

Welcome

Welcome to the Surgical Processing Technician Program!

Overview**Surgical Processing Technician Program Goals and Objectives**

It is a pleasure to welcome you to Berkeley College. We are glad that you have chosen us to assist you in attaining your educational goals. Everyone at the College wishes you an enjoyable and productive academic year.

Academic Policies

This *Surgical Processing Technician Student Handbook Supplement* is intended to clarify policies and procedures specific to the Surgical Processing Technician program. These policies supersede any conflicting statements made by faculty, administrators, the general Berkeley College Student Handbook, and the College Catalog. This *Surgical Processing Technician Student Handbook Supplement* is updated regularly. You are urged to provide us with recommendations and suggestions for future revisions by communicating your ideas to Student Development and Campus Life.

Student Rights and Responsibilities

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Once again, let me extend my sincerest welcome from the entire Berkeley College community. We look forward to assisting you in reaching your goals!

2013 Student Handbook

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Department Chair, Surgical Processing Technician Program

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The policies and procedures outlined in this Student Handbook Supplement are specific to the Surgical Processing Technician program. These program-specific policies and procedures supersede any conflicting statements made by faculty, administrators, the general Berkeley College Student Handbook, and the College Catalog. Students should refer to the College Catalog and the general Berkeley College Student Handbook for all other College policies.

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Surgical Processing Technician Program Goals and Objectives

The goal of the Surgical Processing Technician program is to prepare competent entry-level surgical processing technicians with the knowledge and skills required to work in a Central Supply/Sterile Processing Department of a healthcare facility.

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Knowledge:

- To provide students with a background in the basic sciences and a mastery of decontamination and sterilization processes.
- To educate students regarding the ethical, legal, and professional principles of surgical processing and the scope of their practice as a patient advocate.
- To prepare students for successful completion of the Certified Registered Central Service Technician Exam, administered by the International Association of Healthcare Central Services Materiel Management (IAHCSMM).

Skills:

- To ensure students enter the workforce as qualified and technically skilled surgical processing technicians.
- To educate students to prepare and assemble instruments for distribution, and to process supplies and equipment from operating rooms and nursing units throughout the healthcare facility.
- To instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.
- To prepare students to interact effectively, in a therapeutic and professional manner, with members of the healthcare team.

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Class Hours

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Generally, Surgical Processing Technician classes are in session from 8:00 a.m. to 11:00 p.m. Clinical practicums are typically scheduled from 7:00 a.m. until 12 midnight, Monday through Saturday.

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Add/Drop Policy

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Students interested in adding a course or courses to their schedule must meet with the Advisement Department to obtain approval prior to the start of the second week of the quarter. Requests will be considered only if appropriate arrangements can be made to make up missed class time.

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Clinical courses cannot be added to a student's schedule after the start of the term.

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Clinical Requirements

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To pass the Clinical Practicum course, students must remain in their practicum assignment for the entire quarter, accumulate a total of 400 clinical hours, and successfully complete course requirements. If, for some reason, a student is unable to remain in the practicum assignment for the entire quarter, the student must contact the Clinical Coordinator and the instructor immediately.

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Transfer Credit Policies

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Credit by Challenge Examination

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To participate in a challenge examination for a surgical processing technician (SPT) course, the student must have completed a similar course from an IAHCMM approved sterile processing program. Students cannot challenge out of clinical practicum courses in any program.

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For courses other than SPT, challenge examinations can only be attempted once for each course and may not be taken for any courses in which the student received a failing grade in a previous quarter. Students may not attempt to test out of courses in which they are currently enrolled.

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Academic Progression and Grading Criteria

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Passing Grade

The minimum passing grade required for a surgical processing technician (SPT) course is a C (70%). Any grade below a C (70%) is a failing grade.

Repeating a Surgical Processing Technician Course

Surgical Processing Technician students who receive a grade of D or below in any surgical processing technician (SPT) course must repeat that course provided that they meet the minimum standards of satisfactory academic progress as stated in the general student handbook. The minimum-passing grade required for a repeated course is a C.



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Graduation Requirements

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To qualify for graduation, Surgical Processing Technician students must fulfill the following requirements:

- Pass each surgical processing technician (SPT) course with a minimum grade of C
- Successfully complete the prescribed number of clinical hours
- Successfully complete the prescribed course of study with a minimum cumulative grade point average of 2.0
- Meet the credit-hour requirements for the major
- Participate in the Certified Registered Central Service Technician (CRCST) certification examination
- Discharge all financial obligations to the College

Only students who have met all of the above requirements will be permitted to participate in the graduation ceremony.



