



**STERILE PROCESSING PROGRAM  
STUDENT HANDBOOK  
2023-2024**

Department of Surgical Support Services  
Division of Nursing and Allied Health

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## **Equal Opportunity Statement**

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

### **Introduction**

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Certificate of Technical Studies (CTS) in Sterile Processing Program is a branch of the Division of Nursing and Allied Health and the Department of Surgical Support Services.

This handbook is to be used in conjunction with the current Fletcher Catalog and Student Handbook. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Alcohol, Drugs, Tobacco, and Firearms policy; Academic Honesty, Cheating, and Plagiarism policy; Standards of behavior policy; Safety and Emergency policy; and personal property policy. The Sterile Processing Program Student Handbook has been prepared to orient students to the program's policies and procedures. There is information in this handbook that is applicable only to the Sterile Processing Program. Please read this handbook carefully

### **College Mission**

Fletcher Technical Community College is an open-admission, public institution of higher education awarding certificates, technical diplomas, and associate degrees. The College is dedicated to offering high-quality technical and academic programs to the community of South Louisiana and beyond. The College prepares individuals for employment, career and academic advancement, and lifelong learning.

### **Division Mission**

The Division of Nursing and Allied Health is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

### **Program Mission**

The mission of the Sterile Processing program is to provide a learning environment that promotes student development in both the didactic and clinical experiences which reflects occupational trends and meets the needs of the region.

### **Program Vision**

The Sterile Processing program strives to be recognized by the communities, businesses, industries, and other educational institutions as a diverse, educational, and growing career that is focused on providing exceptional care to the needs of the community.

### **Program Learning Outcomes**

Students who successfully complete the Sterile Processing Program will be able to:

1. Enter into the profession of sterile processing skilled in the decontamination of surgical sets.
2. Provide knowledge of the industry regulations and implement best practices for sterile processing.
3. Perform the sterile processing process from decontamination to sterilization to storing sterilized instruments.

### **Student Learning Outcomes**

1. Provide knowledge of the cleaning, decontamination, and disinfection of surgical instruments.
2. Demonstrate and identify proper preparation and packaging of sterile surgical instruments.
3. Demonstrate knowledge of documentation and record maintenance
4. Perform the sterilization process of surgical instruments.
5. Demonstrate effective customer relations.
6. Provide knowledge of sterile storage and inventory management
7. Provide knowledge of patient care equipment

### **Program Outcomes**

1. **Certification Rates:** Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation.
2. **Graduation/Program Retention Rates:** at least 70% of students who began the program go on to successfully graduate.
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.

### **Graduate Competencies**

1. Demonstrate knowledge of the healthcare delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate areas of the clinical laboratory to general sterile processing of instrumentation.
4. Demonstrate understanding of the importance of sterile processing and how it relates to the delivery of patient care.
5. Demonstrate knowledge of collection of equipment, various types of additives used, special precautions necessary and substances that are used in sterile processing.
6. Follow standard sterile processing rules for the cleaning and sterilizing of instrumentation.
7. Demonstrate understanding of cleaning process, sterilization, and storage of instrumentation.
8. Demonstrate understanding of quality assurance and quality control in sterile processing.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

### **Completion/ Graduation Requirements**

1. The student must have completed the required hours of instruction and clinical practice.
2. The student must maintain a grade of 70% in all courses to complete the requirements for graduation.
3. The student must display the qualities of personal fitness desirable and expected of a graduate of the school.
4. The final decision of the eligibility of the candidate to graduate from this school shall be that of the faculty and school administration, based on overall evaluation. The student's completion will not be contingent upon passing an external certification or licensure exam.

### **Program Description**

The sterile processing program is a certificate program designed to train students as Sterile Processing Technicians to support the surgical team. The program is an 18-credit hour certificate of technical studies (CTS) program that prepares students for employment in the medical field as central sterile processors. Upon successful completion, students will have met the requirements and can sit for the Certified Registered Central Service Technician (CRCST) national exam administered by the Healthcare Sterile Processing Association (HSPA).

### **Required Technical Standards for Sterile Processing Students**

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of sterile processing. Technical Standards reflect the abilities required to provide safe, competent care. The individual must be educated and fully trained and competent in interpreting and complying with manufacturer's instructions for sterile processing. The individual must pose sufficiency in the following:

- Communication skills in speech and writing, in the English language
- Speaking ability to be able to converse and relay information to peers, preceptor, medical staff, and other healthcare members in a hospital setting.
- Hearing ability with auditory aids to understand the speaking voice without viewing the speaker's face
- Visual acuity with corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies
- Strength and psychomotor coordination necessary to perform lab and clinical work tasks.
- Problem solving ability to:
  - Collect, read, and interpret data.
  - Use the data to plan and implement a course of action
  - Evaluate the action taken.
- Physical and emotional ability to adapt to situations necessary to fulfill program

## **Student Record/ Health Care Requirements**

Students are expected to submit the following documentation by the due date provided by the faculty. Students who do not submit the required documentation will not be allowed to participate in clinical rotations. This will be considered an unexcused absence.

