



## Sterile Processing Technician Certificate Program

### Admissions Information and Application

*August 2024-May 2025*

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A Sterile Processing Technician plays a pivotal role in infection prevention by meticulously sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. These technicians are well-versed in the principles of sterilization and sterile processing, functioning in a dynamic, fast-paced environment behind the scenes. While they hold a critical position in infection control, they maintain minimal direct patient contact. Becoming a Sterile Processing Technician presents an excellent opportunity to enter the burgeoning healthcare field.

Key attributes required for this role include the ability to perform effectively under pressure, demonstrating a high level of concentration, a strong commitment to responsibility and ethics, unwavering focus, and keen attention to detail. Moreover, adherence to hospital policies and strict sterilization procedures is mandatory. The foundation of this profession lies in understanding microbiology, infection control, and disease management.

Sterile Processing Technicians predominantly work outside the operating room but play an indispensable supporting role in hospital operations, enhancing patient care and safety. This role is particularly suitable for individuals who prefer working behind the scenes, as it doesn't entail direct patient interaction. Sterile

Processing Technicians find employment opportunities in hospitals, physician's offices, inpatient and outpatient clinics, as well as diagnostic centers.

## **STERILE PROCESSING PROGRAM**

The Sterile Processing Technician Program is meticulously crafted to equip students with the knowledge and skills necessary for a fulfilling career as a sterile processing technician. This program offers comprehensive training, enabling students to proficiently clean, disinfect, and distribute sterilized medical instruments and equipment to various areas within healthcare facilities.

In the clinical setting, students will have the invaluable opportunity to work within sterile processing and central service departments, gaining hands-on, real-world experience that is vital to their professional development. Upon successful completion of the Sterile Processing Technician program, students will not only be fully qualified for the role but will also be eligible to sit for the national exam offered by the HealthCare Sterile Processing Association (HSPA).

The program certification, known as the Certified Registered Central Service Technician (CRCST), holds accreditation from both the American National Standards Institute (ANSI) and the National Commission for Certifying Agencies (NCCA), underscoring its recognition and high industry standards.

This program spans two semesters and is conducted in a hybrid format, combining online coursework with in-person laboratory sessions held on Monday and Tuesday nights. Please note that enrollment is limited and admission to South Plains College does not guarantee acceptance into the Sterile Processing Technician Program, as it is a competitive program with stringent admission criteria.

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

**Program Objective:** The primary aim of this course is to equip students with the essential knowledge and skills required for a successful career as a Sterile Processing Technician. Instructional methods include lectures, demonstrations, group discussions, problem-solving exercises, as well as individual and group written assignments.

Upon completion of the program, students will be able to:

1. **Demonstrate Proficiency in Sterilization Management:** Students will exhibit fundamental technical skills in overseeing the process of surgical instrumentation sterilization. They will also understand the principles of inventory control and supply chain management within the context of sterile processing. Additionally, students will grasp the significance of information technology as it pertains to the sterile processing environment.
2. **Exhibit Professionalism and Ethical Behavior:** Students will embody professional behaviors such as empathy, accountability, responsibility, and a deep respect for providing high-quality patient care. They will maintain an appropriate attitude and attire in healthcare settings and exhibit strong organizational and time management skills.
3. **Collaborate Effectively:** Students will work independently and as part of a team of central sterile processing technicians. They will effectively collaborate to ensure the maintenance of sterilization processes and proper storage of medical instruments and equipment.
4. **Apply Critical Thinking Skills:** Students will employ critical thinking as the foundation for clinical judgment and anticipatory decision-making. They will adeptly manage all tasks associated with sterile processing, with a focus on efficiency and patient safety.
5. **Communicate Effectively:** Students will master verbal, nonverbal, and written communication principles and skills within the workplace. This proficiency is essential for ensuring clear and accurate communication among healthcare professionals.
6. **Maintain Quality and Safety Standards:** Students will uphold industry standards of quality control and safety in the workplace. They will also adhere to legal and ethical principles, including the protection of patient confidentiality as defined by the Health Insurance Portability and Accountability Act (HIPAA) within the healthcare community environment.

These program goals and learning outcomes are designed to ensure that students are well-prepared to excel as Sterile Processing Technicians and contribute to the safety and quality of healthcare delivery.

