Sterile Processing Externship Policy and Expectations

The following are the basic rules for your upcoming Externships. These policies reflect the requirements employers have for paid employees. This means that you are expected to approach your Externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind that your behavior and level of professionalism reflect not only on you but also on SVSTI.

These rules include, but are not limited to:

- **All students are ASSIGNED to a clinical site.** If you refuse a site assignment, your Externship start date could be significantly delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the Sterile Processing Program.
- If you are **dismissed from a site** for ANY reason, it will **result in expulsion** from the Sterile Processing Program.
- First and foremost, you must conform to the **facility's rules, regulations, and policies**. These include the use of PPE (personal protective equipment), adherence to patient confidentiality rules (HIPAA), wearing of ID badges, and any other facility-specific policies and procedures.
- **Adhere to SVSTI's dress codes.** This means you must always present a professional appearance and conduct yourself accordingly.
- **Tardiness is unacceptable**. Allow yourself enough 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 the start of your shift, and (2) notify Julie Hamrick, SVSTI Program Director, by texting (408) 640-2991 prior to the start of your shift**. You are only allowed a total of 2 absences during the entire program. Any student with absences over 2, including tardies, violates SVSTI's Attendance Policy and may result in expulsion from the Sterile Processing Program.
- Every effort will be made to keep Externship sites within a 2-hour commute from Campus; however, this may not always be possible. Students will attend where assigned. **ATTITUDE IS EVERYTHING**. You are a student. You are there to learn. Keep this in mind.
- Students must arrive prior to their scheduled shift to ensure that they are in the department and ready to learn on time every day (arrive early). **ON TIME IS LATE.**
- Students are required to upload their **Weekly Time Sheets, Weekly Professionalism Evaluations, Weeks 3 and 6 (Midway and Final), and Performance Evaluations** to Canvas by Sunday, 11:59 pm each week.

- **Professionalism** is expected during Externship. Take notes, stay active, and refrain from using your cell phone during Externship.
- Students **MUST** complete their Sterile Processing Externship hours (240) within the 6 weeks to graduate.
- If the student fails, they will be required to repeat the entire Sterile Processing Program and will be required to pay a fee of $1,500.00.
- Students are required to submit **ORIGINAL documents**, which include **Weekly Time Sheets, Weekly Professionalism Evaluations, Weeks 3 and 6 (Midway and Final), Performance Evaluations, and the Graduation Satisfaction Survey**, as well as complete the **End-of-Course Survey** by the end of Externship.
- All **ORIGINAL documents** must be completed, **uploaded correctly**, and submitted to the Admissions/Enrollment Office in order to complete the Sterile Processing Program successfully and pick up the diploma.
- If the student is unable to complete their Externship on time (240 hours/6 weeks) due to unusual circumstances, an extension must be requested, and a fee of $1,000.00 will be added to their tuition. If the student wishes to extend their Externship, they must be pre-approved prior to starting Externship.
- When all requirements have been met, students must message Education@svsti.com for an appointment to obtain their Certificate of Completion within 14 days of completion **(or the student will receive an F and not qualify for a diploma).**

_____ (Initial) If you get kicked out of a site for **ANY** reason or asked to leave, you will not be allowed to return to SVSTI for **ANY Program(s)**. I have read, understood, and will abide by the above policy.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____