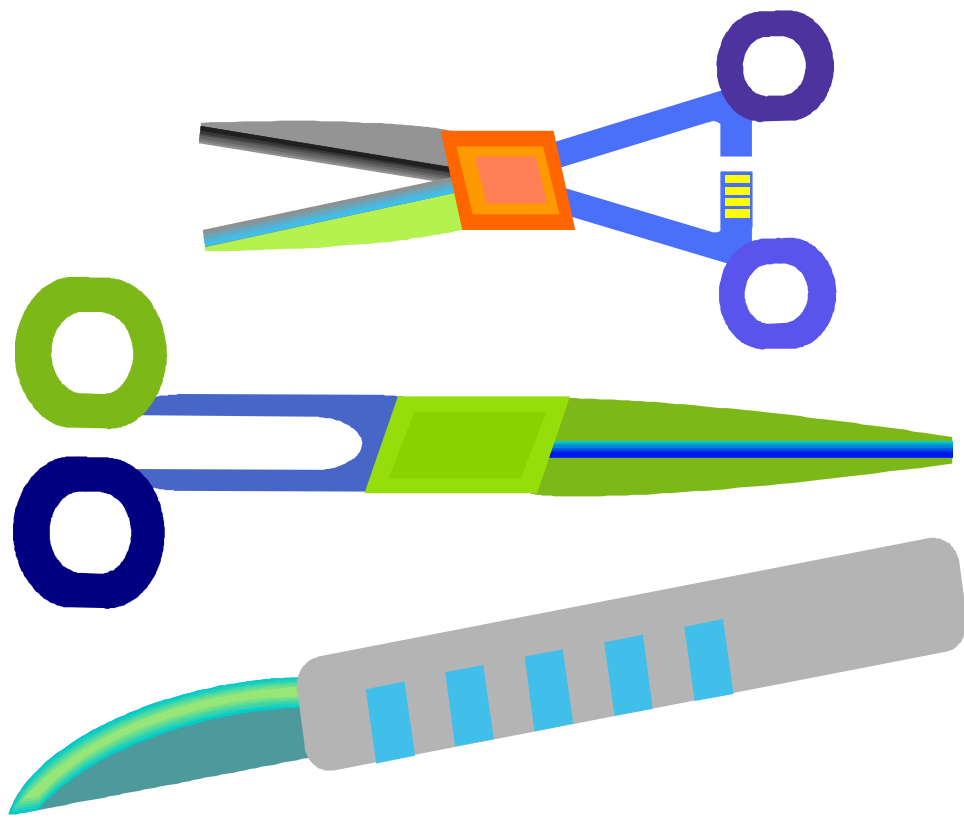


STERILE PROCESSING & DISTRIBUTION APPLICATION PACKET



Important information you need to know about The Sterile Processing & Distribution Technology Program

The Sterile Processing & Distribution Technology Program is a one-year Certificate of Proficiency Program. Upon successful completion of the Sterile Processing & Distribution Program, graduates will be eligible to take the National Certifying Examination for Sterile Processing & Distribution Technicians administered by the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).

The Sterile Processing & Distribution Program is a part-time evening program at the Metropolitan Campus. Didactic courses for the SPD Program are held on Monday and Tuesday evenings. Clinicals are held during the daytime hours during the Spring Semester. (Evening clinical hours may be available). Students must be aware that the clinical experiences at local area hospitals are a full-time commitment. All other classes required for the SPD Certificate of Proficiency may be scheduled as convenient.

Prerequisite Courses:

- | | | |
|--------------------------|-----------|-----------------------|
| <input type="checkbox"/> | ENG-1010 | College Composition I |
| <input type="checkbox"/> | MATH 0955 | Beginning Algebra |
| <input type="checkbox"/> | MA-1020 | Medical Terminology I |

ONLY submit your Health Careers Application after all Prerequisite Courses have been completed and grades for each course have been posted on your Tri-C transcript. Incomplete applications will be returned to the student.

There are limited spots for this program. Completion of the Prerequisite Courses does not guarantee acceptance into the program for the current academic year. Students are admitted to the Sterile Processing Program in the order in which all completed application packets are received. Applications are accepted throughout the year. Students accepted into the upcoming Fall Semester will receive a "Letter of Acceptance" in the mail from the Program Manager.

