sounds
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips

Visual

- See objects up to 20 inches away
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity
- See in darkened room

Tactile

- Feel vibrations (palpate pulses)
- Detect temperature (solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate of unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

Communication Skills

- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (health care workers, peers)
- Comprehend and exhibit non-verbal communication

Student Code of Conduct and Remediation Policy

Please see the following page for the complete remediation policy.

The code of conduct policy must be adhered to throughout the entire Central Sterile Processing and Distribution program. The code of conduct will be strictly enforced during all aspects of the program, including the in-hospital clinical experience. Depending on severity and situation, a student may be dropped from the program upon receiving one code of conduct deficiency. The Code of Conduct and Remediation Policy is followed through the CSPD and SURGT programs. Regardless of the cause, a student will be dropped from the program upon receiving the third deficiency. If a student is dropped from the program due to Code of Conduct deficiency, they may not return to a COD CSPD and SURGT programs. Please read carefully through the important remediation policy.

College of DuPage
Nursing and Health Sciences Programs
POLICY FOR PROFESSIONAL CONDUCT IN CLASSROOMS, LAB, SIMULATION, AND CLINICAL SITES
Revised Fall 2021

Socialization of students to appropriate professional conduct is a significant component of the Nursing and Health Sciences Programs of College of DuPage (the “Programs”). Students in the programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and College of DuPage (the “College”) in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients/residents for whom services are being provided. Students placed at clinical sites must realize the privilege of this experience, its responsibilities, and the reflection on the College and its numerous health programs. Any violation will be handled immediately so as not to affect the College’s use of the clinical site for future students.

In accordance with these expectations, when participating in laboratory exercises and /or assigned to clinical sites, students in the programs must adhere to the following Policy for Professional Conduct. This policy is in addition to the Student Code of Conduct outlined in the College catalogs and/or policy (Board Policy 20-35).

The Policy for Professional Conduct includes, but is not limited to:

1. Providing competent and reliable services to patients/clients/residents using sound judgment and discretion. Students are expected to:
 - a. Be prepared for the learning environment and actively participate in appropriate ways to ensure learning of key components
 - b. Be on time
 - c. Refrain from excessive absenteeism
 - d. Remain in assigned work areas, leaving only with permission
 - e. Not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable)
 - f. Provide care to all patients/clients/residents regardless of age, gender, gender identification, race, sexual orientation, or religion
2. Demonstrating respect and courtesy to patients/clients/residents and their families
3. Demonstrating respect and courtesy to peers/classmates, instructors, supervisors and all other members of the health care provider team in classrooms and at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards
7. Observing the rules and regulations of classrooms, lab, simulation, and all clinical facilities including (but not limited to):
 - a. Proper use of equipment and other property
 - b. Not removing property of clinical facilities
 - c. Not distributing, possessing, and/or being under the influence of any illegal drugs or controlled substances
 - d. Not possessing and/or being under the influence of alcohol
 - e. Complying with all current health requirements, drug testing and criminal background checking requirements
 - f. Not possessing or using any type of weapon
 - g. Comply with cell phone or other electronic device (e.g.iPod, iPad, electronic tablets, etc.) usage consistent with the policies of the classroom, lab, and clinical sites.
8. Maintaining the confidentiality of patient/client/resident information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the programs including (but not limited to):
 - a. Never taking prescription blanks or writing prescriptions

- b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the program. Due to the sequential design of the curriculum in most Nursing and Health Sciences Programs, any period of suspension or dismissal may result in a delay in program completion.

If the disciplinary action is suspension or dismissal from one of the programs, the Student Violation of Professional Conduct form will be completed by the Program Coordinator and submitted to the Dean. The student may appeal that disciplinary action to the Nursing and Health Sciences Professional Conduct Review Board within 10 business days of the discipline imposed. The Student Appeal of Professional Conduct form must be submitted to the Dean in the program area (HSC 1220).

The student will not be permitted to participate in the clinical/lab portion of the programs during the appeal process. However, the student may continue with on campus courses until a final decision is rendered from the appeal process. The appeal will result in a hearing before the Nursing and Health Science Professional Conduct Review Board, comprised of faculty from other COD Nursing and Health Science Programs within 5 business days of the date the appeal is filed with the Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments; there is no further appeal, the decision of the Board is final. If the decision to dismiss or suspend a student from a program is upheld, no refund of tuition, fees, equipment or books will be provided. When a student is dismissed from a health program for professional misconduct, they are not eligible for readmission, or admission to any other health program at the College of DuPage.

All health programs require completion of current health requirements and drug testing as a condition of program participation. Drug testing (performed at the student's expense) will precede clinical experience in all cases, and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the particular program(s). When a student is dismissed from or not admitted to a program for a positive drug screen, he/she may reapply to the same program or to any other College of DuPage health programs after one year has elapsed.

