

SVSTI Sterile Processing

Student Handbook



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Table of Contents:

Welcome.....3

Required Course.....4

Externship.....4

Attendance Policy.....4-5

Class Behavior.....5

Graduation Requirements.....5-6

Tuition & Fees6-7

Cancellation Policy & Refunds7

Student Work Policy.....8

Immunization/Medical Screening Requirements.....8-9

Needlestick Protocols.....9-10

Student Lab Safety & Maintenance Policy.....10-11

 SPD Classroom Expectations.....11-12

 SPD Externship Policy & Expectations.....13

 Technology Attestation Requirements.....13

Equal Employment Opportunity/EEO Policy.....14

Sterile Processing Externship Availability.....14-15

 SVSTI SIGN OFF SHEET.....16

LDA & Withdraw Date of Determination Policy.....17

General Information.....18

WELCOME!!!

Welcome to the Silicon Valley Surgi-Tech Institute Sterile Processing Program. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a Sterile Processing Technician. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. SVSTI has numerous resources to assist you including help with study habits, test-taking skills, increasing reading skills, and time management.

Number of credits required for program completion

Students must receive a **C** or better to successfully complete the program.

Required Course

The Sterile Processing Program is a 13-week program that includes SPD101 (Sterile Processing and Infection Control) and SPD111 (Sterile Processing Externship). SPD101 is a 7-week blended course (80 clock hours of instructional time / 3 credits). SPD111 consists of an externship 240 clock hours/ 5 credit. Students will be on campus for 7 weeks (56 lab clock hours and 24 online theory hours) to complete SPD101. Upon completion of SPD101, students will be placed at a medical facility for approximately 6 weeks (240 clock hours) to complete their required externship.

Externship

Your externship should be considered a 6-week interview process. Every rotation should be treated as if you are applying for a position. Attendance is one of the keyways to demonstrate your professionalism and commitment to the clinical department and the patients they serve. You are assigned 240 externship hours. **Only 2** absences are allowed during the **entire** program; any absences will need to be communicated with the program director and clinical site Supervisor.

Attendance Policy- Sterile Processing

It is crucial that every student attend all scheduled classes throughout the SVSTI's Sterile Processing Program. The Sterile Processing Program is designed as an advanced fast-paced course, requiring all students to adhere to the following Attendance Policy:

- Students are allowed 2 absences during the ENTIRE 13-week Program. These absences are for true emergencies and should be treated as such.
- If a student is more than 15 minutes late for any given class or leaves campus more than 15 minutes before class dismissal, this will result in an absence. If a student is late two (2) times (one minute is considered late), or leaves class early, 1 absence will occur.

If a student has more than 2 absences, automatic dismissal (dropped) will result from the Sterile Processing Program. If a student is dismissed from the Program, they will have the option to repeat the entire Program, which will incur a "Repeat Program Fee" of \$1500.00.

SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and / or unprofessional behavior will be asked to leave campus which will result in an absence. Any student that has ONE no call / no show or who has left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Sterile Processing Program.

Please note that attendance accounts for 10% of the overall Program grade. It is crucial to be present for all scheduled on-campus education to learn the skills needed to be successful in this field of study.

Immunizations:

Students are EXPECTED to complete all Immunization requirements by the SECOND week of class. If this expectation is not met, which causes a delay (30 days or more) in Externship placement, the student may be required to “Repeat” the program, which will also incur a “Repeat Program Fee” of \$1500.00.

Class Behavior

Students are expected to attend each class having read the assigned textbook selections. A syllabus is provided to each student at the beginning of the course. The syllabus and other course documents are also posted on Canvas. Students are expected to be respectful of the instructor and each other. Behavior that violates this policy will not be tolerated. Examples of unacceptable behavior include making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is unacceptable, you will be warned once; the second time you will be provided with a written statement of acceptable behavior and a time frame in which to comply. Cell phones are to be turned off during class or placed on silent mode. Please communicate with the instructor if you have a potential emergency that may require you to receive a call during class time.

