

Program Information Report

**Sterile Processing (CTSPTF)
Certificate**

Program Effective Term: Fall 2018

This certificate program prepares students for an occupation in central processing and sterilization of hospital Instrumentation, supplies, and equipment. Students will apply theories and practices of central service departments contained in hospitals, ambulatory surgery centers, or clinics. The courses provide the fundamentals of central processing, supply and distribution, and provide instruction and practice in aseptic technique. Upon successful completion of this program, the student earns a certificate and may be eligible to sit for the International Association of Healthcare Central Service Material Management National Certifying Examination.

Program Admission Requirements:

Eligibility requirements that must be met prior to beginning SUR 101:

- Attendance at course orientation
- Successful background check per explanation at orientation

Continuing Eligibility Requirements:

Eligibility requirements that must be met prior to beginning SUR 108:

- Negative TB skin test
- Complete Health History Form (physical examination)
- Hepatitis immunization series or titers on file
- Health insurance
- Current BLS/CPR certification
- All Surgical Technology (SUR) courses must be completed with a minimum grade of C+/2.3
- Background check/drug screen/fingerprinting per policy of hospital

Major/Area Requirements		(16 credits)
ACS 108	Critical Reading and Thinking	4
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
SUR 101	Introduction to Sterile Processing	6
SUR 102	Introduction to Sterile Processing Equipment	2
SUR 108	Sterile Processing Clinical	2
SUR 109	Sterile Processing Seminar	1

Minimum Credits Required for the Program: 16

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~CTSPTE~~ ^{CTSPTE} Program Name: Sterile Processing

Effective Term: Fall 18

Division Code: HLT Department: ALHD

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): | <input checked="" type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>ACS 108, HSC 131, SUR 102</u> | <input type="checkbox"/> Program outcomes |
| <input checked="" type="checkbox"/> Program title (title was _____) <u>Sterile Processing Technician</u> | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Revised program to better prepare students.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	<u>Elizabeth Connors</u>		<u>11/17/2017</u>
Department Chair	<u>Connie FOSTER</u>		<u>11/20/2017</u>
Division Dean/Administrator	<u>Valerie Greaves</u>		<u>11/21/17</u>
Vice President for Instruction	<u>Kimberly Harris</u>		<u>1/24/18</u>
President			

Do not write in shaded area. Entered in: Banner 4/5/18 C&A Database 4/5/18 Log File _____ Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

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<p>Curriculum</p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p>	<p>Semester I 6 credits</p> <p>SUR 101 Intro. to Sterile Processing 6 Credits <i>ACS 108 Critical Reading and thinking 4</i> <i>HSC 131 CPR 1/11</i></p> <p>Semester II 3 credits</p> <p>SUR 108 Clinical 2 5 Credits SUR 109 Capstone (Certification Prep) 1 credit <i>SUR 102 Intro to Sterile Processing Equipment 2/5</i></p> <p>Total Program Credits. 16 9 credits</p>
<p>Budget</p>	<p>[REDACTED]</p>

	<p>Accreditation/ Licensure: None</p> <p>Advisors – Sue Travis, Professional Counselor, Health Sciences</p> <p>Advisory Committee - The Committee will be comprised of the program director, faculty members, counselor, local health care agency representatives and recent graduates (once the first class has graduated) and may be folded into ST advisory committee.</p> <p>Articulation Agreements – None at this time</p> <p>Eligibility requirement that must be met prior to starting SUR 101 –</p> <ul style="list-style-type: none"> • Attendance at course orientation • Success background check per explanation at orientation. <p>Continuing eligibility requirements that must be met prior to starting SUR 108 –</p> <ul style="list-style-type: none"> • Negative TB skin test • Complete Health History Form (physical examination) • Hepatitis immunization series or titers on file • Health Insurance • Current BLS/CPR certification • Minimum GPA of C+ in all SUR courses • Background Check/Drug Screen/Fingerprinting per policy of hospital
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Program Information Report

**Sterile Processing Technician (CTSPTC)
Certificate**

Program Effective Term: Fall 2017

This certificate program prepares students for an occupation in central processing and sterilization of hospital instrumentation, supplies, and equipment. Students will apply theories and practices of central service departments contained in hospitals, ambulatory surgery centers, or clinics. The courses provide the fundamentals of central processing, supply and distribution, and provide instruction and practice in aseptic technique. Upon successful completion of this program, the student earns a certificate and may be eligible to sit for the International Associate of Healthcare Central Service Material Management National Certifying Examination.

