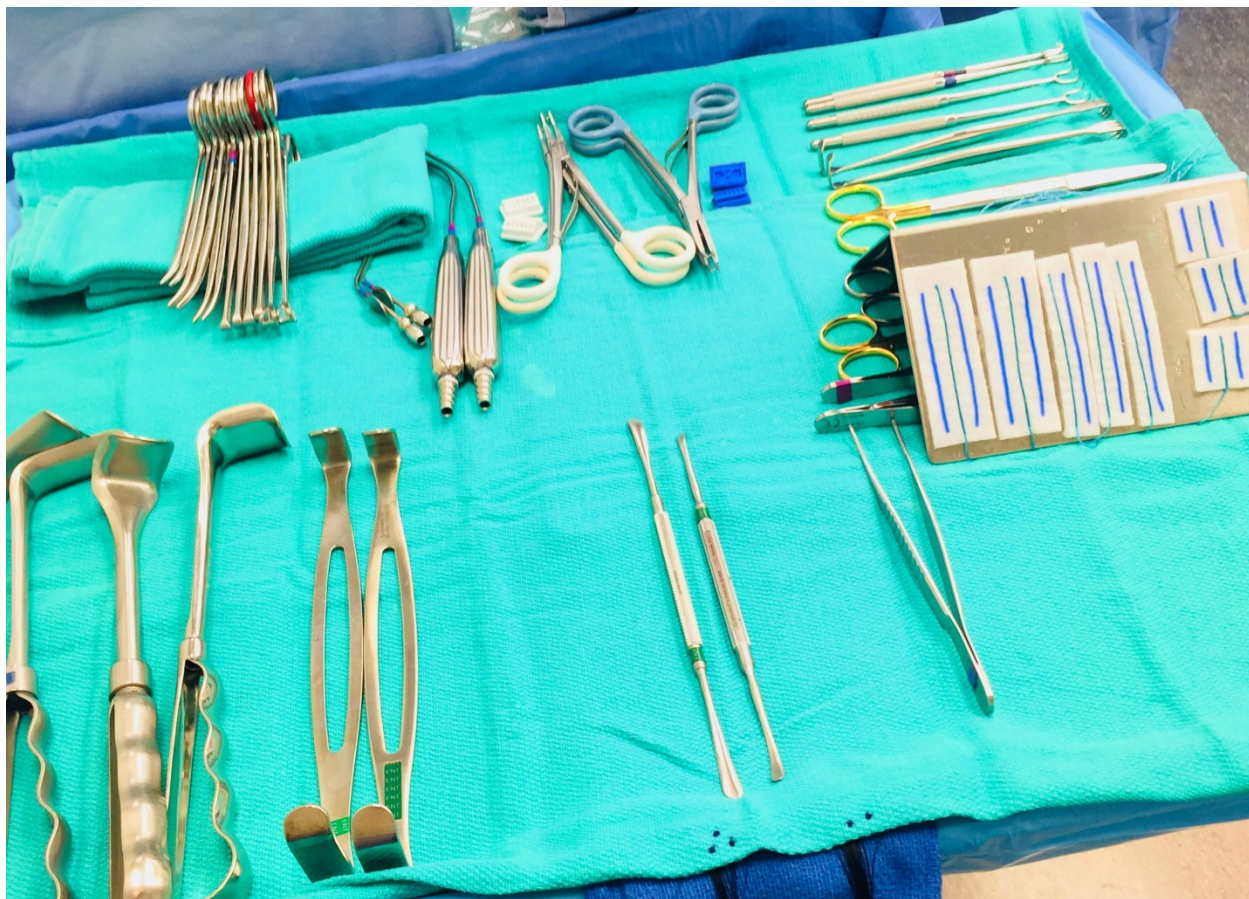


Academic Catalog

Dec. 31, 2019 – Dec. 31, 2020





Welcome to SVSTI. We are delighted you have chosen our facility and programs as you begin your journey into the fascinating field of medicine.

Our certified educators specialize in helping students master communication skills, critical thinking, respect, accountability, and personal responsibility. We are committed to skills training and core competencies for personal and professional growth in the medical field.

We encourage each and every student to reach their highest potential. We strive for quality in every endeavor, and commit to the success of our students, staff, and the professional community.

We are excited that you have chosen to join our professional family.

As a perspective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



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Mission Statement

SVSTI is committed to the success of our students by providing the curriculum and skills and education to pursue their goals of becoming active, sought after participants in the medical community.

We are dedicated to helping students master communication skills, critical thinking, respect, accountability, and personal responsibility.

We support our students, educators, and our community by providing a safe environment, qualified graduates, and a financially viable program in the evolving field of medicine.

Location

SVSTI

1729 S. Main ST

Milpitas, CA 95035

(408) 883-9171

Web Address: www.Svsti.com

Hours

Monday & Friday by appointment only

Tuesday, Wednesday & Thursday 8:30AM-8:30PM

Facility tours and admissions are available by appointment or during class time

Saturday & Sunday (SPD class time will vary)

Education Delivery

SVSTI is a private Institution that offers the Sterile Processing Program. Classes will be held on campus at 1729 S. Main St Milpitas, CA 95035. SVSTI has been approved to operate by BPPE for a non-accredited operational license for Sterile Processing. The approval to operate indicates that the institution meets or exceeds minimum state standards as set forth in this chapter.

SVSTI is an approved **Sterile Processing Program** through CBSPD. We are also BBB (Better Business Bureau) Acknowledged as of 2019.

The **Surgical Technology Program** at SVSTI has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

SVSTI offers hybrid programs for Sterile Processing & Surgical Technology where students will use an LMS platform for assignments in combination with face to face on campus to utilize hands on learning for core competencies. Campus-based instruction includes applications, laboratories, and externships. Online courses require a commitment to substantial independent study along with the access and participation of the platform.

The online learning platform is accessible twenty-four hours per day, seven days per week. The course syllabus, material, assignments, participation post, and email will be through Canvas (Sterile Processing & Surgical Technology), and Cengage/MindTap- (Surgical Technology only).

The Student Success/ library is available onsite during regular business hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enables them to master the course content outlined on the syllabi.

SVSTI will assist students in resume building, mock interviews, and will allow students and graduates to use the student success computers in the aid of building a resume.