Graduation Requirements

- Must complete all Enrollment requirements including on time immunization documents.
- Must pay tuition on time in order to be placed on externship and graduate on time.

- Must complete all required coursework on the online platform with a 70% or higher. There is a 15% grade reduction for **EACH** late assignment on Canvas.
- Must successfully complete and adhere to all Attendance and Externship requirements (please refer to the Externship Policy and the Attendance Policy).
- Must complete and successfully pass **EACH** Lab Competency skills evaluations with a 70% or higher score to be eligible to take the final exam. Not achieving a 70% or higher score on **EACH** competency skill will result in the ineligibility to take the final exam.
- Must complete and pass the final exam with a score of 70% or higher.
- Successful completion of all required hours at the appointed facilities for externship. Signed documents for this must be submitted timely in accordance to the Externship Policy and Expectations forms.
- Must receive a minimum of 70% or higher overall grade in the program.

Tuition & Fees

Tuition is due in full by the first day of class. 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.

No other fees are required to any other entity to participate in the educational program. Upon completion of the program, there will be a fee associated with the Certification examination that will be the student's responsibility.

STERILE PROCESSING PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (13-Weeks) 8 Semester Credits	\$3750
Certification Examination (noninstitutional charge)	\$127+
Coursebook	\$135+

STRF (nonrefundable)	\$10
TOTAL COST	\$4022*

**Only \$3750 goes to SVSTI -additional supplies, immunizations, scrubs, books, etc. not included.*

+These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.

Course book, The Basics of Sterile Processing 7th edition textbook is NOT included in the tuition cost and must be purchased by the student. The cost of the textbook is \$135.00 (+tax and S&H).

Cancelation Policy & Refunds

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 before the day of first-class session ____ / ____ / ____ (date). The \$100 nonrefundable registration fee will not be refunded if canceled.

Cancellation occurs when you provide written notice of cancellation. This may be done by mail, in person, by fax or email.

SVSTI shall issue a refund within 45 days of a student’s written cancellation or withdrawal. SVSTI shall refund 100 percent of the amount paid for tuition for Sterile Processing Program, less a \$100 registration fee if cancellation is made through attendance before the 1st day of class. Cancelation must be made in writing in person, email or a certified letter sent to SVSTI.

Items of extra expense to a student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits and all other charges need not be considered in tuition refund computations found in the SVSTI Academic Catalog, and website www.svsti.com., and available to all potential students prior to enrollment. All SVSTI Programs shall exclude **ANY and ALL** additional student expenses from the tuition paid and in accordance with the SVSTI Tuition Refund policy

The STRF as of April 1, 2022, is \$2.50 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.

Student Work Policy

All student activities associated with clinical externship must be educational in nature. Students cannot substitute for paid personnel and will not receive any monetary benefits while at the clinical site.

SVSTI

EXTERNSHIP – Immunization /Medical Screening Requirements

These requirements are based on the California State Department of Health Services recommendations and clinical facility requirements. You MUST complete the following immunizations and provide documentation to the Enrollment Coordinator OR the Program Director. Titers MUST be drawn (#3, #4, #5) and report submitted to SVSTI BEFORE your program start date. If your TITER report indicates that you are no longer immune, you must receive a booster or the immunization series to begin your Externship on time.

Proof of TITERS must be received prior to externship placement.

1. **Tetanus/Diphtheria/whooping cough (TDaP)** –Must show proof of vaccination (dated within 10 years). If no proof is available - a booster is required

2. **Mantoux Test (PPD)**- you must take **Two** ppd skin tests **OR QuantiFERON test (this blood test is the best option – 1 step)**
 - a. PPD (skin test) antigen is injected; student must have area read **3 days after injection**.
If positive, a chest x-ray will be taken
 - b. If negative, a second PPD (skin test) antigen is injected under the skin **4 days later**
The 2nd test must be read **3 days after injection**
 - c. If positive, a chest x-ray must be taken (**Do not have x-ray until 1 month before externship**) - If negative, testing is complete

