



3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Central Service Technology Student Handbook

Program Location

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PREFACE

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APPENDICES

Appendi

The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 3/2024)

Philosophy of the Central Service Technology Program

The philosophy of the Central Service Technology program is consistent with those expressed in the Mission Statement of Indian River State College.

The Philosophy of the Central Service Technology Faculty is to provide a dynamic, behavioral and highly technical process directed toward the classroom learning, clinical application and active participation of the sterile processing/materials management team member.

The focus of our care team is to provide quality, patient-centered care.

Description of the Profession

Central service technicians, also called sterile processing technicians or central service (CS) professionals, play a critical role in preventing infection by the overall cleaning, decontamination, assembly and dispensing of surgical instruments, equipment and supplies needed for daily surgical procedures in surgery and related departments.

Indian River State College
 Central Service Technology Program
 Program Rubric

Program Purpose Statement

To prepare competent entry-level central service technicians in the cognitive (knowledge), psychomotor (hands-on-skills), and affective (professional behavior; conduct; problem solving) learning domains. Students will demonstrate the knowledge, competencies, and behavior expectations based on the IRSC) Indian River State College, mission program performance standards, program philosophy and ethics, and the HSPA Healthcare Sterile Processing Association Central Service Technical Manual through successful passing of all course requirements within the program.

Central Service Technology Program Guided Pathway: <i>(progression and/or retention in program)</i>	Letter Grade			<i>C (Cognitive) P (Psychomotor) A (Affective)</i>
HSC0003 -- Introduction to Healthcare	A	B	C	<i>C, P</i>
STS0019C -- Central Service Processing/ Materials Management	A	B	C	<i>C, P, A</i>
STS0013L -- Central Sterile Processing Clinical	A	B	C	<i>C, P, A</i>

Completes case requirements as defined by the (HSPA) Healthcare Sterile Processing Association.

****See below for Clinical Case Requirements***

1. _____ **Decontamination (120 Hours)**

Initials

Blood-Borne pathogens, Soiled Item Transport, Safety (e.g. Chemical Handling, Sharps), Manual Instrument Cleaning, Mechanical Cleaning (e.g. Washers, Ultrasonic Cleaners), ~~Non-sterile Area Disinfection Processes, Interpreting Manufacturer's IFUs (e.g. Device~~ Cleaning, Equipment Operation, Chemical, Enzymatics/Detergents, Current Measurements/Concentration, Soak Time), Item Receiving & Traceability

2. _____ **Preparing & Packaging Instruments (120 Hours)**

Initials

Identification, Inspection/Testing of Instruments, Inspection/Testing of Containers & Wrapping Material, Assembly, Packaging Techniques (e.g. Pouches, Flat Wraps, Rigid Containers), Labeling

3. _____ **Sterilization & Disinfection (96 Hours)**

Initials

High Temperature Sterilization Processes, Low Temperature Sterilization Processes, Logging & Record Keeping (e.g. Sterilization/HLD, Biologicals, Incubation), Handling & Putting Away of Sterile Supplies, Automated/Manual Disinfection, Trouble Shooting (e.g. Aborted/Failed Cycles, Wet Loads, Repairs)

4. _____ **Storage & Distribution (24 Hours)**

Initials

Clean & Sterile, Handling & Putting Away of Sterile Supplies, Rotating Supplies, Inventory & Restocking Carts/Shelves (e.g. Inventory Systems, Par Levels), Event Related Shelf Life/Expiration Dating, Cleaning Storage Shelves, Case Carts (e.g. Assembly, Pick Lists & Locator Systems)

5. _____ **Quality Assurance Processes (24 Hours)**

Initials

~~Interpreting Manufacturer's IFUs (e.g. Device Inspection & Testing, Sterilizers), Standards~~ Regulations, Policies & Procedures, Docume

Upon entering Indian River State College, each student inherently agrees to accept the responsibility and trust granted to the Central Service Technology profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Professionalism

All IRSC Central Service Technology students are representatives of the Health-79act <</Attached t c

Retention Regulation

Retention of students is a high priority for the IRSC Central Service Technology faculty. The commitment to retention is reflected in the open-door policy of your program instructors and Program Director, and referrals for counseling and academic support, when difficulties arise. Whenever a student experiences academic difficulty he/she is counseled by the instructor for that course and a referral is made to the Program Director before withdrawal is considered. A student counseling form is initiated and some form of remediation is recommended depending on the difficulty. The program consists of frequent written feedback methods, so that input on progress, is optimized for the student.

