MIAMI TECHNICAL INSTITUTE

CATALOG

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Campus Location

14285 SW 42nd Street

Suite 211

Miami, FL 33175

(305) 400-8100

**Website:
www.miamitechnicalinstitute.com**

Table of Contents

Location and Facility

Bird Road Plaza

14285 SW 42nd Street Suite 211

Miami, Florida 33175

(305) 400-8100

The MIAMI TECHNICAL INSTITUTE provides technical training in Allied Health Care Careers. This training consists of Diploma Programs which assist students in enhancing career opportunities, developing independent critical thinking, and improving problem solving abilities.

The MIAMI TECHNICAL INSTITUTE is located on the second floor of a business center. The modern facility occupies approximately 1,200 square feet and offers up-to-date amenities for student comfort. The school contains reception, office, classroom and laboratory areas, and a handicap accessible bathroom. Educational areas contain all necessary equipment for the students to learn and practice the course material. This includes an operating room table, surgical instrumentation, trays and other equipment and expendable supplies as needed. The MIAMI TECHNICAL maintains a wireless network with a guest/visitor's hub for internet connectivity.

Mission and Purpose

MIAMI TECHNICAL INSTITUTE provides technical education and training to traditional and non-traditional students through Diploma programs that assist them in enhancing their career opportunities, thinking independently, critically, and improving problem-solving abilities. The Institute encourages the students to deliver exceptional health care to patients and strives to develop their desire for lifelong and continued education.

THE MIAMI TECHNICAL INSTITUTE believes that it makes an important contribution to the economic growth and social well- being of the metropolitan area it serves. The Institute educates students to help meet the economic needs of the communities in entry-level positions in technical healthcare careers. The uniqueness of MIAMI TECHNICAL INSTITUTE lies in its dedication to provide the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging healthcare occupations.

The following specific aims are integral to the mission of The MIAMI TECHNICAL INSTITUTE:

1- To offer sound, technical and allied health education and training in diplomas programs.

2- To provide in our programs appropriate technical education courses that stimulate and develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.

3- To minimize any disadvantage as a barrier to technical education by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.

4- To attract and retain qualified instructors who are effective in the classroom and are familiar with appropriate contemporary, medical, and/or technical practices.

5- To develop in students a professional attitude and an awareness of career practices through exposure to pragmatic course content and to faculty currently engaged in the healthcare field.

6- To assist graduates in finding positions for which they are educated.

7- Conducts on-going assessment and planning procedures to ensure that the institute's mission is up to date and in full compliance with all current regulatory and certifying agencies.

Disability Guidelines

MIAMI TECHNICAL INSTITUTE is committed to meeting the needs of students that meet the criteria for special assistance. It is MIAMI TECHNICAL INSTITUTE's policy to fully comply with federal and state law, including Section 508 of the Americans with Disabilities Actof1990.

Notification of Disability

In order to allow time to make the reasonable and necessary arrangements prior to the start of classes; applicants must notify MIAMI TECHNICAL INSTITUTE and provide required documentation of their disability no later than six weeks prior to the start of the first term which the student wishes to attend. Notification should be made to the Campus Director.

Approval

MIAMI TECHNICAL INSTITUTE is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 W. Gaines St. Suite 1414

Tallahassee, FL 32399-0400

Toll-free telephone number: (888) 224-6684

Governance:

MIAMI TECHNICAL INSTITUTE is For-Profit Corporation formed and authorized to operate under the laws of the State of Florida. The name and address of the governing body and its members is as follows:

Andres A. Andres - CST/SPD Campus Director

Felix Quevedo MD - Internal Advisory Board

Randy Carmona – Internal Advisory Board

Admissions

Admission Requirements

Applications to MIAMI TECHNICAL INSTITUTE may be obtained at the institution.

MIAMI TECHNICAL INSTITUTE will regularly admit students who have completed a high school diploma or a General Education Development (GED). Students who have completed high school and are 17 years of age will be considered for admission if a parent or legal guardian formally gives the applicant their written permission to apply.

Additionally, all applicants are interviewed to determine their ability to successfully complete the requirements of the program. MIAMI TECHNICAL INSTITUTE does not discriminate on the basis of race, color, religion, age, sex, handicap, marital status, sexual preference, gender identity or expression or national origin. The person responsible for coordinating MIAMI TECHNICAL INSTITUTE's efforts to comply with the above is the Campus Director.

In accordance with the entry registration date, the selection committee for the Surgical Technologist Program must complete its work prior to arrival of the freshman class in January/August of each calendar year. In order to facilitate selection of the incoming new class and its entry registration, an application must be submitted with the deadline of November/June 15, each year. The application process must be completed by December/July each year.

Registration Requirements

Application requirements include satisfactory completion as identified in the 'Admission' specific section of the catalog.

Completion of the application requirements is needed before the applicant file is reviewed by the selection committee. Completion of the application process does not guarantee selection/admission into the program.

An applicant must be a high school graduate or have a General Education Development (GED) prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria. MIAMI TECHNICAL INSTITUTE may limit interviews to the top academically qualified applicants. Not all applicants will be admitted.