1. Negative drug screen upon admission to the program (date will be given)
2. Written proof of negative TB test yearly (or negative chest x-ray) (date will be given)
3. Written proof of MMR (measles, mumps, rubella), varicella (chickenpox), and unexpired tetanus vaccines. Positive titers can substitute for vaccines. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
4. Written proof of Hepatitis B vaccine series (3 in series) or declination form
5. Annual proof of the flu vaccine between the months of September and March
6. COVID-19 vaccine or declination form approved by the Dean of Nursing
7. Maintain CPR for Healthcare provider's certification from an American Heart certified provider
8. Medical Health Insurance Coverage
9. History and Physical
10. Background check (done prior to program admission)
11. Any additional health requirements specified by a clinical facility

**Students should NOT complete a drug screen prior to the start of the program!** The screening will be deemed ineligible, and the student will have to obtain another one.

*Please read the following information on these items for more information.*

### **History and Physical (H&P)**

The student must have a **complete** physical examination as indicated on the health care form. Only the approved H & P will be accepted. Physical examinations are good for one year. The student is encouraged to be forthcoming with a complete mental health history. If a student exits the program for any reason and re-enters at a later date, he/she will need to provide an updated history & physical. Regardless of accommodation, students must be able to perform all technical standards previously listed during enrollment in the program.

### **Vaccinations**

Most vaccination records can be obtained from parents, schools, or healthcare providers. Please know that all vaccinations asked of you are required by one or more of the clinical facilities in which the program has a contract with. If you refuse to get the required vaccinations, you may not be able to fulfill the program requirements. All students must be eligible to attend all facilities. If this is something you have personal beliefs against, we strongly suggest you schedule a meeting with the program faculty to discuss your options.



## **Hepatitis B**

The Hepatitis B Vaccination series (HBV) is required for all health occupations students unless contraindicated for medical reasons. This is a series of 3 injections that will be given over a period of 6 months. The Hepatitis B vaccine (HBV) series must be started upon to enrollment into the program in order to be complete prior to the clinical courses of the program. Students who have not completed the series prior to the Introduction to Clinical course in the first semester of the program will not be able to observe cases with known HBV patients. If the student has not started the HBV series OR does not wish to have the series, the student will be required to sign a declination form prior to beginning the clinical rotation that indicates the risk of exposure to Hepatitis B, possibly contracting Hepatitis B, and the declination of the vaccine series that will be placed in his /her records. Declination forms will be given upon request.

*Information about the Hepatitis B vaccine and Latex Allergy information can be found in the appendix of this handbook.*

## **CPR BLS Certification**

Students are required to obtain AHA-BLS for Health Care Providers certification prior to attending the clinical rotation sites. This is the students' responsibility to obtain prior to the deadline given by the faculty.

## **Insurance**

Students are required to maintain a personal health care insurance policy and will be required to submit documentation of coverage. Students who do not maintain health insurance will forfeit their spot in the program. Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health Program. Neither the College nor the clinical agency is responsible for these expenses. While at the clinical facility the student must follow the facility's policies for injury or accident. Any student who changes or updates their insurance information is required to provide a copy of the new card to the instructor.

## **HIV/ HBV Positive**

Students/ applicants who have been diagnosed as HIV/HBV Positive must give notice to the Department Head and/ or Dean of Nursing and Allied Health within thirty (30) days of diagnosis in an envelope marked "personal and confidential". This information will be kept strictly confidential.

## **Drug Screening and Procedures**

Students accepted into the program will be required to submit a negative drug screen. Students will be given information on due dates and where to obtain the drug screening. Prescription validation to support a positive result will be at the discretion of the Medical Review Officer (MRO) at the drug screening facility. The Department of Nursing and Allied Health will not be responsible for validating prescriptions due to a positive drug test. Furthermore, any student with a positive drug screen that receives validation from the MRO must have documentation on file

with Fletcher Technical Community College from a health care provider verifying that he/she is under supervised treatment. All students are expected to maintain the requirements of the technical standards regardless of medications prescribed. If the student failed to notify Fletcher of a prescription before the positive drug screen, the student will be dismissed from the program.

