



Delta College

Delta College

**Sterile Processing
Program Handbook**



DELTA COLLEGE
STERILE PROCESSING PROGRAM

**Program
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**Office hours will be announced or posted on office doors each semester, as well as in each syllabus.

NOTE: **Instructors reserve the right to change the schedule and/or assignments of a course, if needed to meet course objectives and accommodate student learning needs.

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Class Schedule and Textbooks for the Sterile Processing Program

Fall Semester: **August 26 – December 17, 2023.**

SPTI 10: Fundamentals of Sterile Processing. Prepares the student in the related areas of central service technology. In addition, students will gain the skills and competencies necessary for employment as central service technicians, supervisors, or central supply workers. **(Kaylye Dudd)**

4 credits

Wednesday 2:00 - 6:00 p.m.

Books:

Required-IAHSCMM text and workbook,

Elective-Inspecting Surgical Instruments (Rick Schultz)

Course Outcomes:

1. Demonstrate basic understanding of instrumentation.
2. Distinguish the properties of advanced instrumentation.
3. Demonstrate knowledge of surgical specialties.
4. Demonstrate understanding of the roles and responsibilities of the Sterile Processing Department.
5. Demonstrate understanding of the correlation between microbiology and infection control.

Winter Semester: **January 6 – April 26, 2024**

SPTI 12: Sterile Processing Externship. Gains supervised clinical experience in a Sterile Processing Department. 400 hours of clinical experience in the various areas of sterile processing, designed to prepare the student to sit for the CRCST certification offered through HSPA (Healthcare Sterile Processing Association). **(K. Dudd).**

Course Outcomes:

1. Demonstrate the correct protocol for chemical monitoring and peel packing.
2. Apply appropriate skills while functioning as a technician in the central sterile processing department and decontamination.
3. Apply AMMI standards while working in preparation,

packaging, and sterilization.

4. Demonstrate knowledge of storage and shelf life; inventory management.

Sterile Processing Program Notations

- A. All courses require a "C" (2.0) minimum grade.
- B. Due to limited capacity of the clinical facilities SPT 110 & SPT 112 are limited enrollment. Students must complete BIO 101W, or BIO140W, ENG 111, HSC 105, and LWT170, or equivalents, preferably prior to enrolling in SPT 110 & SPT 112.
- C. Prior to beginning SPT 112 you are required to complete health requirements including, but not limited to: A) a completed Student Physical Examination Form; B) current CPR Certification for the Healthcare Provider/Professional Rescuer certification; C) a successful ten (10) panel drug screen by the approved agency; D) an annual TB skin test or chest x-ray if required; E) Immunization Records including MMR, Td/Tdap, Varicella, and Hepatitis B or signed waiver; F) an annual flu shot. Submission is required via an electronic storage and clinical placement system. All certifications and immunizations must be up-to-date and remain current throughout the program.
- D. All students are required to complete a Criminal Background Check with the approved agency prior to SPT112. Background check results may affect clinical placement and eligibility for the CRCST examination and should be discussed prior to validation.
- E. In addition to tuition, fees, and textbook costs students should plan for the following expenses: immunizations & CPR certification renewal if needed to meet health requirements, background check, drug screen, ACEMAPP registration, appropriate clinic attire including shoes, protective eyewear, and name tags.
- F. You are responsible for providing your own transportation to and from clinical sites and possible parking fees. You must have transportation available, as sites may not be in your community.

Program-Entry Health/Certification Requirements

It is your responsibility to maintain current health and certification records while in the Sterile Processing Program. The following documentation must be supplied to the Program Coordinator before you can enter any clinical facility. Any student who is not in compliance with these regulations may be denied entrance to the clinical facilities. **You are required to utilize ACE MAPPS for accumulation of the listed information and you are responsible for any associated fees.**

Physical Examination

You must submit a physical examination report, current within a year of expected program completion, confirming that you can perform all duties necessary for the delivery of safe instrumentation to the operating room. **Sterile Processing personnel must be able to work without any restrictions or limitations.**

TB Skin Test

You must provide confirmation of a negative TB skin test and/or a chest X-ray and a current physical examination which confirms that you are free from communicable disease.

Hepatitis B Vaccine, MMR and Tetanus

Proof of Hepatitis B immunization must be submitted, or you must submit a signed waiver form. When the vaccination series is complete, you should have a blood titer verifying that the immunization has been effective. For persons born after 1957, immunization for measles, mumps and rubella (MMR) is strongly recommended. (If MMR documentation is unable to be obtained, a high rubella titer report can be substituted.) Tetanus (Td) immunization within the last ten years is also strongly recommended.

