



Internship Program: Sterile Processing Educator Teaching Assistant

Company Overview:

AsepsisPro is dedicated to workforce development for the community of Sterile Processing professionals. We currently have partnerships with the Wayne Township Adult Education Career Training program for on-site classrooms. We have developed partnerships with several healthcare networks and launched an externship program for our students to gain experience in the real work environment, while enrolled in the program. Currently the hire rate for our students is over 90%. Ultimately, we are positioning ourselves to establish an apprenticeship program for Sterile Processing students and are working to expand our reach across the state.

This teacher assistant internship program has been designed to provide you with competency-based experiential learning opportunities that will help you achieve your future career goals as well as provide our team with local talent that to support our growth. You will receive supervision, training, mentorship, and one on one coaching from the program director, and instructors to ensure that you gain marketable skills for a competitive advantage.

Job Summary and Responsibilities:

Teaching assistants are employed on a temporary contract within an educational institution for teaching-related responsibilities. They assist the professor, lecturer or teacher of the specific course they are in charge of in the preparation of educational content and exams, grading papers and exams and leading review and feedback sessions for the students.

Required Competencies:

Occupational Competencies

- **Provide assistance to Instructor:** Assist the instructor by doing several educational tasks including helping with the preparation of lessons or the grading of students. Support the instructor with academic and scientific research.
- **Curriculum objectives:** Knowledge of the goals identified in curricula and defined learning outcomes.
- **Prepare lesson content:** Prepare content to be taught in accordance with curriculum objectives by drafting exercises, researching up-to-date examples etc.
- **Assess students:** Familiarity with evaluate the students' (academic) progress, achievements, course knowledge and skills through assignments, tests, and examinations. Diagnose their needs

and track their progress, strengths, and weaknesses. Formulate a summative statement of the goals the student achieved.

- **Give constructive feedback:** Provide feedback through both constructive criticism and praise in a respectful, clear, and consistent manner. Highlight achievements as well as mistakes and set up methods of formative assessment to evaluate work.
- **Provide Skill-based Competency Assessments:** Verify competence of students for technical skill-based assessments and practical work-based learning outcomes. Use formal verification methods (i.e., verbal, observed, return demonstration, etc) to assess and document competence of student.

Foundational Competencies

- **Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.
- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Instructing:** Teaching others how to do something.
- **Speaking:** Talking to others to convey information effectively.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Writing:** Communicating effectively in writing as appropriate for the needs of the audience.

Preferred Competencies:

Occupational Competencies

- **Scientific research methodology:** The theoretical methodology used in scientific research involving doing background research, constructing a hypothesis, testing it, analyzing data and concluding the results.

Foundational Competencies

- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination:** Adjusting actions in relation to others' actions.
- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Things You Need To Learn On The Job:

- **Competency Documentation Criteria:** Familiarity with documentation criteria for Sterile Processing department employee competencies and education files.
- **Lesson Planning:** Understand how to structure lesson plans based on curriculum objectives.

- **Addressing Skills Gaps:** Identification of relationships between academic and work-based learning requirements. Ability to assess gaps between on-the-job training and academic performance metrics to improve student/employee competency outcomes.
- **Delivery of Standards-based Education:** Linking current industry standards and scientific evidence-based best practices into educational content development. Interns will gain familiarity with industry guidelines, standards, and regulations related to specific curriculum objectives.

Example Activities:

- Teach instructional courses.
- Evaluate and grade examinations, assignments, or papers, and record grades.
- Lead discussion sections, tutorials, or laboratory sections.
- Develop teaching materials, such as syllabi, visual aids, grading rubrics/answer keys, supplementary notes, or course Web sites.
- Inform students of the procedures for completing and submitting class work, such as lab reports.
- Return assignments to students in accordance with established deadlines.
- Prepare or proctor examinations.
- Tutor or mentor students who need additional instruction.

Required Certifications:

- HSPA CRCST or CBSPD CSPDT certification

Job Details:

- **Skills-based Experiential Learning Internship:** This position is a non-paid internship learning opportunity to gain transferrable skills and work experience required for career progression as a Sterile Processing Educator.
- **Internship Duration:** This internship program is offered with two options. Candidates may apply for a specific semester (i.e., Spring, Summer, or Fall) or choose a project-based model which lasts for 12 consecutive months.
- **Location:** Virtual and hybrid internship opportunities are available for this position. Hybrid opportunities require onsite work in Indianapolis, IN.