If your drug test results in a negative dilute, you will be required to re-take the drug test (performed at the student's expense). If a student wishes to dispute the results of a positive drug test, only the original specimen will be re-tested (performed at the student's expense).

Criminal background checks are performed at the student's expense, and are required for many programs prior to admission. Positive results will be handled by individual program faculty, as per program policies.

In order to maintain public health and safety, the following CDC guidelines need to be followed:

- a. While on campus and in clinical, students will wear a mask at all times
- b. When possible, students will maintain social distancing of at least 6 feet
- c. Any actual or potential COVID or communicable disease transmission must be reported to the instructor and subsequently the Program Chair

ACKNOWLEDGMENT

I acknowledge receipt of the Nursing and Health Sciences Programs Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the program. I understand that I will not receive a refund of tuition, fees, books, supplies or equipment purchased, should I be dismissed from the program for violating this policy.

Signature

Date

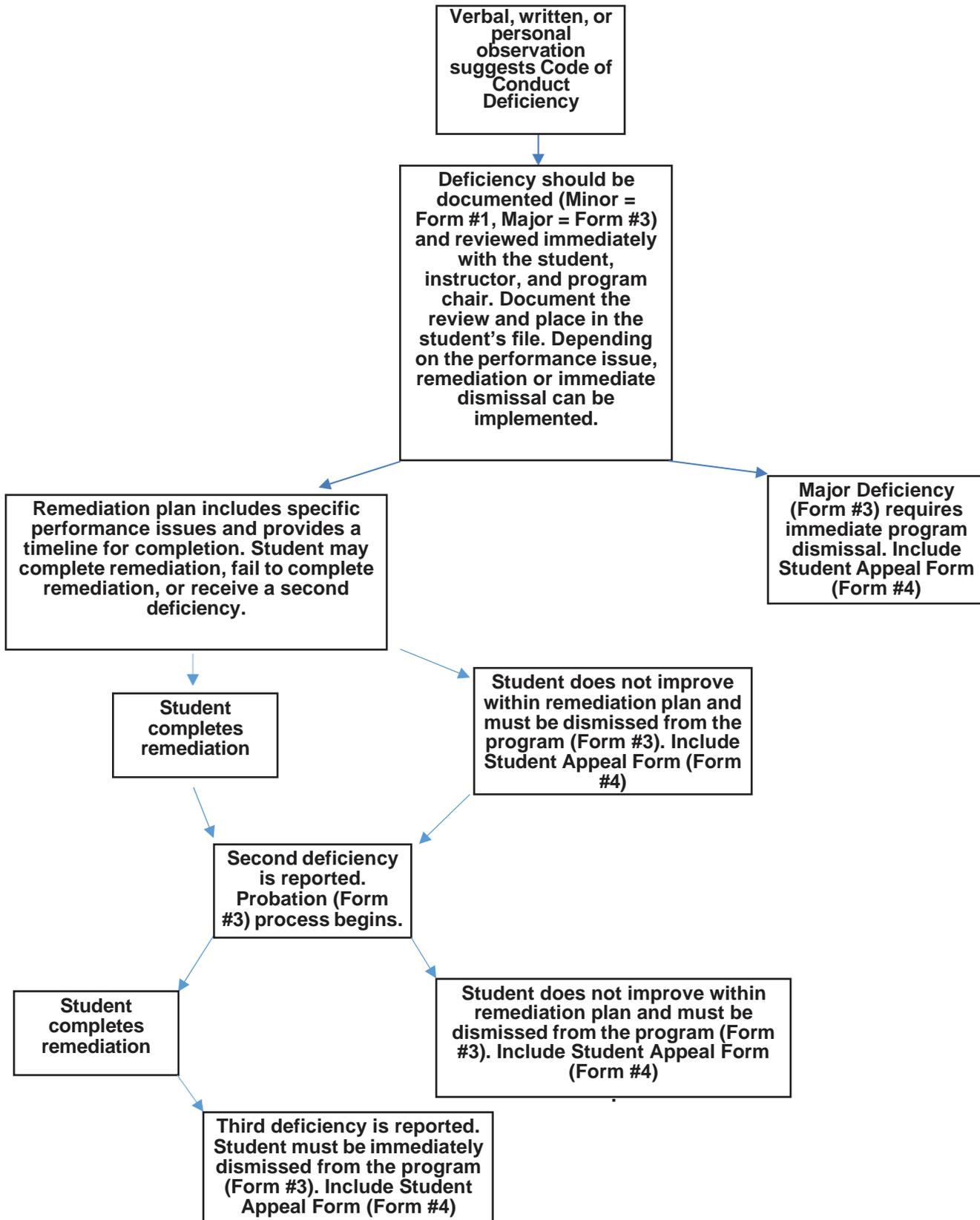
Print

Program Name

Code of Conduct Deficiency Examples:

- a) Found to be under the influence or have possession of illegal drugs, mind/mood altering substances, including prescription medications and alcohol while in the classroom, laboratory or clinical setting(s).
- b) Unprofessional or unethical conduct.
- c) If a clinical education center requests the removal of a student from their facility for violations such as, but not limited to, theft, misconduct, insubordination, or patient endangerment.
- d) Breach of confidentiality.
- e) Posting patient/hospital information on social media.
- f) Any falsification of records.
- g) Insubordination to faculty members and/or personnel at any clinical/lab site.
- h) Conduct that is deemed detrimental to the CSPD, operating room environment or patient including **disregard of any surgical principle**.
- i) Sexual harassment
- j) Use of cell phone within the operating room or inner core
- k) Failure to accomplish clinical/lab assignments and objectives.
- l) Failure to display appropriate workplace principles (poor attitude, inappropriate behavior, communication problems.)
 - a. Communication to any instructor, chair, or clinical employee must be written in a professional manner. Emails should always include a greeting, salutation, proper spelling, and proper grammar. Do not send an angry or argumentative email. An email should request a personal meeting to address any disagreement between student and instructor.
- m) Inability to follow policies/procedures in the clinical/lab setting.
- n) Smoking or smelling of smoke while at a clinical/lab site.
- o) Failure to wear eyewear.
- p) Wearing jewelry of any kind.
- q) Arriving to department after start of shift.
- r) Leaving lab or clinical early without permission
- s) Not returning completed weekly evaluations on time
- t) No call, no show

Remediation Flow Chart



Form #2
Student Probation Letter

Date _____ Course # _____ Instructor Name _____

Clinical Site Location (if applicable) _____

Student Name _____ (cell) _____

E-mail Address _____ Student ID # _____

The student has one deficiency of the Code of Conduct. The student has now failed to complete the required steps of the remediation action plan –or- has another violation of the code of conduct. The student is now considered on probation. Failure to remedy the original deficiency, or one more deficiency of the code of conduct throughout the rest of the program, will result in immediate dismissal from the Surgical Technology Program. A student dismissed for Code of Conduct deficiencies will not be allowed to return to the Surgical Technology Program.

Faculty Signature _____

Student Signature _____

Date _____

Form #3

Student Deficiency of Professional Conduct

(Must be submitted to appropriate Dean within 10 business days of alleged deficiency if it results in suspension or dismissal from the program.)

Signed Policy for Professional Conduct in Classrooms/Lab/Clinical sites must be attached to this form.)

Date _____ Course # _____ Instructor Name _____

Section # _____ Clinical Site Location (if applicable) _____

Program Name _____ Telephone (home) _____

Student Name _____ (cell) _____

Address _____

E-mail Address _____ Student ID # _____

Write a short description of the deficiency – include date(s), names of faculty/clinical staff, or students involved, names of any witnesses, where the situation occurred. Please be as complete as possible, listing facts that you can confirm, and any other pertinent information about your concern.

_____ (please continue on back if more space is needed)

What can student do to remedy this deficiency?

When did you discuss this deficiency with the student? _____

Detail the discussion

Faculty Signature _____ Student Signature _____ Date _____

For Internal Use Only – only used if violation resulted in suspension/dismissal from the program:

Name of Dean handling this deficiency _____

Date student submitted an appeal (must be within 10 business days of suspension or dismissal from program) _____

Method Received (circle one) hard copy e-mail

Date of Health Science Professional Conduct Review Board meeting (must be within 5 business days of appeal filed by student) _____

Results of Health Science Professional Conduct Review Board Meeting – list faculty members participating in review.

Attach any pertinent notes or e-mails to this form.

Form #4

Student Appeal of Professional Conduct

(must be submitted to appropriate Dean within 10 business days of alleged deficiency if it results in suspension or dismissal from the program. Signed Policy for Professional Conduct in Classrooms/Lab/Clinical sites must be attached to this form.)

Date _____ Course # _____ Student Name _____

Section # _____ Clinical Site Location (if applicable) _____

Program Name _____ Telephone (home) _____ (cell) _____

Address _____

e-mail Address _____ Student ID # _____

Write a short description of why you are appealing this decision – include date(s), names of faculty/clinical staff, or students involved, names of any witnesses, where the situation occurred. Please be as complete as possible, listing facts that you can confirm, and any other pertinent information about your concern.

(Please continue on back if more space is needed)

Student Signature _____ Date _____

Attach any pertinent notes or e-mails to this form.