CPR Certification

You must provide a copy of your current CPR certification, which must include the Two Person Rescuer Technique.

Student health records generally are discarded one year after graduation from the program, with the exception of the Hepatitis B immunization record. Please keep a copy of your health records for your portfolio and future job-related documentation.

Physical Standards for Delta College's Sterile Processing Program

1. Must be free of reportable communicable diseases and chemical abuse.
2. Must be able to walk and stand without assistive devices.
3. Must be able to stand in one place for prolonged periods of time, possibly up to 6 or 8 hours.
4. Must be able to independently lift up to 50 pounds.

5. Must be able to detect odors related to environmental safety.
6. Vision must be 20/30 or better, with or without corrective lenses and while wearing safety glasses.
7. Must have a functional knowledge of English sufficient to be able to understand and communicate in verbal language and to be able to read and interpret written instructions or information.
8. Hearing must fall within normal ranges, with or without corrective aids, to be able to detect activation/warning signals on equipment and to be able to understand muffled communication within 20 feet without visualization of the communicator's mouth/lips.
9. Must be able to respond quickly to verbal orders and requests.
10. Must be able to assemble delicate instruments and equipment.
11. Must possess short- and long-term memory sufficient to perform tasks such as, but not limited to, locating surgical supplies and answering phone calls from the floor and operating room.
12. Must demonstrate calm and effective responses and the use of positive coping skills under stress, especially in emergency situations.

Students must maintain the level of mental and physical stability which will ensure their safe, competent functioning in the classroom and clinical settings. You must notify the Program Coordinator of any significant temporary or permanent change in physical or mental health status. A written statement from your healthcare provider regarding these changes may be required, and these changes may impact your ability to complete course/clinical objectives.

Latex Allergy

Each student in a health career program must be aware that if they have an allergy to latex. Although the program and most clinical sites are latex free, some may still have latex on site. Please let program faculty know if you have a latex allergy.

Pregnancy Policy

If you are or think you might become pregnant during your participation in this program, you **should** notify the Program Coordinator. Working in the Decontamination area can expose you to potential teratogenic agents, and we will need to discuss these risks and your options. A written statement from your healthcare provider regarding approved activity and any limitations may be required. These limitations may impact your ability to complete course/clinical objectives on time, but you are protected under Title Nine. You are able to request a copy of Title Nine protections to fully understand your rights as a pregnant student.

Random Drug Testing

Clinical facilities have the right to require random drug testing on all students who are assigned to that facility for their clinical experiences. A positive result will generally result in the student being denied access to clinical practice in that facility (and possibly in any other facility, which could impact your ability to complete the program's clinical requirements).

Student Background Check

All students entering the professional part of the curriculum will have background checks conducted. This is required prior to the start of fall courses. If you know you have a felony conviction, no clinic al site will accept you and you will not be able to success fully complete the program.

Disabilities

If you feel that you have an issue related to a disability that will require extraaccommodation beyond that given to all students (see the College Catalogue), please contact the Director of Disability Services at 686-9332.

Smoking

Electronic cigarettes are a form of treatment in breaking the habit from tobacco cigarettes. Since the electronic cigarette simulates smoking and we would not allow smoking in our classrooms or hallways the use of the electronic cigarette would be treated similarly to our tobacco policy. Students should not be simulating smoking in the classroom or hallways. The preferred place toe-smoke is in their vehicle. E-cigarettes do contain carcinogens and toxic materials and so that is the basis for not allowing it within the building. Furthermore, many hospitals around the country are now requiring new employee's to be tested for tobacco. If you test positive, you will not be allowed to work at their facility!

Exposure or Incident Report

Students who experience an incident (fall), or exposure to any potentially infectious materials, needle stick, mucous membrane, non -intact skin or airborne inhalation (etc.), require specific follow-up. It is the student' s responsibility to initiate appropriate first aid and report the incident as soon as possible, preferably within one (I hour), to their clinical instructor or immediate supervisor so appropriate steps can be taken to provide for the safety of the student.

Students are responsible for the cost of any medical care necessary due to injury or illness while practicing in the laboratory and/or clinical education facility. Additionally, students are responsible for blood borne exposure testing that may be needed should an exposure incident occur while at their clinical education facility. It is strongly recommended that students carry health insurance.

