



CITY COLLEGES *of* CHICAGO

Malcolm X

Education that Works

Sterile Processing Program

Student Handbook

Policies and Procedures

2019-2020

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Student Responsibility Statement

Sterile Processing students are responsible for reading the contents of this handbook and adhering to the policies and procedures. Any information contained herein is subject to modification, deletion, and change. Any changes in the program or policy will be communicated to the student via the student’s City Colleges of Chicago (CCC) email address, written correspondence, and/or BrightSpace postings. This handbook is a supplement to, and not a replacement for, the City Colleges of Chicago Student Academic Policy Manual and the City Colleges of Chicago Student Policy Manual. This handbook does not include all the policies and procedures that need to be adhered to at the various clinical affiliates.

I have read and understand the policies and procedures explained in this handbook.

Student Printed Name

Student Signature

Date

Malcolm X College History

The first of the City Colleges of Chicago, the institution was founded in 1911 as Crane Junior College. The college served as a first-generation immigrant community and was housed in Crane High School. In 1933 the college was closed due to the Great Depression. The college reopened the following year and was operated by the Board of Education until 1967. At the request of students and community residents, Crane Junior College was renamed Malcolm X Community College in 1969. In January of 2016, the college moved to its current location at 1900 West Jackson. 1900 W. Jackson Malcolm X College holds accreditation from the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Program Mission Statement

Malcolm X College Sterile Processing Certificate Program's mission is consistent with the mission of the City Colleges of Chicago. It strives to empower each individual to be all that he/she can be by focusing on being a learner centered institution. The program provides educational opportunities to individuals who desire a career in the Central Sterile Processing Department. The Sterile Processing Certificate Program at Malcolm X College prepares students to assume entry-level positions as members of a healthcare perioperative services team. Employment opportunities are available in hospitals and in surgical centers as Sterile Processing Technician. The Sterile Processing Technician performs and participates in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Performs other duties as assigned or required.

Program Personnel

Brittany A. Lonergan, CST - Program Director/Full-Time Faculty Instructor

Stacey L Bizzieri, CST - Clinical Coordinator/Clinical Instructor

Geraldine Pate – Adjunct Faculty

Program Outcomes

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

- Function as a competent Sterile Processing Technician following guidelines established by IAHCSSMM.
- Function effectively within the approved scope of practice.
- Communicate in a manner appropriate for a perioperative professional. Effectively communicate the needs of the perioperative team and institutional departments.
- Incorporate skills learned into the health care environment. Maintain at all times the consumer's rights, safety, and medical asepsis and sterile technique.
- Continue to learn beyond the program's goals and take their knowledge and training confidently into the health care community.
- Perform self -evaluation in order to ensure the highest level of quality care.
- At the conclusion of the program, students are prepared to utilize the knowledge and basic fundamentals of Sterile Processing, supplies, services, and distribution of hospital instrumentation, supplies, and equipment.
- Upon successful completion of the course, you will be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSSMM) certification exam and receive provisional certification.

Occupational Overview:

Employment of Sterile Processing Technicians would be in an acute care (hospital) setting, surgery center setting, physician offices, and third party processing corporations.

Sterile Processing Technician minimum job functions include: sitting/standing for prolonged periods, frequently walking and reaching (overhead, extensive, repetitive). Proficient communicative, auditory, and visual skills are needed. Attention to detail and ability to write legibly. Must have the ability to lift/push/pull greater than 100 pounds. May be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases.

In addition:

1. Decontaminates and sterilizes instruments, medical supplies and equipment, and assembles, wraps and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas.
2. Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
3. Sorts mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.

4. Restocks, labels, and maintains inventory, submits requisitions, collects and distributes instruments, trays, crash carts, and facility medical equipment.
5. Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
6. Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement, and removes defective equipment.
7. Maintains a clean work area
8. Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.
9. Communicates appropriately using good interpersonal skills

*The Department of Labor expects to see a growth rate of 14 percent (Much faster than average) in the field of Medical Instrument Preparation.

