



# ***Sterile Processing Program***

2021-2022

---

Student Handbook, Policies, & Procedures  
Dane Matthews CST, AGS Medical Director



## Table of Contents

Student Responsibility Statement and Acknowledgement .....	2
Malcolm X College History .....	4
Program Mission Statement.....	4
Program Personnel.....	4
Program Outcomes .....	5
Occupational Overview .....	5
Opportunities for Advancement.....	6
Admission Requirements.....	6
Health Insurance .....	7
Additional Programmatic Fees.....	7
Professional Organization .....	7
Program Curriculum.....	9
Bloom’s Taxonomy & Essential Functions.....	9
Student Conduct.....	10
Dress Code.....	10
Mobile Device and Computer Responsibilities.....	12
Social Media .....	13
Attendance Policy.....	13
Academic Success.....	14
Clinical Guidelines and Policies.....	14
Health Requirement and Immunizations .....	15
Required Clinical Vaccines/ Titers.....	16
Clinical Nine Panel Drug Screen .....	17
Basic Life Support Certification.....	17

Clinical Dress Code .....	17
Personal Protective Equipment.....	18
Attendance Policy .....	18
Clinical Rotation Site Attendance Addendum .....	19
Clinical Experience Requirements.....	21
Program Progress and Completion.....	23
Unsatisfactory Performance .....	23
Program Completion.....	24
Program Termination Process.....	24
Program Progress & Completion.....	25

## ***WELCOME!***

It is my pleasure and honor to warmly welcome you into the Sterile Processing Technician (SPT) program at Malcolm X College. Your acceptance into this program demonstrates that you have the aptitude and skillset foundations to become a caring and competent entry-level SPT. The faculty look forward to helping you reach your goal of becoming a Sterile Processing Technician.

Before you begin the program, it is important to familiarize yourself with the guidelines, policies, procedures, and regulations found in this manual. Clear understanding of the contents of this manual is expected of you to be successful. The faculty and college are here to support you in every way possible and are confident you will excel.

Together, let's exceed the expectation! Best wishes,

Dane Matthews

Director of Medical Programs Surgical Technology & Sterile Processing

## **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. 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 strives to empower each student to reach their full potential by being a learner centered institution. The program prepares students for competency in entry-level Central Sterile Processing and/ or Central Sterile Supply Chain jobs.

## **Institutional Accreditation**

### **Malcolm X College is accredited by the Higher Learning Commission (HLC)**

230 South LaSalle, Suite 7-500  
Chicago, IL 60604-1411  
Phone: 800-621-7440  
Fax: 312-263-7462  
hlcommission.org  
info@hlcommission.org

## **Program Personnel**

*Dane Matthews CST, AGS*  
Medical Director Office # 2103A 312-850-7351  
[Dmatthews19@ccc.edu](mailto:Dmatthews19@ccc.edu)

*Delila Rodriguez CST, AAS*  
Clinical Coordinator Office # 2103-027  
312-850-7352

Revised 10/21 DMM

[Drodriguez420@ccc.edu](mailto:Drodriguez420@ccc.edu)

*Nichole McClelland CST, BS*

*Fulltime Faculty*

Office # 2103-023

312-850-7358

[Nmcclelland1@ccc.edu](mailto:Nmcclelland1@ccc.edu)

### **Program Outcomes Objectives**

This program aims to provide our healthcare partners with well-prepared candidates that promote patient safety and demonstrate the personal and professional empowerment necessary for success. We are dedicated to providing comprehensive curricula, supportive services, and to promoting cultural and global awareness in an inclusive learning environment

Employment opportunities are available in healthcare facilities such as, hospitals, surgical centers, and clinics as Sterile Processing Technicians. Responsibilities performed by Sterile Processing Technicians are decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment.

**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. Students are responsible for checking their CCC email addresses at least every other day to ensure they are aware of any modifications

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**

You will be expected to have read this handbook prior to orientation for Sterile Processing Certificate Program.

Please highlight any sections that you have additional questions on so they can be addressed during orientation to ensure awareness before your first day.

