College of DuPage
Central Sterile Processing and Distribution

Certificate Program

www.cod.edu/cpdt

Program Information & Registration Packet
Fall 2021

Central Sterile Processing & Distribution (CSPD1111)
(Registration is on a first-come, first serve basis)

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed

College of DuPage

Nursing & Health Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
Division Office (630) 942-8331
Fax (630)942-4222
www.cod.edu

Dear Applicant,

Thank you for your interest in the College of DuPage Central Sterile Processing and Distribution (CSPD) program. This registration packet has been developed to provide you with a complete overview of our program including the process for registration.

CSPD1111 demonstrates the hands on skills and knowledge of the sterile processing department necessary for professional certification and employment. SURGT1000 helps understand the importance of ethical and professional behavior in healthcare. The combined courses offer the CSPD COD certificate that help move you closer to the goal of working in healthcare.

If you have any further questions about the profession or program, please feel free to contact me at campbella86@cod.edu. Take care,

Anna Campbell

Anna Campbell, MSEd, CST/CSFA, CSPDT | Central Sterile Processing and Distribution Program Chair
College of DuPage | 425 Fawell Blvd., Glen Ellyn, IL 60137
630-942-2419 | campbella86@cod.edu
https://www.cod.edu/cpdt

College of DuPage
Central Sterile Processing and Distribution Program

Program Overview:

The Central Sterile Processing Distribution Technician (CSPD) 1111 course is a 12-week course in the Spring and Fall semesters that require a combination of online classroom, laboratory, and on-site clinical hours. The 10-week Summer semester course is 100% online and includes a digital clinical portfolio rather than the on-site experience. The summer semester is recommended only for Surgical Technology students who do not plan to work in sterile processing. Please see the Registration Requirements, found on page 5.

Upon successful completion of the CSPD 1111 course, you will be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) Provisional Certification Exam, or the Certification Board of Sterile Processing Technicians (CBSPD) certification exam.

The College of DuPage Central Sterile Processing Distribution Technician (CSPD) Certificate requires a minimum of 7 credit hours. The Central Sterile Processing Distribution Technician Program is designed to provide the content and clinical collaboration for students to be successful and meet the standards of the Central Sterile Processing Distribution Technician profession. This certificate program provides the student with the basic fundamentals of central process (sterile processing), supplies, services, and distribution of hospital instrumentation, supplies, and equipment.

Essential Functions

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a surgical technologist. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. 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. *Non-compliance with rules, regulations and procedures is a basis for **dismissal** from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

Gross Motor Skills:

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

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure (ex. surgical instruments, sutures)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)

Physical Endurance:

- Stand for long periods of time from 2-4 hours
- Maintain 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 (e.g., carry instrument pans, position client, move equipment)
- Support 50 pounds of weight (e.g., hold arm or leg)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/supplies (e.g., lift instrument pans)
- Use upper body strength (e.g., retraction, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguishers)

Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation, request for an instrument)
- Hear faint voices and body sounds (e.g., heartbeat)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in the operating room)

Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)
- See in darkened room (e.g., during endoscope procedures, eye surgery)

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
- Tolerate working indoors
- Tolerate working in extreme temperatures

Emotional Stability:

- Establish professional relationships
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief, anger, stress)
- Accept constructive feedback
- Accept responsibility for own actions

Interpersonal Skills:

- Establish rapport with individuals (e.g., surgeons, staff members and groups)
- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

Total Credit Hours Required for Certificate

Total Credit Hours Required for Certificate: 7 credit hours

In order to obtain the Certificate in the Central Sterile Processing Distribution Technician program, you will need to complete the following courses:

1. **CSPD 1111** Central Processing Distribution Technician (4 credit hours)

2. **SURGT 1000** Ethics in Health Care (3 credit hours)

Estimate of Student Fees

Please visit the Program Costs webpage for estimated fees.

Program Outcomes

At the conclusion of the program, you should be able to:

- Function as a competent certified central processing/sterile processing distribution technician following guidelines established by IAHCSMM/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. Maintain at all times 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.

Opportunities for Employment

Employment of sterile processing distribution technicians would be in an acute care (hospital) setting, surgery center setting, physician offices, and OB/GYN departments within a hospital.

Opportunities for Advancement

Graduates of the Central Sterile processing distribution course can work within a Sterile Processing Department in many different roles. Many have found lifelong careers while advancing into management positions. Graduates can also use the course as a springboard to other careers in health care, such as surgical technology, surgical assisting, or nursing.

Helpful Academic Skills or Experiences

High school courses in science, math, English and communications.

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while taking the spring and fall sections of the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Student Health Insurance website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for CSPD 1111. Students must be officially registered and listed

on the instructor's class roster to be covered by the malpractice insurance.

Statement on Transportation

Students are responsible for finding their own transportation to and from the College of DuPage and the clinical site. Student should expect to drive within a 50 mile radius of the college to their clinical site.

Non-Discrimination Statement

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.
This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.
Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board
Policy 20-5).

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) and 77 Ill Adm. Code 955 Section
955.160 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Student E-Mail Policy

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

https://cod.edu/student_life/resources/information_technology/email/email-policy.aspx

"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.