[https://www.bls.gov/ooh/about/data-for-occupations-not-covered-in-detail.htm#Healthcare practitioners and technical occupations](https://www.bls.gov/ooh/about/data-for-occupations-not-covered-in-detail.htm#Healthcare%20practitioners%20and%20technical%20occupations)

Opportunities for Advancement:

Graduates may use the Sterile Processing Technician course as an entry to other career fields and to high learning education programs, such as surgical technology, materials management and third party instrument processing specialist. Upon completing the course, students are eligible to apply to sit for the IAHSMM certification exam.

Admission Requirements

- English Composition 101
- Admission Interview
- Orientation Attendance
- Background Check

Illinois statute prohibits healthcare employers from knowingly hiring, employing or retaining any individuals who have been convicted of various criminal offenses in a position with duties involving direct patient care. Also prohibited is hiring these same individuals in positions that provides access to the medical, financial, or living quarters of a patient (225 ILCS 46.25).

Sterile Processing students must submit to a Criminal Background check, **at their own expense**, prior to program admission, and possibly at the request of their clinical site.

Students may not be able to participate in clinical experiences based on information obtained as a result of the criminal background information. If a clinical placement is not able to be obtained this will lead a failure in the clinical course which will result in the dismissal of the student from the Sterile Processing program.

Additional Programmatic Fees

This program has the following additional fees:

- Castle Branch medical Package \$35
- CPR BLS \$45
- Background Check \$47
- Drug Screen \$34
- Application for the Certification Exam is the sole responsibility of the program graduate \$125

Professional Organization for Sterile Processing Technicians

Malcom X College offers a Sterile Processing Technician Certificate curriculum that is based on the standards recommended by the International Association of Healthcare Central Service Material Management (IAHCSMM). Please visit their website at:

<https://www.iahcsmm.org>

The Mission Statement of IAHCSMM is as follows:

The mission of IAHCSMM is to promote patient safety worldwide by raising the level of expertise and recognition for those in the Central Service profession. IAHCSMM accomplishes this:

- By providing educational, professional development, certification, communication, and representation opportunities for Central Service professionals.
- Through collaboration efforts with allied partners, members, and associates; and
- Through advocacy initiatives for public policy changes.

Values

COMMUNICATION: To share association and profession-related information in an open and timely manner with members, allied partners, associates, and the public.

EDUCATION: To advance knowledge and achieve excellence at all levels of the Central Service and associated professions.

PROFESSIONALISM: To deliver professional performance and quality through integrity, accountability, trust, ethics, and collaboration.

LEADERSHIP: To act as the leading Central Service organization by: providing educational opportunities; creating an environment to promote patient safety; and mentoring and developing new leaders.

ADVOCACY: To promote the Central Service profession on international, national, state, and local levels and to support issues that promote the profession and patient safety.

EXCELLENCE: To strive for excellence within the Central Service profession by promoting quality performance and education.

All Malcolm X College Sterile Processing students will be expected to conduct themselves in a way that mirrors the values of the profession.

Sterile Processing Technician Curriculum Overview

Career Definition: Sterile Processing Technician

Program Core Requirements: 12 CR

English: 3 CR

- Eligibility for English 101 Composition I (recommended prior to admission to the Sterile Processing Program) (3CR)

Sterile Processing: 9 CR

- Surgical Technology 216 – Sterile Processing Technology (4 CR)
- Surgical Technology 217 – Sterile Processing Technology Lab (4 CR)
- Surgical Technology 219 – Professional Readiness (1 CR)

Sterile Processing Required Work-Based Learning Courses: 8 CR

- Surgical Technology 218–Sterile Processing Clinical Practicum II (8 CR)

Total Credit Hours Required for Certificate: 20 CR

Bloom's Taxonomy for Developing Learning Objectives

Cognitive Domain (simple to complex):

- Knowledge - recalling information
- Comprehension - restating information
- Application - use the information in a new way
- Analysis - separates concepts into parts to understand
- Synthesis - creating new patterns
- Evaluation - making judgments regarding concepts

Psychomotor Domain (simple to complex):