## **Program Learning Outcomes**

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

1. Function as a competent Sterile Processing Technician following guidelines established by IAHCSSM.
2. Function effectively within the approved scope of practice.
3. Communicate in a manner appropriate for a perioperative professional. Effectively communicate the needs of the perioperative team and institutional departments.
4. Incorporate skills learned into the health care environment. Maintain at all times the consumer's rights, safety, and medical asepsis and sterile technique.
5. Continue learning beyond the program's goals and take their knowledge and training confidently into the health care community.
6. Perform self-evaluation in order to ensure the highest level of quality care.
7. 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.
8. Upon successful completion of the course, sit for the International Association of Healthcare Central Service Material Management (IAHCSSM) certification exam and receive provisional certification.

## **Occupational Overview**

Employment opportunities for Sterile Processing Technicians are in healthcare settings such as medical centers, hospitals, surgery centers, physician offices, and third-party processing corporation sites.

Sterile Processing Technicians' minimum job functions include: sitting/standing for prolonged periods, frequently walking and reaching (overhead, extensive, and repetitive), communication proficiency, auditory, and visual skills. Attention to detail and ability to write legibly. Must have the ability to lift/push/pull greater than 300 pounds. May be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases.

In addition, a Sterile Processing Tech:

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/oes/current/oes319093.htm>

### **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.

### **Program Admission Requirements**

#### **Applicants must:**

1. Be admitted to [Malcolm X College](#).
2. Be at least 18 years of age.
3. Be Eligible to take [English 101](#)

4. Have a minimum 2.0 College GPA.
5. Complete the [Special Admissions Application](#).
6. All students are required to undergo a criminal background check. Students with a positive background check that contains disqualifying convictions may be prohibited from being placed at a clinical site, sitting for certification board examinations, and securing future employment. Students are responsible for the cost of performing the background check. The program's Clinical Coordinator will provide instructions to obtain the Background Check at the New Student Orientation session.

As defined by Illinois State Law (225ILCS46/25):

- All healthcare 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 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure in Sterile Processing. Please contact the Medical Director to discuss disqualifiers. The applicant is responsible for the cost of the background clearance. Prior to clinical placement, the student will be required to provide a cleared drug screen at their own cost.

For more information about admissions requirements and the application process, visit the program [website](#).

7. Attend a consultation with members of the Sterile Processing program's staff and/or advisory board before acceptance into the program.
8. All college transcripts from colleges/universities attended outside City Colleges of Chicago are required to be sent to Malcolm X College Office of Registrar Services or [mxregistrar@ccc.edu](mailto:mxregistrar@ccc.edu) from the specific college/university. We do not have access to transcripts submitted to other City Colleges of Chicago.

### **Additional Programmatic Requirements**

#### **Background Check**

Illinois statute prohibits healthcare employees from knowingly hiring, employing or retaining any individuals who have been convicted of various criminal offenses (both felony and misdemeanor, and can also include traffic violations) 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 via CastleBranch. The following are times when a background check will be needed. These times will include, but are not limited to: prior to program admission, and as deemed required for clinical placement and per clinical affiliation agreement guidelines. Students may not be able to participate in clinical experiences based on information obtained as a result of the criminal background information. If 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.

### **Health Insurance**

Proof of health insurance must be submitted prior to clinical courses. Students may not be able to participate in clinical experiences if they do not maintain health insurance. If a clinical placement is not able to be obtained due to lack of health insurance, this will lead to 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:

- CastleBranch Medical Manager (\$35)
- Background Check (\$47)
- Drug Screen (\$34)
- Trajecsys (\$50)
- CPR \$50
- Healthcare fees (Immunizations etc.) Varies depending on Healthcare Provider and insurance coverage
- CRCST Exam Application Fee \$125