SVSTI standards of student achievement is the following:

SVSTI's Surgical Technology Program's expectations are to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Institutional Student Learning Outcomes

SVSTI's Institutional Student Learning Outcomes illustrate the entire institution's commitment to ensuring that all graduates demonstrate proficiency in the following: (ISLO's)

- 1-Critical thinking
- 2-Collaboration
- 3-Communication
- 4-Professionalism

Surgical Technology Programmatic Student Learning Outcomes

SVSTI's Surgical Technology Programmatic Student Learning Outcomes are listed below: (PSLO's)

Upon completion of this program students will be able:

- 1-Identify the basic principles of aseptic technique.
- 2-Demonstrate the skills and knowledge required to be a competent Surgical Technologist in a variety of settings, including hospitals, outpatient surgical facilities and other appropriate medical sites.
- 3-Demonstrate critical thinking, information management, professional and personal development, communication skills, respect, and responsibility.

Student Learning Outcomes

SVSTI's Surgical Technology content is developed in alignment with specific Student Learning Outcomes (SLOs).

Upon completion of this program students will be able to:

- 1 - Identify the basic principles of aseptic technique. (ST111)

Identify instrumentation/equipment/supplies needed for the surgery. (ST222)

Perform advanced applications of surgical procedures. (ST333)

- 2 - Demonstrate entry-level knowledge of basic instruments, surgical equipment, and basic Surgical procedures and aseptic technique (ST1/ST111) (Psychomotor)

Perform fundamental concepts of intermediate procedures, patient positioning, surgical draping (ST2/ST222) (Psychomotor)

Advanced Surgical Procedures (ST333) (Psychomotor)

- 3 - Demonstrate responsibility, self-discipline, and surgical conscience. (ST111 & ST222) (Affective)

Demonstrate effective communication skills with appropriate surgical staff such as Surgeon, Anesthesiologist or Circulator. (ST111, ST222, ST333) (Affective)

- 4 - Apply basic understanding of Anatomy & Physiology, Microbiology, Human Behavior, Pharmacology & appropriate Medical Terminology. (Cognitive) (ST1, ST2, ST3)

Surgical Technology Program is the hands-on application of the concepts and theory studied in Cengage & MindTap. Students learn and apply the basic principles of aseptic technique, basic surgical sanitation, disinfection, and sterilization. The focus will be on surgical instrumentation preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use; draping, equipment names and use, safety

precautions, and introduction to surgical procedures. Demonstrate proficiency in intermediate surgical skills to include surgical case management, identify and correct sterility breaks, set up in appropriate time, and complete case in a logical sequence. Intermediate surgical procedures: application of fundamental concepts of Surgical Technology, preparation of the patient in surgery, pre-op and post-op duties, patient positioning, intermediate instrumentation, suture use and identification, drain use and identification.

Sterile Processing Programmatic Student Learning Outcomes

SVSTI's Sterile Processing Programmatic Student Learning Outcomes are listed below: (PSLO's)

1. Demonstrate the skills and knowledge required to be a competent Sterile Processing Technician in a variety of settings, including hospitals, outpatient surgical facilities, and other appropriate sites.
2. Demonstrate critical thinking, information management, personal and professional development, communication skills, and respect and responsibility.

Student Learning Outcomes

SVSTI's Sterile Processing content is developed in alignment with specific Student Learning Outcomes (SLOs).

1. Apply basic principles of sterile processing and infection prevention.

The online learning platform is accessible 24 hours per day, seven days a week. The course syllabus, material, assignments, participation post, and email will be through this online platform. The Student Success/Library is available during regular business hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enable them to master the course content outlined on the syllabus. Students are required to have sufficient technology and internet skills & access to complete online coursework successfully.

We have a student success room with a variety of books and other resources such as flash cards, diagram posters, and workbooks. We also have two student computers along with iPad for students to use during regular business hours or by appointment. Students may borrow any of the resources to use at home to study and complete assignments such as instrument books etc. Students sign a Book loan form when borrowing a book and are to return to campus in a timely fashion. We also have tutor hours posted and will take them as a need basis as well. They have 24-hour access to the LMS platform (Canvas, Cengage/MindTap) until the completion of the

program and/or certification test. There are many resources available to them on the platform and the curriculum recommended by the CBSPD, ARC/STSA, & CAAHEP via their materials such as book, workbook, and study guide. Also have a printer station for students.

Assignments on Canvas, Cengage/MindTap will be graded automatically, and students will know how they did immediately. All test evaluations completed on campus will be graded and input within 24 hours. All students are required to pass their final(s) with a 70% or higher as well as the overall grade for both Surgical Technology & Sterile Processing Programs.

BLS certification will be given to each student needing it for externship free of charge. This will be instructed on campus by Julie Hamrick.

SVSTI offers the Academic Catalog on our website at <https://svsti.com/> in English but offers Google translate in other languages to ensure that all procedures & policies are understood when English isn't the primary language.

Distance Learning Policy

SVSTI offers hybrid programs and requires students to attend on campus along with instructional hours off site through an online learning platform. Students will be granted access for Canvas (Sterile Processing & Surgical Technology) upon enrollment completion. The Surgical Technology students will receive access to Cengage on Orientation day which is usually the week prior to first day of class.

Programs

- **Sterile Processing Program (SPD 101)** – 6-week course (60 educational hours) in the lab with hands on training and hybrid learning. Following is a 6 weeks rotation (240 educational hours) as an externship in an SPD facility. There is approximately 300 instructional hours. This is a certificate of completion program and will allow for students to sit for the CBSPD certification. We will also have a Certification prep class before taking the national certification.

SVSTI's Sterile Processing Program is an approved school through CBSPD and you can find us on their website at <http://www.sterileprocessing.org/courses/courses1.htm>

- **Surgical Technology Program** (ST1 Lecture, ST111 Lab, ST2 Lecture, ST222 Lab, ST3 CST Prep, ST333 Clinical Externship) approximately 52 weeks long, which consist of 2 16-week terms on campus, where a hybrid learning experience will include an interactive platform Cengage/MindTap along with hands-on skills lab evaluations & competencies, 16-week term at externship to complete the required cases, and a minimum 4-week prep class for the certification exam. Externship requirements will be 120 specific surgical cases completed within the 16-week term (3rd term). These cases must meet or exceed the standard requirement by ARC/STSA & CAAHEP. These specific requirements can be found <http://www.arcstsa.org/wp-content/uploads/2016/08/SIG-ST-0816.pdf>. There is approximately a total of 1616 educational hours of instructional time. (please see below for Associate of Science in Surgical Technology requirements) All future Surgical Technology students must complete the degree program.
- Students may repeat a failed course for a total of two times including the original failed course. After the second failed attempt the student will be dropped from the program. There will be a fee of \$2500 to repeat the course and will be subject to site availability since classes are filled before each scheduled start date.
- If a student needs to take a leave of absence (LOA) a leave of absence may be granted if it is determined that the student can be scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student's control. Leave of absences cannot exceed a cumulative 180 calendar days (from the LDA to the return date) in a 12-month period. There will be a fee of \$2500 when the student returns to complete their program and will be subject to availability.
- The Surgical Technology Program at SVSTI has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted. Student must pass ST1/ST111 to move onto ST2/ST222 and so on with a 70% or higher.