3. **Measles/Mumps/Rubella- TITER is required,** with numerical lab values
 - Titer results must be turned in to the Enrollment Coordinator or Program Director
 - If no immunity, immunization is required

4. **Hepatitis B - TITER is required,** with numerical lab values.
 - Titer results must be turned in to the Enrollment Coordinator or Program Director

- If no immunity, immunization is required - *Students must complete the required series (3 immunizations) and show proof of an additional Titer before start of externship – THIS CAN TAKE UP TO 6 MOS*

5. **Varicella (chicken pox) - TITER is required**, with numerical lab values

- Titer results must be turned in to the Enrollment Coordinator or Program Director
- If no immunity, immunization is required

6. **Physical** - may done - Or a **simple note from your physician releasing you**

to be in good health for Externship

7. **BLS** - Submit proof of current **American Heart Association** BLS (Basic Life Support)

8. **Influenza** – Proof of Vaccination is required during flu season (Sept – April) or per site request

9. **COVID Card + Booster** - Both the COVID vaccine(s) + Booster are required

Disclosure: Potential students are not eligible to participate in ANY Program with ANY active/contagious condition.

NEEDLESTICK PROTOCOLS

Always observe standard/universal precautions.

Should you suffer a needlestick 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.

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.

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

Julie Hamrick, Program Director

408-640-2991 (cell)

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 any 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 scrub tops (Surgical Technology only).
2. No bulky/large/chunky jewelry. Simple necklaces and post earrings are allowed.
3. No rings or bracelets of any kind (No facial jewelry).
4. No hats of any kind are allowed in lab.
5. Minimal makeup is allowed (no false eyelashes)
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 hampers and folding clean ones.
11. Students will be responsible for informing their instructor or Program Director when an item needs to be reordered.
12. Any accidents, injuries, or unexpected responses to intervention or skills being practiced should 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 phones may be used during instruction time. If you are seen using your phone during class your instructor will instruct you to put it away. A second offense may result in dismissal from the class for the day.
16. Students are only allowed in the lab when an instructor is present.
17. No open toed shoes are allowed in the lab.
18. Teamwork is expected.

Lab Maintenance

- Students are responsible for cleaning the lab after every class session
- All equipment and treatment areas shall be cleaned and sanitized following each use with an approved antimicrobial cleanser.
- All counter tops/flat surfaces will be cleared off and cleaned/sanitized.
- Floors will be swept & mopped
- All equipment will be wiped down with disinfectant wipes
- Trash will be removed and disposed of in the appropriate receptacle
- All equipment & supplies should be returned to their storage areas at the end of each lab session.
- Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.

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

SPD Classroom Expectations

1. You are expected to be in class every weekend on time (be early, 1 minute after start time is considered late). A tardy more than 15 minutes is considered an absence. If you leave early, it is a tardy under 15 minutes, over 15 minutes is an absence.

2. Your signature is required for each day of class, if you have not signed in you will be marked absent.

3. 2 Tardies are an absence. No more than 2 absences are accepted for the ENTIRE 13-week Program.
4. You must adhere to the Lab Rules & Student Lab Safety & Maintenance Policies.
5. Weekly assignments are due as posted in the Syllabus and Canvas. Points are deducted by 15% EACH day past the assignment due date. All Canvas assignments are required to be completed before the end of Week 5.
6. Lab Competencies are completed during lab time and a passing grade of 70% or higher must be attained on EACH Competency to be eligible to take the course final.
7. In addition to the requirements for Lab, the lecture portion of the course must be successfully completed. Home study, memorizations and knowledge of the surgical instruments are recommended to be successful in lab, externship, and future employment.
8. All immunizations and BLS are due by 2nd week of class. If all immunizations and/or Externship requirements are not received by Week 2, Students may be dropped from the course or required to repeat the Program which will result in additional fees.
9. Professionalism, courtesy, and respect are required toward all staff members, classmates, and Clinical site personnel. If you are not following SVSTI's policies, you will be asked to leave class and/or will be given an SSP (Student Success Plan). Receiving 2 SSP's may result in expulsion from the Program
10. Students must follow local, State, and/or National Covid requirements.
11. At the end of class each week students are required to present all opened sets to the instructor for inspection and verification.
12. Supplies are not disposable, please do not throw any supplies away (i.e., Indicators, wraps etc.) We reuse everything to save costs and supplies. PPE typically is in very limited supply, bring your own mask, and reuse gloves, gowns, and supplies during the course. Do not throw away reusable gowns or blue towels away, put them in the linen hamper.
13. Students may **not** be under the influence of **ANY** illegal substance **OR** alcohol during class, externship, certification prep etc. in accordance with the SVSTI handbook, academic catalog, and policies.
14. No side talk in your native language.