Applicants must pass the Wonderlic General Assessment of Educational Needs (GAIN) ® test with a minimum score of 11. It measures English and Math skills in accordance with the Educational Functioning Levels (EFLs) as defined by the U.S. National Reporting System (NRS). This literacy and numeracy test is approved by the U.S. Department of Labor for use in Workforce Investment Act (WIA) out-of-school youth programs and by the U.S. Department of Education for use in the National Reporting System (NRS); funded Adult Basic Education (ABE) programs. Some students may exempt of this test.

Applicants must have a valid Cardiopulmonary Resuscitation (CPR) card. CPR is not required for the Sterile Processing and Distribution Technician Program

Applicants must provide a Health Form from his/her primary physician that includes:

1- PPD (Tuberculosis skin test) less than 12 months before registration date

2- 2 doses of Varicella Vaccine or Titers

3- 2 doses of Measles, Mumps, Rubella (MMR) or Titers

4- A cleared standard 5-panel drug test performed within the month prior to the start of the first class.

5- A cleared criminal background check.

6- Applicants will be scheduled for personal interview with the Program Director based on submission of the above materials and academic ranking. The MIAMI TECHNICAL INSTITUTE may limit interviews to the top academically qualified applicants.

Note: Sterile Processing and Distribution Technician students are exempt from taking the Wonderlic General Assessment of Educational Needs (GAIN) ® test.

Selection Committee

The selection committee consists of the Program Director and Assistant Director of the school. The selection committee reviews each applicant file for admission into the school after the file is completed. Selection for entry is on a competitive basis, as each entering class is limited in number.

Selection Process

The selection process begins with a review of each completed applicant file. Each applicant is ranked according to the information in the applicant's file. The top ranked applicants will be scheduled for a personal interview. After interview the applicants will again be ranked. Selection for entry begins with the highest ranked applicant. The process is continued until the class is filled. Qualified applicants not included in the initial class selection, are placed on an 'Alternates List' in rank order.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space in the class becomes available. Alternate status does not guarantee the applicant a future position in the next entering class or any future class.

Cancellation and Refund Policies

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1 - Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2 - All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3 - Cancellation after the third (3) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $100.00).

4 - Cancellation after attendance has begun up to and including 40% completion of the program, will result in a pro-rata refund computed on the number of hours completed to the total program hours.

5- Cancellation after completing 41% of the program will result in no refund.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from students.

Student Re-admittance

Student re-enrollment is strictly at the discretion of the Campus Director who will consult with the

student regarding past performance, the reason for having left the institution and the feasibility of successful completion of the program. Tuition fees previously paid by the student will be applied and the student will need to re-establish eligibility for a financial plan if re-enrollment permission is granted.

Leave of Absence

MIAMI TECHNICAL INSTITUTE`s policy permits a leave of absence ONLY under extenuating circumstances. A student who requests an official leave of absence must do so in writing. The granting of the leave is at the discretion of the Campus Director.

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the 'Applicant', 'Admission' and 'School Specific' sections of the catalog. Selected applicants will qualify for entry and registration for courses through fulfillment of all entry requirements.

Program Length/Academic Year

The Surgical Technologist program at MIAMI TECHNICAL INSTITUTE offers five terms (5) of Online, Lab and Practicum education. Terms I through III of online education covers a total of 460 clock hours. In this program the students have 20 hours of online education per week. Terms IV and V cover a total of 160 lab hours and 400 practicum hours. New students can enter the program at two different days of the calendar according to the Registration Program Calendar. The institution operates on the clock hour system. One clock hour equals 50 minutes of directed, supervised instruction and appropriated breaks". See 'Admissions' section for exact starting dates.

THE PROGRAMS ARE OFFERED IN ENGLISH. In the near future, the Sterile Processing and Distribution Program will be offered also in Spanish.

"COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED."

Transfer Hours

Due to the short duration of the programs offered at MIAMI TECHNICAL INSTITUTE, it is imperative that all courses be offered fully and in a logical sequence. OR Learning Institute may accept credits for courses taken at other institutions. An official Transcript from the previous institution is needed at the initial interview. The transferability of credit earned at MIAMI TECHNICAL INSTITUTE is at the discretion of the accepting institution. OR Learning Institute will provide a student Transcript with the official records.

School Closing for Inclement Weather/Emergencies

MIAMI TECHNICAL INSTITUTE will update the school phone greeting to inform students, staff and faculty regarding any school closing. In order to find out if the school is open, please call the school and listen to the current message. The telephone number is (305) 400-8100.

Student Services/ Advisement

The faculty and staff of MIAMI TECHNICAL INSTITUTE are available to assist students in the achievement of their educational and career goals. If a student requires academic advisement, they should contact their instructor or program director to arrange for a session. During the first week of class, students will receive email addresses for faculty members. Advisement hours are posted on the school information bulletin boards as well as online.

Tutoring

A student experiencing academic difficulties in a particular subject can arrange for extra help. Tutorial hours are posted on the school information bulletin boards as well as online. Students should contact their instructor to make arrangement for the online tutoring service or in person at the MIAMI TECHNICAL INSTITUTE campus.

Career Services

MIAMI TECHNICAL INSTITUTE does not guarantee job placement; however, every effort is made to help all students' secure gainful employment. Students are encouraged to communicate with the Administrative Assistant, Mercy Andres at mercyandres@miamitechnicalinstitute.com or call (305) 400-8100.

Academic Programs

Upon successful completion of his/her program the student will receive a Diploma for Surgical Technologist or Sterile Processing and Distribution Technician.

