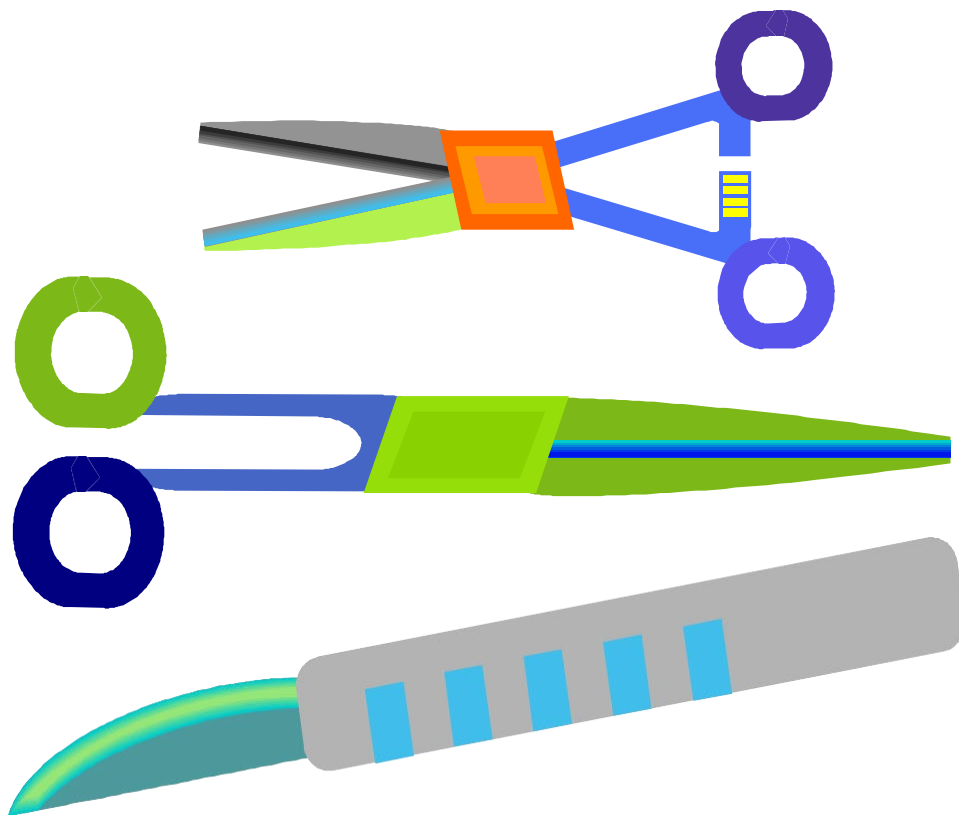


STERILE PROCESSING & DISTRIBUTION

INFORMATION 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 successfully completing the Sterile Processing & Distribution Program, graduates will be eligible to take the International Certification Examination for Sterile Processing & Distribution Technicians administered by the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).

The Sterile Processing & Distribution (SPD) 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 SPD Certificate of Proficiency classes may be scheduled at your convenience.

Prerequisite Courses:

- | | |
|------------------------------------|-----------------------|
| <input type="checkbox"/> ENG-1010 | College Composition I |
| <input type="checkbox"/> HTEC-1060 | Medical Terminology I |

Students will be kept apprised of their progress during the application process. Only those students who have met all program entrance requirements will be accepted and notified by email from the program director.

There are limited spots for this program. Completing 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 completed applications are received. Get Started Interest Forms / “Applications” are accepted throughout the year. Students accepted into the upcoming Fall Semester will receive an acceptance letter via email with a reply that needs to be returned to hold their place in the program.

To be considered for the Fall Semester, your Get Started Interest Form / “Application” must be received by **May 31st.**

Upon acceptance into the program, the following items are required and will be discussed during the mandatory SPD Program orientation held during the month of July.

- Background check – do not start this process until asked by the program director
- Physical examination & immunizations
- Proof of personal medical insurance coverage or student health insurance

What do I need in order to be accepted to the SPD Program?

SPD PROGRAM ENTRANCE REQUIREMENTS

The following program entrance requirements must be completed before the application is reviewed. After the review, the program director will notify students submitting applications of their admission status.

- 1) Submission of completed Cuyahoga Community College Application Form – if not already a student at 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
Office of the Registrar
P.O. Box 5966
Cleveland, OH 44101-0966
 - 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 3-4 weeks to evaluate the transcript(s). **The review of your credentials will not be complete until the evaluation of transfer prerequisite course equivalencies is done.**
 - 4) Completion of Prerequisite Courses:
 - ☐ ENG-1010, College Composition I
 - ☐ HTEC-1060, Medical Terminology I
 - No Prerequisite Course(s) or their Tri-C transfer equivalent may have a grade lower than a “C”.
 - “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 [Get Started Interest Form \(tri-c.edu\)](#). This form now serves as the Health Careers Application, and the direct link to this form is found on the program’s website. www.tri-c.edu/programs/health-careers/sterile-processing-and-distribution
- The deadline to apply to the next cohort is May 31st.** This does not guarantee you will be accepted into the next cohort.
- 7) 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 Director 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.