Section 2: Curriculum and Lecture

The curriculum is designed to assist the student in accomplishing program goals. Each course contributes to the knowledge and skills needed in the development of a sterile processing technician employed in healthcare.

Course Sequence

Each course in the CSPD program is foundational for subsequent courses. Students must receive a C or better in each course.

Central Sterile Processing and Distribution Certificate (12 credits)

1st 8 weeks:

CSPD1111: Central Sterile Processing and Distribution (3 credits)

SURGT1000: Ethics and Professionalism in Healthcare (3 credits)

2nd 8 weeks:

CSPD1211: Central Sterile Processing and Distribution Practicum (3 credits)

HLTHS 1110: Biomedical Terminology (3 credit)

Surgical Tech Pathway

All 12 credits of the CSPD certificate apply directly to the COD Surgical Technology Program. Students may work as a sterile processing technician while working towards the surgical technology program. See below for surgical technology course requirements (courses completed in CSPD are highlighted):

SURGT1000: Ethics and Professionalism in Healthcare (3 credits)

English 1101 (3 credits)

SURGT 1001: Surgical Asepsis and Sterile Technique (4 credits)

ANAT 1551-or-1571 (4 credits)

SPEEC 1100 (3 credits)

MATH 1100 or above (3 credits)

ANAT 1552-or-1572 (4 credits)

HLTHS 1110 (3 credits)

CSPD1111: Central Sterile Processing and Distribution (3 credits)

CSPD1211: Clinical Practicum (3 credits)

PSYCH1100 (3 credits)

SURGT 1101: Surgical Health and Technological Sciences (3 credits)

SURGT 1102: Surgical Technology Skills (3 credits)

SURGT 1201: Introduction to Surgical Technology (3 credits)

SURGT 1202: Surgical Technology Practicum I (3 credits)

SURGT 1301: Surgical Procedures I (3 credits)

SURGT 1302: Surgical Technology Practicum II (3 credits)

SURGT 1401: Surgical Procedures II (3 credits)

SURGT 1402: Surgical Technology Practicum III (3 credits)

SURGT 1500: Professional Practice (4 credits)

Testing/Grading

Grades are computed using the total points earned from course assessments and then divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

90-100%	A
80-89%	B
70-79%	C
Below 70%	Failing

Students must receive a minimum grade of "C" in each of the required courses in the curriculum. Students must meet clinical expectations and objectives. If students fail a course they will be allowed to repeat one more time.

Certification Examinations

Successful completion of CSPD1111 allows eligibility for the Certification Board of Sterile Processing and Distribution (CBSPD) CBSPDT examination and the Healthcare Sterile Processing Association (HSPA) CRCST provisional examination. Successfully completing CSPD1211 will offer nearly 90 hours of hands-on sterile processing experience and employment opportunities. Graduates may begin work prior to certification. However, certification is highly desired throughout the Chicagoland area and will often be required within a year of employment in a sterile processing department.

For information on the CBSPD certification see the link below:

<https://www.cbspd.net/tech/>

For information on the HSPA certification see the link below:

<https://www.myhspa.org/certification/get-certified.html>

Withdrawal from Courses

The student may withdraw from a course by contacting the Registration office up to the eighth calendar day following the midterm date in any term (or the equivalent in any session of nonstandard length) and receive a grade of "W". See the attached link for COD student withdrawal procedures:

http://www.cod.edu/registration/general_info.aspx

(See COD catalog, "Student Rights and Responsibilities," Administrative Procedure 5715)

<http://www.cod.edu/catalog/GettingStarted%8009-11.pdf>

Withdrawal Procedures: The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session (see the Registration Calendar) through myACCESS or in person at the Registration office, Student Services Center (SSC), Room 2221. After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes. Upon withdrawal, students may repeat the following year.

Certificate Application

It is the responsibility of the student to know and fulfill all certificate academic requirements. In order to qualify for the COD Central Sterile Processing and Distribution Certificate, the student must complete each program required course with a minimum of a "C" grade and meet laboratory and clinical expectations in CSPD1211.

An application must be submitted to the college as you will not automatically receive a certificate. Please see the step by step directions below:

1. Go to cod.edu
2. Student services
3. Office of Student Records
4. Graduation Information
5. Under "Diplomas" click the Application for Degree or Certificate link
6. Complete application

https://cod.edu/registration/records/forms/application_degree_certificate.aspx

Certificate Program Codes:

Central Sterile Processing and Distribution: **CSPD.CER**

Readmission Policy

Students who withdraw, or fail, CSPD1111 or CSPD1211 may re-enter one more time. A student who is dropped based on Code of Conduct deficiency may not re-take the course and will be dropped from the program.