FALL SEMESTER

Assignments

Be sure you complete all assignments for SPTI10. Each assignment addresses learning outcomes and objectives and will prepare you for your time in the clinical setting.

Studying

We have a rigorous schedule and a formidable amount of material to cover this semester, and the faculty are aware of the difficulty of your task. You will be required to absorb several times more material than you probably have in previous courses, and the rate at which the material is presented to you will be much faster. When you go into the hospitals in January, it will be assumed that you have mastered this material, so we really have no choice but to cover it all and to move at the speed we do.

Whatever you do, do not allow yourself to fall behind, even for a few days, because it will be extremely difficult to catch up. Similarly, trying to cram or pulling an all-nighter before an exam will be counter-productive, both because of the sheer volume of material covered on each exam and because you must be mentally alert during the test. Most importantly, you are not learning this material for an exam or for a grade but for your career.

The best overall study approach is to consistently set aside a period of time each day (including weekends), in a quiet environment and with access to all of your resource materials. If you are an average reader, you should be spending about four hours a day outside class (more on weekends) just to cover the assignments. If you are a slow reader, you will have to spend more time. First, read over each assignment quickly, to get the general sense of the subject, and then re-read more carefully, highlighting important points and jotting down questions or areas of confusion for further review and clarification. Do the same with any handouts.

Please note; **there are no study guides distributed, note taking is encouraged**. Then, after taking good notes in class, review the objectives again, connecting any discrepancies and identifying any areas that you need to ask questions about. (Note: All the faculty are here to assist you in any way they can, but you need to take the initiative in seeking help if it is needed.)

It will not be possible to be successful in these courses by simply memorizing terms or phrases in a textbook or from class notes. Memorization is very important, but it is not sufficient. Thinking is imperative. You must understand complex concepts and demonstrate the ability to apply them, as well as being able to see connections between concepts. Examinations will often include essay questions, requiring you to state concepts in your own words or to defend reasons for your answers.

The most common reason for failing a course is lack of time and attention to the content.

Attendance

Attendance is extremely important. Lectures will offer a great deal that is not covered in your textbooks, plus you are setting patterns for employment and you will be evaluated as such. Therefore, attendance can influence your grade if you have more than three (3) absences per

course per semester. If you will be absent, you are expected to phone in before the beginning of the class. It is your responsibility to find out what you missed from the class from which you were absent. Make-up times for absences with a medical excuse will be assessed on an individual basis.

Punctuality

Punctuality is also extremely important. Class times begin on the hour, unless otherwise designated, so allow sufficient time for parking or for lunch. If you are late, you may have to wait until break to enter the classroom as doors are locked once class begins.

Absences from exam

With an excused absence from an exam, the exam must be made up as soon as possible and the grade will be given full credit. (Note: A doctor's note may be required.)

With an unexcused absence, the exam must be made up at the first opportunity and the grade earned can be no higher than a "C".

Grading

You must pass every course with a "C" or better to be eligible to continue into the clinical (Winter) semester of the program.

The following grading scale will be used for all courses:

92-100% = A	82-87% = B	75-77% = C
90-91% = A-	80-81% = B-	70-74% = C-
88-89% = B+	78-79% = C+	60-69% = D
	below 59% =E	

Grade determination for Fall Semester courses will be available the first day of class. Extra credit projects or bonus points are not awarded in this program.

Since professionalism includes knowledge, skills and conduct, your ethics, integrity, and maturity are just as important as intelligence and academic achievement. Your readiness to progress into the clinical area will be assessed by attitudes, as well as by grades. **If the Program Coordinator has reason to doubt a student's readiness to continue into the Winter Semester, even with satisfactory academic grades, this will be discussed with the student and an arbitrator.**

In addition to all that, you can't just "sit-in" on lectures. You must be involved, alert and thinking during class time. You must at all times be striving for comprehension and be engaged in problem-solving, reasoning and application skills. You should be asking questions to ensure you have a good understanding of the material. This will prepare you for the CRCST® exam.

WINTER SEMESTER

SPT 112 - Clinical Externship

This program utilizes clinical experiences at:

- St. Mary's Medical Center in Saginaw
- St. Mary's Towne Centre
- Covenant Healthcare System (its Cooper, and Harrison campuses)
- McLaren Bay Regional Medical Center
- MyMichigan Medical Center
- Alma
- McLaren Flint
- Mackinaw Surgery Center
- Ascension Genesys
- Hurley Medical Center

During the Winter Semester, each student will be assigned to a clinical rotation. Rotation assignments are based on your skill level and your personality. You will be asked to list your three preferences, and these are looked at when scheduling your clinical rotation. The goal of placements is to fulfill graduation requirements as well as secure you a position upon graduation. **Note:** Any or all the clinical assignments may require that you travel outside your home community.