SPD PROGRAM FAST FACTS

1) What exactly does a Sterile Processing & Distribution Technician (SPDT) do?

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

2) What are the physical and cognitive requirements needed to be a SPDT?

Essential Physical Requirements:

- 1) **Stamina** - Must be able to walk, stand, bend, stretch and lift for an extended period of time.
- 2) **Mobility** - Must be able to move freely and have a 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 a self-functioning range. The only acceptable forms of correction are eyeglasses or contact lenses. The use of any other visual aid is not permitted. Must be able to see tiny objects the size of eyelashes.
- 6) **Hearing** - Must be corrected within a self-functioning range. The only acceptable forms of correction are hearing aids or cochlear implants. The use of any other audio assistance is not permitted. Must be able to listen for alarms and sounds from equipment in an environment with varying background noise.
- 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.

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** - Always exhibit appropriate verbal and non-verbal communication to others.
- 5) **Team Player** - Must be able to share knowledge and work together with others.
- 6) **Respectfulness** - Must be able to always treat others with respect.
- 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 to maintain professional healthcare expertise.

3) Must a SPDT be certified?

Yes! Cleveland area hospitals are now requiring certification within two years as a condition to retain employment. A certified technician will be compensated more than a non-certified technician.

4) What is the typical salary for a SPDT?

Average hourly wage for an entry-level, certified SPDT in the Cleveland area is typically in the range of \$16-19 per hour.

5) Where can I obtain employment?

SPDTs are employed in the Sterile Processing Departments/Central Services 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 an academic counselor after their transcripts have been forwarded to the College.

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

The SPD Program is a 9-month-long; you cannot complete the SPD coursework 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 early evening classes both semesters. A two (2) day a week, fifteen (15) week daytime clinical experience is required to complete the program during the second semester. It is possible to work while attending the program if you have already completed some of the general education courses required for 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 \$129.54 per credit hour for in-county residents, the tuition cost is approximately \$3,750. You pay only for the credit hours you are enrolled in 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 fewer credit hours are left to fulfill. (If a student needs remedial courses to become eligible, the price will be slightly higher depending on the required extra courses.) Additional expenses include a \$10-20 fee for courses with a laboratory section. Textbooks vary in cost, but plan to spend an average of \$75 per book per class. The total approximate cost for the program is \$4,800 for 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?

After the student decides to pursue this profession. Students will be kept apprised of their progress during the application process.

Only those students who have met the program entrance requirements will be accepted and notified by email from the program director. 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 SPD Program in the order in which all completed application materials are received. Deadline to apply to the program for the upcoming Fall Semester is **May 31st**.

15) How will I know if I have a spot in the SPD Program for the upcoming Fall Semester?

The program director will notice accepted students via email with a "Letter of Acceptance" using their Tri-C email address.

16) What Prerequisite Courses are required for the SPD Program?

- ☐ ENG-1010 College Composition I
- ☐ HTEC-1060 Medical Terminology I

17) What GPA is required for the SPD Program?

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

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 www.tri-c.edu/programs/health-careers/background-check-information-bci.html for more information.

19) Who can I speak to or email if I have other questions?

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

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
HTEC-1060	Medical Terminology I	<u>3</u>
		(6)
<u>Program Courses:</u>		
<u>First Semester:</u>		
BIO-1050	Human Biology * -or-	3
BIO-1100	Intro to Biological Chemistry	
BIO-1500	Principles of Biology I	
BIO-2331	Anatomy and Physiology I	
BIO-2500	Microbiology	
HTEC-1110	Ethics for Health Care Professionals -or-	1
PHIL-2050	Bioethics (3)	
IT-1090	Computer Applications	3
SURT-1700	Sterile Processing Technology I	4
SURT-1720	Introduction to Hospital Administration	<u>1</u>
		(12)
<u>Second Semester:</u>		
COMM-1000	Fundamentals of Interpersonal Communications -or-	3
COMM-1010	Fundamentals of Speech Communication	
XXXX-1000	Any 1000-level OT36 approved course	3
SURT-1710	Sterile Processing Technology II	4
SURT-1861	Sterile Processing Practicum	<u>2</u>
		(12)

PROGRAM TOTAL: 30-32

****BIO-1050** is a lecture course only and may be selected if working for the SPD Certificate only. Students wishing to transfer coursework into the Surgical Technology degree program need to take BIO-1100 or BIO-1500 to fulfill BIO-2331 prerequisite.

Sterile Processing & Distribution Technology Program Certificate of Proficiency

PROGRAM SCHEDULE

- The program only begins in the Fall Semester of each academic year.
- The 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-1090) 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 later.

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	5:00pm-8:40pm
SURT-1720 Introduction to Hospital Administration Session B / 8 weeks	Tuesday	5:00pm-6:40pm
<u>Spring Semester – 16 weeks</u>		
SURT-1710 Sterile Processing Technology II	Monday	5:00pm-8:40pm
SURT-1861 Sterile Processing Practicum	(2 days per week): Tues / Thurs -or- Wed / Fri	7:00am-3:30pm
(There <u>may</u> be clinical sites offering evening hour clinicals from 3:00pm-11:30pm. This is subject to change each academic year.)		