Student Grievance Policy

The grievance must be submitted in writing, dated, and signed no later than 30 days after the occurrence

Section 3: Campus Laboratory

Lab Expectations

CSPD1211 provides a setting for students to practice and demonstrate skills in a mock sterile processing department under faculty supervision. The following are strict expectations for the lab:

- Arrive 10 minutes prior to start
- No jewelry, fake nails, or nail polish
- Scrubs are recommended but not mandatory.
- Students may request open lab time for more practice, please email the instructor to schedule. Open lab time is not guaranteed.
- Students will complete a series of in-person lab competencies during the first week of lab. Students who are unable to pass any lab competencies within 2 attempts will be unable to continue to clinical.
- Students will complete an in-person instrument exam on the second day of lab. Students who are unable to complete the instrument exam with a 70% or better on their first attempt will be unable to continue to clinical.
- Do not take lab for granted, we are here to help you have a successful lab experience!

Lab Attendance

Lab attendance is crucial. The student must attend **both** lab days before their clinical rotation. We understand unexpected life circumstances may occur, unfortunately, it is not possible to make up the required lab skills necessary to complete the course. Therefore, there is no "excused" absence. If an illness or emergency leads to multiple absences, students are advised to drop the course and enroll in the next available 1211. CSPD1211 is offered 2 times a semester in hopes of helping students complete the program/practicum within one semester.

Lab Grading

The final assessment must be completed and evaluated by the CSPD lab instructor on your final day of lab. The Final Competency must be completed with a 70% or above to continue onto your clinical rotation. Students will have two attempts to complete the competency with the required grade. Students will have one attempt to complete the in-person instrument exam.

Lab Skill Competencies

See the following pages for specific lab competencies.

Basic Handwashing

Student: _____ Date: _____

Student is able to state purpose of the basic handwashing and circumstances when one would perform the basic handwash.

Technique:

- Student removes jewelry, nails are natural.
- Water is turned on, wets hands, applies soap.
- Using moderate friction student washes hands for approx. 20 seconds.
- Fingertips stay pointed downward.
- Student dries hand with paper towel then turns off water and discards paper towel appropriately.
- Student can complete handwashing in under 2 minutes.



Notes:

Decontamination - PPE Donning and Doffing

Student can identify the purpose of PPE specifically when used within the decontamination area of SPD.

Technique:

Student dons the proper PPE in correct order:

- Places bouffant
- Shoe covering
- Impervious gown
- Face mask
- Eye protection
- Non-Sterile Gloves

Student can Don all PPE within 2 mins.

Student removes the PPE in the correct order:

- Shoe covers
- Gown
- Gloves
- Face Shield
- Mask

Student can doff all PPE within 2 mins.



Notes:

Decontamination - Instrument Cleaning

Student is able to state purpose of decontamination process and why this is the first step of instrument processing.

Technique:

- Student applies appropriate PPE for decontamination area.
- Student fills sink basin to appropriate level with instrument; adding cleaning solution and water.
- Student will demonstrate correct way to clean instrument (example: to and fro motion, using appropriate size stylets with lumens, correct brush sizes).
- Student rinses instruments appropriately and can complete all steps of instrument decontamination in time determined by instructor.



Notes:

Prep & Pack - Minor Tray Assembly

Identifies importance of standardized assembly of sets. Utilizes count sheet to assemble correct type of instruments.

Technique:

Inspects instruments for cleanliness and working condition.

Remember FAN acronym: Function, Accurate and Neat.

- Towel placed on bottom of tray.
- Working with instrument list and placing instruments in proper order according to tray list/count sheet
- Assembles tray correctly including all rules of tray assembly:
 1. Lighter instruments on top.
 2. All instruments in open position on stringers or disassembled.
 3. Places all tissue forceps in nesting position.
 4. Places all retractors in pairs
- Count sheet placed in tray appropriately.
- Indicator placed in hard to reach area, easily visible to user

Student must be able to assemble in under 20 mins.



Notes:

Prep & pack - Envelope Fold

Student can state the purpose of the envelope fold.

Technique:

- Orients the wrap material diagonally on flat surface.
- Places assembled tray on the wrapper
- Folds first corner; (near student), second, third and fourth flap ensuring item is covered.
- Tray is wrapped correct; free of wrinkles, spaces and neat
- Tape/external indicator/tamper evident seal is placed appropriately
- Properly label wrapped item with initials
- Tray placed in proper sterilization mode

All is completed within 5 minutes.



Notes:

Prep & Pack - Peel Pack

Student is able to state the purpose for using a peel-pack style packaging.

Technique:

- Student places necessary instrument into the plastic pouch noting rules for peel pack including:
 1. Correct size package; instrument has minimum of 1' space
 2. Ratchet is open to allow all surface area to touch instrument
 3. If instrument has sharp point, point is facing plastic
- Inserts correct internal indicator.
- Seals package correctly; ensuring there are no gaps, creases and a tight seal noted.
- Item is properly labeled; item, initials and date.