The College has an active Retention Committee, which addresses student retention issues and needed resources on a college-wide basis.

Students in a professional healthcare program must take ownership for their educational progress and success. Faculty, open lab practices and college support programs are allies and tools for your success. Identify any weakness early so that it can be addressed. If you find that your educational goals should change, or that you are not a "right fit" for your initial educational choice, contact an advisor.

Requirements for Progression

The Central Service Technology program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Central Service Technology course (determined by a minimum grade of "C"). that the student obtains a grade lower than a "C" in any of the Central Service Technology courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Readmission/Transfer Guideline – Central Service Technology Program

Written request to be readmitted/transferred into the Central Service Technology program should be addressed to the Central Service Technology Program Director. Students requesting readmission/transfer must complete the Central Service Technology Readmission/Transfer request form and submit along with the personal letter requesting readmission or transfer. Letters must be submitted by 60 days preceding the academic year in which readmission/transfer is requested. Approval of readmission/transfer will be made by the Central Service Technology Program Director, based on the following:

1. Students who withdraw for personal/health reasons, or students who withdrew with an average grade below 76% or students who have failed a course will be readmitted/transferred subject to the following:
 - a. Meeting of admission requirements for the College and Central Service Technology program.
 - b. Submission of written request for readmission/transfer.
 - c. Availability of space in the Central Service Technology program.
 - d. All course prerequisites must be met.
 - e. Demonstration of technical skills for all previous Central Service Technology courses.
 - f. Redemonstration of theoretical knowledge.
 - g. Clearance through Financial Aid Office.
 - h. UpreW* n.1 420.37prdu57.19 572.02 Td()TjETEMC Q/P <</MCID 5 BDC q.Dcord, dru

Skills Documentation for Re-entry/Transfer Students

A student that has been granted permission to re-enter/transfer into the Central Service Technology program must complete documentation of clinical skills competencies, take a Pharmacology proficiency test and didactic retention assessment exams. Additional fees are required for clinical competency testing and additional hours for placement on student transcript.

Classroom and On Campus Lab Standards

Note: Failure to adhere to any classroom, campus lab or clinical standards may result in dismissal from the program.

1. NO food is allowed in the classroom. Clear drinks ONLY. This is a privilege.
2. Prompt and regular attendance is expected at all class and clinical days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to all clinical facilities is mandatory.

9. Students are expected to arrive 15 minutes prior to the assigned start time. Students are required to check in with their instructor on arrival and report to both their assigned nurse and instructor when leaving the floor for any reason. Break (15 minutes) and lunch (30 minutes) times may be designated by the instructor.
10. Written objectives for the clinical courses are shared with agency staff. The instructor may confer with the health care agency staff on the progress of each student as necessary.
11. Students are to be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility **are not to work a shift 11:00 p.m. to 7:00 a.m.** prior to an assigned clinical. Students deemed to be unsafe will be dismissed from clinical.
12. Written evaluations are discussed with and signed by each student at the end of **each week's rotation**. Clinical evaluations will be conducted at other times as deemed appropriate by the instructor. ~~All Evaluations are kept in the student's file~~ in the Health Sciences Division.
13. Students are required to notify instructors of absence from clinical at least 30 minutes before scheduled time of arrival. Incidence of "No Call, No Show" ~~is a dismissal~~ in dismissal from the program.
14. Make-up work for absences will be assigned at the discretion of the clinical instructor. The cost of the additional instructional time, if required, will be the responsibility of the student.
15. Students will not be called from the unit to the telephone unless there is an emergency. Cell phones and devices are not permitted while on duty.
16. Students are requested to take as little money, keys, notebooks, purses, wallets, etc., as possible into the agency and to store things at the agency in the designated place.
17. In courses that contain a clinical component, students must receive a passing grade in both theory and clinical in order to pass either course.
18. Students unable to demonstrate competency in skills assessments in the lab will not be eligible to attend clinical courses, until they have successfully remediated and receive clearance from the Program Director. Students will be responsible for booking time in the lab with an instructor for remediation.