Currently we are not accredited by any accrediting agency recognized by United States Department of Education and therefore are not eligible for any federal or state financial aid programs. We only offer classes in English and do not offer any Visa services. Students must be able to communicate and understand directions in English to be successful in this program.

Surgical Technology Certificate Program

Credit Hours

ST1/ST111 31 Credit Hours

352 Lecture Hours

144 Lab Hours

Total Hours= 496 Hours

ST2/ST222 29 Credit Hours

336 Lecture Hours

160 Lab Hours

Total= 480 Hours

ST3/ST333 40 Credit Hours

160 Lecture Hours (including CST Prep which is required)

480 Clinical Hours

Total= 640 Hours

Total Credit Hours for Certificate Program = 1616 Hours

100 Credit Hours

ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY **(Once approved by BPPE anticipated approval date by end of 2022)**

Surgical Technology candidates are required to enroll and complete the General Education courses via online platform prior to the entrance of the Surgical Technology Program. Once the student has successfully completed the Surgical Technology Program, they will graduate with an Associate of Science degree.

General Education courses are completed in a 16-week semester which will be taken prior to the start of the Surgical Technology Program. Current students already enrolled or graduated will complete the General Education requirements at the end of the Surgical Technology Program. All potential Students will be required to complete the Sterile Processing course as a pre-req. (Unless candidate is currently certified as a Sterile Processing Technician with experience).

Online General Education Courses

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG101 English Writing &Composition	48	0	0	3
MAT101 Basic Mathematics for College Students	48	0	0	3
MAT151 College Algebra	64	0	0	4
SPH205 Interpersonal Communication	48	0	0	3
PSY101 Introduction to Psychology	48	0	0	3
CLT102 Computer Concepts	48	0	0	3
Total for General	304	0	0	19

**Education
courses**

Surgical Technology Term 1 Lecture (ST1) online

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
BIO165 Anatomy & Physiology I	64	0	0	4
HLTH101 Medical Terminology I	48		0	3
HLTH150 Surgical Instruments I	48	0	0	3
HUM200 Ethics	64	0	0	4
AST150 Surgical Procedures I	64	0	0	4
BIO185 Microbiology	64	0	0	4
Total for ST1 Lecture	352	0	0	22

Surgical Technology Term 1 Lab (ST111)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST111		144	0	9

Total for ST Term 1 for both Lecture & Lab	352	144	0
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**Total Hours
496**

**Total Credit
Hours 31**

Surgical Technology Term 2 Lecture (ST2) online

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
BIO175 Anatomy & Physiology II	64	0	0	4
HLTH102 Medical Terminology II	48		0	3
HLTH160 Surgical Instruments II	48	0	0	3
PSY200 Human Behavior	64	0	0	4
AST200 Surgical Procedures II	64	0	0	4
BIO250 Pharmacology	48	0	0	3
Total for ST2 Lecture	336	0	0	21

Surgical Technology Term 2 Lab (ST222)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
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ST222		144	0	9
Total for ST	336	144	0	
Term 2 for both				
Lecture & Lab				
	Total Hours			Total Credit
	480			Hours 29

Surgical Technology Term 3 Lecture (ST3) online& CST Prep

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST3	160	0	0	10

Surgical Technology Term 3 Externship (ST333)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST333	0	0	480	30
Total for ST	160	0	480	
Term 3 for				
Externship,				
Online & CST				
Prep class				
	Total Hours			Total Credit
	640			Hours 40

Total for General Education Courses ... 304 Credit Hours = 19 Credits

Total for Certificate Program ... 1616 Credit Hours = 100 Credits

Total for AS Degree Program ... 1920 Credit Hours = 119 Credits

Management & Faculty

Chief Executive Officer- Julie Hamrick BBA CST CRCST

Chief Operating Officer- Julie Hamrick BBA CST CRCST

Chief Academic Officer- Julie Hamrick BBA CST CRCST

Julie Hamrick has her degree in business consideration in healthcare management. She has experience as a Program Director, Clinical Coordinator, Preceptor, and Operational manager. She is certified in Sterile Processing & Surgical Technology and has over 20 years in the medical field. She is also BLS certified and a BLS instructor.

Julie Hamrick will provide all responsibilities for the administration of SVSTI'S academic affairs including supervision of the faculty, development of the educational programs, the curriculum, and implantation of the institution's mission, purposes, and objectives.

Julie Hamrick is also responsible for SVSTI's business operations, finances, management, and contracting of goods, services, and property.

Julie Hamrick is the Institution Director.

Autumn Nava CST is an instructor & faculty member for Surgical Technology Program. She has 3 years' experience and is certified with NBSTSA. She is also BLS certified.

Illeen Aguayo CST is an instructor & faculty member for Surgical Technology. She has an Associate degree and Certified with NBSTSA with experience in the field and teaching. BLS Certified.

Marsha Walker is a PRN faculty member for Surgical Technology with over 20 years' experience.

Gina Little CST is an instructor & faculty member for Surgical Technology Program. She has 5 years' experience in the field and educational experience as a Surgical Technology Instructor. She is certified with NBSTSA also BLS certified.

Tammy Ryan CST is a faculty member for the Surgical Technology Program. She has over 25 years in the field. She provides Certification prep classes for our Surgical Technology students.

Ronnie Duran CRCST is an instructor & faculty member for Sterile Processing Program. He is certified through IAHCSMM. He also has a CPIM certification & BLS certified. He has over 15 years of experience.

Marijane Valdez is the Campus Administrator who is responsible for overseeing the delivery of all campus programming, as well as operational and administrative functions and services for the campus. She has over 10 years of experience in managing business relations and providing executive level administrative support.

Nanette Broderick is an Administrator who is responsible for the delivery of all campus programming, as well as operational and administrative functions and services for the campus. She has over 30 plus years' experience in managing business relations and providing executive level administrative support.