Drug screens may be scheduled randomly and for cause including but not limited to accident or incident report of faculty suspicion, and/or repeated disregard for program policy with approved designated test sites. Students will be responsible for the cost of all drug testing (scheduled and random). If a sample is sent for further testing, any further cost will be at the student's expense. Students must submit a medication list of drugs they are prescribed before any drug testing is done. Any time the student's medication list changes, it must be resubmitted immediately to the department.

### **Readmittance Into a Division Program After a Positive Drug Screen**

If a positive drug screen is received or if the student submits an invalid or adulterated specimen, the student will be dismissed from the program and will not be eligible for acceptance into any Nursing and Allied Health program at Fletcher Technical Community College for one year. Upon acceptance/reacceptance into any Nursing and Allied Health program, all subsequent drug screens will be by direct observation at the cost of the student. Subsequent positive drug screens will result in the student being removed from the Sterile Processing program effective on the date of testing. The student will not be eligible for acceptance/reacceptance into any Fletcher Nursing and Allied Health program for a duration of 3 years.

### **Student Health/Pregnancy**

With any changes in health status, a statement from the student's physician stating that "continuance in classroom/ lab/ clinical practice is permissible" in line with the components of the program's Technical Standards must be obtained and submitted by the student to the department before the student being allowed back in class, lab, or clinical.

Female students enrolled in any clinical rotation should notify the faculty if she becomes pregnant as soon as the pregnancy is confirmed. A written release from the OB/GYN will be required to place in the student's file. If the status of her condition changes, a new written release will be required for documentation. The Central Sterile Processing Department can be an environment with risks for pregnant women and unborn children when proper precautions are not taken (i.e., certain chemical exposures). The pregnancy will in no way qualify the student as unable to complete the program unless the student's physician states that she will not be able to continue. Pregnant students must still wear the proper uniform with adjustments to fit during lab and clinical days.

**Pregnancy appointments should be scheduled around clinical and classroom duties.**

Note: Student health records, including pregnancy, will be kept confidential. Information will not be released without the student's written consent. An exception to this statement will be to inform the student's designated clinical supervisor to avoid exposure of potentially dangerous environmental hazards, during the first trimester of pregnancy, or as directed by the student's physician. If a student does not inform the faculty of the pregnancy, the faculty, school, and clinical facilities are not liable for any incidences that may occur that the student was previously instructed not to perform by her physician.

### Curriculum

Course	Course Name	Credit Hours	Course Offering
STPR 1144	Sterile Processing Concepts I	4	Fall
STPR 1142	Sterile Processing Concepts I Application	2	Fall
STPR 1253	Sterile Processing Concepts II	3	Fall
STPR 1263	Sterile Processing Concepts II Application	3	Fall
STPR 2106	Sterile Processing Practicum	6	Spring

- All Fall courses are scheduled during registration; however, STPR 1144 and 1142 must be successfully completed (prerequisites) to move on to STPR 1253 and 1263.

### Course Descriptions

#### **STPR 1142 – Sterile Processing Concepts I Application**

Application of the sterile processing process. Clinical laboratory practice and in health care agencies will be arranged. Medical terminology related to a sterile processing technician will be covered. Industry regulations and best practice standards, decontamination and sterilization of medical supplies and equipment. Equipment transportation, quality assurance practices and workplace safety procedures.

Co-requisites: STPR 1144

#### **STPR 1144 – Sterile Processing Concepts I**

This course will cover the duties and responsibilities of a sterile processing technician, including basic technology, writing, professionalism, math skills used in the workplace, aseptic technique, HIPAA privacy, basic concepts of microbiology, teamwork, workplace communication and customer relations in the sterile processing setting. Medical terminology related to a sterile processing technician will also be covered. Industry regulations and best practice standards, decontamination, and sterilization of medical supplies and equipment. Equipment transportation, quality assurance practices and workplace safety procedures.

Co-requisites: STPR 1142

### **STPR 1253 – Sterile Processing Concepts II**

Instrument identification, special procedural requirements, and decontamination requirements for various sets. Special considerations when handling, decontaminating, and wrapping specialty instruments to include, but not limited to, orthopedic, CV, neurological, OBGYN, and laparoscopic instruments.

Co-requisite STPR 1263. Pre-requisite: STPR 1142 and 1144

### **STPR 1263 – Sterile Processing Concepts II Application**

Application of sterile processing process building on STPR 1042 and STPR 1143 from collecting instruments post- surgical, to decontamination, to proper handling and storage of sterilized instruments. Clinical will be held in a health care agency under the direct supervision of a preceptor.