19. A student involved in an accident or injury to self or to a patient must notify instructor immediately.

Clinical Hands-On Experience Requirement

1. _____ Decontamination (120 Hours)

Initials

Blood-Borne Pathogens, Soiled Item Transport, Safety (e.g. Chemical Handling, Sharps), Manual Instrument Cleaning, Mechanical Cleaning (e.g. Washers, Ultrasonic Cleaners), Decontamination Area Disinfection Processes, Interpreting Manufacturer's IFUs (e.g. Device Cleaning, Equipment Operation, Chemical Enzymatics/Detergents, Current Measurements/Concentration, Soak Time), Item Receiving & Traceability

2. _____ Preparing & Packaging Instruments (120 Hours)

Initials

Identification, Inspection/Testing of Instruments, Inspection/Testing of Containers & Wrapping Material, Assembly, Packaging Techniques (e.g. Pouches, Flat Wraps, Rigid Containers), Labeling

3. _____ Sterilization & Disinfection (96 Hours)

Initials

High Temperature Sterilization Processes, Low Temperature Sterilization Processes, Logging & Record Keeping (e.g. Sterilization/HLD, Biologicals, Incubation), Handling & Putting Away of Sterile Supplies, Automated/Manual Disinfection, Trouble Shooting (e.g. Aborted/Failed Cycles, Wet Loads, Repairs)

4. _____ Storage & Distribution (24 Hours)

Initials

Clean & Sterile, Handling & Putting Away of Sterile Supplies, Rotating Supplies,

Grades

1. Grading practices and regulations in Central Service Technology reflect the high level of competence required for the Certified Service Technician.
2. Grading regulations are the same throughout the program.
3. A grade of 76% or better is required in all theoretical course components, including all exams, and a satisfactory evaluation in clinical competencies are needed in order to progress to the next sequence of the Central Service Technology curriculum.
4. Central Service Technology Department Grading System (non-negotiable) the grades will be recorded on the IRSC Vocational Transcript. No rounding up or down of grades is done.
A = 93–100
B = 85–92
C = 76–84
F = 75 and below
5. Students with **ANY** absence are subject to a 10% deduction for late assignments or makeup tests.

Tests are announced ahead of time, quizzes may not be announced.

- 6.

Uniform Dress Code

The personal appearance and demeanor of the Central Service Technology student at IRSC reflects the College and the Central Service Technology program standards and are ~~indicative of the student's interest and pride in the profession. Students are required to~~ be in uniform for on-campus classes and specific clinical activities. Students must appear neat and professional at all times. Information regarding the regulation uniform worn by the IRSC Central Service Technology student will be distributed to students during orientation to the program. Students are responsible for obtaining the proper size uniform before entering the program. Students will not be permitted on hospital units unless they are in correct uniform. Violations of the uniform code will be dealt with on an individual basis. A student may be dismissed from clinical site for inappropriate attire.

1. All students must purchase the following:
 - a. 1 pair of duty black, black or gray shoes (no open-toe or open-heel shoes)
 - b. Scrubs: at least 2 sets (per uniform requirements)
 - c. Support knee high socks, or hose (both men and women)-recommended
2. Students are expected to dress in a professional manner for all classes and any field trips.
3. The student will wear their scrubs for lab and class.
4. Each clinical affiliate facility has its own dress code. Students will comply with the facility dress code requirements.
5. Bouffant or Surgeon (head covers) are to be worn by anyone entering Central Service Department. These caps are discarded after use. **The cap must cover all hair at all times.**
6. Non-disposable head covers may be worn, but must be covered by a disposable head cover at all times.
7. Masks are not to hang around the neck. Masks are either on or off. Each area in the Central Service department requires specific Personal Protective Equipment (PPE). Students must follow facility policy.
8. The IRSC name badge/student identification card will be worn and be visible at all times when the student is in class or clinical. Hospital name badge, if the facility requires one, must be worn.
9. Small pierced earrings are permitted if completely covered by the cap.
10. No necklaces are allowed.

11.
 - a. Proper personal hygiene, including mouth care, must be practiced.
 - b. Students are to be clean shaven.
 - c. Hair is to be neat and clean.
 - d. Conservative make-up may be worn.
 - e. No colognes or perfumes will be worn. **Smoking odors should not be noticeable.**
12. Scrub suits provided by the hospital for their surgery suite **MUST NOT** be worn out of the hospital.
13. During your clinical experience nails are to be kept short and clean. No polish is to be worn. No artificial nails, of any type, are permitted.
14. School uniform is to be worn to class and clinical sites only. Professionalism dictates that wearing a medical/school uniform in any other establishment is inappropriate.
15. At all times (clinical, classroom and lab) clothing must cover all body art. Tattoos that are visible on arms, neck, etc. must be covered at clinical sites when not scrubbed at all times.

“LATEX ADVISORY” - latex based products are used in all health care facilities; IRSC lab is NOT a LATEX FREE LAB.

Supplies

- Textbooks and any required supplies are required on the first day of class.
- Booklist, uniform requirements and supply lists are given out at initial orientation for each new class.

