

SVSTI Sterile Processing

Student Handbook



Volume I
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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

SPD 101 Infection Control & SPD 111 Externship 8 Credits Program Total = 8 Credits
The Sterile Processing Program is approximately 12 weeks long with 300 clock hours of instructional time. Students will be on campus for 6 weeks (60 clock hours) and then placed at a medical facility for externship for 6 weeks (240 clock hours). Students taking SPD for a Surg Tech pre-req are not required to complete externship hours.

Externship

Your externship should be looked at as a 6 week interview process. Every rotation should be treated as if you are applying for a position. Attendance is one of the top ways to prove 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 absence will need to be communicated with the program director and/or clinical coordinator.

Attendance Policy

It is very crucial for every student to attend every class as SVSTI's Sterile Processing Program.

The program is an advanced fast paced course. You are allowed only 2 absences during the 12 week course. Please save these absences for true emergencies as life happens and we never know when we might need them. Any absence will need to be communicated with the program director and/or clinical coordinator.

Class Behavior

Students are expected to come to 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 given a written statement of acceptable behavior and time frame in which to comply. Cell phones are to be turned off during class or placed on silent mode. Please see the instructor if you have a potential emergency situation that may require you to receive a call during class time

Graduation Requirements

- Must receive a minimum of 70% or higher in the program.
- Must complete all requirements with student success.
- 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 and documents turned in signed.
- Must complete all required coursework on the online platform.
- Must complete and pass the final exam with a score of 70% or higher.
- Must obtain to the Attendance Policy, Externship Policy and any other policy signed

Tuition & Fees

Total Sterile Processing TUTION= **\$2750.00+ \$125.00** CBSPD certification exam (only \$2750 will be paid to SVSTI).

There is no charge for the textbook rental however if the student does not return the book in the condition it was received in, they will owe SVSTI \$165.00 for the cost of the book. If a student wishes to purchase a book they may do so on their own. **Starting in 2021 Students will be required to purchase their own textbook prior to the start of class.** This can be found at <https://www.cbspd.net/product/sterile-processing-university-textbook-the-basics-of-sterile-processing-6th-ed/>

Cancellation 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 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. SVSTI shall refund 100 percent of the amount paid for tuition for Surgical Technology Program, less a \$100 registration fee if cancellation is made through attendance before the 1st day of class. Cancellation must be made in a letter 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.

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 Program Director. Most clinical sites require a TITER draw to determine your antibody immunity. If you are no longer immune you must receive the necessary immunization or booster.

Proof of TITERS must be received prior to externship placement.

1. Tetanus / Diphtheria / Whooping Cough (TDaP) - Must present proof of vaccination within 10 years. If no proof – a booster is required

2. Mantoux Test (PPD) – Two-step PPS test is required OR Gold Interferon testing (best option)

a. PPD antigen is injected; students **must have area read 3 days after injection** b. If negative, a second PPD antigen is injected **under the skin 4 days later**

c. If positive, a chest x-ray will be taken. If negative, testing is complete. **DO NOT** have an x-ray until 1 month before externship

3. Measles / Mumps / Rubella – Titer is required, with numerical lab values

- Titer results must be turned into the Program Director
- If no immunity, immunization is required

4. Hepatitis B – Titer is required, with numerical lab values

- Titer results must be turned into the Program Director
- If no immunity, immunization is required

Students Must complete 2 of 3 immunizations in series BEFORE start of externship

5. Varicella (chicken pox) – Titer is required, with numerical lab values

- Titer results must be turned into the Program Director
- If no immunity, immunization is required

6. Physical - a complete pre-work physical **MUST** be completed. This may be a simple note from your Physician releasing you to be in good health for externship

7. CPR – Students **MUST** show proof of current BLS (Healthcare CPR) certification prior to externship (SVSTI WILL provide the CPR course to students)

8. Influenza – Vaccination required **DURING** FLU SEASON

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 fill out the Student Accident paperwork. This paperwork is time sensitive and must be filled out the same day with no exceptions.

Julie Hamrick, Program Director

408-640-2991 (cell)

LAB RULES

- **NO PHONES**- Phones remain in classroom 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 outside the lab until the instructors have dismissed you.
- 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 are not here, you are absent.
- No side talk in your native language.
- **No foul language!** If you cuss, you will owe the class treats.
- 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 3 SSP's you can be dropped from the program or put on Probation. Once on probation there is no more chances.

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.
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 hampers 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 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 can be use during instruction time. If you are seen using your phone one 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.
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.
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

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.

Floors will be swept & mopped

All equipment will be wiped down with disinfectant wipes

Sinks will be cleaned.

Trash will be taken out

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 in class every weekend on time (be early, 1 minute is late).
2. You must sign in everyday or you are not here and will be marked absent.
3. 3 Tardies are an 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. They have a due date and will not be changed. You lose points each day it is late (10% daily) but are REQUIRED to do every assignment before you can finish the class.
6. The Lab Competencies are on Canvas and will be REQUIRED to successfully pass before you can take your final.
7. All payments are due by 2nd week of class per your payment plan.
8. All immunizations are due by 2nd week of class or you will be put at the end of the wait list which can include the following class. 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 asked to leave you will be given an SSP (Student Success Plan) and 3 of those can get you kicked out of the Program.
10. During Covid you are required to complete a daily questionnaire and wear a mask.
11. Every Sunday you are to make sure the entire lab is picked up and ALL sets are up sterile and put back where they go. 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 save cost and supplies for the real medical facilities. PPE is very tight right now, so you are to wear your own mask, reuse your same gloves during the course for Decon. Do not throw towels away or reusable gowns, put them in the linen hamper.

Student Name: _____ Date: _____

Student Signature: _____

SVSTI Staff Member: _____

SPD Externship Policy & Expectations

1. You will be there every day on time (get there early)
2. You will contact Ms. Hamrick & Clinical Site if you are going to miss a day before your shift starts.
3. If you are missing due to illness (during Covid) you are required to go and obtain a negative test 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 week Time Sheet to Canvas each week by Friday 5pm (unless on the night shift, then it is due by Saturday 10am).
6. Each student must have at least one eval at the end of externship (some sites it will be weekly along with time sheets, some will be on 6th week)
7. You are responsible for turning in 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 stay off your cell phone during externship.
10. If you get kicked out of a site for ANY reason or asked to leave you will not be allowed to come back to SVSTI for ANY programs.

Student's Name: _____ Date: _____

Signature: _____

SVSTI Staff Member: _____

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

Student's Name: _____ Date: _____

Student's Signature: _____

SVSTI Faculty Member: _____ Date: _____