- Perception - uses sensory cues to guide skill performance
- Set - readiness to demonstrate a skill
- Guided Response - early skills practice using imitation
- Mechanism - intermediate skills practice with some confidence and proficiency
- Complex Overt Response - skills demonstrating complex movement patterns
- Adaptation - modification of skills to meet special requirements
- Origination - creating new skills patterns

Affective Domain (simple to complex):

- Receiving - paying attention
- Responding - active participation
- Valuing - acceptance and commitment to a concept
- Organization - comparing, relating, and synthesizing values
- Internalizing Values - consistent and predictable demonstration of a value

Student Conduct

Sterile Processing Program students are expected to conduct themselves in a manner which respects the rights of others and will not violate the mission, vision, and values of the City Colleges of Chicago (CCC). Misconduct will result in disciplinary action which may lead to dismissal from the ST program. Violations include but are not limited to:

1. Disrespectful behavior to Faculty, Staff, Administration, and/or any person, including but not limited to patient, surgeon, preceptor or nurse, or any person interacted with at any clinical site.

- Elevating voice
- Argumentative
- Profanity or any inappropriate language expressed verbally or via email
- Dissemination of negative written or social media correspondences
- Defamation of character

2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person.
3. Possession of weapons, ammunition, and/or explosives
4. Obstruction or disruption of teaching, research, administration, and/or disciplinary proceedings
5. Dishonesty, stealing, or forgery

Classroom Dress Code

Students must be in program specific color scrubs for all Sterile Processing classes. A knee length laboratory coat may be worn over the scrubs. No undershirts may be visible under scrubs. Only closed heel and closed toe shoes may be worn. Hair must be neat and pulled off of shoulders. Makeup should be moderate. No artificial nails or nail covering of any kind may be worn. No jewelry may be worn in laboratory classes. Scrub tops should remain tucked. No hats are to be worn during class or lab.

Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices in both the classroom and clinical sites. Students must adhere to the following:

1. Cell phones and mobile devices must be turned off completely during classroom, lab and clinical experiences. Utilize mobile devices only in designated areas and only when on a designated break. Any violation will result in the student being dismissed for the day receiving an unexcused absence. A second violation during a clinical placement may result in dismissal from the clinical rotation resulting in a course failure to which the clinical rotation is attached.
2. No photos of instructors or fellow students may be taken without prior consent. Any violation will result in dismissal from the class or clinical rotation resulting in a course failure to which the clinical rotation is attached. Also, during clinical rotations, any students who violate patient privacy will be subject to HIPAA infractions of the clinical site.
3. Use of facility computers for unprofessional or illegitimate personal use is prohibited.
4. You must protect the confidentiality of patient information while at clinical sites at all times in accordance with HIPAA.

Social Media

Students are not to post confidential or proprietary information about City Colleges of Chicago or its students, faculty, and staff. Students are prohibited from posting, publishing, or distributing any class or course material (including exams, quizzes, notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor. It is never appropriate to post photos or information about a fellow student or patient. Social network postings may be subject to disciplinary action up to and including dismissal from the Sterile Processing Program.

Attendance Policies

Students are expected to attend all classes in which they are enrolled. Absence and tardiness contribute to academic failure, and interfere with the instructional process. Absences and late arrivals will be recorded. The course instructor can best judge the effect of any absence on the progress of a student. It is the instructor's prerogative to report excessive absences, to recommend withdrawal or to drop a student from the course when, in the instructor's judgment, such problems, seriously interfere with learning. Absences due to illness or participation in a college sponsored activity are extenuating circumstances and may affect the instructor's decision. (College Catalogue) All personal appointments and obligations must be met during unassigned class hours.

No *children* are allowed in classroom. This is against CCC Student and Academic policy. This can be found on page 78 of the Student Policy and Academic Manual.

http://www.ccc.edu/menu/Documents/Academic_Student_Policy/POLICY_PROCE DURES_NOVEMBER_2018_FINAL_11.19.18.pdf

Academic Success

Students will be expected to seek out tutoring if they are struggling with the program content. Instructors will evaluate student progress frequently throughout the program. Students must attend tutoring if recommended by their instructor. A Plan of Success will be discussed with the student will be obligated to follow the plan.