All courses in the Central Service Technology

Attendance

1. An accurate record of attendance is kept for class and clinical.
2. Students are required to be in attendance in the classroom and/or clinical setting up to ten (10) hours a day on assigned days except during posted holidays and vacations.
3. Students must notify the instructor or Central Service Technology Program Director prior to absence from class or clinical. Students must notify the instructor and the healthcare facility of intended absence prior to clinical. Incidence of ~~“NO CALL, NO SHOW”~~ will result in dismissal from the program.
4. Absence of more than three (3) successive days due to illness will require a Doctor's approval to return to class.
5. Absences due to mandated court appearance, college mandated meetings or death in the immediate family will be excused up to a 3-day limit with prior notification of faculty and verification of reason for absence.

Absences will be reviewed on an individual basis with proper documentation by the Program Director.

6. Permission to make-up absences must be discussed with the instructor. It is the student's responsibility to arrange for make-up time. All absences from clinical in specialty areas (e.g., neuro, ortho) must be made up, in that specialty. Make-up time will be arranged by the faculty for the student on a space available basis. The cost of the additional instructor, if required, will be the responsibility of the student.
7. All class absence make-ups must be approved by the classroom instructor. Make-up of absences must be completed within each course.
8. All school work (information and assignments) missed will be the responsibility of the individual student.
9. Tardiness in excess of ten minutes will be considered as absent time. First tardy, warning; 2nd tardy, probation; continued tardiness will result in dismissal from the program.
10. Leaving class early will be classified as absent time in the same manner as tardiness.

11. Excessive absences may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor will require a counseling session for any student absences. Twenty (20) hours of absence during any course will result in a failing grade for that course.
12. Tardiness and absences are cumulative throughout the program. Students who are absent 60 or more hours will be dismissed from the program, and are not eligible for readmission.

Student Conferences

Because of the varied demands of the practice of Central Service Technology, the program requires considerable communication between the instructors and the students. Feedback comes in the form of grades, academic competency exams, clinical performance preceptor evaluations, and student conferences. There will be a weekly clinical conference in which the student and instructor will discuss the **previous week's** clinical performance. Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often. Individual conference may be required for the student experiencing academic, attendance, or contact difficulties.

1. Students must adhere to the concept of confidentiality regarding all tests/examinations. Information about the nature of or items on any exam may not be shared with other individuals.
2. Cheating or plagiarism is not permitted. Anyone found doing so will result in failure, removal from the program and ineligible for re-entry.
3. Students unable to progress in a course or who have recurrent absences will be given written notice of unsatisfactory progress and will be required to meet with the Program Director.
4. Students who fail to meet the course objectives due to absences or poor academic performance will be required to withdraw.
5. **Students who wish to withdraw from a course must do so before the deadline noted in the College Calendar and the withdrawal must be officially completed through the Educational Services Division.** Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade.

6. Access on Indian River State College computer equipment of materials of a sexual or ethnically derogatory nature is a violation of the College policy on harassment, which assures a positive learning environment. Violation may result in disciplinary action or dismissal.

Student Files

1. Confidentiality of each student's record is a must. (FERPA)
2. Students do not have the right to examine other student's information.
3. Family members will not ~~be allowed access to the student's files.~~
4. Students must sign a release to have file items released or have other persons present at conferences.

Health Requirements

Students must be able to perform all skills and competencies required to complete the Central Service Technology core curriculum.

1. Good physical and mental health is required for safe patient care by clinical facilities; therefore, all Central Service Technology students must provide assurance that they are in good physical and mental health upon entrance into the program.
2. The assurance shall be from a licensed physician or A.P.R.N. who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam must be dated no earlier than six months prior to the start of classes and must be on file in the Health Science Department by the required deadline. Falsification of any document would be grounds for dismissal from the program. Physical

BACK OF FORM

- I. Tuberculin Test: Follow the instructions on the tuberculin test kit for the Tuberculin Skin Testing Method. If Tuberculin Skin Test or Quantiferon Gold Test is positive, have chest X-ray taken or complete the symptom-free checklist if you have had a positive chest x-ray in the past. This test is valid for one year from the time of reading, and must be valid through the end of each semester. (If the TB expires during the semester, it must be updated prior to registering for the semester.)
- II. MMR: (Measles, Mumps, Rubella Vaccine) – Proof of **two (2)** vaccines (physician requires that there be one month between vaccines), or proof of immunizations by titer, or exempt from vaccine if born before 1/1/57. If born after 1/1/57, must have proof of two (2) MMR vaccines after age one (1).
- III. Tetanus/Diphtheria/Pertussis: Proof of immunization within the last seven years. (If the Tetanus expires during the semester, it must be updated prior to registering for the semester.)
- IV.