To be considered for the Fall Semester, your application must be received by **June 30th.** Our program only starts once a year - Fall Semester. If space is not available for the upcoming Fall Semester, applicants will be placed into the next available Fall Semester.

Upon acceptance into the program, the following items are required and will be discussed during the Mandatory Sterile Processing Program Orientation held during the month of July.

- Background check - must be completed before full acceptance is granted.
- Physical examination & immunizations
- Proof of personal medical insurance coverage or student health insurance

What do I need in order to get into the SPD Program? SPD PROGRAM ENTRANCE REQUIREMENTS

All of the following requirements for program entrance must be completed prior to review of the application. All students submitting applications will be notified by the Program Manager of their admission status upon review of their application.

- 1) Submission of completed Cuyahoga Community College Application Form – if not already a student of the College.
- 2) Submission of official high school transcript or GED certificate, if not already done so. Request the high school or GED to forward one (1) official transcript directly to:
Cuyahoga Community College / Enrollment Center / P.O. Box 5966 / Cleveland, OH 44101
- 3) Submission of official transcript(s) from all colleges/universities attended, if not already done so. You do not need to request your transcript from Tri-C. Once received, the Office of the Registrar needs 6-8 weeks to evaluate the transcript(s). **Your Health Careers Program Application will not be complete until the evaluated transfer of prerequisite course equivalencies is done.**
- 4) Completion of Prerequisite Courses:
 - ENG-1010 College Composition I
 - MATH-0955 Beginning Algebra
 - MA-1020 Medical Terminology I

No Prerequisite Course(s) or their Tri-C transfer equivalent, may have a grade lower than “C”. Prerequisite Courses may be repeated ONLY ONCE to improve a grade in order to be considered for admission. MA-1020 must have been completed within the past seven (7) years at the time the Health Careers Program Application is submitted.

“Pass” or “No Pass” option is not applicable for the Prerequisite Courses or any required program course.

- 5) Required GPA: 2.00 overall.
- 6) Submission of completed Health Careers Program Application. **Deadline to apply is June 30th.**
- 7) If you have an approved course substitution or waiver for any of the Prerequisite Courses, you will need to include a copy of the “Petition for Course Substitution or Waiver” Form with your Health Careers Program Application.
- 8) **ONLY submit your Health Careers Program Application after all Prerequisite Courses have been completed and grades for each course have been posted on your Tri-C transcript.** Incomplete applications will be returned to the student.
- 9) Successful completion of a Tri-C authorized background check, fingerprinting and Bureau of Criminal Investigation (BCI) records search. You will be notified by the Program Manager as to when this requirement must be fulfilled, do not do it until that time.

Please visit <http://www.tri-c.edu/programs/healthcareers/Pages/BackgroundCheckInformation.aspx> for more information.

- 10) Non-native English speaking applicants are required to take and pass TOEFL with minimum scores: Reading 21, Listening 22, Writing 23 and Speaking 24. (Completion of the ESL series or ENG-1010 does not negate this requirement.) Arrangements and costs incurred for the TOEFL will be the responsibility of the student. <http://www.ets.org/toefl>

STERILE PROCESSING & DISTRIBUTION FAST FACTS

1) What exactly is a Sterile Processing & Distribution Technician?

Sterile Processing and Distribution Technicians (SPDT) decontaminate, sterilize, assemble, package, inspect and prepare sterile instruments for surgery, emergency rooms, and intensive and critical care units. They manage inventory, order supplies, and inspect and maintain equipment.

2) What are the physical and cognitive requirements needed to be a Sterile Processing & Distribution Technologist?

Essential Physical Requirements:

- 1) **Stamina** - Must be able to walk, stand, bend, stretch and lift for an extended periods of time.
- 2) **Mobility** - Must be able to move freely and have full body range of motion. The use of a wheelchair, cane or crutches is not permitted.
- 3) **Lifting** - Must be able to lift and carry items weighing up to 25 lbs on a regular basis; must be able to push, pull, and navigate supply carts weighing up to 200 lbs
- 4) **Dexterity** - Must be capable of full manual dexterity of upper extremities and unrestricted movement of both lower extremities, neck, shoulders, back and hips.
- 5) **Vision** - Must be corrected within functioning range. The only acceptable forms of correction are eyeglasses or contact lenses. The use of any other visual aid is not permitted.
- 6) **Hearing** - Must be corrected within functioning range. The only acceptable forms of correction are hearing aids or cochlear implants. The use of any other audio aid is not permitted.
- 7) **Stress Management** - Must be able to adapt quickly to stressful situations and work under pressure.
- 8) **Communication Skills** - Full competency (Listening, Speaking, Reading and Writing) in the English language is necessary to understand and communicate with instructors, other health care workers and patients. If a non-native English speaking student, the TOEFL test must be taken and passed to establish fluency in English.

