**SVSTI Sterile Processing**

**Student Handbook**



Volume I

Effective October 31, 2020

Updated Feb 20, 2021

Updated July 10, 2021

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**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 12-week program that includes SPD101 (Sterile Processing and Infection Control) and SPD111 (Sterile Processing Externship). SPD101 is a 6-week blended course (60 clock hours of instructional time / 3 credits). SPD111 consists of an externship 240 clock hours/ 5 credit. Students will be on campus for 6 weeks (36 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 12-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 $1000.00.

SVSTI students are expected to always maintain a respectful and professional demeaner.  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 $1000.00.

**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 the 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** (12-Weeks)8 Semester Credits | $2750 |
| Certification Examination (noninstitutional charge) | $125+ |
| Coursebook  | $135+ |
| **TOTAL COST** | **$3010\*** |

 **\****Only $2750 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.*

**Cancelation Policy & Refunds**

**STUDENT’S RIGHT TO CANCEL**: You have the right to cancel the enrollmentagreement 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.

The STRF as of Feb. 8, 2021, is $0.50 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 all titers, titer results / report, and proof of immunizations must be submitted BEFORE classes begin.***

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**)- Two-step PPD test is required **OR Gold Interferon** test **(*best option – 1 step*)**
3. PPD antigen is injected; student must have area read **3 days after injection**.

If positive, a chest x-ray will be taken

1. If negative, a second PPD antigen is injected under the skin 4 days later

The 2nd test must be read **3 days after injection**

1. 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 -** a 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 BLS (**B**asic **L**ife **S**upport) **BEFORE** Sterile Processing classes begin

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

 **9. Passport Photo** – Required in Term 2 of Surgical Technology **ONLY**

**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)

**LAB RULES**

* **NO PHONES**- Phones remain at table on vibrate, unless otherwise arranged with instructor(s). **NO** pictures or video taken unless approved by instructor(s).
* Besides our morning or evening “huddle”, **no one** is at the tables or LEAVES lab until the instructor has dismissed you from class.
* If you come in with improper attire, e.g., no scrubs, wearing nail polish, false lashes etc. You **WILL** leave for the day, and it will count against your absences.
* Instructor(s) always oversee music.
* Instructor(s) oversee the Patient info on white boards.
* **NO** smoking or vaping on premises.
* You are tardy **1 minute** after the start of the class, the door will be locked at **5 minutes**, and if you aren’t here, you are absent.
* If you leave **EARLY**, it is a tardy under 45 minutes, over 45 minutes it will be an absence.
* No side talk in your native language.
* **No foul language!** If you cuss, you will owe the class treats.
* **NO,** the test days cannot be changed, nor will there be make ups.
* All papers must have your name, the date, AND be legible! If I can’t read it, I can’t correct it, and it **WILL** be marked wrong.
* Questions are welcomed **BUT** arguing **will not** be tolerated. You **will** be asked to leave and will take an absence for the day.
* If you do not participate in **TEAMWORK** and pulling your own weight you will be assigned an SSP (Student Success Plan). Once you receive three (3) SSP’s you can be dropped from the program or put on probation. Once a student is on probation there is no more warnings!!

**STUDENT LAB SAFETY & MAINTENANCE POLICY**

**Safety** of self and others is the primary concern in the laboratory setting. To ensure thesafety 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. 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. The door will be locked 5 minutes after the start of class.
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**

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

Sinks will be cleaned.

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 will be present in class every weekend on time (be early, 1 minute is late).
2. You must sign in everyday to be considered present. If you fail to sign in, you will be recorded as absent.
3. 3 Tardies equates to one (1) absence. You cannot be late to work therefore you cannot be late to my Program as we are setting you up for success.
4. You must adhere to the dress code (scrubs, closed toe shoes, no boots, coats etc.)
5. There are weekly assignments due each week. Due dates are provided and will not be changed. Points will be deducted each day it is late (10% daily) but you are REQUIRED to complete every assignment before you can complete the class.
6. The Lab Competencies are located in Canvas. You will be REQUIRED to successfully pass before you can take your final examination.
7. All payments are due by the 2nd week of class per your payment plan.
8. All immunizations are due by the 2nd week of class. If immunizations are received late, it will result in a delay of your scheduled start date of the program. Please note that subsequent start dates are not guaranteed, and you could be placed on a wait list. Please be sure to get these started before you start as some may take months to complete.
9. You must remain professional to all staff members and classmates. If you are instructed to leave, you will be issued an SSP (Student Success Plan). Three SSPs may result in dismissal from Program.
10. During Covid, you are required to complete a daily health attestation and wear a mask.
11. Every Sunday students are to ensure the entire lab is clear from any clutter and ALL sets are sterile and returned to their appropriate location. This includes running any tape, locks, indicators etc.
12. Since we are not a medical facility, please do not throw anything away (indicators, wraps etc.). We reuse everything to manage cost and supplies for recognized medical facilities. Due to current PPE availability limitations, you are to wear your own mask and reuse your same gloves during the course for Decon. Do not throw towels away or reusable gowns, place them in the linen hamper.

**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**

\_\_\_\_ I am aware that my immunizations are due by the 2nd week of class

\_\_\_\_ I am aware that some immunizations can take months to complete

\_\_\_\_ I am aware that if I do not obtain my immunizations on time, it can take a while to place me, and I will be placed at the bottom of a wait list. I will not be placed on time nor complete on time. It could also result in repeating the course with associated fees.

\_\_\_ I realize that all of my assignments, competencies, and final must successfully be completed before I can begin externship

\_\_\_ I realize most sites require a full-time placement and usually have certain shifts available to students. (if you are available during days, there are more options and therefore easier to place)

\_\_\_ I understand availability will fluctuate depending on the site available

\_\_\_ I understand SVSTI will do their best to place me close to my home but acknowledge there is no guarantee

\_\_\_ I understand that I must accept the Site provided to me (if I refuse a site it could result in expulsion)

\_\_\_ I understand and agree to the above statements

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

Morning shift (7am-330pm)

Evening Shift (3pm-1130pm)

Night Shift (11pm-730am) This time slot is very rare and only a select few have available

I live in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)

I work in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City)

Time, I work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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](http://www.svsti.com)

\_\_\_\_ I agree to always 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

to the best of my ability and, upon graduation will demonstrate pride in my career as a medical professional.

\_\_\_\_ I have 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.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_