Certification Requirements

Certification is not mandatory in Florida but all Surgical Technologists students who graduate from this program will be allowed to take the 'Technician in Surgery' offered by The National Center for Competency Testing. The National Center for Competency Testing is an independent certification organization that has tested more than 380,000 individuals throughout the United States since 1989 for competency in the following roles: Medical Assistant, Phlebotomy Technician, Insurance and Coding Specialist, Medical Office Assistant, Patient Care Technician, Electrocardiogram (EKG) Technician, Technician in Surgery, and Certified Postsecondary Instructor. For additional information, please visit: The National Center for Competency Testing - Technician in Surgery information. OR Learning Institute is a testing center at this time.

The Sterile Processing and Distribution Technician students will be eligible to take the certification test offered by the Certification Board for Sterile Processing and Distribution (CBSPD) organization after graduating from the MIAMI TECHNICAL INSTITUTE's Sterile Processing and Distribution Technician Program. Certification is not a requirement for employment but an option the students have to increase employability.

Summary of Programs Online Delivery

The MIAMI TECHNICAL INSTITUTE online delivery system is based on our website located at: www.miamitechnicalinstitute.com. It is hosted by Inmotion Hosting Company located at: 6100 Center Drive. Suite 1190

Los Angeles, CA 90045 (888) 321-4678

Inmotion Hosting website address is: http://www.inmotionhosting.com

Inmotion Hosting is considered one of the best hosting companies in the country. MIAMI TECHNICAL INSTITUTE's websites use Joomla Open Source Software which is an excellent platform for business of different types and Moodle Learning Management System. Moodle and Joomla's software provides plug-ins for our faculty and students to interact in real time. Our teaching platform is considered a synchronous one.

Orientation

Prior to the first day of class and after registration; MIAMI TECHNICAL INSTITUTE faculty will provide an Orientation Class in which students will receive their credentials to access the Surgical Technologist or Sterile Processing and Distribution Programs websites. All general information will be discussed between the students and faculty.

Technology Requirements

Computers: As a general guideline student should have at least the following computer specifications: Pentium III CPU, Windows 2000 or XP, and 512 MB RAM. MAC: As a general guideline student should have at least the following computer specifications: MAC G4 processor, MAC OS X, and 512 MBRAM.

Software: Microsoft Office (including Word, Excel, PowerPoint, Access and Outlook), Antivirus Software, Adobe Acrobat Professional

Browser: Internet Explorer (preferred) courses offered online are best-viewed using Microsoft Internet Explorer v5.5/6.0, 7.0 (PC), Safari 1.0 (MAC), or Firefox.

Attention Mac Users: While you can use Safari 2.0 to view classes, some animation pieces may not be available with Safari 2.0 and we highly recommend using Firefox or Internet Explorer to view your class material using a Mac computer.

URL: http://www.miamitechnicalinstitute.com

Course Availability

In its scheduling of courses, the MIAMI TECHNICAL INSTITUTE's primary responsibility is to those students who remain continuously enrolled in pursuit of their first credential. Students who are returning from withdrawals or dismissals, are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

Course Delivery

The MIAMI TECHNICAL INSTITUTE offers courses using hybrid delivery modes. A student can be enrolled and admitted to a class using a blended learning mode where at least fifty percent (50%) of the course is on campus and the remaining fifty percent (50%) is delivered online. Some courses are completely online.

The delivery method of the online learning content for this course supports the educational learning objectives or outcomes for the program objectives and the credentials awarded. Grading will be done on a point system. Points are assigned for each criterion previously established for the purpose of evaluating each assignment. Each graded assignment, project, quiz, exam, and discussion question criterion is assigned a point value, which is reflective of the quality of the contribution. In most instances there will be at least two or more, distinct criteria specified for evaluation and grading of the student's work. Students will receive weekly progress and grade reports. Successful learning requires active participation by the students while in the class. In the online learning environment this is achieved through students posting notes and responding to the notes of others that may relate to the lecture and assigned readings; answering and responding to others' answers of assigned discussion questions and case studies. Specific assignments like written reports, multiple choice quizzes, true or false questions, descriptions, reports and participation in forums of interest are part of the courses. A "response" may be a question about another's work; an agreement with or challenge to the point of view expressed, supported by a reference

to the text or lecture or personal experience (not mere opinion); citation of a reference relevant to the topic; a critique of someone's work, etc.

Students are required to read all the notes from the instructor and fellow students, for this is what constitutes the course of study. The quantity and quality of the student's participation will be graded. Students are strongly encouraged to participate throughout the week and weekends.

Everyone's comments are important. The diversity of experience among members of the class will enhance learning. All students will be treated equitably within the classroom. The classroom shall be a place of expression and discussion.

All communication must be respectful. Inappropriate language will not be tolerated. The instructor will determine what is inappropriate. Students not treating instructors and peers with respect are subject to discipline or dismissal from the online learning platform for this course.

Online Classes Technical Support

MIAMI TECHNICAL INSTITUTE provides Technical Support to the students for each available online course. Students will have access to a Technical Support Chat to receive guidance in how to solve any technical situation that may arise. All technical issues should be taken care of on a daily basis during business hours.