Clinical Guidelines and Policies

Only day and late afternoon clinical assignments may be available. Clinical assignments are designated by the Program Director in consultation with Faculty and Clinical Instructors. Students must be available to accept clinical assignments at any location within the city of Chicago and surrounding suburbs. Transportation, to and from clinical sites, are the responsibility of the student. Students can be placed up to 50 miles from the school. Students cannot be utilized as staff or paid by their clinical site during clinical rotations. Refusal to accept a clinical rotation assignment for any reason will result in dismissal from the program.

Students will be required to lift, stand in one place continuously for period of time from five to eight hours, and to stay on task without taking breaks for several continuous hours. Additionally, the clinical experience may place the student in stressful situations as they undertake responsibilities and duties that have a major impact on patient outcomes and institutional benchmarks. Students must be able to demonstrate rational and appropriate professional behavior under these potential stressful situations.

Health Requirements

All students entering the Sterile Processing Technician Certificate program must continuously meet all health and safety requirements to maintain enrollment.

Requirements, though not limited to, are as follows:

1. All students enrolled in Sterile Processing courses must meet and maintain all health and safety requirements.
 - a. Students will meet these requirements by providing a completed and signed Medical Compliance Checklist with required documentation
2. If students do not provide documentation of health compliance, the students will not be registered and/or allowed to continue with Sterile Processing clinical courses.
3. A physician's note or other documentation will not negate the health and safety documentation requirements as clinical safety is paramount.
4. If a student incurs an illness, injury, or other health limitations, both the clinical agency and the Sterile Processing Program policies must be upheld.
 - a. The Sterile Processing Program Director or faculty member and/or clinical representatives will determine a student's ability to perform required functions regardless of a physician's approval for return.
5. Students who are not physically fit to perform their student Sterile Processing duties in a safe manner or require utilization of assistive devices, such as crutches, braces or boots, and casts of any type that would prevent them from adhering to the principles of asepsis or in being able to scrub in will not be allowed to participate in clinical experiences; therefore, the student will have to withdraw from the course.
6. Upon the student's clearance from their medical doctor, the student can be reinstated into the Sterile Processing program and can be allowed to retake the course.

Required Clinical Vaccinations/Titers

Surgical Technology students are required to have and maintain record of immunization and vaccinations.

1. Titers are required to verify immunity.
 - a. Measles
 - b. Mumps

- c. Rubella
 - d. Varicella
 - e. Hepatitis B
2. Two-step PPD skin test or QuantiFERON Gold, or chest x-ray is required to verify student tested negative for tuberculosis (TB).
 3. Tetanus diphtheria vaccination/booster received within previous nine years.
 4. Current season's Influenza vaccination

Failure to comply with providing required and updated medical requirements as informed will result in a placement suspension. If a clinical absence occurs as a result of medical noncompliance, no make-up opportunity will be provided. Please see "Clinical Attendance Policy". Each student is required to submit an up-to-date health record. The health requirements are necessary to meet the expectations of each clinical agency. Changes in student health status warrant medical clearance to ensure safety in the clinical setting. The list of health requirements may not be inclusive due to varying agency requirements so a student may have to submit requested documentation, which may not be listed. It is the responsibility of the student to ensure that the college receives all information. Students are required to keep copies of all information submitted.

Clinical Nine Panel Drug Screen

All clinical affiliates and the Surgical Technology program are drug free environments. The Surgical Technology program enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at the clinical site or any City Colleges of Chicago/ST facility and institution. Students who fail to comply or are tested positive for drugs will be immediately dismissed from the program. Students are required to obtain a 9-Panel substance abuse drug screening, at their own expense, as indicated: As required by clinical facilities.

Healthcare Provider Basic Life Support (BLS)

A student must possess a valid Healthcare Provider Basic Life Support (BLS) certification from the American Heart Association prior to enrollment in clinical courses. No lapse in certification is allowed; therefore, renewal of Healthcare Provider BLS certification must be completed prior to the expiration date on the BLS card. If a student fails to comply with this requirement they will not be allowed to report to clinical. If clinical is missed due to an expired BLS card the student will not be provided a clinical make-up opportunity. Please review clinical attendance policy.