SPD Externship Policy & Expectations

1. You will be present and on time for each session (arrive early)
2. You will contact Ms. Hamrick & Clinical Site prior to your shift start if you are going to miss a day.
3. If you are absent due to illness (during Covid), you are required to obtain and submit a negative test result for COVID before returning to site.
4. You cannot miss more than 2 days during the entire Program including externship. (Save them for emergencies)
5. You are to upload a weekly Timesheet to Canvas each week by Friday 5pm (unless on the night shift, then it is due by Saturday 10am).
6. Each student must complete least one evaluation at the end of externship (some sites this to be done weekly along with time sheets, some will be on the 6th week)
7. You are responsible for submitting your paperwork before obtaining a Certificate of Completion.
8. Professionalism is always expected during externship.
9. You are expected to take notes, stay active, always refrain from using your cell phone during externship.
10. If you are dismissed from a site for ANY reason or instructed to leave, you will not be allowed to return to SVSTI for ANY programs.

Technology Attestation Requirements

By signing this document, I am agreeing that I have the required access to a computer and the minimum recommended system requirements to successfully complete the distance educational program.

Canvas recommended requirements:

- Smart device, PC, laptop, iPad etc. that is 5 years old or newer with at least 1 GB of RAM.
- Web browser success
- Internet speed of 512 Kbps or faster

Cengage (Surgical Technology only) recommended requirements:

- Download bandwidth 5 Mbps or faster
- 2 GB of RAM or more
- Sound
- Graphics 64 MB or higher
- CPU 1.8 GHz or more

Equal Employment Opportunity EEO Policy Statement

It is the policy of Silicon Valley Surgi-Tech Institute to promote equal employment opportunities through a positive continuing program. This means that Silicon Valley Surgi-Tech Institute will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of Silicon Valley Surgi-Tech Institute to provide an environment for each Silicon Valley Surgi-Tech Institute job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, pregnancy, sex, sexual orientation, gender identity, or national origin, citizenship status, age, disability, veteran status, or genetic information. Silicon Valley Surgi-Tech Institute is an equal opportunity employer of protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. Silicon Valley Surgi -Tech is an Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

This policy shall be posted in places conspicuous to all members of the faculty, staff, and student body; it shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment and student referrals to Silicon Valley Surgi-Tech Institute. The "Equal Opportunity is the Law" poster is posted in the faculty/staff/student breakroom. Copies of this document in other languages is available at <https://www.dol.gov/agencies/ofccp/posters>

For more information about Silicon Valley Surgi-Tech Institute's EEO program, including procedures for filing a complaint of discrimination and its commitment to affirmative action in hiring minorities, women, persons with disabilities and veterans please see the administrative office.

Sterile Processing Externship Availability Agreement

____ I am aware that ALL my immunizations/requirements are due by the 2nd week of class.

____ I am aware that if I do not obtain my immunizations or ANY other enrollment requirements on time, I will be required to repeat the course with associated fees.

____ I realize that all my assignments, competencies, and final must be successfully completed before I am eligible for externship.