Equipment

Laparoscopic Tower x2 (monitor, camera box, light source, lap instruments, scopes), Cautery Machine x 2, Suction Device x 3, OR Bed x3, OR Light x2, Autoclave, A Variety of Instrument Sets in all Specialties, Back Table x 4, Mayo Stand x 7, Ring Stand x 4, C-Section mannequin, Breast Simulator, arm/leg mannequins, catheter simulator, OR Scrub Sink, Hand Wash Sink, Computers & iPad in Student Success, Instrument and Supply Racks, Library of Resources/Books, IV Poles x 4, Kick Bucket, Step Stool, Prep Stands x 2, First Aid Kit, Suture Cart, Printer/Laminator Station, Tables, Chairs, Hampers x 5, Head Light Source, Blood Pressure Cuff Machine, Case Cart, Projector and Screen, Sharps Container x 2, Flat Wrap Rack with a variety of wraps, Whiteboards, Mannequins x 3, Variety of Instrument set rigid containers, Scrub Brush Holder x 2, Scrub Brushes, Instrument Brushes, Cleaning Materials, Infection Control Materials, Sterile Processing equipment/supplies, A Variety of OR, Supplies/Drapes/Suction/Bovie/Gloves etc., A Variety of Disposables for OR, Anesthesia, Cart with Anesthesia Supplies, Core Power, Arthroscopy Shaver, Cooling, Rack, A variety of Internal and external indicators, A variety of Peel pouches, Workflow Tables x 8.

SVSTI's facilities consist of 3 separate mock Operating Rooms, Central Service area that contains supplies, a pick room. and a Sterile Processing Department. We have an office for the Program Director, admissions area, Student success area with break room, two bathrooms, and a classroom. We have a computer lab which is also a library with a printer station along with computers that students can use during business hours. We also have a vast variety of resources in the library and classroom area that are available to students for learning purposes.

Admissions Requirements

- Candidates must have a high school diploma or equivalent and are required to provide their diploma and valid transcripts.
- International students providing a high school diploma must have document translated to English.
- Candidates will have a preliminary interview with Program Director
- Need a copy of State ID or Driver's license
(At this time SVSTI does not accept Entering credits for the Sterile Processing Program. No leave of absence from the Sterile Processing Program is allowed since the program is only 10 weeks long. If student has a grievance, they will have to take a leave and be rescheduled to next course start date. SVSTI has not entered into an articulation or transfer agreement with any other college at this time. We do not accept credits earned through challenge examinations, achievement test or ability to benefit at this time.)
- Any Surgical Technology candidates must complete Sterile Processing Program or be currently in the field as a Certified Sterile Processor with experience.
- Surgical Technology candidates will need 2 professional references, an essay, an interview with the Program Director.
- Applicants must demonstrate that they can benefit from SVSTI academic programs by passing an entrance examination.
- Students that are entering the Surgical Technology Program must complete the General Education requirements (once approved by BPPE) before entrance to the Program. These credits will be done online through Cengage.

Attendance Policy

- **Sterile Processing Program** -Candidate will only be allowed a total of 2 absences during the duration of the program. If absences are in excess of 2 days, they will be dropped from the program. Students must complete a minimum of 240 hours of clinical rotation.
- **Surgical Technology Program** -Candidate will only be allowed 3 absences each 16-week term and 2 absences during clinical rotation. If a student has 3 or more absences in a term, they will be subject to a letter grade drop. 3 tardies equal 1 absence. 5 absences could be subject to being dropped from the program. Students must complete a minimum of 120 specific cases on clinical rotation to meet requirements of the program's externship rotation. (please see website for details www.svsti.com)
- Attendance is a portion of your grade and it is very important to attend class.

Graduation Requirements

- Must receive a minimum of 70% or higher for final grade.
- Must complete timesheets and evaluations.

- Must pay tuition on time in order to be placed on externship and graduate on time.
- All required hours at the appointed facilities for externship must be completed successfully.
- Must complete all required coursework on the online platform.
- Must complete the final with a 70% or higher grade.
- All requirements must be met to receive Certification of Completion.
- All documents need to be signed and turned in to get credit.
- Surgical Technology Certification Prep is required to Graduate.

Student Services

- Resume Building/Assistance
- Mock Interviews
- Access to computers for assistance even after graduation
- Resume template
- **While placement in a job is not guaranteed or promised to persons who complete the program, every effort will be made to assist you in securing employment.**
- SVSTI does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student status.

Probation & Dismissal Policy

- Students that fail a course will be put on probation and are required to repeat the course (additional fees may apply). They must pass the following course with a 70% or higher or will be dismissed from the program with no fundable fees if student has completed 60% or more of the course.
- Students must complete all hours at clinical site. If student is asked to leave the site due to behavior or attendance issues, they will be dismissed from SVSTI with no refund of fees if student has completed 60% or more the program.
- No leave of absence is allowed however if student needs to leave for personal reasons, they may do so by withdrawing and then reenrolling. (additional fees may be required).
- W (Withdrawal) A grade of W (Withdrawal) is issued when a student withdraws or is administratively withdrawn from a course. The course counts as credit hours attempted but is not calculated in the CGPA. If student needs to withdraw, they will have to re-enroll to repeat the course. (additional fees may be required).
- Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before enrolling.

Tuition & Fees

- **Sterile Processing Program** total charge is **\$2500**. (SVSTI does not currently participate in any Federal and State financial aid programs). **+ \$125 for Certification Exam.**
- **We do accept Job Cal grants for Sterile Processing.**

<https://www.caljobs.ca.gov/>

- **Surgical Technology Program** total charge is **\$18,000**. (SVSTI does not currently participate in any Federal and State financial aid programs).
- **\$18,000 for Surgical Technology Program + \$180 for eBooks for one year from start of program** (paid by student before orientation at <https://www.cengage.com/unlimited/>) **+ \$247 for AST membership, Exam book & Certification exam** (paid by student by term 3).
- **Surgical Technology Students attending the Degree Program (once approved by BPPE) will need the 2-year unlimited access to Cengage which is \$239.99 instead of the 1-year.** <https://www.cengage.com/unlimited/>
- SVSTI has a \$250 registration fee that is nonrefundable that will be used towards tuition.
- SVSTI can provide payment arrangements by breaking up the amount due per term (\$6000 each term min.) however a student's payment plan must be paid prior to the beginning of the next term.
- Payment is the sole responsibility of the student and all amounts due must be made in full before a student graduates.
- SVSTI does not guarantee job placement however, we do provide clinical placement as part of the Curriculum which may lead to professional placement. The tuition includes externship placement, online platform for coursework, and BLS certification.
- There might be additional fees associated with immunizations as per request from clinical sites.
- Students will be required to purchase their own black scrubs to wear on campus and to clinical sites if site does not provide their own scrubs.
- The LMS online platform (Canvas) needed for coursework is provided to students at no additional cost.
- The "Basic of Sterile Processing Sixth Edition" book will be loaned to student for no additional charge. If book is damaged or not returned student will have to purchase book. Students can also purchase on their own.
- Cengage is unlimited for one year and will be provided to students included in tuition.
- SVSTI pays for background & drug testing pre-request from clinical sites.
- The STRF as of March 2019 is \$0 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.
- **TOTAL STERILE PROCESSING PROGRAM TUITION= \$2500.00 + \$125 for Certification Exam (noninstitutional charge) = \$2625 for 12-week program (only \$2500 goes to SVSTI).**

- **TOTAL SURGICAL TECHNOLOGY PROGRAM TUITION= \$18,000.00 + \$247 for certification exam (students will be required to take the secure practice exam until Accreditation is established and then once approved, they will be grandfathered in for sitting for the NBSTSA exam) = \$18,247 for 52-week program (only \$18,000 goes to SVSTI).**
- The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and associated costs are subject to change.