Notes:

Prep & Pack - Genesis Tray Assembly

Student is able to state assemble a genesis tray and state the purpose of the tray.

Technique:

- Student collects necessary pieces for Genesis Tray assembly
 1. Tray
 2. 2 Filters
 3. Tamper evident lock
- Student places assembled instrument tray basket into genesis tray
- Correctly places new filters and secures into place.
- Student locks Genesis tray with handles ensuring no gaps.
- Tamper evident lock placed on tray



Notes:

Student: _____

Decontamination		
Basic Hand Wash (3)	0	1
Wet your hands with running water. Apply enough soap to cover all surfaces of your hands and wrists.		
Lather and rub your hands together briskly and thoroughly for 20 seconds. Make sure to scrub all surfaces of your hands, fingertips, fingernails, and wrists.		
Donning PPE (2)	0	1
Appropriate PPE is prepared and gathered; the student dons the PPE in the correct order		
PPE is donned in proper order in under 2 minutes.		
Instrument Cleaning (3)	0	1
Supplies are gathered, instruments ready and sink filled to appropriate level.		
Instruments are cleaned appropriately making sure all blood and bioburden are removed.		
Correct size of stylets and brushes are appropriate for size of instrument.		
Doffing PPE (2)	0	1
PPE is doffed in proper order in under 2 minutes		
PPE is disposed of properly before student leaves the decontamination area		
Prep & Pack		
Minor Tray Assembly (8)	0	1
Tray and supplies are gathered; blue towel placed on the bottom of the tray.		
Working with the instrument list student places instruments in proper order according to the tray list/count sheet. (More than 3 errors of misplaced instruments result in a 0).		
All lighter instruments are on top; heavier instruments are on the bottom		

Instruments are in the open position and no ratchets are closed		
Tissue forceps are in the nesting position and retractors are paired together		
Count Sheet is placed appropriately in the tray		
Indicators are placed in appropriate areas within the tray		
Instrument tray is assembled in under 20 minutes		
Envelope Fold (6)	0	1
Orient the wrap material diagonally on a flat surface and place the assembled tray on the wrapper		
Folds first corner, second, third, and fourth flap ensuring the item is covered.		
The tray is presented as wrapped correctly; free of wrinkles, and spaces and neat		
Tape/external indicator/tamper-evident seal is placed appropriately on the wrapped item		
Student places tray in proper sterilization mode		
Envelope Fold is completed within 5 minutes		
Peel Packing (6)	0	1
Student places instrument into the plastic pouch with 1' of space		
Instruments that have a ratchet are open		
All sharp points are facing the plastic side of the peel-pack pouch		
Internal indicator is present		
Peel pack pouch is sealed with no cracks, gaps or creases		
Student presents to instructor 3 correctly peel-packed instruments with their initials, date and item located inside.		
Genesis Tray Assembly (2)	0	1
Student collects necessary pieces for Genesis Tray assembly and correctly places filters onto tray, securing them.		
The tray is correctly locked with the handles and a tamper-evident lock is placed on tray		

Comments:

Total Points: _____ / 32

Instrument Recognition (20 pts)

THURSDAY INSTRUMENT TEST

Student: _____ Date: _____

Student received > 70 %	Student received < 70%
PASS	FAIL

<ul style="list-style-type: none">• General Surgical Instruments will be introduced in class.• Students will be given an instrument manual.• On the final day of lab, students will take an instrument test.• Students will have lab time to student and memorize the surgical instruments.
<p>The exam must be passed with a score of 70% to successfully pass this competency.</p>

Total Score: _____

Section 4: In-Hospital Clinical

Clinical Expectations

- a) Follow all directions and procedures as instructed. Only attempt new skills under direct supervision in the clinical setting.
- b) Inform the preceptor of what procedures you have not had the opportunity to perform. Show initiative in finding learning opportunities.
- c) Do not discuss your personal life and problems with patients or hospital personnel. Leave your personal life at home. The clinical experience should be as if you are a guest in their facility. You should look at this experience as a long interview.
- d) Make sure your assigned preceptor is aware of your whereabouts at all times including break time and lunchtime.
- e) DO NOT leave your assigned area or clinical site without permission. Do not take breaks without permission.
- f) DO NOT wander the halls or enter another room just to look. You may enter the room if the team needs a supply, help, etc., then return to your assigned area when done. Remember not to neglect your own responsibilities in your area to help in another.
- g) CELL PHONES SHOULD BE KEPT IN YOUR LOCKER OR COVER GOWN POCKET AT THE CLINICAL SITES. You may check your cell phone for messages while on break or at lunch. Do not use cell phones for personal reasons and **DO NOT USE CELL PHONES WITH PATIENT PRESENT. Using cell phones at inappropriate times are grounds for code of conduct deficiency.****
- h) Your student ID is mandatory while at the clinical sites.
- i) CSPD1211 will be graded on a pass/fail basis and must receive a 70% in order to pass. Grading is based on submission of clinical logs and clinical instructor evaluations.