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Dress Code

All surgical processing technician students are required to follow the professional appearance code while on campus as well as when at a clinical site. A neat, clean, and professional appearance is expected at all times. Working closely with surgical processing equipment, as well as with other staff members, requires that students maintain strict personal hygiene standards. Students will be working on making a lasting impression at the clinical site and maintaining a professional appearance is an important part of making a good impression.

Failure to adhere to the professional appearance code will result in a warning and, if not corrected, can result in dismissal from the clinical site and possibly the program.

The following are the guidelines of the professional appearance code:

- Hair must be clean. Long hair must be secured within a surgical cap to avoid contact with equipment and patients. Facial hair should be kept trimmed and neat. Avoid highly-colored sprays and maintain only natural-looking hair color.
- Fingernails must be kept short, clean, and filed. Artificial nails, nail polish, and added stick-on jewels are not permitted as they harbor microorganisms.
- Earrings are not permitted. Dangles or other visible body jewelry (nose rings, lip rings, tongue piercing, bracelets, necklaces which can become entangled in equipment) are not permitted.
- Cosmetics should be worn in moderation. Avoid strong perfumes as they may bother the patient or other staff. Wedding rings may be worn when not scrubbed. Avoid large stone rings.
- Consumption of food, candy, and gum is prohibited while working with sterile equipment.
- Students are required to wear a clean and pressed maroon-colored surgical processing technician uniform with the Berkeley College insignia. Shoes must be professional in nature; navy blue OR clogs, solid black sneakers, or solid white sneakers are permitted.
- Students are required to wear their Berkeley College IDs at all times while on campus and at the clinical sites. If a student is employed at the same facility, the employment name badge may not be worn during clinical.
- The Berkeley College surgical scrub uniform must be worn to and from the clinical site.

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Health Requirements

Students must submit the following documentation at least ten (10) weeks prior to enrolling in the clinical practicum course:

- A complete physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant.
- Blood titers and immunizations (if necessary) against measles, mumps, rubella, varicella, and Hepatitis B vaccine series; a two-step TB skin test within the last year or a negative chest x-ray within three months; and a tetanus shot administered within the past ten years are required. An influenza vaccine may be required for some facilities.
- A negative ten-panel, pre-employment urine toxicology screening is also required. This includes screening for:
 - Amphetamines
 - Barbituates
 - Cannabinoids
 - Cocaine
 - Opiate
 - Oxycodone
 - Phencyclidine
 - Methadone
 - Meperidine
 - Methaqualone
- Immunization and communicable disease history that meets the requirements of the affiliating agencies.

Any student who fails to submit the documentation outlined above will not be permitted to enroll in Surgical Processing Clinical Practicum (SPT150).

Upon returning from a Leave of Absence, students must repeat the drug screening outlined above prior to participating in any clinical rotations. If during the course of study students are suspected of drug use, they may be asked to provide an updated urine toxicology screening.

By submitting the results of a urine toxicology screening to the College, the student thereby authorizes the College to share those results with any individual clinical facilities that request such information.

PREGNANCY WARNING:

Surgical Processing Technician students may be subjected to radiation and anesthesia gases, which are harmful to an unborn fetus. If a pregnant student chooses to request a Leave of Absence (LOA) from the Surgical Processing Technician program, for the safety of herself and the unborn fetus, the Surgical Processing Technician program will hold a space for the student in a subsequent cohort.

Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends limiting exposure to radiation. Pregnant students should consult with their physician prior to participating in clinical practicum.

While the surgical processing technician department encourages students to continue in the program during pregnancy, it is vitally important that the Department Chair and the Surgical Processing Technician faculty be informed of the pregnancy as soon as the student knows that she is pregnant. Pregnant students are required to obtain and submit a signed medical statement from their obstetrician verifying that the student may safely participate in the program. Any change(s) to the health status of the student during or

after a pregnancy must be reported to the Department Chair and current faculty members and further documentation may be required.

A student who is less than six weeks postpartum must have written medical documentation from her obstetrician stating she can safely meet the technical standards of the surgical processing technician program in order to return to clinical rotation.

Criminal Background Check

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A criminal history background check is required for all surgical processing technician students. If the results are positive, the student will not be permitted to progress in the program.

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If a conviction or arrest occurs while a student is enrolled in the Surgical Processing Technician program, it is the student's responsibility to inform the Department Chair. This notification must be in writing and must occur promptly after the event occurs. The required notification must include a description of the circumstances surrounding the conviction. Subsequent to this notification, the student should make an appointment with the Department Chair to discuss options.

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Upon returning from a Leave of Absence, students must undergo a criminal background check. If the results are positive, the student will not be permitted to return to the Surgical Processing Technician program. Any fees involved with the repeat background check will be the responsibility of the student.



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