Applying for Admission to the Program:

Eligibility requirements that must be met prior to beginning SUR 101:

- Attendance at course orientation
- Successful background check per explanation at orientation

Program Admission Requirements:

- High school diploma or GED
- 18 years of age by beginning of second semester (clinical requirement)

Continuing Eligibility Requirements:

1. All Surgical Technology (SUR) courses must be completed with a minimum grade of C+/2.3.
2. Eligibility requirements that must be met prior to beginning SUR 108:
 - Negative TB skin test
 - Complete Health History Form (physical examination)
 - Health Insurance
 - Background check/drug screen/fingerprinting per policy of hospital

Major/Area Requirements		(9 credits)
SUR 101	Introduction to Sterile Processing	6
SUR 108	Sterile Processing Clinical	2
SUR 109	Sterile Processing Seminar	1

Minimum Credits Required for the Program: 9

PROGRAM PROPOSAL FORM

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	<u>Sterile Processing Technician</u>	Program Code: <u>CTSPTC</u>
Division and Department:	<u>Health Sciences / Allied Health</u>	
Type of Award:	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.	
Effective Term/Year:	<u>Winter Semester 2018</u>	CIP Code: <u>51.1012</u>
Initiator:	<u>Elizabeth Connors</u>	
<p>Program Features Program's purpose and its goals.</p> <p>Criteria for entry into the program, along with projected enrollment figures.</p> <p>Connection to other WCC programs, as well as accrediting agencies or professional organizations.</p>	<p>Purpose and goals: This certificate programs prepares students for an occupation in central processing and sterilization of hospital instrumentation, supplies and equipment. The courses provide the fundamentals of central processing, supply and distribution and are designed to provide instruction and practice in aseptic technique, and theories and practices of central service departments contained in hospitals, ambulatory surgery centers or clinics.</p> <p>Admission requirements: H.S. diploma or GED; 18 years of age by beginning of second semester (clinical requirement).</p> <p>Enrollment: Approximately 18 students will be admitted each fall.</p> <p>Upon successfully completing all three courses, students may sit for the National Certification Exam for Sterile Processing Technician. The first course for this program is also offered to Surgical Technologist, should the Sterile Processing Technician want to come back for their Associates of Applies Science in Surgical Technology, the student's first course has been completed by completing Sterile Processing.</p> <p>Accreditation: No accreditation is required for the Sterile Processing Programs</p> <p>Professional Organizations: Upon completion of these courses with a cumulative GPA of 2.5 or better, the student is eligible to sit for the National Exam given by The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).</p>	
Need Need for the program with evidence to support the stated need.	<p>WCC reached out to the local community asking for education needs. Several health care facilities requested that the CST certificate and surgical technology programs be developed. Since then, three hospitals (SJMh and U of M) provided detailed information about the need for the program and employment opportunities. These hospitals have volunteered to be part of a community advisory committee and to provide clinical experiences for our students.</p>	

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Recognize Central Processing Distribution technology principles.	Written tests Skill Checklist	Fall 2020	All	All
2. Pass the CBSPD certifying exam	Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).	Fall 2020	All	All

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

Written test will be scored using an answer key
 Skill checklist: will be scored using a departmentally developed rubric
 CBSPD test will be scored by the testing agency.

2. Indicate the standard of success to be used for this assessment:

75% of the students will score 75% or higher on written exams
 75% of the students will correctly perform 80% of the skills
 75% of the students who take the certification exam will pass (as defined by CBSPD)

3. Indicate who will score and analyze the data:

Program director and departmental faculty will analyze the data

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Connie Foster	<i>Connie Foster</i>	5/18/17
Dean	Valerie Greaves	<i>Valerie Greaves</i>	5/18/17
Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval	Kimberly Hurns	<i>Kimberly Hurns</i>	8/31/17
President	Rose Bellanca	<i>Rose Bellanca</i>	11/28/17
Board Approval			11/28/17

Approved Curriculum Committee 8/25/17