

Harper College
Sterile Processing
and Distribution
Student Handbook
2022-2023



Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, material status, disability, public assistance status, veteran status or sexual orientation.

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1200 West Algonquin Road
Palatine, Illinois 60067-7398

Welcome to the Sterile Processing and Distribution Program! You have chosen a rewarding profession that according to United States Bureau of Labor Statistics is "one of the nation's fastest growing careers".

The purpose of this handbook is to introduce you to the Sterile Processing and Distribution Program, its policies and procedures, program guidelines and program requirements. This is also a valuable resource to utilize during your time as a student in the program.

On behalf of the Sterile Processing and Distribution Program faculty and staff, I welcome you to the program and look forward to working with each of you.

Sincerely,

*Laura Smith BS CST
Assistant Professor
Surgical Technology Program Coordinator
Sterile Processing and Distribution Program Coordinator*

"The expert in anything was once a beginner"

Helen Hayes

This program handbook is a supplement to the Harper College Catalog and Student Handbook. The purpose of the handbook is to provide information which may not be contained in other publications, and which is specifically related to the Sterile Processing and Distribution Program. As new policies relating to the program are formulated, they will be added to the handbook.

I. HARPER COLLEGE MISSION AND CORE VALUES

Mission

Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

Core Values

- **INTEGRITY**
Result: An environment where relationships and practices are based on trust. Key Action: Be responsible and accountable for your own actions.
- **RESPECT**
Result: Interactions which add dignity to ourselves, our relationships with others and our organization. Key Action: Value and celebrate the uniqueness of individuals.
- **EXCELLENCE**
Result: Student, employee and organizational success through a creative and responsive work environment by exceeding the needs and expectations of all. Key Action: Effectively anticipate, identify and respond to learner, employee and organizational needs.
- **COLLABORATION**
Result: Accomplishment of better results by working together than otherwise likely to occur by working alone. Key Action: Address issues as they arise and take necessary actions to productively resolve them.



II. PROGRAM INTRODUCTION, MISSION AND PHILOSOPHY

Introduction

The Sterile Processing and Distribution Program is a 12 credit hour career program.

Upon successful completion of the sterile processing and distribution program students are eligible to sit for the sterile processing certification exam through the Certification Board for Sterile Processing and Distribution (CBSPD) or the Healthcare Sterile Processing Association (HSPA).

Mission

The mission of the Sterile Processing and Distribution Program is to provide didactic, laboratory and clinical instruction that will enable individuals to perform as competent, entry-level Sterile Processing Technicians upon program completion. The program seeks to help satisfy the need for Sterile Processing Technicians in local and regional communities. Students who have successfully completed the program will assume employment as skilled and conscientious health professionals providing quality patient care in conjunction with other members of the health care team.

Philosophy

All people have dignity and worth. The program will serve people regardless of race, creed, sex, disadvantage, or handicap. We believe that the cognitive base, psychomotor skills, and affective domain are of equal importance in the training of Sterile Processing Technicians, and that students who complete this program should possess competence in the technical phases of Sterile Processing and a sound understanding of the scientific principles of Sterile Processing.

Our students who complete this program should develop the ability to make independent clinical judgments within the limits of the Sterile Processing Technician's responsibilities, and exhibit strong ethical behaviors and attitudes, as significant members of the health care team.

III. PROGRAM GOALS AND LEARNING DOMAINS

Program Goal, Learning Domains & Program Specific Learning Objectives

Program Goal Statement

1. To prepare competent entry-level sterile processing technicians in all cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To maintain high educational standards at an affordable tuition rate.
3. Ensure program completion will lead to students being well prepared for a successful career in Sterile Processing and Distribution.
4. Empower program faculty to share knowledge, skills and wisdom gained based on their vast professional experience.
5. Provide health care workforce employers with graduates who are well educated and employable.
6. Ensure the safety of the public by instilling in students the programs expectation of high ethical standard

Learning Domains

The Harper College Sterile Processing and Distribution Program recognizes the importance of Bloom's Taxonomy in the development of program specific learning objectives that will allow the student to demonstrate learning acquisition within the three domains of learning, cognitive, psychomotor, and affective.

Program Specific Learning Objectives

COGNITIVE DOMAIN OBJECTIVES

Cognitive: The cognitive domain addresses the students' ability to acquire knowledge base, recognizing and recalling theory knowledge that was acquired in class and in the practicum setting. Students will be able to construct meaning from their didactic and clinical experiences. Students will be expected to demonstrate critical thinking and apply knowledge gained in the performance of their duties as a sterile processing technician.

Upon program completion the student will be able to:

- A.** Apply the knowledge of medical terminology, microbiology, and sterile processing.
- B.** Engage in self-evaluation to identify strengths and areas for growth consistent with standards of the profession.
- C.** Recognize the value of lifelong learning through continuing education to enhance professional and personal growth to stay current with technological advances in medicine
- D.** Sit for the Certification Board for Sterile Processing and Distribution (CBSPD) or the Healthcare Sterile Processing Association (HSPA) certification exam.

PSYCHMOTOR DOMAIN OBJECTIVES

Psychomotor: The psychomotor domain addresses the students' ability to perform various skills acquired during their matriculation through the curriculum. The student will engage in several competency evaluations, to ensure clinical readiness.

Upon program completion the student will be able to:

- A.** Exhibit safe practice methods involving decontamination, preparation and packaging of instruments and supplies, sterilization methods and routines of the sterile processing environment.
- B.** Maintain a grade of 75% or better in all Sterile Processing and Distribution specific courses in the program.
- C.** Maintain a grade of a C or better in all non- Sterile Processing and Distribution courses
- D.** Demonstrate technical skills and knowledge in a safe and effective manner.

AFFECTIVE DOMAIN OBJECTIVES

Affective: The affective domain addresses the behaviors of the students, these behaviors are extremely important in demonstrating respect for diversity and valuing patient's sensitivity and privacy during medical procedures.

Upon program completion the student will be able to:

- A.** Demonstrate comprehensive ethical, legal, moral and cultural awareness as they relate to the fostering cooperation and success among members of the healthcare team.
- B.** Demonstrate dependability, honesty and integrity in clinical practice.
- C.** Utilize critical thinking when performing the duties of the sterile processing technician.
- D.** Demonstrate accountability in their practice based on current healthcare knowledge.

IV. STUDENT LEARNING AND PROGRAM OUTCOMES

Student Learning Outcomes

1. Describe the purpose of a Sterile Processing Department and Sterile Processing technicians
2. Identify the different areas of a Central Service Department
3. Apply correct surgical terminology related to surgery and Sterile Processing Department
4. Identify microbiology issues related to Sterile Processing Department
5. Describe how microorganisms are transmitted and controlled in Central Services
6. Identify standards and regulations related to Sterile Processing Department Departments
7. Demonstrate appropriate use of disinfectants and sterilants
8. Perform functions necessary in Sterile Processing Department
9. Describe infection prevention and control
10. Identify proper use of sterile packaging and storage of sterile packages
11. Identify proper high-temperature and low-temperature sterilization procedures and concerns
12. Demonstrate proper management of patient equipment
13. Identify tracking systems and methods of quality assurance
14. Demonstrate safe practices while in the Sterile Processing Department
15. Demonstrate proper cleaning and decontamination of instrumentation

Program Outcomes

In order to achieve program goals, the sterile processing faculty utilize a variety of assessment methods to ensure that the graduates meet the following outcomes.

1. Demonstrate professional and effective communication with members of the healthcare team with increasing engagement, increasing intuition, increasing interpretation of verbal and visual clues.
2. Demonstrate an understanding of ethical and legal responsibilities and safe practices gained from medical terminology, sterile processing, and microbiology, courses.
3. Demonstrate continued professional development in being prepared for the profession and providing safe care.
4. Participate in life- long learning and maintaining certification in order to keep pace with changing procedures and technology in surgery.
5. Provide safe and professional care that reflects the values and ethics of the program.
6. Upon program completion students will have the ability to take and successfully pass the Certification Board for Sterile Processing and Distribution (CBSPD) or the Healthcare Sterile Processing Association (HSPA) certification exam and will become Certified Sterile Processing Technicians.
7. Ensure 90% full-time students will complete the program within a one-year program time frame.