Co- requisite STPR 1253. Pre-requisite: STPR 1142 and 1144

### **STPR 2106 – Sterile Processing Practicum**

Practicum designed for students to work with preceptors to gain skills and competencies necessary for employment by gaining expertise in sterilization, disinfection, and decontamination skills.

Prerequisite: STPR 1142, 1144, 1253, 1263.

## **Student Progress**

### **Special Accommodations**

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Student Success Center before attending classes to request these services. Students will only be given accommodation once official documentation is received.

### **Incompletes**

If a student is unable to complete the courses in a semester due to extenuating circumstances, he or she can request a grade of an “I”. All coursework required to complete the semester must be completed successfully by the start date of the following semester (or the timeline set by the instructor). If unable to do so, the student must withdraw from the Sterile Processing program. (*Extenuating circumstances do not include things such as unexcused absences or failing a course.*)

### **Employment**

Students will not receive excused absences for work related reasons and will be expected to participate and remain alert throughout the duration of any clinical, lab, or classroom work. Students who exhibit sleep deprivation in the clinical setting may be asked to leave the facility. This will be an unexcused absence. Students who work are expected to schedule work hours around scheduled school hours.

### **Chain of Command/Grievance**

The Sterile Processing Program follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with an instructor or has a grievance, it is the student's responsibility to make an appointment with the appropriate instructor first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the Department Head or the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook.

## **Program Policies and Procedures**

### **No Venting Policy**

Students enrolled in the Nursing and Allied Health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines "public" as any person(s) not involved in the situation including face-to-face, phone calls, and social media sites. The department defines "venting" as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to "I hate..." and "the facility is always...". Students are encouraged to vent in "safe zones" including a faculty member's office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs, or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

### **Faculty-Student Relationship**

Faculty members should initiate and maintain a professional relationship with students at all times. For this reason, and to promote equality and inclusion, faculty members will refrain from planning and/or participating in any socializing activities with students off campus and outside of scheduled class time and refrain from planning celebratory events on campus during class time in which students are requested to bring food items, etc.

### **Prerequisite Knowledge and Skills**

The student is responsible for the retention and application of all concurrent and previously completed sterile processing courses.

### **Private health insurance**

Students are required to maintain a personal health care insurance policy and will be required to submit documentation of coverage. Students who do not maintain health insurance will forfeit their spot in the program. Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health Program. Neither the College nor the clinical agency is responsible for these expenses.

## Attendance Policies/ Expectations

### Expectations

Being part of this program is a commitment. Policies and expectations are being presented to you and will be expected to be followed for the duration of the program during lecture, lab, and clinical courses. A great deal of planning goes into each semester to ensure you are prepared for clinicals and the workforce. An abundance of time is not a luxury we have. Missing a day of class, whether lecture, lab, or clinical, can put you behind. Missing multiple days makes it even harder to catch up.

We understand that sacrifices must be made on occasion to get to your end goal. As a student, you may take away time from your family to study, miss vacation opportunities, miss events that you feel are important, etc. We can empathize because we have all been there. That is the nature of being in school and will be the nature of your profession and job once you graduate. The job of this faculty is to prepare you for your future career, and part of that is responsibility and work ethic. Consider your 10% allotted time like “PTO” (paid time off). Use it for what you feel is necessary; no questions asked. However, when you’ve used all of your time off from your job, you sacrifice an event (or go anyway and risk getting fired). Use your time wisely.

Students are expected to attend, all scheduled lab, clinical, and classroom days while in the program in order to meet the objectives of the course and program unless otherwise approved by the course instructor. Students are expected to communicate with the **instructor prior to** class if he/she will be late or absent for a scheduled meeting time. Communicating an absence with another student is not an acceptable form of communication. Students who fail to show up for a scheduled class and have not notified the instructor will be considered unexcused (unless the situation/ absence is unavoidable).

### Absent

The sterile processing program defines **excused absences** as one of the following:

- Death in the **immediate** family (bring obituary or some form of proof) (**\*3 days are excused**)
- Court ordered appearance/ subpoena (a copy of documentation is required)
- Traffic accident (bring a police report for proof)
  - getting pulled over for speeding is **not** excused

Learning between the instructor and the student is an interactive process by where both parties are active participants. Students are allowed to miss 10% of each course before resulting in an automatic drop from the course (not including excused absences). The sterile processing program defines an absence as missing one-half of class.

