



## **Sterile Processing Technician Certificate Program**

### **Admissions Information and Application**

***August 2023-May 2024***

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A sterile processing technician plays a critical role in preventing infection by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. A sterile processing technician learns the principle of sterilization and sterile processing. They work behind the scenes in a constantly changing, fast-paced environment. Though they play a vital role in preventing infection, technicians have minimal direct patient contact. Sterile processing technician is an excellent opportunity to join the growing healthcare field.

A Sterile Processing Technician must have the ability to perform under pressure and in stressful situations—a high degree of concentration, a strong sense of responsibility and ethics, focus, and be detail-oriented. One must also be prepared to comply with all hospital policies and adhere to strict sterilization procedures. At the root of the job is understanding microbiology, infection, and disease control.

Sterile Processing Technicians typically work outside the operating room but support hospital operations. They serve an integral, supporting role in patient care and safety. Since this role does not interact directly with patients, it is best suited for someone who likes to work behind the scenes. Sterile Processing Technicians are employed within hospitals, physician's offices, inpatient and outpatient clinics, and diagnostic centers.

### **STERILE PROCESSING PROGRAM**

The Sterile Processing Technician Program is designed to provide the student with the knowledge and skills required to work as a sterile processing technician. The program will prepare students to clean, disinfect, and distribute sterilized instrumentation and equipment to various areas of the healthcare facility. The clinical setting will allow the student to work in a sterile processing department and central service department setting to gain real-world experience. Upon completing the Sterile Processing Technician program, the student will be qualified and required to sit for the HealthCare Sterile Processing Association (HSPA) national exam. The Certified Registered Central Service Technician (CRCST) is accredited by both the American National Standards Institute (ANSI) and the National Commission for Certifying Agencies (NCCA).

The Certificate in Sterile Processing Technician is a two (2) semester program. Classes are scheduled in a Hybrid format. A hybrid format means students will complete coursework online and attend an in-person laboratory on Monday and Tuesday nights. Enrollment is limited and competitive. Admission to South Plains College does not guarantee acceptance to the Sterile Processing Technician Program.

### **PROGRAM GOALS AND PROGRAM STUDENT LEARNING OUTCOMES:**

The primary objective of this course is that upon completion, the student will demonstrate beginning competence in and understanding the role of the sterile processing technician. Methods of instruction include lectures, demonstrations, group discussion, problem-solving, and individual and group written assignments.

1. Demonstrate basic technical skills in managing the process for surgical instrumentation sterilization, inventory control and supply chain management, and information technology as it relates to the sterile processing environment.
2. Demonstrate professional behaviors of caring, accountability, responsibility, respect for the quality care of patients, acceptable attitude and attire, and organization and time management skills.
3. Work independently in a team of central sterile processing technicians collaborating to maintain sterilization and storage.
4. Utilize critical thinking skills as a basis for clinical judgment and anticipatory decision-making when managing all tasks related to sterile processing.
5. Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.
6. Maintain industry standards of quality control and safety principles in the workplace. Uphold legal and ethical standards and adhere to principles of patient confidentiality within the healthcare community environment as defined by HIPAA.

## PHYSICAL REQUIREMENTS

### Visual acuity (with corrective lenses if needed) to:

- Identify cyanosis
- Observe the absence of respiratory movement in patients
- See adverse skin reactions to treatments
- Read the very fine print on monitors and equipment
- Evaluate images for diagnostic quality

### Hearing ability (with auditory aids if needed) to:

- Understand the normal speaking voice without viewing the speaker's face
- Hear monitor alarms, emergency signals, call bells from patients, equipment timers, and alarms

### Manual dexterity to:

- Use sterile techniques
- Manipulate and assemble the equipment for use

### Physical ability to:

- Stand for prolonged periods
- Perform cardiopulmonary resuscitation (CPR)
- Lift objects of 35 pounds or more
- Push pieces of equipment from room to room
- Maneuver in limited spaces

## COMMUNICATION REQUIREMENTS

### Communicate effectively in verbal and written form by:

- Speaking clearly and succinctly when interacting with nurses, surgeons, team leaders, etc.
- Using electronic means (computers) to talk with others