Clinical Dress Code

No tank tops, very short skirts, shorts, or other clothing and /or attire that may be construed as unethical, immoral or unprofessional, may be worn when reporting to clinical sites. Scrubs will be provided by the clinical site. The student must follow the facility procedures for obtaining and returning scrubs. No scrubs may be taken home or

worn in transit to and from the clinical site. Removing scrubs from a clinical site is considered theft and may result in expulsion from the program. No visible undergarments or undershirts may show while wearing the scrubs.

Only closed heel and closed toe solid material shoes are to be worn. Students must wear booties in clean areas or have hospital dedicated shoes. Hair must be neat and tied back and makeup should be moderate (no extreme colors) No jewelry of any kind may be worn. No nail polish, nail wraps or artificial nails of any kind may be worn. No false eyelashes are to be worn. Caps and masks are to be worn as required. A hooded covering must be worn over facial hair on the neck and sides of face including beards, goatees, or long stubble. A knee length lab coat or cover gown must be worn over scrubs outside of the operating room.

No food or drink, not even water, may be brought into the practicum lab or sterile processing department. Check with your clinical site regarding an appropriate place to store a packed lunch. Cell phones, or other electronic devices, may not be brought into the operating room. Leave valuable items at home. The City Colleges of Chicago is not responsible for any goods lost or stolen from clinical sites.

Personal Protective Equipment Policy

Personal protective equipment must be worn when exposure to blood and body fluids is anticipated. All blood and body fluids are to be treated as if infectious. All students must wear protective eyewear while scrubbing contaminated instrumentation. Any student found not in compliance with student or clinical agency PPE policies will be dismissed from clinical for the day, which will count as an unexcused absence.

Clinical Attendance Policy

Students are required to call and email 60 minutes prior to their assigned start time when absent or late for any reason. No call, no shows are unacceptable and grounds for dismissal from clinical rotation and/or the program. Even though consideration may be given to extenuating circumstances, there are no excused absences. Excessive leaving early, tardiness, and absences that exceed two occurrences while on clinical rotation may result in dismissal from the program.

Students are only allowed to miss two (2) clinical days per rotation, per semester (16) weeks and (8) weeks in the summer semester. The student is only allowed to have 2 (two) absence days (days meaning Tuesday, Wednesday, Thursday or Friday) per clinical rotation. Each day stands on its own.

- a. An absence is defined by not being physically present, no matter the reason.
- b. If you were present and left the premise for any reason other than illness, family emergency (mother, father, sister, brother, child or children) you will be considered absent and will not receive credit for that day.

If for any reason a student will miss more than the allotted time, there must be documentation to that fact. The following are acceptable reasons that a student may exceed the 2 allotted absent days:

1. Death in the immediate family: the student must contact the Program Director to make arrangements for their absence
2. Mandatory court appearance or incarceration: if a student has broken the law and must appear in court, documentation from the Court system must be provided. If the infraction is against a minor of the adult parent or legal guardian, documentation from the Court system must also be provided.
3. Delivery or adoption of a child: students anticipating their partner giving birth or an adoption into their immediate family may be excused for a period of up to one week. Prior notice of four months should be given to the Program Director.
4. Maternity leave: Pregnant students must notify the Program Director and must sign a form releasing the college of any and all responsibilities of fetal abnormalities or demise. Medical clearance from a physician is required for a return to clinical rotations after the delivery of a child.
5. Illness of self, parent, or minor of the adult parent or legal guardian, includes contagious diseases such as Shingles, Chicken Pox, Small Pox, Hepatitis, HIV, AIDS, Meningitis, Bronchitis, vehicle accident, loss of limb or disfigurement, hospitalization. Legal and/or medical documentation may be required.
In the event of an absence, the student is to notify the clinical site one hour before the start of the scheduled start time. First, contact the clinical site. Please notify the supervisor of your absence and obtain their name. After this, email your program clinical instructor to inform them of your absence and the name of the person you notified at the clinical site.