- each course stands alone and will be given separate consideration (please realize that some of the courses require successful completion in concurrent courses)
- If 10% of a course is missed, each absence will be reviewed
- Students may bring (though not required) excuses for ‘unexcused’ absences. These may be used in reviewing absences before being dropped for missing more than 10% of a course.
- Students who miss 10% prior to the official drop date may elect to ‘self-drop’ and receive a “W”.

## **Review of Unexcused absences/ Considerations**

While the list of what constitutes an excused absence may seem short, please know that we understand life happens. All absences, other than what is listed above as excused, will be considered unexcused. If a student reaches 10% of absences, the program faculty will meet to discuss the student's absences.

- Obviously, if you are experiencing COVID-related symptoms, or any other “contagious” disease/ illness (flu, strep, etc.), you should not come to campus (or clinical) and risk infecting others.
  - If you choose NOT to go to the doctor, your absence will be unexcused
  - If you go to the doctor and have a positive test for an illness that prevents you from being around others, your absence(s) will be considered at the end of the semester, or when you reach the 10% maximum (whichever comes first).
  - At-home tests will not be considered acceptable as there is no official note from a doctor
- Funerals
  - While ‘immediate family’ is technically the only excused absence, we understand the grief and loss of a close friend or other relative can be just as emotionally painful. If you choose to miss a day for a funeral, please bring some form of documentation. The same consideration will be given as previously mentioned for illnesses
- Other absences
  - The following are examples of unexcused absences that may be reviewed on a case-by-case basis should a student miss more than 10% of a course. This is in no way a complete list of reasons. Please understand that an instructor giving ‘consideration’ for an absence does not guarantee that the student’s absence will be excused. There are several factors that go into the consideration process.
    - Doctor’s appointments or surgery for self
    - Doctor’s appointments or surgery for a family member
    - Funeral other than immediate family
    - Sick child
  - Fellow students’ absences and/or considerations will NOT be discussed with other students under any circumstances. Sometimes, even though circumstances may seem unfair, you do not know the whole ‘story’, even though you may think you do.
    - If student A’s doctor’s appointment is considered a valid reason if 10% is missed; this does not guarantee that student B’s doctor’s appointment will be as well.

The above policy/ expectations will pertain to clinical courses as well. Additional clinical attendance information will be discussed in detail during the clinical orientation portion of the program.



## **Tardy**

Students who arrive after the start of class or other school activity will receive a tardy mark for the class. Students who arrive late for clinical may be asked to return home pending their reason for tardiness unless the clinical facility needs additional personnel that day.

- Consistent tardiness (3) will result in a written counseling between the student and instructor.
- Four tardies will result in a meeting with the department head and student; this can be grounds for permanent termination from the program.
- During clinical courses, students will be required to drive to clinical sites. Carpool is up to the students to arrange; however please be mindful of your classmates. If the driver is late, so is everyone else in the vehicle.
  - *Students must realize that they are becoming part of a health care team once they enter a clinical facility. Absence of a portion of a day may disrupt staffing of the operating room, which leads to disruption in the care of the patient.*

## **Make-up Policies**

### **Clinical make-up**

Clinical time *due to an excused absence* may be rescheduled dependent upon the discretion and availability of the instructor and/or clinical site. Unexcused absences will not be allowed make-up time. Missing more than 10% of the course will result in an automatic drop from the course.

### **Makeups**

In most instances, exams are given using the CANVAS learning management system (LMS). While the exam is in an online format, students will still be required to take the exam in person unless otherwise instructed.

- 2.5% of the grade will be deducted for each day missed of unexcused absences when the exam is given on campus. If the absence is excused, the student will be allowed to make up the exam on the first day of return without a percentage deduction. If a student misses the class day/ exam but is able to take the exam at home with the permission of the instructor, no points will be deducted from the exam grade.
- If an exam is only offered online; no makeup will be given if not taken by the due date. Extenuating circumstances may be discussed on an individual basis; and instructors may use discretion to allow make-up if they deem the reason acceptable.
- Scheduling the make-up will be done at the discretion of the instructor and must be done at a time other than class time such as instructor office hours. The make-up must be done prior to the end of the current course

## **Program Dismissal**

A student who commits any of the following acts may be subject to dismissal from the program:

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations



- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting
- Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/ lab instruction)
- Falsification of information given on official school or clinical facility document
- Falsification of information regarding personal or medical documents
- Unauthorized possession of an examination (physical or digital)
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Sterile Processing Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by an instructor or facility representative
- Failure to maintain confidentiality both in and out of the clinical facility
- Failure to maintain satisfactory progress
- Violation of the attendance requirements
- Failure to maintain current scope of practice in clinical.