Learning Resources and Services

The MIAMI TECHNICAL INSTITUTE maintains an online library and book store for curriculum-related resources. This service is provided by Elsevier Publishing Company. Elsevier Publishing Company is one of the leading providers of science and health information as well as educational material. Academic and professional periodicals, and audio-visual resources are available to the students and faculty. Students are

encouraged to use resources at local libraries. Internet access is available for research using the school computers as well as the internal wi-fi network. Students are oriented to the Elsevier Bookstore early in the curriculum. The student will buy a perpetual license for the books that are part of the curriculum. These books can be accessed by using computers, tablets, smart-phones or similar devices. The faculty will give assignments that require the use of the online books. Students are encouraged to become familiar with the available resources as early as possible. Elsevier Publishing Company also has additional books for students' recreational reading.

Surgical Technology Program

Surgical Technologist Information 1020 Clock Hours.

The school strives to prepare graduates to demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on perioperative knowledge, communication skills, and interpersonal relationships in the Operating Room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with compassion. The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. As a scrub Surgical Technologist, the individual understands the procedure being performed and anticipates the needs of the surgeon and utilizes the equipment necessary during the surgical procedure. As a circulating Surgical Technologist, the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. As a second assisting Surgical Technologist the individual assists the surgeon or first

assistant during the operation. Education includes classroom and clinical learning experiences which will assure the acquisition of knowledge and skills necessary to provide quality perioperative care. The Operating Room faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the Surgical Technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

This program meets the Department of Health Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) education requirements. Upon completion of this program, the

instructor will provide a certificate to the student verifying that the Health Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) requirements have been met.

MHT 1401	Mastering Healthcare Terminology	80 Hours
AP 1402	Anatomy and Physiology	180 Hours
ST 1403	Principles & Practices of Surgical Technology	200 Hours
ST 1404	Surgical Techniques Lab 1	80 Hours
ST 1405	Surgical Techniques Lab II	80 Hours
ST 1406	Surgical Techniques Practicum I	200 Hours
ST 1407	Surgical Techniques Practicum II	200 Hours

Course Numbering System Guide: ST means Surgical Technology, 1403 stands for the name of the course, Principles and Practices of Surgical Technology, the last two digits (03) are the actual chronological order (the third) of that course in the program. MHT means Medical Healthcare Terminology which is the first class of the program. AP 1402 identify Anatomy and Physiology as the second class of the program. SPD stands for Sterile Processing and Distribution Program and its classes are identified using the same method.

Surgical Technologist Course Description

MHT 1401

Mastering Health Care Terminology

Concentration on the fundamentals of medical terminology; prefix, suffix, word roots, combining forms and abbreviations according to the different systems of organs of the human body and Anatomy, Physiology, Pathology, Diagnostics Procedures and Therapeutic Interventions terminology. The course includes the following number of contact hours:

 Theory - 80 contact hours.

AP 1402

Anatomy and Physiology

This course is designed to provide students entering the field of surgical technology with a basic

understanding of anatomy and physiology. Anatomy is taught from the perspective of topographic or surgical anatomy and topics covered will include

organization of the human body, basic chemical concepts, the cell, tissues, glands and membranes, skin, bones and joints, muscles, coordination and control, sense organs, the circulatory system, the lymphatic system, respiration, digestion, the urinary system and reproduction. The course includes the following number of contact hours:

Theory - 180 contact hours.

ST 1403

Principles and Practices of Surgical Technology

The course is designed for the beginning student. Course content includes: orientation to Surgical Technology, sterile technique, basic instrumentation, creation and maintenance of the sterile field, legal, ethical, and moral aspects related to the perioperative patient, hazards in the operating room, handling of surgical specimens and patient property, operating room records, required counts, professional behavior, organizational structure and professional roles. The perioperative preparation of the surgical patient includes assessment, patient safety, surgical positioning, and fundamentals of perioperative care and didactic instruction of surgical procedures. Introduction to Microbiology. Topics covered include: historical background, cellular structure, fluid movement, microorganisms, immunology, and hypersensitivity, process of infection and inflammatory processes.

The course includes the following number of contact hours: Theory- 200 contact hours.

ST 1404

Surgical Techniques Lab I

The Fundamental techniques of perioperative patient care. This laboratory provides the student with individual instruction and practice of operating room techniques prior to the clinical experience. The course includes the following number of contact hours: Skills Laboratory 80 hours.

ST 1405

Surgical Techniques Lab II

The course builds on the knowledge base and skills gained in ST 1404 Course content includes: pharmacological aspects of perioperative care, interpersonal relationships and communications with the surgical team, advanced levels of perioperative care, pathophysiology, and advanced surgical procedures for each surgical specialty.

The course includes the following number of contact hours: Skills Laboratory – 80 contact hours.

ST 1406

Surgical Techniques Practicum I

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room.
The course includes the following number of contact hours: 200 contact hours

ST 1407

Surgical Techniques Practicum II

This internship provides the opportunity for the student to assimilate all the knowledge and skills learned throughout the program and incorporate them into the clinical setting. The supervised clinical allows the student to work directly with a preceptor to function as an independent member of the surgical team. The course includes the following number of contact hours: 200 contact hours.

By the completion of ST 1407, the student must have logged 120 cases, 80 of which must be first scrub role.