**PHYSICAL REQUIREMENTS:**

To succeed in the role of a Sterile Processing Technician, individuals must meet specific physical requirements:

**Visual Acuity (with corrective lenses if needed) to:**

1. Identify cyanosis (a bluish discoloration of the skin due to lack of oxygen).
2. Observe the absence of respiratory movement in patients.
3. Detect adverse skin reactions to treatments.
4. Read very fine print on monitors and equipment.
5. Evaluate images for diagnostic quality.

**Hearing Ability (with auditory aids if needed) to:**

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

**Manual Dexterity to:**

1. Use sterile techniques when handling medical equipment.
2. Skillfully manipulate and assemble equipment for use.

**Physical Ability to:**

1. Stand for prolonged periods, as this role often involves extended periods of work.
2. Perform cardiopulmonary resuscitation (CPR) if necessary.
3. Lift objects weighing 35 pounds or more, which is essential for handling heavy equipment.
4. Push pieces of equipment from room to room.
5. Maneuver in limited spaces, as sterile processing areas may have confined workspaces.

**COMMUNICATION REQUIREMENTS:**

Effective communication is crucial in this role. Individuals must meet the following communication requirements:

**Communicate Effectively in Verbal and Written Form by:**

1. Speaking clearly and succinctly when interacting with healthcare professionals such as nurses, surgeons, and team leaders.
2. Using electronic means (computers) to communicate with others, including colleagues and superiors.

**Function Safely Under Stressful Conditions with the Ability to:**

1. Adapt to the ever-changing and high-pressure environment inherent in clinical situations involving the sterilization of equipment.

**Computer Skills to:**

1. Utilize a variety of software programs and the internet for research and course projects.
2. Create presentations using software like PowerPoint.

Meeting these physical and communication requirements is essential for the safe and effective performance of the duties of a Sterile Processing Technician in healthcare settings. These requirements ensure the delivery of high-quality patient care and adherence to safety standards.

## 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.	*Applicant must be accepted to South Plains College <u>before</u> the Surgical Technology application deadline of <u>July 1st</u> .
	3. If applicable, official high school transcripts or prior college transcripts must be on file with the SPC Admissions and Records office.	*Official transcripts must be on file with the College prior to the Sterile Processing Technician Program application deadline of <u>August 1st</u> . *NO HOLDS on SPC account by July 1st
	4. Unofficial Transcript	*All unofficial transcripts must be turned in with the application.
	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>

**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

- Apply to South Plains College**
  - <http://www.southplainscollege.edu/apply.php>
  - Send in ALL OFFICIAL transcripts to SPC – Digital is quicker.
- Complete Application (July 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@southplainscollege.edu](mailto:kcole@southplainscollege.edu)
  - GET ALL unofficial college 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>
- TSIA2 Requirement: MATH**
  - Complete **MATH requirements**, which include:
    - Sitting for and passing the TSI exam.
    - Successfully completing TSI exam remedial courses.
    - Qualifying for TSI exam exemption or taking it if required.

## □ Shot Records

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	<b>NOT REQUIRED FOR PROGRAM ENTRANCE – Proof by the first week of December once accepted is required.</b>
Varicella	<b>*proof of vaccine or a notarized letter from a parent stating student has had the chickenpox</b>
COVID19	<b>*Proof of shot(s) or proof of exemption - Please contact Program Director By email for this form.</b>

## REQUIREMENTS FOR ACCEPTED APPLICANTS ONLY:

If you have been accepted into the Sterile Processing Technician Certificate Program, please take note of the following requirements:

### 1. Criminal Background Check:

- Upon admission to the program and prior to healthcare facility assignments, you are required to undergo a criminal background check.
- You are acknowledging your consent to this background check by signing and submitting this application.
- The cost for the background check is \$48.00 and is at your expense.
  - **Clinical Rotations at University Medical Center:**
  - Students who were previously employed by University Medical Center and have a "non-rehire" status are not eligible to participate in clinical rotations at this facility.

### 2. Physical Examination Report:

- A physical examination report form will be provided with your acceptance letter.
- This report must be completed by your physician and submitted to the Program Director during Program Orientation in the Fall or by the first week of December.