V. PROGRAM OVERVIEW AND CURRICULA

Sterile Processing and Distribution Certificate

Curriculum Code 1187

Certificate

This 12 credit-hour curriculum prepares the student for a career as a Sterile Processing Technician.

Sterile Processing technicians work in the central service/sterile processing area of a hospital, outpatient surgical center or outpatient clinic. The central service/sterile processing area is responsible for the decontamination and sterilization of medical and surgical equipment/instruments as well as the distribution of supplies and equipment. Sterile Processing Technicians are integral partners of the healthcare team. They are trained in the cleaning, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, surgical trays and medical equipment.

This is a one semester certificate program that provides the student with the basic fundamentals of sterile processing, supplies, services, and distribution of hospital instrumentation, supplies, and equipment. This course will provide the student with didactic instruction and clinical practice in aseptic techniques, patient care concepts, and theories and practices of central/sterile processing departments. Students who successfully complete the program will be eligible to sit for the Certification Board for Sterile Processing and Distribution Certification Examination (CBSPD) or the Healthcare Sterile Processing Association (HSPA) Provisional Examination. Because of the nature of clinical experiences, individualized instruction, and specialized technology/equipment, this program assesses a higher tuition rate for courses with the SUR prefix. Tuition for these courses is 200 percent of the standard tuition rate.

HSC112	MEDICAL TERMINOLOGY	2
SUR110	FUNDAMENTALS OF STERILE PROCESSING	3
SUR111	FUNDAMENTALS/STERILE PROCESSING LAB	1
SUR112	MICROBIOLOGY FOR STERILE PROCESSING	3
SUR113	CLINICAL APPLICATIONS	3
Total Credits		12

VI. STUDENT SUPPORT SERVICES

Academic Support

Success Services for Students:

Create good study habits early in the semester! Be aware of your academic needs and work to effectively change behaviors to improve academic success. All students are encouraged to visit **Success Services for Students**. Schedule an appointment for one of the following sessions: *Study Skills, Test Taking Tips, Time Management, Memory, Motivation, Test Anxiety, Reading Strategies, Math Strategies, Note taking Skills, Concentration, Study Behavior Inventory, Learning Styles, Test Performance Analysis.*

Visit the website below for more information.

http://goforward.harpercollege.edu/academics/academic_support/success/

Access and Disability Services

Access and Disability Services (ADS) works to provide the highest level of access and services, ensuring all students can equally participate in the great opportunities available at Harper College. Our staff of seasoned professionals actively engages in opportunities to increase access, improve services to students, collaborate with faculty and staff, and coordinate multiple educational and social events throughout the year.

Visit the website below for more information.

<http://goforward.harpercollege.edu/services/ads/>

Psychological Services:

Compromises to psychological health are often cited by students as being some of the most common barriers to learning and academic success. Psychological Services is here to help. Psychological services include assessment and referral to appropriate on or off campus resources, Psychological services are available to students currently enrolled in six or more creditor ESL hours in fall or spring semesters, or in three or more credit or ESL hours in summer session. However, any student experiencing crisis when on campus is welcome to utilize services.

Visit the website below for more information.

<https://www.harpercollege.edu/services/psy/index.php>

The Writing Center:

The Writing Center provides several free services which are available to help Harper students succeed. They can work in the open computer lab, consult with tutors on a walk-in basis about their papers in all academic areas, and make appointments with English tutors to discuss specific assignments and develop skills in writing, literacy and critical thinking. Online support for writing assignments is also available.

Stop by Building F, Room 110 or call 847.925.6796 to make an appointment.

Tutoring Center:

Free tutoring is available in more than 200 courses. This assistance is provided by professional and peer tutors. Students must be enrolled in the course for which they are seeking tutoring. Services that are offered include tutoring by appointment, tutoring on a walk-in basis and review seminars. Study guides are also available for certain courses.

For additional information, stop by the Tutoring Center in Building F, Room 110 or call 847.925.6539.

VII. STERILE PROCESSING AND DISTRIBUTION PROGRAM POLICIES AND ACADEMIC REQUIREMENTS

A. POLICIES SPECIFIC TO THE STERILE PROCESSING AND DISTRIBUTION PROGRAM

1.A Essential Abilities for Sterile Processing Students

- Students must be 18 years of age or older to attend a clinical rotation
- Perform a full-range of body motion including handling and lifting patients, surgical trays and equipment, manual and finger dexterity, eye-hand coordination, and distinguish left from right.
- Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
- Lift and carry up to sixty (60) pounds.
- Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision, depth perception and reading of fine print.
- Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
- Withstand unusual sights and smells.
- Wear personal protective equipment for long periods of time.
- Adapt effectively, displaying flexibility in environments with high tension to ensure patient safety.
- Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions.
- Perform fine motor skills with both right and left hands. [Dexterity and application in working with instrumentation and equipment.
- Stand unassisted for eight continuous hours maintaining alertness.
- Respond quickly and in an emotionally controlled manner in emergency situations.
- Demonstrate the ability to read and write at the college level.
- Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
- The ability to use the English language to communicate with individuals of all professions and social levels.
- Recognize that the clinical environment will include exposure to diseases and toxic substances (blood borne pathogens, sterilants, ionizing radiation, surgical plume, fumes, development of latex allergy, and so forth).
- Be able to problem solve using conceptual, integrative, and quantitative reasoning skills.
- The ability to develop and improve skills in organization of work and in learning to use economy of time and motion.
- Ability to make clinical judgments and decisions for delivery of safe patient care
- Students may be required to be flexible and capable of working in stressful situations while maintaining composure to aid in patient care and to safeguard the life of a patient
- No latex allergies.
- If you have concerns that you don't meet these standards, please make appointment with Program Coordinator.

2.A Student Clinical Requirements

Health and Clinical Requirements for Entry into Clinical Experience

The health requirements are mandated by clinical agencies. The Sterile Processing and Distribution Program abides by affiliating clinical agencies' regulations for health requirements. Documentation of completion of health requirements will be maintained in Complio, the immunization and program requirement tracking system. Northwest Community Hospital Immediate Care Center (NCH), located on Harper's campus, can provide these services at a reasonable cost.

Health requirements include:

- Physical Exam
- Mumps, Rubella, Rubeola, Varicella IgG, and HepB titers
- Two-step Tuberculin Skin Testing (TST) or QuantiFERON Blood Test
- Yearly flu vaccination Mandatory: Fall: by October 10th, Spring: two weeks prior to the start of the semester.
- Covid 19 vaccination – Pfizer, Moderna or Johnson and Johnson
- Health Insurance Verification (Students are responsible for maintaining continuous health insurance while in the Sterile Processing and Distribution Program.)
- Complete any new clinical agency health requirements as directed.
- Upload documentation into Complio.

Procedures:

Physical exam

- A physical exam must be signed and dated by a health care provider within the current year.
DPT, Measles, Mumps, Rubella, Rubeola, Varicella IgG, HepB titers:
- Proof of immunity must be documented with a laboratory report.
- Documentation of vaccination administration does not take the place of proof of an acceptable titer.
- If not immune to Varicella, Mumps, Rubella or Rubeola or HepB the student must start the immunization series before beginning clinical and complete immunizations as identified by their physician or Northwest Community Hospital. Therefore, vaccinations must be initiated in a timely manner to ensure the student is compliant 6 weeks prior to the start of the clinical rotation.
- Students should not have Mumps, Rubella, Rubeola, or Varicella vaccinations administered until the two-step Tuberculin Skin Test (TST) has been completed.

COVID 19 Vaccine

- Proof of immunity that the students has been vaccinated with the Pfizer, Moderna or Johnson and Johnson vaccine

Hepatitis B

- Hepatitis B immunizations are required for those who never had the vaccine or those with a negative titer. The IgG titer is required 30 days after the completion of immunization series. If titer does not indicate immunity, the series will be repeated.

Tuberculosis Testing:

Tuberculin Skin Testing (TST)

- TST must be completed annually.
- Two-step TST must be done according to CDC December 30, 2005 guidelines.

OR

QuantiFERON TB Gold Blood Test

- Blood test that aids in the detection of Mycobacterium tuberculosis, the bacteria which causes tuberculosis (TB).