All clinical time missed will be made up at the discretion/convenience of the clinical site and faculty instructor. The student will not be allowed to miss class, laboratory or another clinical rotation in order to make up this day. The missed day must be coordinated with the Director of Clinical Education and the clinical site. An expected absence, such as jury duty, must also be coordinated with the clinical instructor and Director of Clinical Education prior to the absence. Students unable to achieve the student learning objectives of the clinical course due to absences will not successfully complete the rotation or the clinical course.

If a student is removed or dismissed from the clinical site by the clinical supervisor, clinical educator, or college clinical coordinator (depending on the circumstance) he/she may be terminated from the program or required to complete remediation on campus in the lab for a period of 2-4 weeks before accepting another assignment. However, the college or program is not required to find additional clinical sites for a student that

demonstrates poor performance (attendance, skills, poor attitude or lack of professionalism, and poor performance). The student may be terminated from the program for failure to perform or demonstrate acceptable clinical performance. If the student is offered a second rotation site after completing lab remediation, the next occurrence will result in immediate dismissal from the program.

Each student is required to meet with the Clinical Coordinator or Program Director on a weekly basis while on rotation. This meeting will be held on campus; the day and time is to be determined.

Visitation at clinical sites by the Clinical Coordinator and/or Program Director will occur. The Clinical Coordinator and/or Program Director will be at the site to observe the student, as well as talk to the preceptors and staff.

Clinical Experience Requirements

Completion of a minimum of 400 hours of hands-on experience is required for application to sit for IAHCSSM certification. Each of the examples below are the types of duties which can be used to fulfil the requirement:

_____ **1. General Cleaning (32 Hours) + _____**

Instruments – Utensils – Specialty Items, Operation of Mechanical Washers

_____ **2. Wrapping Packaging (36 Hours) + _____** Packaging Techniques, Pouches, Flat Wraps, and Rigid Containers; Label/Expiration Dates, etc

_____ **3. Assemble Instrument/Procedure Trays (60 Hours) + _____**

Assembly/Layout, Inspection, Identification, Use

_____ **4. Sterilization (64 Hours) + _____**

High & Low Temp Sterilization Processes, Sterilization QA Systems, Record Keeping, Handling/Putting Away Sterile Supplies, Dust Covering

_____ **5. Storage Clean & Sterile (36 Hours)**

Rotating Supplies, Inventory and Restocking Carts/Shelves, Outdates, Cleaning Storage Shelves

_____ **6. Miscellaneous (40 Hours)**

Quality Assurance Processes, Blood Borne Pathogen Protocols, Soiled Equipment Pick-Up, Standards, Regulations, Policies & Procedures

_____ **7. Patient Care Equipment (32 Hours)**

Cleaning – Assembly/Testing Identification, Suction Units, IV Infusion/Patient-Controlled Analgesia Pumps, Hypothermia Units, Hot or Cold Therapy Devices, Infant Incubators, Respirators, Portable Equipment from the OR

(Note: If Department does not reprocess PCE, these hours must be added to General Cleaning; initial to the left & indicate above where hours were added) 14

_____ **8. Linen Folding (36 Hours)**

Inspection, Folding Drapes/Wrappers, Towels, etc.

(Note: If Facility does not have any reusable linen, these 36 Hours must be divided in half and added to General Cleaning [18 additional hours] and Assemble

Instrument/Procedure Trays [18 additional hours]; initial to the left & indicate above where hours were added)

_____ **9. Case Carts (32 Hours)**

Assembly, Pick Sheets, Cover and Transport to OR

(Note: If Facility does not use Case Carts, these 32 Hours must be divided in half and added to Wrapping Packaging [16 additional hours] and Sterilization [16 additional hours]; initial to the left & indicate above where hours were added)

_____ **10. Distribution (32 Hours)**

Program Progress and Completion

Evaluation

Students are expected to complete a program and clinical site evaluation at the end of the program. This information will be used to improve the quality of education.