Cancellations & Refunds

- SVSTI shall refund 100 percent of the amount paid for tuition **(for Surgical Technology Program)**, less a \$250 registration fee if cancellation is made through attendance at the end of the business day of the 14th calendar day of class session____/____/____ (date), . Cancellation must be made in a letter in person, email or a certified letter sent to SVSTI. If the student wishes to cancel, Cengage eBook is nonrefundable the fee is \$179.99 paid by student prior to orientation for the Surgical Technology Program is nonrefundable.
- SVSTI shall refund 100 percent of the amount paid for tuition **(for Sterile Processing Program)**, less a \$250 registration fee if cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation must be made in a letter in person, email or a certified letter sent to SVSTI.
- **STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the first-class session____/____/____ (date), or the seventh day after enrollment, whichever is later. The \$250 nonrefundable registration fee will not be refunded if canceled.
- Refunds for items of extra expense to the student, such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees.
- Cancellation occurs when you give written notice of cancellation. You can do this by mail, in person, by fax or email.
- SVSTI shall pay a refund within 45 days of a student's written cancellation or withdrawal.

AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

EXTERNSHIP POLICY

The following are basic rules for your upcoming externships. These policies are no different than any employer would require of a paid employee. This means that you are expected to perform externship site with the same level of maturity and professionalism that is expected of any commitment, and professionalism. Keep in mind, your behavior level of professionalism reflects not only upon you or staff member but on SVSTI as well.

These rules include, but are not limited to:

- You will be assigned a clinical site if you refuse the assigned site it could significantly delay the start of your externship or even the possibility of being removed from the program.
- If you are removed from a site for **ANY** reason it will result in expulsion from the program.
- First and foremost, you **MUST** conform to the rules, regulations, and policies of the facility. These include use of P.P.E. (personal protective equipment), rules of patient confidentiality (HIPAA), wearing of I.D badges, and any other facility-specific policies and procedures including but not limited to the cell phone use & attendance.
- Adhere to SVSTI's dress codes. This includes, but is not limited to, policies regarding the wearing of jewelry (including facial), cologne or perfume, no artificial/gel nails, & fingernail length/polish, etc. This means you must always present a professional appearance and conduct.
- Tardiness is unacceptable. Leave home early enough to allow yourself time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to make the decision whether to hire you or not. Understand that some sites require you to pay for parking.
- Absences are unacceptable except in cases of illness. If you are absent, late, or leave early for **ANY** reason, you are required to #1) Notify your preceptor prior to start of shift, #2) notify Julie Hamrick at school prior to start of shift. You are only allowed a total of 2 absences during your rotation. If absences are in excess of 2 days, this could impact your clinical site assignment, even up to being removed from site and expulsion from the program.

- Every effort will be made to keep externship sites within a 2-hour commute of campus; however, this may not always be possible. Students are expected to go where assigned.
- If the student is unable to complete their SPD externship in the time (240 hours/6weeks) allowed because of unusual circumstances an extension will need to be requested and a fee of \$500 will be added to their tuition. If the student wishes to extend their externship for Sterile Processing, they must be preapproved to starting the externship.
- If the student fails Sterile Processing, they will be required to repeat the entire course and will be required to pay a fee of \$1000.
- If the student fails Surgical Technology, they will be required to repeat the entire term they failed and be required to pay a fee of \$2500. Students are only allowed 2 attempts, after 2nd failed term/class they will be dropped from the Program.
- ATTITUDE IS EVERYTHING, you are a student. You are there to learn. Keep this in mind.

STUDENT LAB SAFETY & MAINTENANCE POLICY

Safety of self and others is the primary concern in the laboratory setting. To ensure the safety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety & Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty is required prior to any student being allowed to use related equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques, and procedures in the laboratory prior to practicing as patients or clinicians.

General Lab Safety Rules and Policies:

1. No long sleeves are allowed under black scrub tops
2. No bulky/large/chunky jewelry. Simple necklaces and post earrings are allowed
3. No rings or bracelets of any kind
4. No hats of any kind are allowed in lab
5. Minimal makeup is allowed
6. No fake (Gel or Acrylic) nails. Nails should be short, natural color without polish
7. Beards must be kept trimmed

8. Good personal hygiene must always be kept
9. Students will be responsible for sterilizing items
10. Students will be responsible for keeping towels in hamper and folding clean ones
11. Students will be responsible for letting their instructor or Program Director know when an item needs to be reordered.
12. Any accidents, injuries, or unexpected responses to intervention or skills being practices must be immediately reported to the lab instructor
13. Students must report any unsafe situations to staff or faculty immediately
14. Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment
15. Absolutely no cell phone use allowed to during instruction time, this includes but not limited to texting. If you are seen using your phone during class your instructor will ask you to put it away. If you have it out a second time, your instructor has the right to send you home for the day with an absence.
16. You are considered tardy at 1 min past the start of class time. You will also be considered tardy if you leave class early. Weekly lab evaluations cannot be made up. Door will be locked 5 minutes after start of class and an absence will be given.
17. Students are only allowed in lab when an instructor is present.
18. No open toed shoes are allowed in lab.
19. Teamwork is expected.

Lab Maintenance:

1. Students are responsible for cleaning the lab after every class
2. All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
 - All counter tops/flat surfaces will be cleared off and cleaned.
 - Timers will put turned off and put back on the whiteboard
 - Floors will be swept & mopped
 - All equipment will be wiped down with disinfectant wipes

- All equipment & supplies should be returned to their storage areas at the end of each lab session
 - Trash will be collected and taken out
3. Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.

No lab equipment or supplies may be removed without prior written consent of the lab Instructor.

NEEDLE STICK PROTOCOLS

Always Observe Standard/Universal Precautions

Should you suffer a needle stick or any blood/body fluid exposure, immediately notify your preceptor. Do not be embarrassed, and do not wait. Drug prophylaxis following a high-risk exposure is time sensitive. Seek immediate help.