The Clinical Rotation schedule for 2024:

Rotation I: January 6th - March 8th

Rotation II: March 9th - April 26th (spring break is March 4th – March 9th)

You will be required to maintain a daily case log, recording all your activities and participation in different areas of sterile processing. You will turn in weekly evaluations completed by your preceptor or supervisor. Remember, learning is a journey and successful completion of your journey should be apparent by growth of skill and knowledge in the sterile processing department.

You will need to keep a record called of your time in each area using the form from HSPA. This form will be discussed prior to winter semester. Your time in each area of sterile processing will be recorded, signed off by hospital management and submitted to HSPA once you complete the program to sit for certification.

At the end of your rotation, you will be asked to fill out an evaluation of the clinical site and any preceptors you may have worked with. At the end of the year, I will share these comments with the Clinical Instructors (taking care to maintain the anonymity of the sources), so that they can receive in put about how they are doing.

Health and Wellness Document Waiver and Release Form

I understand that as a student in the Sterile Processing Program at Delta College; in order to obtain a degree, I am required to participate in certain clinical experiences in facilities.

I understand that in order for me to participate in these clinical experiences, Delta College and the Facilities require that I provide current health documents (the "Documents"), including but not necessarily limited to:

- Current Physical Examination.
- Current CPR Certification "BLS Provider", Basic Life Support for Health Care Providers" - "CPR/AED for Professional Rescuers and Health Care Providers".
- Annual TB test via skin test or if you have ever tested positive a chest X-ray. (Can be completed prior to immunizations or 4-6 weeks following.)
- Provide the following documentation on the State of Michigan Immunization Record available from the County Health Department:
 - Hepatitis B Vaccination Series or Signed Electronic Waiver
 - Measles/Mumps/Rubella (MMR) Immunizations (except those born before 1957) or Titer
 - Tetanus/Diphtheria/Acellular (Td, Tdap) vaccination (within the last 10 years) or Titer
 - Varicella vaccination or documentation of diagnosis or Titer
 - Other vaccinations as required by clinical site as outlined at orientation.

I agree to provide multiple copies of the Documents to the program staff, and to provide updated copies, as requested. I understand that the Documents will be provided by Delta College to the Facilities, and I agree that *it* may do so.

I waive any claim which I may have against Delta College, now or in the future, and I hereby agree release and hold harmless the College, its employees, representatives, agents, and assigns from and against any claim, action, suit, proceeding, loss, cost, damage, Liability, deficiency, fine, punitive damage or expense in connection with or arising out of possession or use of the Documents by the College or the Facilities, or the College's providing the Documents to the Facilities.

I have read and understand the foregoing statements, and I agree to the terms.

Legal Signature

Legal Name (typed or printed)

Date

Student Responsibilities and Classroom Conduct

General Rules of Student Conduct

- Attendance
Delta College requires attendance records for each class. You are allowed **three absences** per course.

For policies concerning adverse weather conditions and cancellation of classes, see the Delta College catalogue. Policies for the Clinical Externship are listed for the Winter.
- Cell phones and pagers must be turned off and put away during class time.
I recognize that there may be times when you must be able to be contacted by others (e.g. regarding a sick child or other family member). In such cases, adjust your cell phone to vibrate and step outside the classroom if you believe a call must be answered immediately. This exception should not be abused. It is very disruptive to the flow of the class as well as your classmates if you are on your cell phone. Please be aware that if you have your cell phone on you and in use to post while in the clinical setting, this is cause for dismissal from the program due to HIPAA violations.
- Recording of lectures
I generally do not object to students recording lectures if you wish to do so, but it is courteous to request permission. Many topics of conversation should not leave the classroom.
- Disruptive student
Noises that disrupt others need to be held to a minimum during class. If you are late for class, you may have to wait until there is a break to enter class. Individual conversations during class may be distracting to the instructor and to other students. Repeated episodes of talking may result in your being asked to leave the classroom.
- Verbal abuse and inappropriate language, particularly vulgarity, profanity, and any slurs related to race/ethnicity, religion, gender, or sexual orientation will not be tolerated. This type of behavior is generally grounds for dismissal in the workplace, and therefore repeated episodes may result in your removal from this program.
- Academic Honesty/Integrity
Students are expected to adhere to the standards of academic honesty, as described in the College Catalogue under Integrity of Academic Work (Delta College Senate Policy 4.060). This policy covers cheating, plagiarism, falsification, and aiding and abetting dishonesty. If a question of academic dishonesty should arise, the first efforts toward the solution of the problem will be the responsibility of the faculty member involved. The student will be notified of the allegation as soon as it becomes known to the faculty member and will be given a reasonable opportunity to respond to the faculty member before judgement is reached. Any penalty assessed will be at the discretion of the faculty member, who will