Health Insurance Verification

- Proof of insurance coverage must be uploaded to Complio.
- Proof of insurance consists of a letter of verification of coverage from an employer. It must be on company letterhead with the current date, student's name, statement that the student has health insurance, name of the insurer, and signature of the company officer.
- If the student has a personal health insurance plan, a letter from the local insurance agent will provide proof.
- Students without health insurance coverage must obtain coverage prior to starting classes. Students are encouraged to obtain coverage through the Health Care Market Place during open enrollment.
- Students on Public Aid must present their public aid card.
- Any changes in insurance coverage must be uploaded to Complio and notification made to the Sterile Processing and Distribution program coordinator.

Failure to Submit Health Requirements

- Students must submit required documents by the predetermined date set by the Program Coordinator.
- Failure to meet the required health requirements prior to the deadline date will result in the inability to register for the clinical course.

BLS Provider Course Completion

All students must complete a BLS Provider Course through the American Heart Association before starting their clinical rotation. No student will be allowed to participate in clinical practice without verification of a valid BLS Provider Course Completion Card.

Procedure:

- A copy of the student's valid BLS Provider Course Completion Card must be uploaded into the on-line verification system 7 weeks prior to the start of the clinical rotation.
- Students must remain current BLS Provider Course Completion Card at all times.
- Students must repeat the course prior to the expiration date printed on the BLS Provider Course Completion Card.
- When the course is repeated, the new card must be uploaded on to Complio.

Drug Screening

- All students are required to submit to drug screening as a condition of our clinical affiliation agreements.
- Students must pay for the drug screening through Complio.
- Students should not take prescription medications to the lab at the time of testing. Students may be required to provide a list of prescription medications that they are taking.
- Results of the screening will be uploaded directly into Complio. Inconclusive or non-negative results will be given to the Dean of the Health Careers Division. Only the first random screening will be acceptable for this requirement. An inconclusive result may require additional testing at an additional cost to the student.
- A student who tests positive in an Admission Drug Screening conducted under this Procedure for drugs that are illegal substances or are non-prescribed substances that require a prescription for lawful use, or are deemed unsafe for the clinical setting, will be removed from surgical technology courses and may be dismissed from the Sterile Processing and Distribution Program. Such removal or dismissal is subject to additional testing of the original sample at the student's request and expense,

and to academic appeal as set forth in Harper College's Student Code of Conduct and Dispute Resolution Procedures.

- If a student challenges the results of the screening, only the original sample will be tested. The student is responsible for the cost of the retest.
- Students failing to complete the drug screening during the date and time required in the initial notification will be withdrawn from all surgical technology courses due to failure to meet the drug screening requirement.

3A. For Cause Drug Screen

- If faculty/healthcare preceptor observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical or laboratory setting, the student will be removed from the educational setting and required to submit to drug screen.
- If the behavior is noted in the clinical setting, the student will be removed from the clinical site. Harper College Police Department will be notified and will transport the student to the agency or laboratory with which the College has contracted to perform drug testing required by the Sterile Processing and Distribution Program, or to the agency or laboratory specified by the clinical placement agency if its workplace rules so require.
- If the behavior is noted on campus in either the classroom or laboratory setting Harper College Police Department, will be notified and will transport the student to the contracted agency for drug testing.
- If the results of the urine drug screening are negative the student shall meet with the Program Coordinator within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Sterile Processing and Distribution Program Coordinator will make a decision regarding return to the clinical, classroom and laboratory setting.
- If the drug screen is a positive result, the student will be withdrawn from all sterile processing courses. The student will pay the costs associated with the "for cause" drug screening. Sterile Processing and Distribution Program personnel may, if they deem it appropriate to do so under the circumstances, file a complaint alleging that the student has violated "*Student Code of Conduct*", as provided in the Harper College Catalog and Student Handbook.
- If a student refuses a "for cause" testing, the instructor will remove the student from the clinical, classroom or laboratory setting pending an investigation. Sterile Processing and Distribution Program personnel may, if they deem it appropriate to do so under the circumstances, file a complaint alleging that the student has violated "*Student Code of Conduct*", as provided in the Harper College Catalog and Student Handbook.
- A student's failure to comply with any aspect of the "For Cause" Drug Screening Requirement will result in the student's withdrawal from the Sterile Processing and Distribution Program without option for readmission.

Readmission following a positive drug screening

- Students who are withdrawn from sterile processing courses for reasons related to a positive drug screen must submit a letter to the Sterile Processing and Distribution Program Coordinator requesting readmission to the Surgical Technology Program.
- Applicants must include documentation from a therapist specializing in addiction behaviors indicating status of recovery and /or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting.

- If readmitted, the student will be subject to random drug screening and/or to ‘for cause’ drug screening at the student’s expense for the duration of his or her studies in the Sterile Processing and Distribution Program.
- If readmitted, the student will need to join the next cohort at the junction where they left and that is only if the cohort is not at full capacity.
- If the student has positive results on a drug screening after readmission to the Sterile Processing and Distribution Program, the student will be dismissed from the Sterile Processing and Distribution Program with no option for readmission to the program.

4A. Student Safety Requirements

Medcom Safety Videos and Quizzes

Students are required to complete each of the fifteen safety videos and the quiz associated with each video, with a minimum score of 80%. Failure to successfully complete all videos and quizzes by the designated due date will result in a delay in clinical placement.

1.	ACM033-T	Chemical Hazards in the Healthcare Environment (0.5 hours Non-CE)
2.	VIDM282B-T	Current Issues in Tuberculosis: Infection Control Procedures (w/Video) (0.5 hours CE)
3.	VIDM224TA-T	HIPAA for Healthcare Workers: An Overview (w/Video) (0.5 hours CE)
4.	M185-T	Infection Control and Standard Precautions: Guidelines for Professionals (1 hour CE)
5.	VIDM273A-T	Preventing Bloodborne Infections: Bloodborne Viruses (w/Video) (0.5 hours CE)
6.	VIDM273C-T	Preventing Bloodborne Infections: Engineering Controls and Workplace Practice Controls (w/Video) (0.5 hours CE)
7.	VIDM273B-T	Preventing Bloodborne Infections: Preventing Transmission, Protecting Yourself (w/Video) (0.5 hours CE)

5A. Sharp Injury/Exposure During Clinical Rotation

The student must follow this policy and procedure if they sustain a sharps injury, such as a needle stick or cut by the surgical knife blade, during clinical rotation. This does not pertain to an injury sustained in the lab.

- Student is to report to the manager and follow the hospital or department facilities guidelines.
- The student is to give to the program director of the Sterile Processing and Distribution Department a written or typed description of the occurrence. The description will include the date and approximate time of the incident, hospital name, witnesses (if any), brief description of the incident. The program director will type a formal report based on the information to be included in the student’s file and a copy will be given to the student.
- The student needs to follow up with their personal physician

VII. B PROFESSIONAL CONDUCT AND PROGRAM POLICIES

1.B Student Code of Conduct

As members of the College community, sterile processing students have the rights and responsibilities described in the Harper College Catalog, Student Handbook and Program Handbook, including the 'Student Code of Conduct and Dispute Resolution Procedures,' and should familiarize themselves with these materials.

Procedure:

- Students are expected to read and review the Harper College Catalog, Student Handbook, "Student Code of Conduct and Dispute Resolution Procedures" and the Program Handbook. This information is located on the Harper College website; [Harper College Student Code of Conduct](#).
- The "Student Code of Conduct" describes possible misconduct that is inconsistent with the essential values of Harper College. It explains the procedures used to resolve allegations that a student has violated the Code of Conduct, and possible sanctions for violations.
- Any violation of the "Student Code of Conduct" is subject to disciplinary action and may lead to dismissal from the Sterile Processing and Distribution Program.

2.B Student Code of Ethics

In any organization it is important that all members work together for the good of the whole, so the rights and interests of all are assured. In the Sterile Processing and Distribution program and the hospitals in which you will be working it is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the well-being of the patients. It is for this reason the following rules of conduct have been established.

Incidents in the educational or clinical setting involving a serious ethics violation will result in immediate dismissal from the program; examples include but are not limited to HIPAA violations, incidents that put the patient at risk such as substance use, incidents of unprofessional behavior in the clinical setting such as dishonesty, disregarding explicit instructions, stealing, and fighting.