Essential Cognitive Requirements:

- 1) **Honesty & Integrity** - Must be able to admit to mistakes and possess a strong sense of right from wrong.
- 2) **Confidentiality** - Must be able to maintain patient confidentiality and privacy and recognize the ethical implications of patient care.
- 3) **Critical Thinking** - Must be able to prioritize, evaluate and integrate information and knowledge.
- 4) **Communication** - Must exhibit appropriate verbal and non-verbal communication to others at all times.
- 5) **Team Player** - Must be able to share knowledge and work together with others.
- 6) **Respectfulness** - Must be able to treat others with respect at all times.
- 7) **Cultural Sensitivity** - Must be able to work well in a diverse population.
- 8) **Life-Long Learning** - Must be able to commit to life-long learning, recognizing that it is mandatory for the maintenance of professional healthcare expertise.

3) Must a Sterile Processing & Distribution Technician be certified?

Cleveland area hospitals and surgery units strongly prefer that SPD Technicians become certified.

4) What is the typical salary for a SPDT?

The average starting salary for SPD Technicians in the Cleveland area is typically in the range of \$13-\$15 per hour.

5) Where can I obtain employment?

SPD Technicians are employed in the Central Services, Materials Management and Surgical Departments of hospitals, clinics and dental offices.

6) How long is the program? Can I complete the program on a part-time basis?

The SPD portion of the program is 2 semesters long, 4 SPD courses total. The Program starts each Fall Semester and is completed in May. It is considered a full-time program. The prerequisite courses must be taken before entering the program. General certificate requirements may be taken on a part-time basis prior to entering the program or after completion of the SPD portion of the program.

7) Can I transfer credits from another college or university?

Generally yes, students are encouraged to schedule an appointment with their academic counselor after their transcripts have been forwarded to the College. The Enrollment Center will review and evaluate the transcripts.

8) I already have credits; can I complete the program in less than one year?

The Sterile Processing & Distribution Program is a 9-month program; you cannot complete the SPD course work in less than 9 months or 2 semesters.

9) How many students do you accept each year?

We accept 16 students to the SPD Program per year, contingent upon available clinical sites.

10) When does the SPD Program start?

The SPD Program only begins in the Fall Semester of each academic year.

**11) Is the program offered in the evening or on weekends?
Can I work while attending?**

The SPD Program requires attending both day and early evening classes during both semesters. A two (2) day a week, fifteen (15) week daytime clinical experience is required to complete the program. It is possible to work while attending the program if you have completed some of the courses within the program (in addition to the courses required for entering the program), and if your place of employment allows flexible hours.

12) How much does the program cost?

30 credit hours are needed to complete the program. At \$104.54 per credit hour for in-county residents, the tuition cost is approximately \$3,100. You pay only for the credit hours for which you are enrolled each semester. If you have completed some of the courses at Tri-C, or transfer credits from another college, the cost will be less because there are fewer credit hours left to fulfill. If a student needs remedial courses to become eligible, the cost will be slightly higher depending on the number of extra courses needed. Additional expenses include a \$10-20 fee for courses in which there is a laboratory section. Textbooks vary in cost, but plan to spend an average of \$75 per book per class. Total approximate cost for the program is \$4,000 in-county residents.

13) Is Financial Aid available?

Generally yes. Students may qualify for the usual federal or state programs. Further inquiries may be directed to the Tri-C Financial Aid Dept. by calling 216-987-4100.

14) When should I submit an application to the SPD Program?

ONLY submit your Health Careers Application after all Prerequisite Courses have been completed and grades for each course have been posted on your Tri-C transcript.