### **Evaluation Methods**

- Students will be evaluated through examinations, laboratory and clinical skill performance, and any other special assignments and projects deemed appropriate by the course instructor.
- Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement, as well as a mechanism to teach students successful test-taking skills.
- Exams should:
  - Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
  - Consist primarily of multiple choice, fill in the blanks, matching, true/ false, and some discussion questions.
  - Be given on paper or online using the designated learning management system (currently Canvas).
- Exams will be given back within one week of the date taken.
- Exams will not be given back until any make-up exams are taken.
  - Students will be given 2 days to dispute or ask questions pertaining to an exam grade once grades have been posted.

### **Grading System**

Students will be graded through written, objective, and subjective tests, special assignments, projects, clinical evaluations, and job-related skills. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to

a minimum standard for the Sterile Processing program. It is ultimately the student's responsibility to keep track of their grades. To ensure that students are knowledgeable about their grades, all grades are posted on the Canvas LMS.

Instructor(s) may opt to counsel students whose grades are borderline or may be consistently failing exams in a course by providing an official counseling form.

There is no rounding of the grading scale (*Example: an 89.9 is a B, not an A*). Any bonus points awarded throughout the semester/ course will be awarded at the end of the semester. Bonus points cannot be used to pass a course (*Example: a student with a 68 cannot use bonus points to receive a 70*).

### Grading Scale

A	100-90	
B	89-80	
C	79-70	
D	69-60	*not a passing grade

### Completion Requirements

Students will be evaluated throughout the program by the Sterile Processing faculty, facility preceptors, & clinical affiliation management. Students are encouraged to perform self-evaluations as well, based on criteria indicated in course syllabi and on clinical evaluations. In order for a student to be recommended to receive a Certificate of Technical Studies (CTS) in

Sterile Processing the student must:

1. Have met all entrance and exit requirements.
2. Have completed all theory and clinical courses with a grade of (C) or greater.
3. Have completed all laboratory courses satisfactorily with an (C) greater.
4. Have a total of 18 credit hours.
5. Have no outstanding financial responsibilities to the college.
6. Have completed an application for graduation and paid any associated fees.

### Classroom Code of Conduct

- Adhere to all school and program policies.
- Come to class prepared with the necessary materials needed to be productive in a learning environment.
- Actively participate in discussions and provide constructive feedback when necessary.
- Inform the instructor immediately of issues that may delay submission of assignments and/or attendance
- Sleeping during class will not be tolerated. You will be asked to leave and receive an unexcused absence for your time missed. A secondary offense will result in probation.
- No hats or caps will be allowed during a test (in person or online). Students wearing hooded sweatshirts may not have the hood on during the test.

- Cell phones should not be out during lecture and lab instruction unless being used to take photos of instruments or videoing yourself performing a skill.
- Cell phones are only allowed in clinical to contact an instructor or during a break..
  - The first offense will constitute a warning
  - The second offense, the student will be asked to leave for the day and the missed time will be unexcused
  - The third offense will result in the student being placed on probation
- Smart watches are allowed; however, the same rules apply as does to cell phones.
- Plagiarism and cheating will not be tolerated. You will be disciplined by the Dean on your **first** offense.
- Except for bottled/ covered water, no food or drinks are allowed in classrooms, labs, or computer labs.
- You are all adults, please clean up after yourselves. Please empty cups filled with liquid in a sink before placing in the trash.
  - **Do not throw liquids or foods down the drain in the classroom/ lab.**
- Students should clean up the classroom/lab on a daily basis. Throw away trash and keep stations/ areas organized. Teamwork begins in the classroom, and as such, you should help each other out. No one will be dismissed from class/ lab time until the areas are acceptable.

### **Dress Code**

- The Fletcher Technical Community College ID badge must be carried at all times during school activities both on campus and off and presented upon request. It should always be worn to clinical sites. It is not necessary to wear the ID on campus (unless told otherwise by an instructor).
- During clinical courses, school name tags should be visibly worn while in the facility. Students who do not have name badges on in clinical facilities are subject to be sent home and will receive an unexcused absence.
- Students are required to exercise suitable personal hygiene appropriate to the professional nature of Sterile Processing. Self-discipline, appropriate conduct, and approved safety practices will be required at all times.
- Students, both male and female, are to wear conservative hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a conservative manner
- Hair should always be able to fit into a surgical cap (lab and clinical courses).
- Sterile Processing students will wear navy blue scrubs.
  - Scrub uniforms must be worn on lab days and in clinicals.
  - Uniforms **must** be worn for any skill checkoff. Points will be deducted from students not wearing uniforms for checkoffs.
  - Students are NOT allowed to wear long sleeves under scrubs at clinical sites.
  - Jewelry should be limited to plain earrings and a single chain for classroom and clinical courses. Rings and watches are allowed; however, the school and hospital are not responsible for any lost jewelry.
- Cologne, perfume, or aftershave is permitted only if lightly scented.