____ I understand that most sites require full-time placement and have ONLY specific shifts available to students.

____ I understand that placement start date and/or shift will fluctuate depending on the site availability.

____ I understand SVSTI does their best for placement close to your home or work, with no guarantee.

____ I will accept the Externship Site provided to me (refusal of site placement will result in expulsion).

____ I understand this is an unpaid clinical externship rotation.

____ I understand I am NOT allowed to make alterations to my assigned clinical placement/schedule.

____ I understand that once this form is completed, I CANNOT change my request.

____ I understand and agree to all of the above statements.

My time slot I am available for Extern is: (these are approximate times, please circle one or more)

_____ Morning shift (7am-330pm)

_____ Evening Shift (3pm-1130pm)

I live in _____ (City)

I work in _____ (City)

SVSTI SIGN OFF SHEET

INITIAL ALL

_____ I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Academic Catalog & Student Handbook which may be found on the website at www.svsti.com

_____ I agree to abide by the standards and accept full responsibility for my behavior 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.

_____ I read the externship policy and understand that if I decline an externship and/or get expelled from a site I will be withdrawn from the Program without a completion grade.

_____ I accept that placement is based on availability and understand that most sites require a full-time schedule.

_____ I have read and understand the lab safety & Maintenance Policy.

_____ I have read and understand the Academic Policies.

_____ I have read & signed the Technology Attestation form.

_____ I have read and understand the Emergency Preparedness & Response Plan.

_____ I accept that during COVID, Flu Season, Natural Disasters, etc. there could be a delay in my externship placement.

_____ I understand that my Program start date may be extended to a future available start date ONE TIME.

_____ **(SPD Initials ONLY)** I understand missing Competency days will result in an automatic course fail and dropped from the Program.

_____ **(SPD Initials ONLY)** I understand that the expected graduation date on Sterile Processing Enrollment Agreement does not include completion of 240 externship hours.

LDA & Withdraw Date of Determination Policy

For purposes of the SVSTI LDA policy, the last date of attendance is determined to be:

- The last day the student attended class in courses in which attendance is taken by the instructor.
- The last day on which a student submitted an assignment, quiz, test or other academically related activity.
- The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

SVSTI's statement which defines a determined date of withdrawal, as the date that SVSTI determined that a student was no longer in school, referred to as the Date of Determination. *SVSTI's Date of Determination as defined as:*

- If a student fails to attend within the first five business days of the class begin date, the faculty shall report the student as never attended. Reporting should occur after the fifth business day of the term and before the tenth business day of the term.
- SVSTI faculty shall report Students who stopped attending, with a last date of attendance for any student who attended class at least one day and subsequently stopped attending for two or more weeks up to the course withdrawal deadline. Faculty shall report the last date of attendance immediately following the non-attendance period. A student who attends past the course withdrawal deadline shall not be reported. The last day to report is the semester grading deadline.

General Information

SVSTI's programs are accelerated, which allows you to complete your education in a shorter time frame than at a traditional college. We focus our education on careers and develop all of our policies and procedures to prepare you for the demands of the work environment. Employers play a significant role in developing our curriculum and policies. With this in mind, please take note of the following:

- Attendance is critical to your success at SVSTI, just as it will be critical in the success of your new career. Be sure to have transportation to school arranged and make arrangements for back-up transportation. Become friends with classmates who can provide this back-up for you, and vice versa.
- Be sure to have childcare arrangements made as well as back-up childcare. Your childcare plan should include not only arrangements for well children, but also a prearranged plan in case of illness of children or your childcare provider. Have a solid plan so that you can attend school every day.
- Carefully assess your homework responsibilities. Do you have a quiet place to study? Have you made arrangements so children will be content to let you study? Each SVSTI program requires study time. Be sure to set time aside each day to focus on yourself, your studies, and your goals.

Attendance is tracked using a sign-in sheet for each class day. Please make sure you sign in to assure you receive appropriate credit for attendance.

SVSTI does not accept excused absences. Because you are given a leeway of two classes, doctor's notes and other excuses are not accepted for absences. If you experience life-altering circumstances and cannot attend class, seek advice from the Chief Academic Director or Campus Administrator about withdrawing from the course or taking a L.O.A (Surgical Technology only).