### Function safely under stressful conditions with the ability to:

- Adapt to the ever-changing environment inherent in clinical situations involving the sterilization of equipment

### Computer skills to:

- Use a variety of software programs and the internet for research and course projects, including PowerPoint for presentations

## **ADMISSION REQUIREMENTS**

- Admission to South Plains College is a separate admissions process that must be completed before applying to the Sterile Processing Technician Program.
  - **Admission to the College does not guarantee access to the Sterile Processing Technician.**
- Applicants will be notified by mail of their acceptance status by the middle of July before the intended year of program enrollment. **Program maximum enrollment capacity = 10-15**

### **Readmission to the Sterile Processing Technician Program:**

- All readmission candidates must complete and resubmit their application by the stated deadline.
- A student may request one (1) readmission into the Surgical Technology Program.
- Accepted students who fail to meet the surgical program's requirements and resubmit into the agenda may do so only once.
- A student **may be denied** readmission.

	1. High school diploma or GED is required.	
	2. Applicant must be accepted to South Plains College.	<b>*Applicant must be accepted to South Plains College <u>before</u> the Surgical Technology application deadline of August 1<sup>st</sup>.</b>
	3. If applicable, official high school transcripts or prior college transcripts must be on file with the SPC Admissions and Records office.	<b>*Official transcripts must be on file with the College prior to the Sterile Processing Technician Program application deadline of August 1<sup>st</sup>. *NO HOLDS on SPC account by August 1<sup>st</sup></b>
	4. Unofficial Transcript	<b>*All unofficial transcripts must be turned in with the application.</b>
	5. A current Sterile Processing Technician application on file. Once the applicant has completed all additional items (1-4).	Director: Kristie Cole South Plains College 819 Gilbert Drive, Building 5 Lubbock, TX 79416 Office (806)716-4643, <a href="mailto:kcole@southplainscollege.edu">kcole@southplainscollege.edu</a>

\*\*\*At this time, this will be the first year South Plains College offers the Sterile Processing Technician Program, admissions are opened, and NO Required courses or entrance exam is needed.

**Admission Criteria:** Specific program requirements are outlined in this packet. However, specific program requirements and program admission requirements, and acceptance criteria are subject to change and without notice. It is the applicant's responsibility to keep informed of current program requirements. The available clinical resources limit the size of classes for learning and the availability of qualified central sterile processing faculty.



# Application Check List

## Applied to South Plains College

- <http://www.southplainscollege.edu/apply.php>
- Send in ALL OFFICIAL transcripts to SPC – Digital is quicker.

## Complete Application (August 1st)

- Please DOWNLOAD application
- Fill out the application
- Submit email – if the email link does not work, SAVE AS PDF  
(YOURLASTNAME\_SPT\_application, example: Cole\_SPT\_application) and send it to [kcole@southplainscolleg.edu](mailto:kcole@southplainscolleg.edu)
- GET ALL unofficial transcripts together and send them to the Program Director (even if from SPC)
- Schedule an appointment with Director if you have any additional questions or if you would like to discuss your application in person: <https://calendly.com/kcole-5/srgt-appt>

## **REQUIREMENTS OF ACCEPTED APPLICANTS ONLY**

- The applicant will perform a criminal background check upon admission to the program **and** healthcare facilities before hiring graduates.
  - By signing and turning in this application, you are acknowledging a background check upon acceptance into the Sterile Processing Technician Certificate Program at your cost of \$48.00
  - \*Students previously employed by University Medical Center whose status is “non-rehire” are not eligible to attend clinical rotations at this facility.
- The physical examination report (included with the acceptance letter) will be completed by the student’s physician and submitted to the Program Director at Program Orientation in the Fall or by the first week of December.
- The student must complete a CPR for Healthcare Providers course (BLS only) from the **American Heart Association**. There will be a sign-up sheet at orientation
- According to Texas State Law and the policies of clinical affiliates, all students enrolled in health career programs must have the following immunizations:

TDAP	<b>*within the past ten years</b>
Measles	<b>*if born after 1/1/1957: must have two doses</b>
Mumps	<b>*if born after 1/1/1957: must have at least one dose</b>
Rubella	<b>*vaccine must be repeated if initially received before 1980</b>
Annual tuberculin skin test	
Hepatitis B series	<b>*must have proof of at least doses #1 and #2</b>
Annual flu vaccination	
Varicella	<b>*proof of vaccine or a notarized letter from a parent stating student has had the chickenpox</b>

**\*Physical forms and shot records must be submitted by the first week of December. Failure to submit documents on time will result in dismissal from the program. \***

### **Required supplies include:**

- Scrub uniforms
- shoes for clinical rotations (2 pairs)

## Sterile Processing Technician Certificate Degree Plan 2023-2024

### Semester 1: Fall Semester (Online and Monday and Tuesday Night Classes)

HPRS	1201	Introduction to Health Professions	2	0	0	32	2
HPRS	1370	Central Sterile Processing II	2	2	0	64	3
HPRS	1470	Central Sterile Processing I	3	2	0	80	4
SCIT	1313	Workplace Microbiology	3	1	0	64	3
TOTAL HOURS:			10	5	0	224	12

### Semester 2: Spring Semester (Online, Monday Night Class, and Clinical)

<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	2	4	0	96	3
HPRS	1471	Central Sterile Processing III	3	2	0	80	4
HPRS	1663	Clinical – Health Services/Allied Health/Health Sciences	0	0	25	580	6
TOTAL HOURS:			5	6	25	765	13

Cert. of Proficiency Grand Total:	16	11	25	980	25
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\*\*For the Central Sterile Technician Certificate, the student may take HITT 1305 or HPRS 1106.

## STERILE PROCESSING TECHNICIAN CERTIFICATE PROGRAM APPLICATION PROCESS

Attached to this information packet is the Sterile Processing Technician Certificate Application. Application guidelines are as follows:

- Applications will be accepted through August 1<sup>st</sup> for each class to begin the Fall of that year.  
No early applications will be accepted.
- Applications will need to be sent to the Program Director no later than August 1st
  - **Faxed (806) 716-4643**
  - **Emailed: Kcole@southplainscollege.edu**
  - **Mailed:**
    - **Attn: Kristie Cole,**  
**Surgical Technology/Sterile Processing Technician Program**  
**Director**  
**819 Gilbert Drive Building 5, office 529**  
**Lubbock, Texas 79416**
  - **Hand-delivered**
    - Reese Campus Building 5, office 529
- Class selection will occur at the beginning of August; all applicants will be notified by phone call and email of their acceptance status.
- **If re-applying to the program, it is the applicant's responsibility to meet with the Program Director before applying, as admissions requirements are subject to change.**

### Please Note:

- It is the applicant's responsibility to keep the Admissions and Records Office and the office of the Program Director informed of any changes to application information such as test scores, contact information, name changes, etc.
- **Applicants who do not have ALL college transcripts on file and/or HOLDS with the Admissions and Records Office and an entrance exam score with the College by August 1st will NOT be considered for admission.**
- Students that had been accepted and failed to complete requirements during the academic calendar year may re-apply.
  - \*Note: only a total of two (2) admission (initial admission and the readmission)





## Application for Admission

Personal Information			
Name:	DOB:	Social Security Number:	
Address:	City:	State:	Zip Code:
Phone Number	Email Address		Student ID: (SPC ID)
Have you previously applied to or been enrolled in a healthcare program?			YES or NO
If yes, did you finish the program? YES or NO		If not, please explain:	
<small>*If you did not complete the program, a letter from the program which you did not complete, stating that you are in good standing with the program, must be submitted with your application*</small>			
Education			
School Name	Location	Years Attended	Degree Received
Signature Disclaimer			

**- ALL items (1-4) must be completed before the Sterile Processing Technician Certification Application can be submitted. Applicants needing to take additional TSI remedial courses in the Summer I can apply the Second week of June with verification of course enrollment.**

Students in the Sterile Processing Technician Certification Program may have a criminal background. Please be advised that the background may keep you from the program due to clinical site policies. Students who have a question regarding their background, please speak with the Program Director or the Department Chair.

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is caused for denial of admission or expulsion from the college. I understand that the information contained in this application will be read by the faculty and staff of the South Plains College Sterile Processing Technician Certification Program.

Signature:

Date:

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