- Fingernails must be kept clean and relatively short. No artificial nails or tips and no polish while in clinical settings.
- If students are required to attend class in-person and do not have a lab that day, they may wear ‘street clothes’ as long as it is appropriate with no vulgar or offensive language, symbols, etc. and no body parts are showing.
- In all questions regarding dress and grooming, if the instructor or school decides that the student’s attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:
  - First offense- the student will receive a counseling notice
  - Second offense- the student will be sent home and counted absent for the time missed.

### **Meals/ Breaks**

Breaks and lunch schedules will be assigned at the discretion of the instructor and/or preceptor. Breaks are limited to 15 minutes at school and at clinicals, unless instructed otherwise. As a general rule, at clinicals, follow the department schedule for breaks and lunch. You are guaranteed a 30-minute lunch break. The exact time, however, is not a guarantee. Lunch breaks usually range between 11:00am – 1:00pm.

### **Disciplinary Action Documentation**

Unsatisfactory progress warrants counseling and/or disciplinary action. This includes unsatisfactory behavior in the classroom, lab and/or clinical areas. A written and signed statement indicating the reasons for the action and a time limit and expectations for students to improve will be presented to the student at the time of the counseling.

If progress remains unsatisfactory, the student may be terminated from the program. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or progress. These disciplinary action forms are considered part of the student’s permanent program record and a copy can be found at the end of this handbook. In the event that the student is not on campus (i.e., excessive absences or in clinical), faculty may elect to provide counseling via phone, text, communication apps, and/or email to obtain student counseling, acknowledgement, and/or signatures.

Students may receive counseling for multiple reasons. Students receiving three (3) or more counselings over the duration of the program will be placed on probation. A student who is placed on probation more than twice over the duration of the program will be dismissed from the program no matter the reason for the probation.

### **The Clinical Experience**

Prior to beginning each clinical course, instructors will hold a clinical orientation where students will receive information on the facility rotation schedules, required paperwork/ documentation (i.e., preceptor evaluations), course syllabus, and all logistics pertaining to the expectations of the clinical experience. Additional paperwork and/or orientations required by the facilities may also be provided to the students. If a clinical site requires students to attend an in-person orientation, students will be expected to attend. Students will not be allowed to attend the facility if he/she is not present for the orientation, resulting in an unexcused absence until the facility orientation process is completed. If a student is not hireable at a specific facility, it is up to the student to report this to the program instructor and/or clinical coordinator ahead of time (preferably upon program acceptance) so the clinical coordinator may determine if the student is able to attend clinical at that facility.

### **Clinical Facilities**

Clinical practice under the supervision of the Sterile Processing faculty and approved facility preceptors is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to Sterile Processing students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency and the student in violation will be dismissed from the Sterile Processing program.

### **Clinical Assignments**

The surgical support services clinical coordinator is responsible for assigning students to clinical facilities and making sure all required documentation required by the hospitals is submitted in a timely manner. Students who fail to submit required documentation when requested by the clinical coordinator will not be allowed to attend clinical sites and this will result in unexcused absences until the proper documentation is submitted. Student clinical facility assignments are not negotiable. Numerous hours of planning and communication between the clinical coordinator and the contracted facilities take place to ensure students receive an optimal clinical experience.

### **Program books/supplies**

Currently, lab supplies and books are provided to students by the college/ program; however, students may have additional costs over the duration of the program. Please refer to the cost sheet in this document for itemized breakdown of all program costs.

## Program Cost Sheet

### *Sterile Processing Technician*

*18 Credit Hours*

*(All costs are approximate and subject to change.)*

**Tuition and Fees Total (entire program) .....\$3199.28**

All fees are itemized on [www.fletcher.edu](http://www.fletcher.edu)

#### **Books:**

Provided by the college

**Additional fees .....\$50.00**

- 'school supplies' (pens, paper, notebooks, index cards highlighters, etc.)

#### **Due Date Will be Given for the Following Items Needed for Clinical:**

- *The cost for the physical exam and routine labs/ immunizations is subject to the student's insurance coverage and is merely an estimate of potential cost.*

Physical Exam .....\$50.00

Routine Labs/ Immunizations/ Titers .....\$450.00

CPR Certification (AHA BLS) .....\$65.00

Drug Screen (MMSI) .....\$65.00

#### **Required for Lab & Clinical:**

- Needed for fall and spring semesters. It is the student's responsibility to purchase additional uniforms if needed.