Students dismissed on these grounds will not be allowed re admittance to the Sterile Processing and Distribution Program.

It is your responsibility to know and to follow them. Common sense, good judgment and acceptable personal behavior on your part will make our program and the hospitals that we serve a better place to study and learn. You are accountable for your own actions.

3.B Classroom, Lab and Clinical Decorum

Disruptive behaviors, such as talking, laughing or eating, are not acceptable. Students displaying disruptive behaviors may be asked to leave the classroom/laboratory setting. Students are expected to conduct themselves in a mature, professional manner in all areas of the campus.

Course instructors may assign specific seating arrangements for classroom or examination events.

Special seating arrangements during exams are designed to provide the most secure and comfortable arrangement for each student. Students must cooperate and follow faculty guidelines. If tables/chairs are rearranged for a classroom activity, they should be returned to their original configuration. Student may tape or film a lecture only with the permission of the faculty member. Use of computers and tablets are based on the discretion of the faculty member. For safety reasons, children are not allowed on campus.

4. B Attendance, Absence, and Tardiness Policy and Course Participation

Due to the progressive nature and complexity of the curriculum professional education requires attendance in classroom, laboratory and externship clinical settings. Student's attendance is to be regular and punctual in classroom, laboratory and clinical areas. Tardiness and absenteeism reflect a lack of professional responsibility. The services you will be providing are very necessary for optimum and safe care of the patient. Good attendance is a mark of dedication and maturity, which is a component of professionalism that future employers consider seriously Attendance and participation in all sterile processing classes are expected and are essential in order to become a competent sterile processing technician.

Faculty members are expected to begin and end class at the appropriate time. However, inclement weather or extraordinary circumstances may influence the start and end times of classes. In poor weather conditions, instructors are expected to adjust accordingly.

Course Participation

Scheduled lab time, is your assigned time to develop, practice and refine your technical skills with an instructor present for guidance and feedback. Therefore, attendance is extremely important. Attendance includes arriving on time, therefore it is expected that students arrive to class, lab, and clinical sites early enough to be prepared and be able to begin the session at the stated start time. Availability, working cooperatively and contributing positively both in and out of class is expected.

Students should not leave class until the class session is completed; remaining in class for the entire time period is expected. Leaving class early, unless for emergency/personal reasons, is disruptive and strongly discouraged. If foreseeable extenuating circumstances will require a student to leave part way through a class, the student should discuss the situation with the instructor in advance and obtain his/her permission. If a student chooses to leave a classroom or laboratory, he/she may not return to take a quiz, examination or competency evaluation. Attending class for the sole purpose of submitting an assignment may result in a score of "0" for that assignment. Course faculty may also impose other consequences as outlined in their syllabi for inappropriate or disruptive behaviors.

Absences and Tardiness Policy

Absence, including tardiness will be documented as a violation of a professional behavior. Should absence be necessary, or in the event of projected tardiness, students are expected to email their instructor prior to class. Due to the nature of the profession and clinical rotation, absences should be reserved for illness or extenuating circumstances only. They are not to be used for student work schedules, vacations, etc. It is required that students notify the program coordinator and course instructor as early as possible of each absence. When in clinical, the program coordinator, and clinical site must be notified before 6:45 a.m.

- Physician's documentation of illness may be required.
- If a student is absent for more than 3 consecutive days due to a medical illness a doctor's note will be needed to release the student back to class/lab/clinical.

- If a student is absent due to an injury that can impair their thinking, judgement, sensory abilities, mobility or motor capability a doctor's note will be needed to release the student back to lab/clinical.
- Jury Duty: If a student has received a summons or been chosen for jury duty please provide copy of notification to serve on jury duty to program coordinator.

Any clinical time missed must be made up. Absence/Tardy classroom/clinical

- 1-29 Minutes = Tardy
- 30 minutes or more=Absent

Students leaving early will be counted absent for the number of hours they miss. If a student needs to leave early prior approval is required. Students need to contact the Program Director prior to leaving the clinical site, failure to do so can be seen as abandonment of their patient care responsibilities. Students must also inform their contact person at the clinical site. If less than 30 minutes, it will count as a tardy. There will also be a 20-point deduction from the student's overall grade for unexcused absences in a clinical rotation and a 50-point deduction from the student's overall grade for a "No Call No Show" in a clinical rotation and may be removed immediately from their clinical rotation.

Other attendance requirements are the option and prerogative of the sterile processing faculty. The policy regarding attendance to each course is communicated by the instructor at the first class and documented in the course syllabus.

Attendance and Probation

Attendance probation will be issued when or if a student has unexcused excessive absences. Excessive absences are considered more than 2. It may also be issued if a student violates the Professional Conduct policy regarding unexcused absences. Our program relies on our clinical sites for educational experiences and students who violate the attendance policy and are unreliable can put our partnerships in jeopardy. The student will be provided a written reminder of the attendance/tardy policy. For any absence over, the student will be required to meet with the Sterile Processing and Distribution Program Coordinator.

Make Up Policy

The first day the student returns to school, he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so could result in a zero for missed assignments.

Classroom:

Assignments, Quizzes & Exams:

As per the syllabus for each course, there are NO make ups for missed assignments & discussions, unless prior arrangements have been made. If the assignment & discussion has not been completed by the due date then the score will be a 0, unless prior arrangements have been made with the instructor. If the student only completes 1 discussion thread, then only half of the points will be awarded.

- Make-ups will only be allowed if arrangements to do so are made by the student with the instructor on the first day student returns to school.

- See individual course syllabus for details on making up exams.
- Early tests will not be allowed.
- No tests will be made up during class time. Tests may be made up during lunchtime, before/after school upon instructor's approval.

Laboratory:

- Any competencies that are missed need to be made up. It is the student responsibility to contact the instructor to set up a time outside of the regular lab to make up any missed competencies

Clinical Rotation:

- The students may have a chance to make up no more than 1 missed clinical at the end of the clinical rotation. This is at the discretion of the clinical site and Sterile Processing and Distribution program faculty. While faculty may allow students to submit assignments for grading during the make-up days, students will still have a total of 20 points deducted from the final grade for every unexcused absence and 50 points deducted for a "No Call No Show".

5B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Confidentiality

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a broad law dealing with a variety of issues. The aspect of this law that affects a surgical technology student is that patients have a right to privacy and confidentiality. This is to be respected throughout the Sterile Processing and Distribution Program. It is illegal to release health information to inappropriate parties or to fail to adequately protect health information from release. Protected Health Information includes the patient's name, address, phone number, email and fax addresses, social security number, driver's license number and other identifying information, in addition to information about the patient's diagnosis and condition.

Because this is a law, there are civil and criminal consequences if privacy laws are breached. Violation of HIPAA can be grounds for immediate dismissal from the Sterile Processing and Distribution Program. Therefore, under no circumstances should a student ever release or remove confidential patient information outside of the hospital or discuss it with anyone unless it is needed for the treatment of the patient.

- In the role of a sterile processing student and a patient advocate, there is access to patient information.
- Students are not allowed to make copies of any part of the patient records, this includes surgery schedules and surgeon preference cards where the patient name and information is included. Only handwritten notes with no identifying information will be allowed to be removed from the facility.
- When it is necessary to share confidential information, do so only with the persons involved in the patient care.
- Do not discuss patients or patient-related information in corridors, elevators, the cafeteria, waiting rooms, lounges, or any other area where conversations may be overheard.
- Any information learned through the course of activities at the hospital is not to be repeated to anyone. This includes friends, relatives, and/or relatives of patients or employees. Information is not communicated from one institution to another without consent of the patient.
- If a student learns of the hospitalization of a friend or relative, this information cannot be

discussed, unless it came from an outside source or with permission of the patient in the hospital.