**\* Application for the Certification Exam is the sole responsibility of the program graduate\***

### **Program Curriculum**

Surg Tc 106 SP Experiential Learning 9 CH

### **Program Curriculum Formats**

#### **One Semester Format (Offered in Fall and Spring Semesters)**

*Both courses taken simultaneously*

Surg Tc 105 Sterile Processing Basics 7 CH

Surg Tc 106 SP Experiential Learning\*\*\* 9 CH

#### **Two Semester Format (Offered in Fall-Spring and Spring-Summer Semesters)**

##### **Semester One:**

Surg Tc 105 Sterile Processing Basics 7 CH

##### **Semester Two:**

Surg Tc 106 SP Experiential Learning\*\*\* 9 CH

*\*\*\*Required Work-Based Learning Courses*

**Total Minimum Credit Hours 16 CH**

### **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

Revised 10/21 DMM

- 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.**

### 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 SPT program.*

***Dismissal from a Clinical Site due to the following 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 (this includes but is not limited to Trajecsys records)

6. Usage of cellular/smart devices in areas in which patient information is accessible.

7. Violations of HIPAA laws or policies

**Dress Code**

1. Students must be in program specific color scrubs for all Sterile Processing classes.
2. A matching warm up jacket may be worn over the scrubs. However, no undershirts may be visible under scrubs.
3. Only closed heel and closed toe solid material shoes are to be worn.
4. Students must wear booties in clean areas or have hospital dedicated shoes.
5. Hair must be neat and pulled off of shoulders.
6. Makeup should be moderate.
7. No nail polish, nail wraps or artificial nails of any kind may be worn.
8. No jewelry may be worn in laboratory or clinical classes.
9. No false eyelashes are to be worn.
10. Caps and masks are to be worn as required.

11. A hooded covering must be worn over facial hair on the neck and sides of face including beards, goatees, or long stubble; this also applies to students who wear a hijab.
12. A matching warm up jacket or cover gown must be worn over scrubs outside of the sterile processing department or operating room.
13. Scrub tops should remain tucked.
14. No hats are to be worn during class or lab.
15. Dress code to and from clinical sites is the same as the classroom.
16. Students must be in program specific color scrubs for all Sterile Processing Clinical Assignments, like all other Sterile Processing classes.
17. However, once in the assigned department, hospital laundered scrubs will be provided by the clinical site.
18. The student must follow the facility procedures for obtaining and returning scrubs.
19. No scrubs may be taken home or worn in transit to and from the clinical site.
20. Removing scrubs from a clinical site is considered theft and may result in expulsion from the program.
21. No visible undergarments or undershirts may show while wearing the scrubs in the clinical department.

### **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 unless requested by the instructor or for the purpose of getting clinical documents approved by preceptors and/or managers.**

- Mobile devices may only be used in designated areas, and only when on a designated break/lunch.
- **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. Absolutely NO photos of patients or patient information may be taken by students.**

- Students must ALWAYS protect the confidentiality of patient information in accordance with federal HIPAA (Health Insurance Portability and Accountability) laws.
- Students who violate patient privacy will be in direct violation of HIPAA. In the event the student is found to be in direct violation of HIPAA laws, this will result in immediate dismissal from the program.

**3. Use of facility computers for personal use is prohibited.**

**4. Use of social media during classroom and lab time, and during your clinical rotation is strictly prohibited.**

- Students are not to post confidential or proprietary information about City Colleges of Chicago or any of 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 expressed written permission from the instructor of record.
- It is never appropriate to post photos or information about a patient. This includes but is not limited to pictures and/or live streaming from anywhere inside or in or around the facility to include the parking garage. Social media/network postings will be considered a violation of HIPAA and will be subject to disciplinary action which can include dismissal from the Surgical Technology Program.

**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.

Revised 10/21 DMM

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). Assignments missed due to absence are the student's responsibility to turn in before or on time. Late assignments will not be accepted on the basis of absence.

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 PROC ED URES 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, and they will be obligated to follow the plan.

### **Clinical Guidelines and Policies**

Only shifts offered by clinical partner facilities will be available. Which clinical partner will host and which shifts these facilities choose to host students may change from semester

to semester. Clinical assignments are designated by the Clinical Coordinator in consultation with the Medical Director. 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 must be able to lift up to 50 lbs., stand for an extended period of time, and to complete all assigned tasks throughout the duration of their shift. 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 Requirement and Verification**

Failure to comply with providing required and updated medical requirements as informed will result in a clinical absence. If a clinical absence occurs because 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 anytime throughout the course of the program. 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 the requested documentation, which may not be listed. It is the responsibility of the student to ensure that the college receives all the information. Students are required to keep copies of all information submitted.