Surgical Technologist Program Totals

Total Number of Courses:	07
Contact Hours (Theory Hours):	460
Contact Hours (Lab Hours)	160
Contact Hours (Clinical/Practicum Hours):	400
Total Contact Hours:	1020

Tuition and Fees

The tuition for the Surgical Technologist Program is $6,000.00. All programs have a $100 non-refundable Fee. Textbooks, online courses fees and uniforms costs are not included in the tuition. MIAMI TECHNICAL INSTITUTE is a new vocational training school in Miami, Florida. In order to facilitate the tuition payments by the students, the school offers a payment installation plan for that purpose. Payment arrangement can be made during the registration process.

Cost of books and online courses

1 - Book Mastering Healthcare Terminology by Betsy J Shiland. 6th Edition
6th Edition e-book: ISBN: 9780323495813. Cost: 68.00
6th Edition Hardcover book: ISBN: 9780323596015. Cost: 84.00

Course ID: 14015_aandres11_1001. Cost.56.96

2 - Book Structure & Function of the Body by Patton and Thibodeau. 15th Edition
ISBN 9780323357258. Cost. 56.76
Course ID: 155628_aandres11_1001. Cost. Free

3 - Book Surgical Technology Principles and Practices by Fuller 7th Edition
ISBN: 9780323394734. Cost. 124.00
Course ID: 21222_aandres11_1001. Cost. Free
Workbook ISBN 9780323354172. Cost 39.36

Sterile Processing and Distribution Technician Program 260 hrs.

The Sterile Processing and Distribution Technician decontaminates, inspects, assembles, and sterilizes instruments and surgical trays. The technician also manages inventory control, order and supplies, inspects, maintains, delivers and retrieves equipment and instruments for the surgery suite, emergency room and intensive care units, thus ensuring the efficient management storage and maintenance of medical devices. Physicians' offices, clinics, surgical centers, and hospitals are just some of the organizations in which Sterile Processing Technicians are providing services.

THE MIAMI TECHNICAL INSTITUTE Sterile Processing and Distribution Technician Program combines online and traditional classes. This program prepares the graduates for eligibility to test for the certification provided by the Certification Board for Sterile Processing and Distribution Program (CBSPD). In addition, MIAMI TECHNICAL INSTITUTE has an affiliation with local hospitals for clinical training.

The Sterile Processing and Distribution Technician Program is offered in two terms

SPD 1401 -	Roles and Responsibilities	5 hrs.
SPD 1402 -	Anatomy and Physiology	5 hrs.
SPD 1403 -	Microbiology	5 hrs.
SPD 1404 –	Infection Control	5hrs.
SPD 1405 -	Decontamination	20hrs.
SPD 1406 -	Processing Patient Care Equipment	5hrs.
SPD 1407 -	Preparation, Packaging and Instrumentation	20 hrs.
SPD 1408 -	Sterilization	20 hrs.
SPD 1409 –	Sterile Storage	5 hrs.
SPD 1410 -	Inventory Control and Distribution	5 hrs.
SPD 1411 -	Medical Terminology	5 hrs.
SPD 1412 -	Clinical Practicum	160 hrs.
Total		260 hrs.

Sterile Processing and Distribution Technician Course Description

SPD 1401

Roles and Responsibilities

It describes the various functions of the Sterile Processing and Distribution Technician within an organizational structure. Identify the health and safety regulations to apply to the processing of medical instrumentation and devices according to the standards of practice. Theory 5 hrs.

SPD 1402

Anatomy and Physiology

This is a simple course for the students to understand how Anatomy and Physiology relate to the work performed in the Sterile Processing and Distribution Program. Theory 5 hrs.

SPD 1403

Microbiology

At the end of this course the students will be able to understand the basic factors in disease transmission and how microorganisms impact our lives as well as the natural body defense mechanisms. Theory 5 hrs.

SPD 1404

Infection Control

Provides the knowledge about the principles and practices related to standard precautions in the health care and disease transmission. Theory 5 hrs.

SPD 1405

Decontamination

After the completion of this course the students will have a thorough understanding of the specific functions performed in the decontamination area of the Sterile Processing Department, the specific cleaning methods and equipment used in the reprocessing of different categories of medical devices, and how the required dress code/Personal Protection Equipment (PPE) relates to the Occupational Safety and Health Administration (OSHA) regulations. Theory 20 hrs.

SPD 1406

Processing Patient Care Equipment

This course is designed to identify the various types of movable patient care equipment and to make the students understand the methods of cleaning and delivery of these devices to the Patient Units. Theory 5 hrs.

SPD 1407

Preparation, Packaging and Instrumentation

This course covers the fundamental techniques of surgical instrumentation and trays preparation according to the specific procedures and specialties. Instrument identification and wrapping methods. Theory 20 hrs.

SPD 1408

Sterilization

This course builds up on courses 1405 and 1407 to provide a thorough knowledge of different sterilization methods parameters and equipment used in modern healthcare facilities. It also covers the documentation and process for a recall and the regulations from different government organizations like Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) pertaining to the process of sterilization. Theory 20 hrs.

SPD 1409

Sterile Storage

This course builds up on 1408 as it further details sterility maintenance of instruments and trays in the Sterile Storage area of the Sterile Processing Department. Students will learn cleaning protocols, stock rotation and the correct handling/care techniques that are important in extending the items "shelf live" Theory 5 hrs.

SPD 1410

Inventory Control and Distribution

This course covers the final cycle of the sterilization process which is the inventory and distribution of supplies and devices within the facility. It educates the students on different methods of inventory control, stock distribution and patient charge mechanisms. Theory 5 hrs.