- If a student acquires information about a friend or relative in the course of clinical practice, that information is also considered confidential. This also applies to individuals known to a student who may be seen in corridors, elevators, or other areas of the healthcare setting.
- Recording: Confidentiality also applies in the classroom setting. No recording is allowed in the classroom except under the direction of student services or with the permission of the sterile processing faculty.
- No pictures should be taken of patients or patient information on personal devices to share via social media, text or e-mail, even if the purpose is for academic reasons for this reason cellphones **MUST** remain in a student's locker or car during clinical rotations. Having your cell phone on your person in the department work areas may result in the dismissal from the Sterile Processing and Distribution Program. Taking photos of patient information will result in dismissal from the Sterile Processing and Distribution Program.
- The student needs to refrain from discussing any aspect of their clinical experience on their social media accounts.
- VIOLATION OF THIS POLICY MAY RESULT IN IMMEDIATE DISMISSAL

6B. Personal Appearance and Hygiene

As a Sterile Processing and Distribution student, you represent your school, classmates, and Sterile Processing and Distribution as a profession to the public, patients and their visitors. Your conduct, dress, and appearance are important. Cleanliness and neatness are necessary because of the nature of your work.

The following requirements have been established:

- Good personal hygiene-includes personal cleanliness, use of effective deodorant and good oral hygiene however please refrain from strong scented body sprays and lotions, these may have an effect on patients and staff.
- Hair must be clean, simply styled and well groomed.
- In all areas of personal appearance, the student is to judge his/her own dress.
- If there is a problem related to this area, the instructors will advise the student of any problem with the personal appearance as it relates to professional patient care.
- Should the issue not be resolved by informal discussion, the issue will be addressed formally by the program director.
- Disciplinary action may be a result for failing to meet and maintain the above standards.

7B. Non-Smoking Policy

Smoking is not permitted during a patient care assignment. With the possible health risks of allergy, smoke odors may pose a risk to some patient's safety. Also, it is highly desirable that healthcare professionals demonstrate healthy life style choices to peers, professional colleagues, and patients.

- Students are required to take action to eliminate smoking odors prior to clinical. It is recommended that students not smoke during their clinical care assignment. This includes breaks and/or lunch breaks. Other methods for reducing the odor of smoke should be identified by the

student to address this requirement.

- Evidence of the odor of smoke or smoking during clinical may result in dismissal from clinical for the assignment day, that will be up to the discretion of the clinical site or Harper clinical instructor.
- Refer to “Smoking Policy” in the Harper College Catalog and Student Handbook. Harper College is a no smoking campus.

VII C. ACADEMIC REQUIREMENTS

1C. Academic Honesty

The surgical technology faculty and administration expect that students enrolled in courses at Harper College comply with the ethical standards of academic honesty at all times.

- Students are expected to do their own original work, except when the sterile processing faculty directs collaboration on assignments.
- Falsifying clinical documentation information (providing untrue information) – may be grounds for dismissal from the Surgical Technology Program
- Students who commit any form of academic dishonesty are subject to disciplinary measures including failure of the assignment, project, or test, failure of the course and/or dismissal from the Sterile Processing and Distribution Program.
- Refer to the “Student Code of Conduct and Dispute Resolution Procedures” in the Harper College Catalog and Student Handbook.

2C. Course Requirements

Students enrolled in the Sterile Processing and Distribution Program are expected to attend regularly and punctually for classes in which they are enrolled. Excessive absences may affect the quality of a student's academic achievement and the attainment of the program objectives and can lead to a failing grade. All students are required to maintain a satisfactory grade of “C” in all Sterile Processing and Distribution Program required courses.

- Students are expected to maintain the Sterile Processing and Distribution Program requirement of a “C” grade in all course work for the certificate.
- If a student receives a grade of “D” or “F” in any of their classes, they will need to retake them and receive a grade of “C” or better to successfully complete the program and be eligible to sit for the Sterile Processing Certification exam.

3C. Course Sequence

Courses in the sterile processing curriculum are sequential. Coursework is presented in a special sequence and the knowledge and skills are cumulative. It is necessary to complete each course in a sequence before advancing to the next level.

Students must complete each course in the sterile processing curriculum with a performance level of “C” or better in order to continue in the program sequence, e.g., to advance through the curriculum.

It is the student's responsibility to track their academic progress in relation to the certificate requirements for Sterile Processing and Distribution certificate.

4C. Course Grade Standard

Students are expected to maintain satisfactory performance in all surgical technology courses. The sterile

processing faculty establishes and approves procedures for calculation and reporting of final course grades.

- A grade of “C” or better is required in each course to move on to the next class in the course sequence.
- A final course grade of “D” or “F” in any Sterile Processing and Distribution specific courses precludes students from continuing to the clinical rotation in the Sterile Processing and Distribution. Students must pass HSC 112, SUR 110 and SUR 111 with a “C” or better to be allowed to register and attend SUR 113 Clinical Applications course.
- Grading Scale:
 - A = 92% - 100%
 - B = 83% - 91%
 - C = 75% - 82%
 - D = 66% - 74%
 - F = <65%
- Exam grades and semester averages will be recorded in whole numbers. All decimals will be dropped. There will be no rounding of the percentage. For example, 83.6 = 83 and 83.2 = 83.

5C. Standards for Written Course Assignments

The Harper College Surgical Technology Program has adopted and endorses specific requirements for written assignments. All written assignments must be submitted meeting these requirements and standards of a professional presentation.

Written assignments must be presented in a professional manner utilizing a format appropriate to written assignment as identified by the faculty.

- All written assignments shall be submitted utilizing the American Psychological Association (APA) format.
- Seek additional assistance from:
 - Academic Support Center, Building D, Room D202, 847.925.6796 or 6539
 - Citing Print Sources on the Harper College Library’s website
 - www.apa.org
 - Purdue On-Line Writing Lab (Owl) <http://owl.english.purdue.edu/owl/resource/560/01/>

6C. Criteria for Laboratory Performance

Competency Testing of Sterile Processing and Distribution Laboratory Clinical Skills

All students are required to participate and successfully pass competency testing of sterile processing clinical skills throughout the Sterile Processing and Distribution Program as identified in the sterile processing courses. The student must demonstrate the clinical skill safely and competently to be evaluated as satisfactory by the sterile processing faculty BEFORE they begin their clinical rotation.

- The return demonstration of the sterile processing skill is evaluated on a point scale. Students will have three attempts to successfully completing a return demonstration.
- The student who is evaluated as unsatisfactory after the 3rd attempt will be permitted to remediate and only retest one time.

- The student will be given an Action Plan.
- Remediation in the laboratory is by appointment.
 - Remediation must be completed prior to the retest.
 - The remediation paperwork must be signed by the sterile processing faculty
 - **The remediation must be completed within 1 week or less of the original failed attempt.**
- At the retest, the student must successfully demonstrate the original skill. The retest may be recorded.
- If a student competently performs a sterile processing skill in the lab but cannot perform that same skill successfully in the clinical setting, they will need to repeat steps 3 and 4 listed above successfully before they can return to clinical. If the student is once again unsuccessful in their attempts at the clinical site, depending on the skill, they will be dismissed from the program.
- Skills Competency Testing must be successfully completed before the clinical rotation begins—refer to the course syllabus.

7C. Criteria for Clinical Performance

The Sterile Processing and Distribution Program has the responsibility to provide learning experiences for students that support successful completion of the program. In addressing this goal, it is the responsibility of the faculty to guarantee that students are consistently prepared to deliver safe, quality care. It is the responsibility of the faculty to evaluate students' performance throughout the program to meet this requirement.

Student clinical and surgical technology laboratory performance evaluation will include assessment of the following:

- application of theoretical knowledge to sterile processing skills
- practice of sterile processing skills and abilities in the delivery of safe patient surgical care
- demonstration of professional behavior that is consistent with and follows the Code of Ethics and professional standards

Harper College enters into clinical affiliation agreements with various health care provider entities in order to secure clinical practicum opportunities for Sterile Processing and Distribution Program students in hospitals and other health care settings. These entities require that students placed for training in their facilities adhere to applicable workplace rules and procedures, and customarily reserve the right to remove a student who violates those rules from the placement. Such removal may effectively terminate the student's participation in the practicum course.

Students should be aware that in the event such a situation arises, Harper College may be consulted but does not control the health care entity's investigation or decision-making process which may lead to the student's exclusion from the clinical practicum site. In the event of such exclusion, Harper may but is not obliged to and typically cannot secure another practicum placement during the course period for the student who has been excluded, so as to enable the student to successfully complete the practicum course on schedule.

- Both theory and clinical performance at the completion of each course sequence, co-requisite courses, must be satisfactory in order for the student to progress to the clinical practicum.
- Students are required to complete and upload into Blackboard a weekly journal that documents their participation at the clinical site.
- Students are required to provide their preceptors with an evaluation form and must submit at least

1 completed evaluation into Blackboard per week.