### **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 through

Castlebranch.

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 Medical 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 able to perform their student Sterile Processing duties in a safe manner, or require utilization of assistive devices (i.e. crutches, braces or boots, and casts of any type) that would prevent them fulfilling their assigned tasks, will not be allowed to participate in clinical experiences; therefore, the student will have to withdraw from the course.

a. 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.

### **Vaccinations/Titers**

ALL Surgical Technology and Sterile Processing students are required to have and maintain a CURRENT record of immunization (vaccines) and vaccinations. Titers are DIFFERENT from immunization (vaccines). Titers are tests (blood draws) that determine if your body is producing sufficient antibodies to immunizations given in the past. (Most of the required immunizations are given in childhood). If the levels of antibodies against a certain illness are found to be insufficient, you will require a booster immunization from your healthcare provider. This booster immunization alone does not guarantee immunity, however. Follow-up titers will be drawn again later after your health care provider determines that your body would have had enough time to produce sufficient antibodies.

***Titers are required to verify immunity***

- Measles
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Two-step PPD skin test or QuantiFERON Gold. (Clear chest X-ray is required if a student has tested positive for tuberculosis (TB)).
- Tetanus, diphtheria, & Acellular pertussis vaccine (Tdap) received within previous nine years.
- Current season's Influenza vaccination (usually released in late August, early September)
- Full COVID vaccination (this is a requirement of MXC's Clinical Partner organizations, not CCC)

### **10-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 10-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 attendance policy.

### **Clinical Dress Code**

1. Only Malcolm X College Sterile Processing Technician scrubs may be worn when reporting to clinical sites and when leaving the clinical site facilities.

2. Hospital laundered scrubs will be provided by the clinical site. The student must follow the facility procedures for obtaining and returning scrubs.
3. No scrubs may be taken home or worn in transit to and from the clinical site that belong to or were worn in the clinical site/OR environment. Removing scrubs from a clinical site is considered theft and will result in dismissal from the program.
4. No visible undergarments or undershirts may show while wearing the scrubs.
5. Only closed heel and closed toe shoes are to be worn. Students may also have hospital designated shoes which can be kept at the clinical site and in accordance with clinical site policy.
6. Hair must be neat and tied back and makeup should be moderate in accordance with operating room infection prevention protocols.
7. No jewelry of any kind may be worn.
8. No nail polish, nail wraps or artificial nails of any kind may be worn. Nails cannot be longer than 1/8 in. above fingertips.
9. No false eyelashes are to be worn in accordance with operating room infection prevention protocols.
10. Bouffant caps and masks are to be worn as required.
11. A hooded covering must be worn over facial hair on the neck and sides of face including beards, goatees, or long stubble.
12. A knee length lab coat or cover gown must be worn over scrubs outside of the Sterile Processing and Operating Room locations (such as on meal breaks in eating areas).
13. No food or drink, not even water, may be brought into the Sterile Processing Dept or Operating Room Dept. Students must check with their clinical site regarding an appropriate place to store a packed lunch.
14. All valuable items should be left at home. The City Colleges of Chicago is not responsible for any goods lost or stolen from clinical sites.
15. Cell phones, or other electronic devices, may not be used in the Sterile Processing and Operating Room locations unless getting Clinical Site documents signed off by Clinical site Manager and/or Preceptor.

### **Personal Protective Equipment Policy**

Personal protective equipment must be worn when exposure to blood and body fluids is possible. 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 and result in point loss.

## **Clinical Attendance Policy**

Students are required to call 60 minutes prior to their assigned start time when absent or late for any reason. No call, no shows are unacceptable, and can be grounds for dismissal from clinical rotation and/or the program. Even though consideration may be given to extenuating circumstances, *there are no excused absences*. Points will be deducted for failure to notify the MXC Surgical Technology's Clinical Coordinator and additional points will be deducted for failure to notify the clinical site a student is assigned to.

Students will use Trajecsys for clocking in/ out of shifts/ breaks, preceptor evaluations, and tracking the number of hours worked in each area of the department throughout the semester. The tracking of these hours will be used to complete the IAHCMM CRCST exam application in order to become credentialed.