Scrub out, and immediately clean the wound/exposure site with liberal amounts of soap and water.

Exposed oral and nasal mucosa should be decontaminated by vigorous flushing with water.

Exposed eyes should be irrigated with copious amounts of clean water or sterile saline.

Follow all facility protocols, including reporting of the incident to the facility's Employee Health Service.

If the facility has not already drawn patient blood, then they will need to do so before the patient is released from the facility. *Once the patient has been released from the facility, he/she is under no obligation to return to have their blood drawn.*

Once facility protocols have been met, you must contact the Program Director, Julie Hamrick, and immediately return to the campus in order to fill out the Student Accident paperwork. This paperwork is time sensitive and must be filled out the same day with no exceptions.

SVSTI ORIENTATION PACKET

SIGN-OFF SHEET

I have received my copy of the SVSTI's Orientation Packet. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Academic Catalog.

I further always agree to abide by the standards and accept full responsibility for my behavior both on and off campus.

I pledge to adopt the professional philosophy of SVSTI, perform my duties to the best of my ability and, upon graduation, will demonstrate pride in my career as a medical professional.

Signed: _____ Date: _____

Print Name: _____

Program/Time of Day: _____

SVSTI Representative: _____

Additional Information

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid

on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980918, West Sacramento, CA 95798-0818 Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDTIALS EARNED AT OUR INSITUTION

The Transferability of credits you earn at SVSTI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in SVSTI's Sterile Processing and/or Surgical Technology Programs is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you make seek to transfer after attending SVSTI to determine if your Certificate will transfer. SVSTI currently does not award credit for prior experiential learning. Currently SVSTI does not award of credit for prior experiential learning. We do not offer transfer of credits at this time.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

SVSTI has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition or have had a petition filed against the institution within the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

SVSTI stores all academic and financial student files here on campus at 1040 Park Ave in a locked file room. Academic files contain all academic records, BLS, grade print out, Transcript, immunizations and externship records. Financial files contain high school diploma, copy of driver's license, enrollment agreement, performance fact sheet, invoice/payments, and catalog sign off sheet. Retention of student records will be for 5 calendar years via paper form and indefinitely for any electronic records.

SVSTI does not offer housing nor is responsible in finding or assisting students in searching for housing. We do not have dormitory facilities however there are plenty of apartments and housing available near the campus at 1040 Park Ave. San Jose, CA. The average rent is \$2,730 according to <https://www.rentcafe.com/average-rent-market-trends/us/ca/santa-clara-county/san-jose/>

We are located near 280, 87, 101, and 880 Highways and Caltrain, VTA and Bus Lines are nearby. The online learning platform is accessible 24 hours per day, seven days a week. The course syllabus, material, assignments, participation post, and email will be through this online platform. The Student Success/Library is available during regular business hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enable them to master the course content outlined on the syllabus. Students are required to have sufficient technology and internet skills & access to complete online coursework successfully.

SVSTI has a Student Success Room with a variety of books and other resources such as flash cards, diagram posters, and workbooks. We also have two student computers along with iPad for students to use during regular business hours or by appointment. Students may borrow any of the resources to use at home to study and complete assignments such as instrument books etc. Students sign a Book loan form when borrowing a book and are to return to campus in a timely

fashion. SVSTI has tutor hours posted in the Student Success Room and is available during regular business hours and will take student on as a need basis as well.

SVSTI currently has 2 educational programs: Sterile Processing & Surgical Technology Program. Both are blended programs that offer 24-hour access to the LMS platform for student learning. Students have 24-hour access to the LMS platform (Canvas) until the completion of the class and the certification test. There are many resources available to Students on the platform and the curriculum recommended by the CBSPD for Sterile Processing via their materials such as book, workbook and study guide. Also have a printer station available for students <http://www.sterileprocessing.org/cbspd.htm>. The required curriculum for Surgical Technology by ARC/STSA & CAAHEP <http://www.arcstsa.org/> <https://www.caahep.org/> is on a LMS platform called Cengage & MindTap <https://www.cengage.com/> <https://www.cengage.com/mindtap/> and is available to students 24-hours a day. Sterile Processing has a final in class. Surgical Technology Program has lab evaluations weekly along with a midterm & final.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational Development GED®- (GED® is a registered trademark of the American Council on Education (ACE).) credential or Certificate of Proficiency equivalent to a high school diploma. SVSTI does not participate in the ability-to-benefit program. SVSTI does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student status. There are no associated charges. SVSTI does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required. The age requirement varies by state. The minimum age requirement for attending SVSTI, 17 in California Those who are under the age of 18 at enrollment are required to have a parent guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that are found in program overviews

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web Site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897

(916)431-6959 or by fax (916)263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by Calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web Site www.bppe.ca.gov.

While placement in a job is not guaranteed or promised to persons who complete the program, every effort will be made to assist you in securing employment.

Occupational Employment and Wages, May 2017

31-9093 Medical Equipment Preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
53,920	1.5 %	\$17.82	\$37,060	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%

Hourly Wage	\$11.83	\$13.86	\$17.00	\$20.95	\$25.11
Annual Wage (2)	\$24,600	\$28,830	\$35,370	\$43,570	\$52,240
State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	6,210	0.37	0.98	\$22.66	\$47,140

<https://www.bls.gov/oes/2017/may/oes319093.htm>

Employment numbers

1. There are 50,550 instrument specialist technicians in the U.S., according to the [U.S. Bureau of Labor Statistics](#).
2. The size and type of facility, hospital, physician office, surgery center, etc., dictates the amount of people that work in the sterile processing department. Many facilities hire people based on surgical hours performed, according to Mr. Bilal. There could be one person in a sterile processing department or as many as 100 people.
3. The constant technological advancements in medical supplies/devices and instrumentation has led to a growing demand for highly trained central service technicians. According to the [BLS](#), the job growth for instrument specialist technicians between 2012 and 2022 is at 20 percent.

[Industries with the highest levels of employment](#) of instrument specialist technicians:

- General medical and surgical hospitals — 35,100
- Outpatient care centers — 3,660
- Physician offices — 2,890
- Dentist offices — 2,380

[States with the highest employment level](#) of instrument specialist technicians:

- California — 6,540
- Florida — 4,580
- Texas — 3,100
- Ohio — 2,260
- New York — 2,230

Salary

The [mean hourly wage](#) for instrument specialist technicians is \$16.28.

The [mean annual wage](#) for instrument specialist technicians is \$33,850.