REGISTRATION REQUIREMENTS

The following are **REGISTRATION REQUIREMENTS** for the Central Sterile Processing Distribution Technician Course. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

- If you have not been admitted to College of DuPage, please complete the **non-refundable** $20 College of DuPage General Admissions Application online. **This application is for general admissions to College of DuPage only.**
  ***** If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the International Student Admissions Office, SSC 2225 prior to registration.

- View the Central Sterile Processing and Distribution Advising Session. Follow the link below for access:

  https://www.cod.edu/academics/programs/central_processing_distribution/advising-session.aspx

- Completion or concurrent enrollment of SURGT 1000 (Ethics in Health Care).

- Decide if you want the CSPD 1111 **in-hospital clinical*** option OR the **online clinical portfolio** option. *(NOTE: The in-hospital option will require a clinical rotation and requires that you complete a Background Check, Health Requirements, CPR Certification, proof of Health Insurance, and Drug Test as specified below).

- E-mail your preferred option from above to clinicalrequirements@cod.edu. Please include your full name and COD ID#. Please also specify the section number of CSPD 1111 you prefer if there are multiple sections).

- You will then be notified of your next steps for Registration via email.

For "in-hospital" rotations, the below requirements are due: by the time the course fills or by August 17, 2021

NOTE: If you have received or plan on receiving the COVID vaccine BEFORE the start of class, please e-mail clinicalrequirements@cod.edu for details on testing and vaccine restrictions regarding the requirements below.

- Complete a **Criminal Background Check** through *CastleBranch.com* (details listed below for each requirement)
  - Go to CastleBranch.com and enter package code: **CL88bg**
  - **Payment Information** – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.
    a. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
    b. Complete and return the CastleBranch Release Form by e-mailing to expedite@castlebranch.com or faxing to 910-343-9731
    c. Please note, that your background check will **not** get processed until the release form is received so please return to them asap.
  - **View your results**: Your results will be posted directly to your MyCB account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may

take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

- **If you need assistance, please contact CastleBranch** at 888-723-41263 and a Castle Branch Representative will be available.

- **American Heart Association (AHA) BLS CPR Certification**: You will need to obtain CPR Certification through the **American Heart Association (AHA)** and choose **Basic Life Support (BLS) for Healthcare Providers**. (If you take a course that is different from this, it will not be accepted and you will be asked to repeat the proper course). Your card must be valid from the first date of the semester to last date of the semester of the class in which you are enrolled. **Please email proof of certification to clinicalrequirements@cod.edu.**

- Completion of all **Health Requirements,** including a chart review with *Edward Corporate Health* that confirms you have met the clinical placement requirements. In summary, you have 2 options for completing your health requirements. You can use your **own Healthcare Provider or** choose **Edward Corporate Health (ECH).** (You are encouraged to use your own healthcare provider so that you can use insurance. ECH does not accept insurance). You **must** read the Health Requirements Packet for all details. Please refer to the Health Requirements video link at https://youtu.be/N7ZMZscZKyU as well.

  NOTE: If you have received or plan on receiving the COVID vaccine BEFORE the start of class, please e-mail clinicalrequirements@cod.edu for details on testing and vaccine restrictions regarding the requirements below.

  Summary of Health Requirements:
  (NOTE: You must have IGg immune titers for Hep B, MMR & Varicella. Proof of the vaccine series will **not** be acceptable).

  - QuantiFERON TB Gold Blood Test: **Dated 12/17/20 or later**.
  - Physical Exam – within the last year (please have your healthcare provided use the physical exam form found in the Health Requirement packet).
  - TDAP vaccine
  - Hepatitis B Immune IGg Titer (blood test)
  - Varicella Immune IGg Titer (blood test)
  - MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)
  - Flu Vaccine: The current **2021-2022 Flu Vaccine**

  After you complete all the necessary health requirements above, you need to schedule an in-person **Chart Review** appointment with *Edward Corporate Health*. Cost of Chart Review: $30

  The Program Support Specialist for the CSPD program must receive notification directly from ***Edward Corporate Health*** that you have completed the necessary requirements and will then notify the Registration Office of student compliance. (The Registration Office **cannot** accept your documents as proof of compliance).

- **Health Insurance Card proof** – Are clinical partners require that you obtain comprehensive health insurance that is *valid from the first date of clinicals to the last date of the semester in which you are enrolled*. (If you do not have health insurance, please visit the Student Health Insurance website for additional details).

- The **Completion Deadline** for the above in-hospital requirements is **August 17, 2021 or by the time the course fills.**

- You will also be required to sign at least three (3) Policy Forms. You will submit to clinicalrequirements@cod.edu. These policy forms will be e-emailed to you after you are given registration clearance.

- Once the above steps are completed, you will then be granted permission to register. Please monitor your email.

REQUIREMENTS TO COMPLETE **AFTER** August 31, 2021:

- Complete a **Drug Test - DUE DATE: Prior to first day of class**

  NOTE: You will not be able to complete this step **until 8/31/21** which will be AFTER you register for the course. Please monitor your emails for directions AFTER you register for CSPD 1111. (NOTE: This must be completed through CastleBranch.com. See details below).

  a. **On 8/31/21 or later**, go to CastleBranch.com and enter package code: **CL88dt.**

  b. After you place your order, please check your MyCB Profile "To Do List" as you will receive a "Chain of Custody" form within 24-48 hours. You will print out the form and take it to a Quest Diagnostic Lab locations listed on the form.