### 3. CPR Certification:

- You must complete a CPR for Healthcare Providers course (BLS only) from the American Heart Association.
- Information and sign-up details for this course will be available at the orientation.

### 4. Immunization Requirements:

- In accordance with Texas State Law and clinical affiliate policies, all students enrolled in health career programs must have specific immunizations.
- Failure to submit these documents on time will result of not acceptance into the program..

### 5. Required Supplies:

- Students are responsible for obtaining the following required supplies:
  - Scrub uniforms
  - Shoes for clinical rotations (at least two pairs)

Please ensure that you fulfill these requirements promptly to maintain your eligibility for the Sterile Processing Technician Certificate Program. Your compliance with these regulations is essential to ensure a safe and successful educational experience in this program.

## **Sterile Processing Technician Certificate Degree Plan**

### **2024-2025**

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:						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:						765	13

Cert. of Proficiency Grand Total: 16 11 25 980 25

\*\*For the Central Sterile Technician Certificate, the student may take HITT 1305 or HPRS 1106.

## STERILE PROCESSING TECHNICIAN CERTIFICATE APPLICATION GUIDELINES:

This information packet includes the Sterile Processing Technician Certificate Application, and the application process adheres to the following guidelines:

### 1. Application Deadline:

- Applications will be accepted through July 1st for each class scheduled to begin in the Fall of that year.
- Please note that no early applications will be accepted.
- Please do not contact the Program Director on status unless it is after **July 10th**

### 2. Submission Methods:

- Applications must reach the Program Director no later than August 1st through one of the following methods:
  - Fax: (806) 716-4643
  - Email: [Kcole@southplainscollege.edu](mailto:Kcole@southplainscollege.edu)
  - Mail: Attn: Kristie Cole, Surgical Technology/Sterile Processing Technician Program Director 819 Gilbert Drive, Building 2, Office 223B Lubbock, Texas 79416
  - Hand-delivered: Reese Campus Building 2, Office 223B

### 3. Class Selection Notification:

- Class selection will be determined no later than July 10<sup>th</sup>.
- All applicants will receive notifications of their acceptance status via phone call and email.

### 4. Re-application for Re-entry into Program:

- If re-applying to the program, it is the applicant's responsibility to meet with the Program Director before reapplying, as admissions requirements are subject to change.

### Important Notes:

- 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 July 1st will NOT be considered for admission.
- Students who were previously accepted but failed to meet requirements during the academic calendar year may re-apply. However, please note that only a total of two admission attempts are allowed (initial admission and readmission).

These guidelines are essential to ensure that the application process runs smoothly and fairly for all prospective students seeking admission to the Sterile Processing Technician Certificate Program. Please adhere to these instructions carefully.



## APPLICATION FOR ADMISSION

PERSONAL INFORMATION		
NAME (LAST, FIRST)	SPC ID #: *REQUIRED	SOCIAL SECURITY NUMBER
ADDRESS:	CITY, STATE	ZIP CODE:
PHONE NUMBER:	EMAIL ADDRESS: *MUST BE SPC EMAIL	

### HEALTHCARE PROGRAM:

Have you previously applied to or been enrolled in a healthcare program? Yes No  
If yes, when and where: \_\_\_\_\_ (\*letter of standings required).  
Did you finish the program? Yes No  
If not, please explain: \_\_\_\_\_ (\*letter of standings required).  
Have you ever been convicted of a felony? Yes No If yes, please explain: \_\_\_\_\_

EDUCATION					
School Name	Location	Years Attended	Degree Received	Major	

MEDICAL EXPERIENCE					
Medical Experience	Location	Years	Certification		

### SIGNATURE DISCLAIMER

-ALL items (1-5) must be completed before the Sterile Processing Application can be submitted.  
-Applicants needing to take additional TSI remedial courses in Summer I can apply the second week of June with verification of course enrollment.  
-Students in the Sterile Processing Program who may have a criminal background, please be advised that the background may keep you from entering 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 certify that the information in this application is true and complete to the best of my knowledge. I understand that the South Plains College Sterile Processing Program faculty and staff will read any misrepresentation or falsification of information caused in this application, denial of admission, or expulsions.

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