SPD 1411

Medical Terminology

The Terminology course is intended to familiarize the students with the medical language that is used at the Sterile Processing Department. This builds up in almost all of the previous courses to increase the communication standards at the health care facility. Theory 5 hours.

SPD 1412

Clinical Practicum

This "hands-on" training practicum provides the student with individual instruction and practice at a real Sterile Processing and Distribution Department. The students will have the opportunity to work under the direct supervision of a certified Sterile Processing and Distribution Technician.

The course includes the following number of contact hours. Clinical Practicum 160 hours.

Sterile Processing and Distribution Program Totals. Tuition and Fees

Clock Hour	100
Practicum Hours	160
Total	260

The tuition for the Sterile Processing and Distribution Technician Program is $ 850.00.00. A $100.00 non-refundable fee is due at registration.

Cost of Book: The Basic of Sterile Processing Textbook. 6th Edition. By N. Chobin. K. Swanson. C. Evans. $125.00. Publisher: CBSPD. Inc. ISBN 9788884545220

Grading

A Cumulative Grade Point Average (CGPA) of 2.00 is required for the issuance of a Diploma. A grade report is issued at the end of each Term for evaluation and counseling purposes. Any student receiving an incomplete (I) which requires documentation of extenuating circumstances will be required to attend a mandatory counseling session with their Instructor and will have a two-week period from the end of the Term to complete the coursework from the course in which they received an Incomplete. All students failing to complete their coursework within this two-week period will have their grade automatically changed to an F.

Academic Probation

Any student receiving an F will be placed on probation, and will be required to attend a mandatory counseling session with the Instructor, he/she will be required to retake the course during the next Term. If a passing grade for the course is not achieved at the end of the next Term, the student will be dismissed from the institution.

Attendance/Assessment of Substantive Interaction

Attendance and Assessment of Substantive Interaction is reviewed weekly by the institution to ensure compliance with this regulation. Students who miss more than 20% of their scheduled program will be placed on academic probation and may be dismissed. Students placed on academic probation due to attendance will have to bring their attendance level above the 80% threshold. Students who fail to rise above the 80% threshold at the end of the probation period will be dismissed.

Cumulative Grade Point Average

Grade Point Average (GPA) is evaluated at the end of each Term. Any student whose Grade Point Average (GPA) falls below a Cumulative Grade Point Average (CGPA) of 2.0 will be placed on academic probation and may be dismissed. Students who fail to rise above the 2.0 Cumulative Grade Point Average (CGPA) thresholds at the end of the probation period will be dismissed. Students will be placed

on academic probation for one term only.

Grading Scale

Grades are assigned by course instructors according to the individual course requirements as detailed in the course syllabus. A marking period grade average is determined by adding the numerical equivalent of all grades received during that marking period and dividing the total numerical value by the number of courses taken. A Cumulative Grade Point Average is determined by adding the numerical equivalent of all grades received from all courses attempted while enrolled in the school and dividing the total numerical value by the total number of courses attempted. Transcripts are issued to graduates who have met all institutional requirements. Each term students must demonstrate their commitment to completing their program by earning passing grades in applicable courses in accordance with the following table:

Grading Chart

GPA	Grade	Numerical Equivalent in %
4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	Below 60

All students will be notified of any changes in the school policies. Students must receive a grade of C in each of the tests in the program and on internship. If they fail an exam, they are permitted to retake the Term exam once in an effort to receive a passing grade. Failure to do so will result in dismissal from the institution. A subsequent passing grade on a Term exam will replace the original grade.

Attendance, Assessment of Substantive Interaction & Make-Up Hours.

This Institution is preparing students for employment. Employers will not tolerate excessive absence, and being present and prepared is critical for academic and professional success. Attendance will be taken within the first 15 minutes of period 1 and within the first 10 minutes of all other periods of class. Only students present during this time will be marked Present. All others will be marked absent.

Make-Up Hours & Late Work Policy

Students who have missing work should complete their missing work within 2 weeks from the end of the week in which work was missed. Students should contact their instructor for instructions on making up hours or assignments/assessments.
Lab work completed after the original class session or deadline will be subject to an automatic reduction in the grade for the assignment(s) according to the following scale:
1- Within one week – 25% reduction in lab-work grade.
2- Within two weeks – 50% reduction in lab- work grade.

Assignments or assessments completed after the original class session or deadline will be subject to an automatic reduction in the grade for the assignment(s) according to the following scale:

1- Completion within 3 days after the end of the unit in which the assignment was missed automatic 15% reduction in assignment grade.

2- Completion within 7 days after the end of the unit in which the assignment was missed automatic 25% reduction in assignment grade.

3- Completion within 2 weeks after the end of the unit in which the assignment was missed automatic 50% reduction in assignment grade.

All make-up work must be completed within 2 weeks, or prior to the completion of the Term, whichever comes first. Any work not completed by this time frame will receive a zero. An Incomplete (I) grade may be granted by the instructor in extenuating circumstances, provided documentation of the extenuating circumstances is provided by the learner. Incomplete (I) grades may never exceed a two-week period after the end of the regularly scheduled module dates.