Duties

Tech I's likely perform basic duties such as delivering supplies and carts, while a Tech IV might have to put together more sets, handle biologicals or perform sterilization duties.

Sterile processing department staff play a large role in helping prevent healthcare-associated infections. Without proper decontamination, preparing and packaging and sterile instrumentation, patients could be at risk for HAIs. According to the Centers for Disease Control and Prevention, [HAIs occurred in an estimated 722,000 patients](#) in acute care hospitals, and caused 75,000 deaths in 2011.

Medical Equipment Preparers in California

May also be called: Central Processing Technicians (CPT); Central Service Technicians (CST); Central Sterile Supply (CSS) Technicians; Certified Registered Central Service Technicians (CRCST); Sterile Preparation Technicians; Sterile Processing and Distribution (SPD) Technicians; and Sterile Processing Technicians

Medical Equipment Preparers are essential to the medical field. They are responsible for sterilizing, stocking, and preparing various medical tools, supplies, and equipment in health care facilities, such as hospitals, dental offices, and outpatient care centers. They may prepare operating areas with the proper supplies and equipment. Since there are contagious infections and diseases present in health care facilities where Medical Equipment Preparers work, it is important that potential spreading of these be minimized. Preparers are crucial in preventing the spread of viruses and contamination of germs and bacteria.

Annual Wages for 2018	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$36,434	\$47,080	\$59,547

Task	Skill Used in this Task
Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.	Critical Thinking
Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.	Information Ordering

Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.	Quality Control Analysis
Record sterilizer test results.	Written Expression
Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.	Operation Monitoring
Report defective equipment to appropriate supervisors or staff.	Problem Sensitivity
Stock crash carts or other medical supplies.	Customer and Personal Service
Purge wastes from equipment by connecting equipment to water sources and flushing water through systems.	Arm-Hand Steadiness
Check sterile supplies to ensure that they are not outdated.	Near Vision
Disinfect and sterilize equipment such as respirators, hospital beds, or oxygen or dialysis equipment, using sterilizers, aerators, or washers.	Manual Dexterity
Clean instruments to prepare them for sterilization.	Finger Dexterity

Estimated Employment and Projected Growth Medical Equipment Preparers						
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings	
California (2016-2026)	6,900	7,800	900	13.0	10,000	

Certification is not required by all employers; however, many employers may prefer to hire prospective Medical Equipment Preparers who are certified as a sterile processing technician. In order to take the exam, individuals must provide verification of 6-12 months of employment in a sterile processing and distribution (SPD) related field, depending on the specific occupation and duties performed. One may also qualify for the exam by completing a Central Service/SPD training course with a passing grade. For more information, go to the U.S. Department of Labor's [Career InfoNet Web site](http://www.careerinfo.net) and scroll down to "Career Tools." Click on "[Certification Finder](#)" and follow the instructions to locate certification programs.

<https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=319093&Geography=0601000000>

This Academic Catalog is available on our website at <http://svsti.com> and can also be emailed to students that request it. The Catalog is updated annually. An addendum will be inserted if any changes made before then.

ACADEMIC HOLIDAY CALENDAR

Academic Year 2018-2019

Winter Holiday Dec. 24- Jan. 1, Good Friday April 19, Memorial Day May 27, Independence Day July 4, Labor Day September 2, Veteran's Day November 11, Thanksgiving November 28-29

Academic Year 2019-2020

Winter Holiday Dec. 23-Jan.1, Good Friday April 10, Memorial Day May 25, Independence Day July 3, Labor Day September 7, Veteran's Day November 11, Thanksgiving November 26-29.

Academic Year 2020-2021

Winter Holiday Dec 23 -Jan 1, Good Friday April 2, Memorial Day May 31, Independence Day July 5, Labor Day September 6, Veteran's Day November 11, Thanksgiving November 25-28

Student Grievance

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, a faculty member, an administrator, an official of the College or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge.

- A. Academic Grievances: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency shall be final (Education Code Section 76224(a). If a student files a grievance relative to a grade, he/she must prove that "mistake, fraud, bad faith, or incompetency" as the reason for the grade assignment. The student must follow the Student Complaint and Grievance Procedures found on the College's website, <http://svsti.com>
- B. Non-academic Grievances: As used in this section, grounds for a non-academic grievance include, but are not limited to, the following: · any act or threat of intimidation; · any act or threat of physical aggression; · arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Administrative Procedures; · Course Repetition, Withdrawals, and Enrollment Fees: Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should submit written documentation with supporting documents. Action will be taken by the appropriate administrator. Written documentation may be submitted to the Chief Academic Director within 30 calendar days.

C. Discrimination Complaints: Students wishing to file discrimination complaints on the basis of ethnic group identification, national origin, religion, age, sex or gender, gender identity, sexual orientation, race, color, ancestry, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these perceived characteristics, and any other category of unlawful discrimination should contact the College's Chief Academic Director. · OCR (Office of Civil Rights) <https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>

D. We do not offer Financial Aid currently.

Grievances must be filed no later than 30 instructional days, Monday through Friday, when classes are in session, after the beginning of the primary term following the alleged violation, or 30 instructional days from the time that the student learns of the basis for the grievance. Students are required to meet with the Director, regarding the grievance prior to starting the process to establish deadline dates. The following is the College's approved process to pursue a grievance:

INFORMAL PROCESS

Statement of Grievance – Level I Any student who believes an injustice or a violation of State, Federal, or College policies, laws, or regulations has occurred should try to resolve the problem through informal consultation, before filing a formal grievance (Level II). The Statement of Grievance (Level I) must be completed to document that the student followed the informal resolution process. Within three days of initiating the grievance with the Chief Academic Director, the student must submit the Statement of Grievance (Level I) to a faculty member. The student will have 20 instructional days to meet with the faculty member, and the Chief Academic Director.

FORMAL PROCESS GRIEVANCE REVIEW

If the student believes the issue has not been resolved satisfactorily at Level I, the student must meet with the Director, to establish deadline dates for Level II. The subsequent procedures are to be followed: 1. The student shall file a Formal Grievance form with the Student Success Faculty within 10 instructional days after completing. The Director, is responsible for informing the aggrieved student of his/her rights, responsibilities, and procedures. 3. The employee against whom the grievance is filed will be sent a copy of the student grievance (Levels I and II) by the Chief Academic Director within 10 instructional days. The student/faculty member will have 15 instructional days to submit a response. 4. Both the student and faculty member involved may solicit documentation from other persons to support their position. 6. The written grievance and written response by the employee shall be forwarded to the Director.