**As covered earlier, excessive instances of leaving early, tardiness, and absences that exceed two occurrences while completing clinical rotation may result in dismissal from the program. Disciplinary actions will be as follows:**

- An absence is defined by not being physically present, no matter the reason.
- Students are only allowed to miss two (2) clinical days per semester
- If you were present and left the premise for any reason you must notify your clinical site educator, MXC clinical coordinator, and/or MXC Medical Director no later than one (1) hour prior to your scheduled start time. If for any reason a student will miss more than the allotted time, there must be documentation to that fact.
- 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 to make up this day.* The missed day must be coordinated with the clinical site educator and MXC clinical coordinator.
- Any instance of clocking in or out from locations other than a students' assigned clinical site will be considered an absence AND a violation of Rule 5 in the SP Code of Conduct.

**\*\*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.**

Students may only miss three (3) clinical days per rotation, per semester (16) weeks and still receive a passing grade of C due to the point deduction associated with all absences. Reason for absence is not factored into point loss; except in the case of

documented Covid 19 and quarantine recommendations.

- a. An absence is defined by not being physically present, no matter the reason.
- b. If present and at any time a student leaves the premises for any reason other than illness, family emergency (mother, father, sister, brother, child or children) it will be considered an absence and result in point loss.

If for any reason a student will miss more than (2) two consecutive days, there must be documentation of the one of the following:

1. Death in the immediate family: the student must contact the Medical 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 the addition of a new child into with their partner may be extend their absence for a period of up to one week. Prior notice of four months should be given to the Medical Director.
4. **Maternity leave:** Pregnant students must notify the Medical Director and sign a form releasing the college of any and all responsibilities of fetal abnormalities or demise.
  - a. Students who have declared pregnancy during clinical portions of their programs must provide clear, written instructions from their physician as their ability to fully participate in hospital clinical experience. (i.e. many Sterile Processing Clinical Partner Facilities will not host students while pregnant).
  - b. Medical clearance from a physician is required for a return to clinical rotations after the delivery of a child.
  - c. Students not cleared to attend clinical rotations may not be able to complete the program requirements. Students in good standing will be allowed to re-enter the program based on the programs re-entry policy.
5. Illness of self, parent, or minor of the adult parent or legal guardian, includes



contagious diseases such as Shingles, Chicken Pox, Smallpox, Hepatitis, HIV, covid 19, AIDS, Meningitis, Bronchitis, vehicle accident, loss of limb or disfigurement, hospitalization. Legal and/or medical documentation may be required.

6. 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 Coordinator to inform them of your absence **and Cc the supervisor from your assigned clinical site.**
7. All clinical time missed will be made up at the discretion/convenience of the clinical site and faculty instructor.
8. The student will not be allowed to miss class, laboratory or another clinical rotation in order to make up this day.
9. The missed day must be coordinated with the Clinical Coordinator, and the clinical site.
10. An expected absence, such as jury duty, must also be coordinated with the clinical instructor and Clinical Coordinator prior to the absence.
11. 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.

### **Student Removal from Assigned Clinical Site**

If for ANY reason a student is removed or dismissed from the clinical site by any of the clinical site leadership/management (which includes but is not limited to; site clinical educator, OR staff and/or personnel) depending on the circumstance, the student may be terminated from the program.

1. If a student is dismissed for a lack of competency or being a patient safety risk, the student will be required to complete remediation on campus in the lab for a period of 2-4 weeks and demonstrate competency before the possibility of continuing with the same or another clinical site assignment.
2. However, the college or program is not required to find additional clinical sites for a student that demonstrates poor performance (inadequate attendance or skills, and/or inappropriate, offensive, or aggressive behavior).