Code of Conduct & Academic Honesty

The foundation of any educational experience is an open and respectful learning environment. While different views and opinions will be valued and challenged during your studies, online (written) and live (verbal) interactions in and regarding your online course must always meet the standards of the MIAMI TECHNICAL INSTITUTE`S Code of Conduct and the Academic Honesty Policy. Students are expected to act respectfully and professionally at all times. Failure to meet either of these standards may result in lowered grades, being placed on academic probation, and possibly dismissal from the program.

MIAMI TECHNICAL INSTITUTE students are held to standards of conduct that exceed those usually expected of students, as students represent the health care field and must gain respect from the general public. From the first day of the program, students will be expected to dress, behave, and be prepared for each day just as if they were already working in a health care setting. Students are required to demonstrate not only clinical competency, including reasonable skill and safe practices, but also professional, ethical behavior in the presence and care of patients, doctors, instructors, staff, and peers.

Unprofessional behavior includes any behavior that is disruptive or disrespectful and is inconsistent with professional standards and inappropriate for students aspiring to a career in health care. Such behavior will not be tolerated.

Unprofessional behavior for all learners includes, but is not limited to the following

Disrespectful, disruptive and inattentive behavior or actions, such as talking, whispering, exhibiting disrespectful body language, or distracting other students during presentations or class sessions.

 Confrontational, argumentative, or disrespectful discussions, actions, or body language used in the presence of school staff, instructors, or those you interact with during course activities or during your internship such as patients, doctors, nurses, and staff, or peers.

Professional conduct includes academic honesty while in the program. Cheating on academic tests and plagiarism on reports or documents are not tolerated. Use of threats or threatening language towards another constitutes ground for immediate dismissal.

Unprofessional behavior for learners in an on-ground classroom

1- Use of cell phones or any other handheld music or communication devices during class or labs, other than in an emergency or during breaks.

2- Sleeping in class sessions or student laboratory activities.

3- Use of computers for activities unrelated to the program or course

requirements. 4- Inappropriate dress as defined by the Dress Code.

5- Use of abusive or obscene language while on the MIAMI TECHNICAL INSTITUTE campus or internship sites.

6- Disclosure of any confidential patient information to any unauthorized person, including family, friends, or the public during internship.

7- Failure to follow universal safety precautions.

8- Any use of physical force or violence constitutes ground for immediate dismissal.

Unprofessional behavior for learners in an online classroom

1- The use of abusive or obscene language.

2- The posting of inappropriate materials (images, articles, etc.) or materials unrelated to the course subject matter.

3- Disrespectful, off-topic, or excessive threaded discussion postings.

4- Use of MIAMI TECHNICAL INSTITUTE email for activities outside of coursework. Giving out your login credentials or allowing others to view or access your email or online classroom.

Consequences of Unprofessional Conduct

If a student is exhibiting any form of unprofessional behavior as defined above, he or she may be asked to stop the behavior and/or asked to leave the classroom, laboratory and MIAMI TECHNICAL INSTITUTE campus. Students who are dismissed from class may be given failing grades for specific work, or the course, and may be suspended or expelled from the MIAMI TECHNICAL INSTITUTE.

An instructor will present written documentation of the behavior, ask that it be signed by the student, and a conference with the student's instructor/campus director will follow. This written warning will become a part of the student's permanent record. Depending on the seriousness of the violation, an incidence of unprofessional behavior may result in the student being placed on probation, or the student may be dismissed from the program. If, after one documented incident of unprofessional behavior, the student continues to display unprofessional behavior, further documentation will be developed and a second counseling session with the campus director will follow. Depending on the seriousness of the violations, two or more incidences of unprofessional behavior may result in the student being placed on probation, or the student may be dismissed from the program. A student who is dismissed from the program for unprofessional conduct is not eligible for re-admittance into the program at any time.

Other items that students at MIAMI TECHNICAL INSTITUTE agree are as follows:

1- I will arrive at all school-related activities dressed appropriately, adhering to the dress code for any specific program.

2- I will arrive before classes/sessions start and be seated quietly when class starts.

3- I will have my readings, projects, and other assignments completed in preparation for class.

4- I will ask questions and/or share my thoughts of disagreement calmly and with respect for my instructors, staff and peers.

5- I will not eat, drink, or smoke within the school.

6- In an effort to avoid transmission of communicable diseases, I will follow the instruction received in the program in the use of universal precautions before clinical experiences requiring direct contact. Universal precautions must be followed at all times and failure to adhere to these precautions may result in failure of a course and/or dismissal from the program.

7- Students must treat all patients, visitors, hospital employees, physicians, and peers with respect, regardless of race, color, religion, age, sex, physical handicap, marital status, sexual preference, gender identity or expression or national origin.

8- In addition to counseling and disciplinary actions, students may receive academic consequences for tardiness, lack of preparedness, etc. as detailed in their course syllabi and the MIAMI TECHNICAL INSTITUTE Catalog.

Academic Honesty

Academic integrity is the foundation of the learning community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand the following information: Academic dishonesty includes but is not limited to:

Plagiarism – this occurs when a writer represents another person's words or ideas as his/her own. Plagiarism can be unintentional, but it is the student's responsibility to review this definition to avoid plagiarizing other's work. Plagiarism occurs when writers fail to enclose direct quotations (of other's written or oral works) in quotation marks; failure to include citations in your writing (or as footnotes); and/or failure to furnish a reference or cited works list to accompany your writing. Check your syllabus to review the standard documentation system that your instructor requires for the course.