Incomplete applications will be returned to the student. There are limited spots for this program. Completion of the Prerequisite Courses does not guarantee acceptance into the program for the current academic year. Students are admitted to the Sterile Processing Program in the order in which all completed application packets are received. Deadline to apply to the program for the upcoming Fall Semester is **June 30th**.

15) How will I know if I have a spot in the Sterile Processing & Distribution Program for the upcoming Fall Semester?

Accepted students will receive a "Letter of Acceptance" via the mail from the Program Manager.

16) What Prerequisite Courses are required for the Sterile Processing & Distribution Program?

- ENG-1010 College Composition I
- MATH-0955 Beginning Algebra
- MA-1020 Medical Terminology I

17) What GPA is required for the Sterile Processing & Distribution Program?

Applicants must achieve a **minimum** of **2.00** cumulative grade point average (based on a 4.0 scale) with no course having a grade lower than 'C' for the prerequisite courses listed or their Tri-C transfer equivalent.

18) Is there any reason I may not be accepted into the program aside from not meeting the Program Entrance Requirements?

Yes. All students enrolled in health career programs that require students to complete clinical experiences outside the College must complete and pass a background check that includes finger printing and Bureau of Criminal Investigation (BCI) records search.

Please visit <http://www.tri-c.edu/programs/healthcareers/Pages/BackgroundCheckInformation.aspx> for more information.

19) Where can I find more information or who can I speak to if I have other questions?

Beth Stokes, Program Manager / 216-987-6146 / beth.stokes@tri-c.edu

20) For more program information, please visit : www.tri-c.edu/programs/healthcareers/sterile

Sterile Processing & Distribution Technology Program Certificate of Proficiency

SEMESTER SEQUENCE

<u>Course No</u>	<u>Course Title</u>	<u>Credit Hours</u>
<u>Prerequisite Courses: (Program Admissions Requirements)</u>		
ENG-1010	College Composition I	3
MATH-0955	Beginning Algebra (does not count towards Cert. of Prof. credit hours)	4
MA-1020	Medical Terminology I	<u>3</u>
		(10)
<u>Program Courses:</u>		
<u>First Semester:</u>		
BIO-1100	Intro to Biological Chemistry OR	3
BIO-1050	Human Biology *	
HTEC-1110	Ethics for Health Care Professionals	1
IT-1010	Intro to Microcomputer Application	3
SURT-1700	Sterile Processing Technology I	4
SURT-1720	Introduction to Hospital Administration	<u>1</u>
		(12)
<u>Second Semester:</u>		
MATH-1100	Mathematical Explorations (or higher)	3
SPCH-1000	Fundamentals of Interpersonal Communications OR	3
SPCH-1010	Fundamentals of Speech Communication	
SURT-1710	Sterile Processing Technology II	4
SURT-1861	Sterile Processing Practicum	<u>2</u>
		(12)

PROGRAM TOTAL: 30

*BIO-1050 is a lecture course only, and may be selected in place of BIO-1100, if working towards the Certificate only. Students wishing to transfer coursework into the Surgical Technology degree program should take BIO-1100.

Sterile Processing & Distribution Technology Program Certificate of Proficiency

PROGRAM SCHEDULE

- Program only begins in the Fall Semester of each academic year.
- Program cannot be completed in less than 9 months (2 semesters).
- Courses cannot be taken out of sequence.
- Other courses required for this program (ex. IT-1010) are to be scheduled around the SPD courses, which are classified under the code "SURT".
- The 4 SPD required courses for the program are listed below.
- Clinical days for SURT-1861 will be assigned at a later time.

The following will be your schedule after acceptance into the SPD Program:

<u>Course</u>	<u>Days</u>	<u>Time</u>
<u>Fall Semester – 16 weeks</u>		
SURT-1700 Sterile Processing Technology I	Monday	5:00-8:40pm
SURT-1720 Introduction to Hospital Administration – session B / 8 weeks	Tuesday	5:30pm-7:20pm
<u>Spring Semester – 16 weeks</u>		
SURT-1710 Sterile Processing Technology II	Monday	5:00-8:40pm
SURT-1861 Sterile Processing Practicum	2 days per week	7:00am-3:30pm

(There may be clinical sites offering evening hour clinicals from 3:00pm-11:30pm. This is subject to change each academic year.)