- Students are also required to complete a weekly discussion post in Blackboard that speaks to their clinical experiences. Students are also required to read and comment on their classmates' discussion posts as outlined in the course syllabus.
- The student's clinical performance is rated as a letter grade of "C" or higher is "satisfactory" or a grade of "D" or "F" is "unsatisfactory." Students must achieve an overall grade of "C" or greater. The rating levels identified on the "Clinical Evaluation Summary" are defined as follows:
- Unsatisfactory clinical performance during enrollment in the clinical course may lead to probationary status or dismissal from the Sterile Processing and Distribution Program and is based on identification of failure in *one or more of the following criteria*:
 - Clinical performance that does not meet professional standards of conduct. Unprofessional conduct is defined as any action inconsistent with the requirements of the Sterile Processing and Distribution Program, or the policies of Harper College and the clinical agencies.
 - A student whose clinical performance is evaluated as being unable to meet the criteria established for competence throughout the sterile processing course.
 - Non-compliance with requirements of the Sterile Processing and Distribution Program.
 - Inability to meet the functional abilities set forth by the Sterile Processing and Distribution Program
 - Academic dishonesty, unethical behavior, and/or violation of confidentiality.
 - Excessive unexcused absences from the clinical rotation.
- A student who has been evaluated as unsafe may not continue in a clinical sterile processing course and will be withdrawn the Sterile Processing and Distribution Program.

8C. Communication during Scheduled Classes, Clinical Practice and Surgical Laboratory

During instructional time (classroom, clinical, and laboratory), the priority focus is learning and student success. In order to effectively meet this goal, guidelines will be implemented to support all learners and provide for mutual respect between learners and faculty members.

- Cell phone policy;
 - During classes and labs cell phones are not to be out unless the instructor has allowed them. If a student is texting or using the cell phone without permission the student may be asked to leave the classroom, or lab and marked absent.
 - During testing, cell phones are not to be on the student's person and need to be turned off.
 - During clinical practice, cell phones need to be left in the locker room or students' car. There are to be **NO CELL PHONES** taken into an operating room or in areas where patients or patient information is located. A violation of this rule can lead to dismissal from the Sterile Processing and Distribution Program.
 - Students who inappropriately use communication devices during class or clinical will be considered in violation of professional standards of conduct.
- Hospitals and Community-based agencies will not process personal in-coming calls for students.
- In cases of emergency, calls should be made to the Health Careers Division office at 847.925.6533. The Student Support Secretary will notify the program coordinator who will then notify the clinical site.
- Emergency calls to students who are on campus should be made to the Harper College Police Department at 847.925.6330.

9C. Contacting Faculty

Faculty members are aware that students may need to contact them outside regular classroom and clinical hours, and faculty are willing to accommodate those requests. However, faculty responsibilities outside the college may not allow for an immediate response to student's questions.

- Faculty will post information on how to be contacted, and the expected response time. This will be available on the course syllabus.
- All communication with program faculty and clinical sites needs to be conducted in a professional manner. Refrain from using slang or unprofessional language in all communications.

10. C Past Due Assignments

All students are expected to complete and submit required assignments consistent with deadlines as identified in the course syllabus set by the surgical technology faculty. As per the syllabus for each course, there are NO make ups for missed assignments & discussions, unless prior arrangements have been made. If the assignment & discussion has not been completed by the due date then the score will be a 0, unless prior arrangements have been made with the instructor.

11. C Incomplete Grades

A student may be granted a temporary grade of "Incomplete" for unfinished sterile processing course requirements in the time allotted because of circumstances beyond the student's control. This is determined at the discretion of the Program Coordinator and will be judged on a case by case basis.

- Refer to the "Incomplete Grades" policy in the *Harper College Catalog and Student Handbook*. This information is located on the Harper College website

12. C Attendance

Sporadic attendance can and will affect a student's grade and overall academic success. See policy 4B.

13. C Special Accommodations

Resources and services are available to assist students with disabilities at Harper College. While sterile processing faculty recognizes the importance of supporting students with disabilities, it is the student's responsibility to self-identify.

- It is the student's responsibility to contact the Access and Disability Office. Refer to the "Access and Disability Services (ADS)" guidelines in the *Harper College Catalog and Student Handbook*.
- Students who would benefit from such services are encouraged to contact Access and Disability Services (847-925-6266) at the college as soon as they arrive on the campus or when the need for such services arises.
- Upon disclosure of the student's needs, the faculty will provide the accommodations recommended by this service within reason provided they are in line with the functional abilities needed for program entry.
- The student is required to provide the sterile processing faculty with the appropriate documentation for special accommodations.
- This information will be shared with appropriate faculty to ensure an efficient response to the

identified student need.

14C. Academic Retention, Failures and Withdrawals

If a student is at risk of receiving a “D” or “F” in a class, the instructor will reach out to the student and apprise them of their academic standing. Upon receiving notification from the instructor of concerns regarding academic progress students are expected to arrange a meeting with the instructor and discuss an improvement plan.

Students who fail HSC 112, SUR 110 or SUR 111 in the sterile processing curriculum will be not be allowed to register for SUR 113 Clinical Applications until all 3 of those classes has been successfully completed.

- SUR 113 must be completed within 1 year of successful completion of the classes listed above.

Students should withdraw from the sterile processing courses and/or the program only when the probability of attaining a passing grade of “C” is doubtful. The final day for withdrawal is posted on the Harper College website and in each course syllabus distributed to students at the beginning of each semester. Students should discuss the possibility of withdrawal with their course instructor and then with the program coordinator before making a final decision.

Those on financial assistance should also consult with the Office of Student Financial Assistance to determine the effect of withdrawal on that aid before withdrawal. Failure to consult with the Financial Aid office could be very costly to the student.

- Dismissal from the Sterile Processing and Distribution Program is based on any of the established performance criteria as follows:
 - Clinical performance that constitutes unsafe practice that endangers the safety or well-being of the patient or any member of the healthcare team.
 - Non-compliance with requirements of the Sterile Processing and Distribution Program as provided for in the Student Handbook.
 - Academic dishonesty, unethical behavior, and/or violation of confidentiality.
 - A confirmed positive drug test and failure to provide documentation from a healthcare provider.
 - A confirmed blood alcohol level of any amount.
- Upon dismissal from the Sterile Processing and Distribution Program:
 - The clinical instructor will notify the student of unprofessional conduct or unsafe practice. The student will not be permitted to continue in clinical.
 - The instructor will notify the student of the grade.
- The student may appeal the decision by following “Academic Complaint” as outlined in the “Student Code of Conduct”, in the Harper College Handbook/Catalog.
 - <http://goforward.harpercollege.edu/services/conduct/students/complaint.php>

15C. Re-Admission to the Sterile Processing and Distribution Program

All students enrolled in the Sterile Processing and Distribution Program are required to maintain a satisfactory grade of “C” in all sterile processing and required cognates for completion of the Sterile Processing and Distribution Certificate. Any course repetition will need to be completed within 1 year of the failure.

- A student who receives a grade below a “C” in any sterile processing course, has a medical

withdrawal or class withdrawal due to extenuating circumstances must repeat the entire course in the next cohort pending enrollment space

- If a student has failed their clinical rotation, they must successfully complete a proficiency exam upon reentry and repeat the clinical within 1 year of their failed attempt due to the time lapse and diminishment of clinical skills.
- If a student voluntarily withdraws from a class and is dismissed from the program, they will need to seek approval from the Program Coordinator to petition to rejoin the following cohort where they left off. Approval will be judged on a case by case basis. Overall grades, attendance and classroom behavior may be used to decide student re-admission.
- Students with medical withdrawals and withdrawals due to extenuating circumstances may be given priority for re-admission over students who failed a class or voluntarily withdrew. These will be judged on a case by case basis. Overall grades, attendance and classroom behavior may be used to decide student priority.
- A student must meet the minimum grade of “C” in each course to advance in the Curriculum.
- A student who does not successfully pass a course that has a co-requisite of either theory or clinical may be required to repeat both courses as determined by faculty in the next cohort pending enrollment space.
- All students must complete the Sterile Processing and Distribution Program within a 1-year period of time. This applies to students who take a leave of absence or must repeat a course. Students who are unable to complete the program within this time frame will need to retake all of the coursework.
- Second admission requests are evaluated by the program coordinator on a case by case basis and there is no guarantee of readmission.
- **Two admissions are the maximum permitted.**
- The student may appeal the decision by following “Academic Complaint” as outlined in the “Student Code of Conduct”, in the Harper College Handbook/Catalog.