Cheating – this occurs when the integrity of an activity or examination is compromised through dishonesty or deceit. Cheating includes unsanctioned student collaboration or the use of unsanctioned resources or materials to complete your work. Cheating also includes exchanging information with others about examinations, quizzes, or other class activities that are designed to be completed independently.

Misrepresentation - involves providing false information in an academic assignment, furnishing false or misleading information to instructors or other MIAMI TECHNICAL INSTITUTE personnel, or presenting misleading or fabricated data as valid.

Process- In the event of alleged academic dishonesty, the instructor will report the matter and provide documentation to the Primary Instructor who will then investigate the charge. Students who engage in academic dishonesty are subject to a range of disciplinary actions, from a failing grade on the assignment or activity in question to expulsion from the MIAMI TECHNICAL INSTITUTE.

Student Rights and Grievance Procedure

Any student who desires to file a grievance about any action, employee or student of the school must follow the procedure outlined below:

The aggrieved student should first bring academic matters to the attention of his/her instructor, and for any non-academic matters, the student should contact the Campus Director. For academic matters, if the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the student's Administrative Assistant.

For academic matters, if the matter still remains unresolved at this point, the student may then bring it to the attention of the Program Director. If the matter cannot be resolved by the Program Director for academic matters, the student may appeal to the Campus Director, 14285 SW 44 St. Suite 211 Miami, FL. 33175. After a student, has exhausted all means listed above and the matter remains unresolved, he/ she may seek assistance through the Florida Department of Education. (See procedure below)

Commission for Independent Education

325 West Gaines Street Suite 1414

Tallahassee, FL 32399-0400

Toll-free telephone number: (888) 224-6684. Attention: Commission for Independent Education

Where can students file a complaint, or get additional information?

Florida Department of Education

Department 325 West Gaines

Street, Suite 514

Tallahassee, FL 32399-0400

Toll-free telephone number: (850) 245-0505

School Policy

MIAMI TECHNICAL INSTITUTE reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment, with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments.

MIAMI TECHNICAL INSTITUTE is an equal opportunity educational institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, gender identity or expression or national origin in administration of its admissions policies, administrative policies and grant programs and other school administered programs. OR Learning Institute will notify students through a catalog addendum of any policy changes.

Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided In the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog. The policies and procedures listed in this catalog are not exhaustive in detail or inclusive of all forms that a student may be asked to agree to during their academic program with the MIAMI TECHNICAL INSTITUTE

Administration and Faculty

Faculty Members

Andres Andres, CST. Surgical Technology/Sterile Processing and Distribution Technician Program Instructor.

Andres Giraldo, CST. Assistant Director/Surgical Technology Instructor/ Sterile Processing and Distribution

Program Instructor.

Hugo Minaya: CST. Surgical Technology/Sterile Processing and Distribution Instructor. All instructors are

certified by The National Board of Surgical Technology and Surgical Assisting (NBSTSA) or the National

Center for Competency Testing (NCCT)

Administration

Andres Andres, School Director. CST. Lindsey Hopkins Technical College

Mercy Andres, Administrative Assistant, Admissions and Placement. Southwest Senior High

Holidays

Martin Luther King, Jr

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

School Flor Plan

Admission and Certification requirements, the consumer law (Fair Consumer Practices Statues and Rules6E-1.0032), requires that all prospective students to meet admission requirements before being admitted to any program offered at MIAMI TECHNICAL INSTITUTE. Students must meet a minimum age, Diploma of High School, General Education Development (GED), or equivalent, a current certificate of good health form from a doctor, a Cardiopulmonary Resuscitation (CPR)* and a background check.
*CPR not required for the Sterile Processing and Distribution Technician Program.

All signers have received and read a copy of the binding document and catalog.

I,_____in full use of my mental faculties and on my own behalf have received, read and fully understand and accept the terms and conditions posted in:

1- MIAMI TECHNICAL INSTITUTE INSTITUTE'S Catalog

2- Admission Requirements Form

Signature:_____Date: / / _____

Parent/Guardian Signature: Date:_____/_____/_____

Revised: 1/29/2019

MIAMI TECHNICAL INSTITUTE

Andres A Andres	Director of the Corporation
Felix Gonzalez Quevedo	Vice-President. Advisory Board Member
Randy Carmona	Vice-President. Advisory Board Member

Faculty (Full-time)

Andres A Andres	CST Lindsey Hopkins Technical College
Andres Giraldo	CST OR Learning Institute. Miami Dade College
Hugo Minaya	CST National School of Technology

Administration

Andres A Andres	Campus Director. Program Director
Andres Giraldo	Assistant Director
Mercy Andres	Director's Assistant. Career Services Assistant. Registrar

SURGICAL TECHNOLOGIST PROGRAM

START DATE	ANTICIPATING GRADUATION DATES
09/01/18	10/01/19
06/11/18	07/01/19

Note: These two programs enrollment and registration periods are open all year.

STERILE PROCESSING AND DISTRIBUTION TECHNICIAN

START DATE	ANTICIPATING GRADUATION DATES	START DATE	ANTICIPATING GRADUATION DATE
01/01/18	04/01/18	05/01/18	08/01/18
02/01/18	05/01/18	06/01/18	09/01/18
03/01/18	06/01/18	07/01/18	10/01/18
04/01/18	07/01/18	08/01/18	11/01/18