Clinical Dress Code

- Hair - Hair must be clean and off the face. Conservative hair color and a professional style are required. No ribbons, flowers, barrettes, hair rollers or bandanas are to be worn. Hair must be completely covered by a surgical cap while in the surgical areas.
- Teeth – Oral hygiene is critical to your appearance as a professional. Teeth should be cleaned appropriately.
- Nails- Fingernails must be kept short, trimmed and clean. The nail should not be allowed to grow out past the end of the finger. Nail polish is NOT allowed. NO FALSE FINGERNAILS OR ARTIFICIAL OVERLAYS.
- Make-up – Is allowed in minimal amounts. False eyelashes are not permitted.
- Fragrance – Cologne, perfume, tobacco/smoke odor, scented after shave, and scented lotions are NOT allowed. Many patients have severe allergic reactions to these “triggers”. In addition, many operating room patients experience nausea, and presence of these scents can exacerbate these symptoms greatly.
- Beards - No longer than 1 inch and trimmed neatly. Beards must be completely covered with a mask in the operating suite.
- Cigarette breath, halitosis and body odors are most distasteful. Good personal hygiene includes: personal cleanliness, use of effective deodorant and good oral hygiene.
- Deodorants, mouthwash, breath fresheners or mints are recommended. Gum chewing is permitted in the lab or clinical sites, no chomping!
- SMOKING IS NOT PERMITTED ANYWHERE--INSIDE OR OUTSIDE—AT THE CLINICAL FACILITY. THIS INCLUDES ANY PARKING LOTS/GARAGES, OR EVEN INSIDE YOUR CAR, ON THE CLINICAL SITE.
- JEWELRY – None allowed. No earrings, necklaces, or bracelets allowed. Jewelry for body piercings NOT allowed! (Example: eyebrow, nose, tongue, etc.) The hospital and school will not be responsible for jewelry worn to the clinical area and left in lockers or pinned to scrub attire. The best policy is to leave your jewelry at home.
- Wear your COD Surgical Technology scrubs, or business casual attire, to report to the clinical facilities. Socks or hose must be worn while at the facility. If students arrive at the clinical site in inappropriate dress, they will be dismissed and counted absent.

Clinical Attendance

Absences due to vacation or personal reasons will not be permitted. You must plan personal events around your clinical experience.

Students will be allowed one excused absence during the 7-week clinical. If a student requires additional absences, they will be advised to speak to access & accommodations. If students are unable to receive accommodations, they will be advised to drop the 8-week course as they will be unable to achieve the required hours for their clinical experience.

The student must email the clinical instructor, and phone the clinical site, AT LEAST ONE HOUR PRIOR to the clinical start time to report absence. Failure to email the lab instructor of an absence is considered a “no call no show” and will result in a code of conduct deficiency.

Clinical Skill Competence

Students will be required to complete Weekly Logs to record to total number of hours worked in each CSP department as well as evaluations that maybe completed by the managers, preceptors or

individual the student has worked with within their department.

Transportation, Parking, and Clinical Costs

Students are to provide their own transportation to and from all clinical agencies and may have to pay for parking at some clinical sites. Students may be required to drive up to an hour for clinical rotation. Students are to follow the parking regulations of the agency and park only in those areas designated for students. Students may also have to incur clinical management systems costs depending on location of clinical site.

Please also visit the [Division website](#) for the most up-to-date policies.

Ethics and Confidentiality

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are not topics of discussion with friends, classmates, or family.

Surgical cases may only be discussed as part of a classroom activity. But, even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting. Personal integrity is expected of all CSPD students.

Social Media Conduct

Students are not to post or discuss any clinical experience or information regarding the experience with the clinical agency, its staff, or its clients/patients on any internet social media. Students will be prohibited from returning to the clinical site if the Social Media Conduct policy is violated in any way. Students are prohibited from all forms of video/audio recording. Such violations may result in disciplinary action.

Physical and Health Requirements

Please refer to the Health Requirements packet found at the link below:

https://www.cod.edu/admission/health_science/pdf_health/healthrequirements.pdf

A student who has any change in her/his physical and/or psychological condition (**including pregnancy and postpartum period**) that requires medical attention and/or affects her/his physical or emotional endurance must have written permission signed by a physician to continue in the Surgical Technology program.