<http://goforward.harpercollege.edu/services/conduct/students/complaint.php>

16C. Completion of Sterile Processing and Distribution Certificate Requirements

- It is the student’s responsibility that all the requirements have been met or will have been met before completion of the Sterile Processing and Distribution Program.
- If the student has attended another college(s), it is the student’s responsibility to request a transcript evaluation.
- The transcript evaluation determines if the equivalent course(s) will fulfill the required courses for the Sterile Processing and Distribution Program. Refer to the “Transfer of Credit to Harper College” in the Harper College Catalog and Student Handbook.
- The student must successfully complete the Sterile Processing and Distribution Program within one year from initial date of beginning the program.
- The student must receive a “C” or better in all program specific coursework.

VIII D. CLINICAL ROTATION INFORMATION AND REQUIREMENTS

1D. Clinical Rotation Goals

The learner will apply the primary responsibilities of a sterile processing technician with supervised training in a clinical setting. Emphasizing preparation, distribution and storage of instruments, supplies and equipment; quality assurance; and inventory management. Students minimize contagions and maintain healthy hospitals, while enforcing decontamination standards in a variety of clinical settings.

2D. Objectives and Roles for Clinical Rotation

- Understand the roles of Sterile Processing Technicians
- Identify the different areas of a Sterile Processing Department
- Apply correct surgical terminology related to surgery and Sterile Processing
- Identify microbiology issues related to Sterile Processing
- Describe how microorganisms are transmitted and controlled in Sterile Processing
- Identify standards and regulations related to Sterile Processing Departments
- Demonstrate appropriate use of disinfectants and sterilants
- Perform functions necessary in Sterile Processing
- Describe infection prevention and control
- Recognize proper use of sterile packaging and storage of sterile packages
- Realize proper high-temperature and low-temperature sterilization procedures and concerns
- Validate proper management of patient equipment
- Identify tracking systems and methods of quality assurance
- Exhibit safe practices while in the Sterile Processing Department
- Demonstrate proper cleaning and decontamination of instrumentation. Identify, care for, handle, and assemble basic surgical instruments, surgical supplies, suture materials, stapling devices, surgical needles, accessory and specialty equipment.

3D. Teaching Method

Supervised work experience accompanied by a preceptor in the various areas of the Sterile Processing department.

4D. Evaluation Methods

Demonstrated proficiency to an employment-acceptable level in in the various areas of the Sterile Processing department identified through clinical competencies, preceptor evaluations and weekly journals.

5D. Clinical Rotation Guidelines

The following are the guidelines for the Harper College, instructors, preceptors at the various clinical rotation sites, and students of the program.

- The student will not have input in the clinical site that they are assigned
- The student must be compliant with all clinical and health requirements before being assigned a clinical site
- Clinical rotation will be graded utilizing a point scale and letter grade. Students need to receive a “C” or better to complete and receive the Sterile Processing and Distribution Program Certificate.
- The student will provide their preceptors with an evaluation form and must submit at least 1 completed evaluation into Blackboard per week. The reports will become a permanent part of the student’s file. The reports are another means of evaluating the student’s performance. The report will list the strengths of the student as well as recommendations for areas of improvement.
- The program director will coordinate with the sterile processing department manager/supervisor the scheduling of students and number of students the department will train at a time.
- The student is not required but it is highly recommended to keep a log of the number of hours they have completed and the specific areas. The forms are used by the student for documenting hours needed for the HSPA Provisional Certification.
- The student is to be changed into scrubs and ready to work at 6:45 a.m. or reporting time as established by the sterile department. This does not mean reporting at 6:45 a.m. and then changing into scrubs. It means reporting to your preceptor and/or assigned surgery room at 6:45 a.m.
- The student will be responsible for making up missed clinical days. Please see #7D for further explanation
- All clinical rotation documents become a permanent part of the student’s file.
- The student must share the responsibility in completing the rotation to satisfy Harper College’s Certificate requirements.

6D. Attendance

Attendance is mandatory to fulfill the clinical requirements set forth by the Sterile Processing and Distribution Program. The clinical requirements are part of the guidelines for the CBSPD or HSPD certification and Harper College’s Sterile Processing and Distribution Program Certificate. Clinical hours missed will be made up within the semester pending the clinical site’s availability. See 4B for Program Attendance Policy.

7D. Reporting Late for Clinical Rotation

Attendance and punctuality are required for a successful clinical rotation. If a student is absent or tardy for a clinical the following steps should be taken;

- Clinical rotation means 100% attendance. In the event of an absence students are allowed to make-up no more than 2 missed days. The student will establish with the course instructor a schedule for completing make-up clinical days. Grading assignments completed during the “make-up” days is at the discretion of the course instructor and will be outlined in the course syllabus.
- If the student will be absent, they are required to contact the following individuals in the order listed and follow the instructions listed below:

- Course instructor via the email
 - Contact person at the healthcare facility where the student is completing their clinical rotation
- If the student is going to be late 10 minutes or more reporting for rotation, they are required to contact the same individuals as stated above in #2 and in the same order.
 - Students may not leave the clinical facility during the clinical time without first obtaining permission from the instructor or program coordinator.
 - In the event of an emergency students need to contact the course instructor or program coordinator at the earliest moment
 - Students need to let their site's contact person know that they have been granted permission to leave early or that they need to leave due to an emergency.
 - Should a student leave without notifying the above personnel that can be seen as abandonment of a patient and can result in program dismissal.

8D. Transportation

Transportation to and from Harper College and cooperating clinical agencies is the individual student's responsibility. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete surgical rotation. Harper College and the Sterile Processing and Distribution Program are not liable for any accidents during the off campus surgical rotation.

9D. Student Withdrawals – Clinical Rotation/Sterile Processing and Distribution Program

The following circumstances will result in the automatic withdrawal of the student from the clinical rotation and the surgical technology program. The student may be banned on a life time basis for readmission into the Harper College Surgical Technology Program.

The circumstances for permanent withdrawal from the program include, but not limited to:

- Violation of patient confidentiality
- Student misses more than 2 days of a clinical rotation per semester.
- Student's behavior and/or performance are disruptive and hazardous to themselves, patient, or other healthcare providers.
- Student does not meet the functional abilities
- Sexual harassment of a Harper College student, peer, preceptor, healthcare team member, hospital staff member or hospital patient.
- Violating a policy/policies set forth by Harper College, the Sterile Processing and Distribution program or clinical site while on probation.

The following circumstances may negate withdrawal, and lead to a student receiving approval for a leave of absence:

- Death of a spouse, child, or parent of a student that is verifiable.
- Verifiable incapacity, illness, or injury which prevents the student from returning to school for a specified period of time.

10D. Clinical Rotation Probationary Status

The following circumstances will result in the student being placed on probationary status during

surgical rotation and repeated behavior will result in withdrawal:

- Failure to progress within clinical rotation.
- Failure, on a daily basis, to be prepared for assignments given by the clinical site.
- Excessive unexcused absences or tardiness
- Unprofessional behavior that is a distraction for the healthcare team/staff. Examples include but are not limited to:
 - Not accepting or ignoring constructive criticism. Dismissing the advice of their preceptors.
 - Physically relocating oneself from their assigned area or ignoring/changing their assignments.
 - Refusing to accept an assignment that is within the scope of practice and current ability
 - Any unprofessional behavior that could result in the loss of a clinical site.

11D. Sterile Processing and Distribution Student Uniform Requirements

The sterile processing student is required to present in a professional manner in the clinical setting. Uniform requirements are adopted by the Sterile Processing and Distribution Program and students are expected to adhere to them.