Evaluation of student performance

1. Quizzes, Exams, Mid-Term, Final.
2. Completion of assignments.
3. Didactic and clinical absences, tardiness.
4. Successful completion of laboratory competency objectives.
5. Successful completion of clinical performance objectives.
6. Successful completion of clinical case requirements.
7. Exit Exam and National Certification Exam

Unsatisfactory Performance

If a student's performance in any didactic or clinical course is below the acceptable competence level, the faculty and the Program Director will counsel the student. Written evaluation of academic progress is done at midterm and final. All students must maintain a grade of "C" or better in Surgical Technology classes and must pass Biology 227 with a grade of "C" or better the fall semester of their first year, if they have not done so already. If a student's performance in any given area at the clinical site is below the acceptable competence level, the clinical instructor and the Program Director will counsel the student.

Every attempt is made to resolve all violations of program and/or clinical agency rules. If the clinical instructor or a clinical agency representative terminates the student from the clinical site, the program does not have any responsibility for reassigning a student to another site during that rotation. Termination from the clinical site is tantamount to failure of the current clinical course. Subsequently, the student cannot enroll in the next semester's course and must withdraw from the program.

Program Completion

The program consists of two full semesters. Each Sterile processing course is only offered once a year. The first semester of the program, courses will meet on campus in the evening. The second semester of the program involves clinical rotations at various hospital sterile processing departments. The student is expected to attend clinicals 4 days per week during morning or afternoon shifts. Students are considered as having completed all program requirements when they have achieved a grade of "C" or better in all courses listed

Program Termination Process

The violation of any previously mentioned program policies or an occurrence that falls under the CCC Standards of Conduct (see college Catalogue) may result in an administrative withdrawal of the student from Surgical Technology classes and the program. Unsatisfactory performance, or a grade below "C", in any Surgical Technology course or Biology 227 will also result in program termination.

STEP 1

Meeting with the student, faculty member or clinical instructor, and Program Director

STEP 2 (If Necessary)

Meeting with the student, faculty member or clinical instructor, Program Director and Associate Dean and/or the Dean of Careers Program

Student Grievance Procedure

The program's policy covers Academic, Non Academic and Clinical Education complaints, grievances and any and all misconduct while in didactic or laboratory classes and in clinical rotations.

Academic Complaints

Grades

Honesty/Integrity

Plagiarism/Cheating, etc

Non-Academic Complaints

Stealing

Intent to Defraud

Unprofessional conduct with MXC faculty/staff

Insubordination

Physical/Verbal abuse (student-student or student-CCC District employee)

Possession of Weapons, etc.

Clinical Complaints

Excessive absenteeism, tardiness

Unprofessional conduct with patients

Unprofessional conduct with clinical agency staff, etc.

Any act that puts the patient or staff in any danger

Insubordination

STEP 1

Any student having a complaint with an instructor, fellow student, clinical instructor or clinical supervisor may file for conference time with the program director within three business days of the initial occurrence.

STEP 2

If, after the conference with the program director, the student does not feel that there is an appropriate resolution to his/her oral complaint he/she may file a written complaint with the Associate Dean of Career Programs within fourteen business days of the oral conference.

STEP 3

Within three business days of the submission of the written complaint a meeting will be scheduled with the faculty member, clinical instructor, etc., to hear the student's grievance. A response to the written complaint will be given to all parties involved within fourteen business days of the meeting.

STEP 4

If the student remains dissatisfied with the response from the program director, he/she may file a subsequent complaint within three business days with the Dean of Career Programs or Dean of Student Services or his/her designee. A response will be given in fourteen business days from receipt of complaint.

FINAL STEP 5

If the student remains dissatisfied with the response from the Dean of Career Programs and /or Dean of Students Services, he/she may file a subsequent complaint within three business days with the Vice President of the College within fourteen business days. The Vice President by his/her discretion may refer the student to the college's disciplinary committee (depending on the nature of the complaint), or to the college President for final resolution. A written response will be given in fourteen business days from receipt of complaint.

Program content and this handbook can be updated and changed as needed to fit the standards of Malcolm X College and the appropriate occupational professional organization.