Criminal Background Check / Drug Testing

The Illinois Department of Public Health (IDPH) and the Joint Commission (TJC) has laws and regulations that require COD to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the Surgical Technology Program. The College will comply fully with IDPH and TJC regulations and requirements governing criminal background checks and drug testing. Those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks (no more than 90 days before the first day of class) and drug testing (no more than 30 days before the first day of class) are required of all SURGT students after being accepted into the program and are based on the Illinois Healthcare Worker Background Check Code and IDPH and TJC requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

Please also visit the [Division website](#) for the most up-to-date policies.

CPR Certification

Current **American Heart Association Basic Life Support for the healthcare provider CPR certification** is required of all Surgical Technology students in clinical courses. Certification must be up-to-date for the entire length of the clinical laboratory experience. A copy of the student's CPR card will be kept on file with CastleBranch.

Snow Days

Students are not expected to attend clinical laboratory if the college is closed due to inclement weather. If COD is closed due to weather, the student must notify the clinical agency of the snow day absence.

Medical Insurance

Students must carry personal medical insurance. A copy of the student insurance card is to be kept on file at the college. If a student injury occurs in clinical laboratory, such as a needle stick, the cost of medical care is the student's responsibility.

Please also visit the [Division website](#) for the most up-to-date policies.

Accidents and Incidents in the Department

If the student is involved in any kind of accident or incident at the clinical site, i.e. fall, needle stick, etc. the clinical instructor and program chair should be notified immediately, at the time of the occurrence. We will help you through the process, as hospital procedures must be followed with respect to Incident/Accident reports.

If a student is injured, he/she may be treated by his/her own private physician or in the hospital emergency room. The student is responsible for seeking treatment and will be responsible for any cost incurred by using hospital services.

Eye Protection and Personal Protective Equipment

Students will be required to wear instructor approved eye protection and all other personal protective equipment at appropriate times in the department. They will be required in other areas (i.e. central supply/ decontamination area) where there is a risk of contact with bodily fluids.

Bloodborne Pathogen Exposure and HIPAA

Students will be required to complete bloodborne pathogen exposure and HIPAA training during the first week of class. Students will receive a certification of completion that will remain in their files and can be accessed throughout the program.

Clinical Requirements

Students will focus on multiple areas of the sterile processing department and should work with their clinical instructor to assure they have experience in each area below:

1. Decontamination

Blood-Borne Pathogens, Soiled Item Transport, Safety (e.g. Chemical Handling, Sharps), Manual Instrument Cleaning, Mechanical Cleaning (e.g. Washers, Ultrasonic Cleaners), Decontamination Area Disinfection Processes, Interpreting Manufacturer's IFUs (e.g. Device Cleaning, Equipment Operation, Chemical, Enzymatics/Detergents, Current Measurements/Concentration, Soak Time), Item Receiving & Traceability

2. Preparing & Packaging Instruments

Identification, Inspection/Testing of Instruments, Inspection/Testing of Containers & Wrapping Material, Assembly, Packaging Techniques (e.g. Pouches, Flat Wraps, Rigid Containers), Labeling

3. Sterilization & Disinfection

High Temperature Sterilization Processes, Low Temperature Sterilization Processes, Logging & Record Keeping (e.g. Sterilization/ HLD, Biologicals/Incubation), Handling & Putting Away of Sterile Supplies, Automated/Manual Disinfection, Trouble Shooting (e.g. Aborted/Failed Cycles, Wet Loads, Repairs)

4. Storage & Distribution

Clean & Sterile, Handling & Putting Away of Sterile Supplies, Rotating Supplies, Inventory & Restocking Carts/Shelves (e.g. Inventory Systems, Par Levels), Event Related Shelf Life / Expiration Dating, Cleaning Storage Shelves, Case Carts (e.g. Assembly, Pick Lists & Locator Systems)

5. Quality Assurance Processes

Interpreting Manufacturer's IFUs (e.g. Devise Inspection & Testing, Sterilizers), Standards, Regulations, Policies & Procedures, Documentation & Record Keeping (e.g. Management, Area Cleaning), Quality/Functionality Testing Processes (e.g. Sterilizer, Washer Testing, HLD)

6. Equipment

Cleaning, Inspection and/or Preparation of Patient Care Equipment, Equipment Functionality Check (e.g. Autoclaves, Sterilizers, Washers), Familiarity with Routine Maintenance Guides for Equipment, Equipment Tracking

Morale

During the clinical experience, a student may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student's absence and should not be taken personally.

If you need someone to talk with about your concerns, it is imperative that you seek out your clinical or classroom instructor. They are your advocate and can assist you in adjusting to the many personalities in healthcare.

Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the agency and are not there forever!