Uniforms (minimum of 2 sets) .....\$100.00

Cover up/ lab jacket .....\$25.00

## List of Appendices

Appendix A.....	Sterile Processing Program Counseling Form
Appendix B.....	Sterile Processing Program Academic Progress Report
Appendix C.....	Hold Harmless Agreement
Appendix D.....	Verification of Health Insurance
Appendix E.....	Hepatitis B Vaccine Information
Appendix F.....	Handbook Signature Page

Appendix A



**Sterile Processing Program Counseling Form**

<b>Name:</b>	<b>L#</b>	<b>Date:</b>
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<b>COURSE:</b>	
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This is to certify that you have been given a counseling notice for one or more of the following reasons:

	Professionalism/ attitude
	Will not conform to school and/or classroom standards
	Attendance, failure to follow school requirements as listed in the student handbooks
	Other:

Documentation/Comments:

Plan of Action Moving Forward:

\_\_\_\_\_  
Instructor(s) Signature

My signature below verifies that I have been warned, I understand the terms as outlined, and I have received a copy of this disciplinary action/ counseling notice.

\_\_\_\_\_  
Student Signature



Appendix B

*Your Success is OUR Priority*  
1407 Highway 311 | Schriever, LA 70395  
Phone: 985.448.7917 | Fax: 985.446.3308 | www.fletcher.edu



**Fletcher**  
TECHNICAL COMMUNITY  
COLLEGE™

**Sterile Processing Academic Progress Report**

<b>Name:</b>	<b>L#</b>	<b>Date:</b>
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<b>COURSE:</b>	
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This academic progress report serves as documentation between you and your instructor to discuss an inability to meet academic standards.

Your current average is \_\_\_\_\_. To progress through each course in the curriculum, you must achieve a 70%. As of now, your current average in the course is \_\_\_\_\_.

**Plan of Action Moving Forward:**

\_\_\_\_\_  
Instructor(s) Signature

My signature below verifies that I understand the terms as outlined, and I have received a copy of this disciplinary action notice via face-to-face conference or through my Fletcher email account.

\_\_\_\_\_  
Student Signature  
*(If received via email, an electronic signature or email response will be accepted as the signature)*

Appendix C



**Hold Harmless Agreement**

***Note: Prior to signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, students are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.***

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College; the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees, and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

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Student Signature

---

Date

## Appendix D



### Verification of Health Insurance

Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are **required** to maintain a personal health care insurance policy.

- I understand that I must provide the Sterile Processing program with proof of health insurance coverage.
- I understand that should my insurance information change, it is my personal responsibility to provide the clinical coordinator with my updated proof of coverage.
- I understand that should my coverage lapse, and I cannot provide proof of insurance while enrolled in a clinical course, I will be unable to attend clinical. I understand that any days missed will be considered unexcused and may result in being dropped from the course/ program.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

## Appendix E

### Hepatitis B Vaccine Information

The Disease Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B is serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as .5-1.0 million carriers in the United States.

#### Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staff, therefore, is at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

#### The Vaccine

Various pharmaceutical companies have developed vaccines, which provide protection from Hepatitis B. Field trials have shown 80-95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

#### Waiver Format

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Radiography at certain institutions, has been designated in this group.
- Perhaps one in fifty employees may have an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians, or any hospital.
- As with any immunization, there are disadvantages and risks. If you wish further advise, please contact your personal physician.

Appendix H



**Handbook Signature Page**

I understand that I am responsible for reading this student program handbook and the materials within, and I am responsible for asking for clarification for anything I may not fully understand. I also understand that I am to refer to this handbook for my duration in the Sterile Processing program. I understand that this document is a contract between me, the Sterile Processing program and its faculty, and Fletcher Technical Community College. I understand that faculty may be required to make addendums to meet the needs of the college, clinical facilities, or the program, and will provide me with any updated information, at which point any updated policies or procedures will supersede from that point forward.

\_\_\_\_\_ Initials

**Confidentiality Statement**

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient’s name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient’s medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

\_\_\_\_\_ Initials

**Medical Documentation Consent**

I consent to having any medical documentation turned into the Department of Sterile Processing disclosed to any clinical facility I will be attending during my enrollment in the Sterile Processing program at Fletcher Technical Community College.

\_\_\_\_\_ Initials

By my signature below, I agree to follow all policies set forth before me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_