- Students will be required to wear surgical scrubs that are provided by the clinical site. They are to be discarded in a manner set up by the clinical site. They are NOT to be taken or worn home.
- If scrubs become soiled during a clinical shift, they should be changed at the students' earliest opportunity
- Professional Appearance
 - Appropriate hygiene should be adhered to, as well as clean and pressed clothing. No scented body products are to be used.
 - Hair is expected to be clean and neat.
 - Fingernails must be no longer than the end of the finger, well-manicured, clean, and without nail polish. Artificial nails are not allowed.
 - Jewelry is NOT permitted in the clinical setting.
 - Footwear should be closed toed and comfortable. Leather shoes are recommended but not mandatory.
 - Beards and mustaches must be clean and neatly trimmed and covered in the clinical setting following the clinical site's policies.
- The proper PPE MUST be worn in accordance with the area the student is working in.
 - If a student is found to be in violation of the PPE policy on more than one occasion this will be seen as a violation of Student Conduct and they may be dismissed from the program.
- Lab coats must be worn outside of the department and all PPE must be removed following the clinical site's policies and procedures.

IX E. Bloodborne Pathogen and Infectious Disease

1E. General - Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the dental hygiene curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

2E. Exposure to Bloodborne Pathogens

The surgical technology program students, faculty, and staff have the obligation to maintain standards health care and professionalism that are consistent with the public's expectations of the health professions.

We are committed to addressing issues related to bloodborne pathogens, such as Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) in a spirit of compassion and sensitivity to individual needs as well as to community welfare. The purpose of this policy is to minimize the risk of transmission of a bloodborne pathogen from an infected health care worker or student to a patient.

Health care workers or students who are exposed to a blood borne pathogen in the course of their work in the surgical technology program at Harper College are expected to follow the procedures set forth in the Harper College's Bloodborne Pathogen Exposure Control program and the Surgical Technology Program's Infection and Exposure Control program see; VII 4A Student Safety Requirements.

The surgical technology program recognizes that knowledge and information about bloodborne pathogens continues to change and therefore this policy will be reviewed annually, and changes will be recommended as appropriate.

3E. Patient Care

All students, faculty, and staff are ethically obligated to provide patient care with compassion and demonstrate respect for human dignity.

Students, faculty, and staff are ethically obligated to respect the rights of privacy and confidentiality of patients with infectious diseases.

No students, faculty, and staff may ethically refuse to treat a patient solely because the patient is at risk of contracting or has an infectious disease. These patients must not be subjected to discrimination. The surgical technology program will protect the privacy of confidentiality of any students, faculty, and staff who test positive for an infectious disease. Personnel who pose a risk of transmitting an infectious agent must consult with Health and Psychological Services or other appropriate health care professionals to determine whether continuing to provide professional services represents a risk to patients. If a faculty member learns that continuing to provide professional health services represents a risk to patients that person should so inform the Surgical Technology Program Coordinator and HC Dean. The Dean will take steps consistent with the advice of health care professionals and with current federal, state and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission.

4E. Infection Control

All students are required to follow "Standard Precautions" which is the basis of the practices and

procedures. The program faculty has established and enforced clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous waste disposal. These protocols are consistent with current federal, state and/local guidelines. The protocol includes the use of gloves, masks, and protective eyewear by students in clinical settings.

5E. Obligation to Report

A student, who is infected with HIV, HBC, HCV or another bloodborne pathogen, is encouraged to report his/her status to the program coordinator.

6E. Confidentiality

All information concerning the health status of a health care worker or student infected by a bloodborne pathogen shall be disclosed only in accordance with applicable federal, state and local laws and regulations.

7E. Chronic Communicable Diseases – Board of Trustees Policy

Student

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the College and participate in programs and activities whenever, after reasonable accommodation, there is no substantial risk of transmission of the disease to others.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study only when such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study, or materially alters the fundamental course or program.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, after reasonable accommodation, there is no substantial risk of transmission of the disease to others.

The President shall establish rules and regulations that are designed to implement this policy consistent with state and federal laws.

Appendix A

Acknowledgement of Receipt of the Harper College Surgical Technology Student Handbook

By signing this page, I acknowledge that I have received the **Surgical Technology** Handbook that I am responsible for knowledge of its contents, and I agree to adhere to the rules and procedures it contains.

SIGNATURE _____ DATE _____

NAME (PRINT) _____

Appendix B

Acknowledgement of Essential Abilities Standards and Essential Abilities Requirement

By signing this page, I acknowledge that I have read the essential abilities standards and that I meet the Essential Abilities Requirement.

SIGNATURE _____ DATE _____

NAME (PRINT) _____

Students who undergo a significant medical event (i.e. surgery, etc.) must re-submit the Essential Abilities form signed by themselves and the attending health care provider in order to continue in the nursing program.

Attending Health Care Provider/Physician Signature and Date

Healthcare Provider:

Address:

Phone Number:

Appendix C

Acknowledgement of Required Medical Insurance Coverage

As a health career student, I understand:

1. The possibility exists for me to become injured or ill within a clinical setting.
2. Harper College and the clinical setting cannot be held responsible for any injury/illness or expenses incurred due to injury/illness.
3. It is my responsibility to provide medical insurance coverage for myself in order to participate in the clinical setting.
4. My insurance will be kept current throughout the term of clinical practice.
5. Health and Psychological Services (A364) can assist students with identifying a plan to meet the requirement.
6. I am required to submit an insurance card or letter with my name and current date of health insurance.

Name _____

Signature _____

Date _____

Appendix D

Signature Form Following a Failure of a Surgical Technology Course

I understand that if I receive either a D or an F in a surgical technology class that I will be dismissed from the surgical technology program.

Printed Name _____

Signature _____

Date _____

Faculty or Program Director Signature _____

Appendix E

Health Careers Student Signature Sheet

Program: Surgical Technology

I realize that I am responsible for complying with the policies, procedures and guidelines of the College, HC Division and health program/courses including but not limited to the following:

Catalogues/Guidelines books

- Harper College Catalogue and Student Handbook
- Division guidelines, requirements and procedures
- Program Guidelines and lab/clinical manuals

Required program clinical participation policies including but not limited to:

- **Maintaining required CPR credentials***
- **Completing of initial and ongoing health requirements***
- **Participating in required criminal background investigations***
- **Verifying health insurance***
- Completing and annually reviewing required clinical educational programs (i.e. Mandatory Courses)
- Complying with college and clinical agency specific policies, procedures and practices, including JCAHO, IEMA and OSHA standards.
- Maintaining HIPAA and confidentiality standards and universal standards precautions at all times, including the campus lab as well as in the clinical setting.
- Performs the essential functions for health career program students independently or with reasonable accommodations. Will provide physician return to program note if undergone a significant medical event (i.e., birth of child, surgery etc.)
- Participate in videotaping and multimedia production of performance required for learning and assessment.

Student behavior and conduct: I realize I must

- Demonstrate principles of professional behavior as defined by the program in the guidelines book or course syllabus.
- Comply with characteristics of academic honesty as defined by the Harper College Code of Conduct, program guidelines book and course syllabus.
- Assume active role for learning process through engagement and compliance with program and course requirements.
- Be respectful of campus classroom, lab and locker spaces, and adhere to rules of use for them, with attention to safety.

Furthermore, I also realize that:

- *The college, division and/or program reserve the right to change policies, procedures and guidelines without prior notification, and that the College, Division or Program will inform me of those changes.*
- *This signed document will be placed in my student folder in the Health Careers and Public Safety Division office.*
- *My social security number may be disclosed as required for clinical purposes, regulatory requirements and certification documentation*

- *Failure to comply with the policies, procedures or guidelines of college, the HC division, the program and the clinical agencies assigned to may result in grade reduction, course failure or dismissal from the program. Note that if behaviors result in a clinical agency refusing to allow me to return, the program/college is not obligated to find me an alternate clinical site, which in turn will affect my participation in the program.*

My signature (below) acknowledges my receipt of this information, and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am also aware that this list is not an exhaustive list. I realize that a breach of any of these could result in disciplinary action up to and including dismissal from the program. I understand that I will sign this at the start of the program and will be asked to sign an additional form if there are policy changes from this handbook.

Name (print): _____

Signature: _____ Date: _____



Good luck!

The text "Good luck!" is written in a black, cursive script. It is surrounded by several gold, five-pointed stars of varying sizes. A thick, gold brushstroke underline is drawn beneath the text, starting from the left and curving downwards to the right.