7. The IRSC Central Service Technology Department recognizes that a student who is not physically or mentally well can pose a threat to patient safety and/or the functioning of the health care team.
 - a. Students who have a change in health status while enrolled in the program will be expected to complete the Change in Health Status form and give to the instructor and/or the Central Service Technology Director.
 - b. Any student who exhibits symptoms of illness, which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the class or clinical area and will be referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Guideline, included in this handbook.

Health Insurance

All students admitted into the program must have continuous healthcare insurance. Proof of insurance will be required at the time of acceptance. You can obtain health insurance as a student through the College. Details will be presented at orientation.

Drug Screening

Refer to the IRSC website at [www. 792 reW*i \(ou\)-1..024 391.03 Tggwww. 792 reW*i \(ou\)-1..0](http://www.792.reW*i(ou)-1..024.391.03.Tggwww.792.reW*i(ou)-1..0)

Student Drug Screen, Background Check and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet requirements of outside employers.

The College provides a formal ceremony to recognize the graduates' completion of the Central Service Technology program. Students will be notified of the date, time and place when it is set by the College. Attendance is mandatory. This is prior to the official completion date.

Advisory Committee

The Central Service Technology Advisory Committee assists the Program Director in maintaining a program of continuing development. The Committee also assists with the coordination of effective clinical relationships with staff and other allied health educational programs of study. The committee works to develop understanding and support of practicing physicians and nurses, reviews curriculum and assist with program evaluation. The committee reviews, evaluates and recommends

COLLEGE RESOURCES AND GENERAL INFORMATION

Student Accessibility Services

Indian River State College strives to provide all possible forms of assistance to students with disabilities. Self-identified students with documented disabilities may wish to visit the Student Accessibility Services office located in Crews Hall Advising area on the Massey Campus.

Hurricanes/Disasters

As hurricanes are a possibility in our area, students are advised to monitor the IRSC radio station, WOCS, 88.9FM or the IRSC website www.irsc.edu for status reports regarding Indian River State College closing and opening. If the College is closed, some classes may have to be rescheduled and/or additional days may be added.

All students are advised that they must prepare themselves and their families in advance of any storm. Hurricanes can involve an extended time period without electricity and without access to phone communication. Preparation includes: water and non-perishable food for at least three days; battery operated flashlights, lantern, and radio plus additional batteries; full tank of gasoline; and sufficient cash. Additional information is available in area newspapers during hurricane season.

Students in the Central Service Technology program will not report to class or clinicals if the college is closed for any emergency.

Student Activities

Central Service Technology students are encouraged to participate in on-going activities. A list of college activities is located in the Oa15 (acti)-1.998 (v)-3.002 (it

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Appendix A

Forms

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Indian River State College
Central Service Technology Department
READMISSION/TRANSFER REQUEST FORM

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INDIAN RIVER STATE COLLEGE
CENTRAL SERVICE TECHNOLOGY
MIDTERM & SEMESTER SUMMARY REPORT

Student: _____ Semester _____

Midterm

Date _____

Final

This report is a descriptive evaluation of your performance as indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and sign and return the other.

Classroom Performance for course _____

A

B

C

Unacceptable

Strengths: _____

Weaknesses: _____

The area in which we would like to see the most improvement: _____

Program Director

Student

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INDIAN RIVER STATE COLLEGE
CENTRAL SERVICE TECHNOLOGY
Student Conference

Name of Student _____ Date _____

Course _____ Reason for Conference _____

Length of Conference _____ Date of Previous Conference _____

Topics Discussed:

Recommended Actions/Decisions:

Follow-up Appointment With: _____ Date: _____

Instructor's Signature: _____ Date: _____

_____ Date _____

Original goes to Student File in Director's Office.
Copy: Student

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Indian River State College
Central Service Technology Program

Change in Health Status

~~Physician's Signature~~ _____ Student ID _____

This above-mentioned student is presently enrolled in the Central Service Technology program at Indian River State College. The role requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis _____

(2) Date of Onset _____

(3) Present Health Status _____

(4) Do you recommend him/her continuation in the enrolled program?

____ Yes ____ No

(5) Recommended date Clinical Education may resume: _____

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:

(7) Do you recommend any limitation to regular duties? ____ Yes ____ No

If yes, please explain.

~~Physician's Signature~~