3. Students may be terminated from the program for failure to perform or demonstrate acceptable clinical performance.
4. In the case of remediation being appropriate, if a student is offered a second rotation site after completing lab remediation and demonstrating competency, a repeat occurrence of dismissal from a clinical assignment will result in immediate dismissal from the program.
5. Each student is required to meet with the Clinical Coordinator or Medical Director on a weekly basis during experiential learning and will be visited/ observed at the clinical site facility.
6. Weekly class meetings will be held on campus barring COVID complications during Clinical rotations as well.
7. The day and time of the classroom portion of the clinical course will be provided on the student's class schedule.
8. Visitation/ Observation at clinical sites by the Clinical Coordinator and/or Medical Director will occur. During these visits/ observations the Clinical Coordinator and/or Medical Director will observe the students' performance as well as talk to the preceptors and staff regarding students' overall performance.
9. This feedback is incorporated into the grade earned by students.

### **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)**

\_\_\_\_\_ **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**

Revised 10/21 DMM

## **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 will include, but is not limited to the following:

- Quizzes, Exams, Mid-Term, Final.
- Completion of assignments.
- Didactic, lab, and clinical Skills and Professional Development
- Successful completion of laboratory competency objectives.
- Successful completion of clinical performance objectives.
- Successful completion of clinical case requirements.
- Exit Exam and CRCST Credential Exam

## **Unsatisfactory Performance**

If a student's performance in any didactic or clinical course is below the acceptable competence level, the faculty and the Medical 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 Sterile Processing classes. If a student's performance in any given area at the clinical site is below the acceptable competence level, the Clinical Coordinator and the Medical Director will counsel and/or remediate 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 cannot take 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 will need to withdraw from the program.

## **Program Completion**

The program consists either a one semester or of two semesters. For the two-semester  
Revised 10/21 DMM

program, in the first semester, courses will meet on campus at their assigned days and times. The second semester of the program involves clinical rotations that take place in various sterile processing departments. The student is expected to attend clinicals each week on their assigned days and times. Students are considered as having completed all program requirements when they have achieved a grade of "C" or better in all courses listed.

### **Transfer Students**

The program does not accept credits from other Sterile Processing Programs. Students interested in attending this program must enroll from the beginning of the curriculum.

### **Program Readmission**

Any student who exited the program may apply for readmission *within one year* of exiting the program. Students are allowed only two attempts for successful completion of the Sterile Processing program. A student's reinstatement will be contingent on the following:

1. There must be available space in the program at the time of reinstatement request.
2. If a student is found by the Medical Director and/or faculty to not to qualify for specified reasons, the student will not be readmitted into the program.
3. Students who are dismissed for unprofessional behavior/conduct or a clinical violation/incident will not be readmitted to the SP program. This also includes, but is not limited to, any violations of SP program policies and/or the following CCC Polices:
  - a. Academic Integrity
  - b. Equal Opportunity in Employment (EEO), Programs, Services, Activities
  - c. Smoke, Drug and Alcohol-Free Campus
  - d. Safety and Security
  - e. Responsible Computer Usage

The student who wishes to be readmitted into the program must also:

1. Re-apply to the program as a new student would, with a letter stating the reason(s) for not being successful the last time and which outlines their plan to meet their future educational goals.
2. Student seeking re-admission into the program must follow the college policy on audits (see college catalogue). During their first semester after readmission, the readmitted student may be placed in audit status for any Sterile Processing course that was previously passed
3. Must attend 98% of the classroom lectures

4. Must attend 98% of the lab sessions
5. Must take and pass any written, oral, and/or lab test administered
6. Must pass both courses in order to progress through the program
7. A clinical readmission applicant must pass a lab practicum assessment. If the assessment results in a failing grade, the applicant must be placed in the precluding lab practicum and receive a passing grade to be placed in clinical rotations.

### **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 Sterile Processing classes and the program. Unsatisfactory performance, or a grade below "C", in any Sterile Processing will also result in program termination.

#### **STEP 1**

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

#### **STEP 2 (If Necessary)**

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

#### **STEP 3 (If Necessary)**

Suspension, Informal, or Formal Disciplinary Hearing

If after meeting with faculty/ clinical instructor, the Medical Director, and Associate Dean and/or Dean misconduct persists, the next steps will be suspension, followed by either an informal or formal disciplinary hearing to determine if dismissal from the program is the appropriate next step as per CCC policies and procedures.

### **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

### **STEP 1**

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

### **STEP 2**

If, after the conference with the Medical 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 Medical 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.**