APPEAL PROCESS

If either party is dissatisfied with the decision of the Director, an appeal may be submitted to the Board members. Such an appeal must be submitted to the Board members within 10 instructional days after notification of the decision. The Board members have 10 instructional days to respond to the appeal. The Board members can uphold and support the original requested outcome or the decision. The Board members' decision shall be final.

- Federal Education Rights and Privacy Act (FERPA) SVSTI respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students' rights with respect to their education records. An education record is a record which contains information that is personally identifiable to a student and which is maintained by SVSTI. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and records kept by school officials for their own personal reference) are exempted from the definition of an education record and are not made available to students. FERPA affords students the following rights with respect to their education records: The right to inspect and review one's own education records Students have the right to review their education records within 45 days of the day that SVSTI receives their request. Students should submit written requests to the Director that identify the record(s) they wish to inspect. SVSTI will make arrangements for access and notify the student of the time and place where the records can be inspected. SVSTI refunds tuition if student cancels an enrollment agreement or withdraws during a period of less than 60% of attendance and shall be a pro rata refund.

Faculty Grievance

The claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy, or procedure in relation to personnel policies, including

working hours, working conditions, leaves, and other conditions of employment. It is the policy of SVSTI to provide an immediate and fair method to address grievances of faculty or academic staff members in order to resolve work related problems or conditions that may arise between the School and an employee or between two employees. A faculty or academic staff member who feels aggrieved should first seek an informal resolution with the Program Director. If a problem cannot be resolved informally, the employee has recourse to this established grievance procedure. Faculty or academic staff members do not have the right to appeal through the grievance policy and procedures related to salary, appointment, or reappointment.

Steps to be followed:

1. The Employee discusses his or her grievance directly with the Chief Academic Director within ten working days of the occurrence. They discuss the grievance fully with the employee, renders a decision and provides reasons for the decision in writing within five working days of the first meeting.
2. If the Chief Academic Directors decision is not acceptable to the grievant, the grievant may request, in writing, a review by the Board members within five working days of notification of the Chief Academic Director's decision. Then a meeting will be scheduled. The meeting must be scheduled within ten working days of the notification of the review. The Board members hear the grievance, renders a decision, and provides reasons for the decision in writing. The decision is either rendered at the meeting or within but not later than five working days after the meeting.

Testing

Surgical Technology Program has daily assignments on Cengage along with weekly lab evaluations of skills. Students will also have weekly pop quizzes and case studies for a Surgical Procedure. (Please see Syllabus for specific weekly assignments. Students will be required to take a Midterm and Final in lab (Final must be completed with a grade of 70% or higher to move on to the next class).

Sterile Processing Program has homework assignments online, weekly unit test in class, and a final that will be taken on campus and must pass with a 70% or higher to go to externship.

Licensing Exams

Surgical Technology Program is in process of Accreditation through CAAHEP and until it has been approved all students are required to still sit for the NBSTSA Secure Practice exam until final approval has been given which will be what we use for Student Outcomes. Once approved they will then be grandfathered in to taking the actual NBSTSA exam. The Surgical Technology Program prepares the students in taking the NBSTSA Certification exam.

Sterile Processing Program has been approved by CBSPD and is listed on their website as such. Students that complete the program can take the certification exam at a testing site with a third-party company (not at SVSTI). The Sterile Processing Program prepares students in taking the CBSPD Certification exam.

Externship Requirements

The **Surgical Technology Program** requires students to meet or exceed a certain number of cases during their 16-week extern rotation.

The distribution of the 120 procedures is as follows:

General Surgery cases (minimum of 30 cases)

- A. Students must complete a minimum on 30 cases in General Surgery, 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either First or Second Scrub Role.

Specialty Cases (minimum of 90 cases)

- B. Students must complete a minimum of 90 cases in various surgical specialties excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.

a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

(1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).

(2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

b. The remaining 30 surgical specialty case may be performed in surgical specialty either in the First or Second Role.

Optional Surgical Specialties

1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.

a. Diagnostic Endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.

b. Vaginal delivery cases must be documented in the category of: "Labor & Delivery" rather than in the OB/GYN specialty.

Case Experience in the Second Scrub Role is not mandatory.

Observation cases must be documented, but do not count towards the 120 required cases.

Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases).

Certification Prep & Externship for Surgical Technology

1. Every student will be required to come to campus for four weeks (days and times TBD) for Certification Prep class either at the end of 3rd term or after externship rotation

(depending on the entire class's status of required cases) If a student does not participate in prep they will receive a zero for the term and need to repeat term 3.

2. All students are required to take the Certification exam on a scheduled date and if you do not participate you will receive an F for the Program and not graduate.
3. All externship paperwork will be sent via screen shot or email of the weekly required paperwork by Friday at 5pm. If they are not sent you will be pulled from the site until further notice.
4. If payments are not made during term 3 the student will be pulled from the site and will not be returning until payments are made or until 2 absences have been taken (If the site does not allow you to return you will be dropped from the program).
5. Refer the Externship Policy & Payment Plan Policy for externship attendance and details on notifying Program Director for any absences and/or leaving early.

The Sterile Processing Program requires students to complete 6-week full time or 240 hours at a medical facility. The following are some of the areas a student will participate in at externship; Decontamination, cleaning/disinfecting patient care equipment, Preparing & packaging, Sterilization, Sterile storage, Distribution, Inventory control, Sterile storage, etc.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed 60% or less of the period of attendance (term), SVSTI will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's withdrawal. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. For non-federal student financial aid program moneys, the institutional/California state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata percentage is based on days of attendance within the period of attendance. If any portion of those charges was paid from the proceeds of a non-federal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to the student.

PERSONAL IDENTIFIABLE INFORMATION:

SVSTI is required to collect the social security number (SSN), gender ethnicity, citizenship status, and driver's license number for a variety of legally mandated activities, including income tax reporting and administration of federally supported financial aid programs. Gender, ethnicity, citizenship, and date of birth are not used in determining admission. The SSN is not used as the Student's primary identification.

SVSTI has adopted privacy policies and practices designed to protect student educational records and information. Only information required to efficiently conduct our business and meet state and federal reporting requirements is collected. The information collected is only disclosed as permitted under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

NONDISCRIMINATION POLICY:

SVSTI is an educational institution that admits academically qualified students without regard to gender, age, religion, national origin, sexual orientation, political affiliation or belief, or disability, and affords students all rights privileges, programs, employment services and opportunities generally available. SVSTI complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

HEALTH REQUIREMENTS:

The student must provide proof that required health tests have been completed before they can be released to any externship or clinical site. The tests may consist of TB, Chest X-Ray, MMR, or Hepatitis. All costs associated with these tests and providing this information to SVSTI are the student's responsibility.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.