take care to match the severity of the penalty with the seriousness of the situation. The process for policy violations will be followed as listed in the Catalogue. A student who receives a failing grade and/or dismissal from the program based on a charge of academic dishonesty may dispute the final grade (see the College Catalogue for this process).

In Addition, it is the student's responsibility to apply for refund of the Winter Semester Course's tuition & fees if you are not successful during the Fall Semester.

Only Delta e-mail accounts will be utilized for communication.

Review the Delta College Catalogue (printed or on-line) for policies regarding:

Students Rights, Responsibilities, and Conduct:

Regulations and Rules of Conduct

Disruptive Students

Student Complaint and Hearing Process

Electronic Resource Access and Use Guidelines

Safety and Security Information:

Law Enforcement on the Campus

Reporting Criminal Activities or Emergencies

Maintenance and Security of Campus Facilities

Sexual harassment

Parking Regulations

Drug and Alcohol Guidelines and Resources

Records Access and Confidentiality

Also see the Delta College Catalogue for:

Policies regarding Withdrawal and Refunds

Procedures for Academic Caution, Probation, and Suspension

Disputed Final Grade Policy

Graduation Requirements

and for all other general college policies

Delta College
Guidelines for Reentry into Health Occupation Programs

Reentry Process

- A request for reentry can be made if the student has had a course failure or has withdrawn from a program track and the student is in their second or subsequent semester of the program.
- The request for reentry should be made within one month of the course failed or withdrawn from or at the latest one month after the grade is transcribed.
- The student must apply in writing and may choose to attend the meeting to address the Reentry/Review Board.
- If reentry is granted the student must reenter the program within one year or the student is no longer eligible for reentry, and must revalidate for the program unless the Reentry/Review Board determines that a different time period is appropriate.
- Placement into a program course will be determined by Review Board decision and if the number of reentry students exceeds course availability then placement is determined by the date and
- time that the Review Board form is received back into the Health & Wellness Division Office. No Review Board form can be received until withdrawal from a course has been made or an official grade has been issued by the instructor at the end of the course.
- If, after reentry, a second failure should occur, the student cannot apply for reentry nor can he/she revalidate for the same program. However, he/she can attempt to validate for a different program.
- The Reentry/Review Board will meet within 30 days of a student's request for reentry.

Reentry/Review Board Membership

The Reentry/Review Board shall have the following membership:

- **Faculty Chair** - 3-year term
- **Faculty Alternate Chair** - 3-year term who will become Chair and preside over situations where the Chair is involved.
- **Discipline Faculty or Alternate** - Non-involved full-time discipline faculty member will be selected, or a full-time division member will be selected by the faculty, of the involved discipline, if all discipline faculty are involved.
- **Student Representative or Alternate** - Students in each program will elect a representative and an alternate in case the student representative is involved.
- **Division Member At-Large** - Pool of 3 division members appointed by the division chair will rotate based on availability at the designated meeting time.

- **Counselor**

The following five (5) members shall vote:

- Board Chair or Alternate
- Discipline Faculty or Alternate
- Student Representative or Alternate
- Division Member
- Counselor

Reentry Decision

- A decision will be made by the Reentry/Review Board at the conclusion of their meeting(s).
- Students will be notified within two weeks by email and certified mail of the decision.
- Decisions denying reentry must have rationale, in writing, for the denial.
- A copy of the Reentry/Review Board's decision will be sent to the associate dean.

Individual Plan for Success

- If the Reentry/Review Board approves reentry, the Board will also develop an individual plan for success (IPFS) which will be given to the student as part of the reentry process. The IPFS will be discussed with the student by the Program Coordinator or designee. All conditions of the IPFS, which focuses on student success, must be met in order to continue in the program tracks and cannot be appealed.
- It should be noted that reentry into a program is based on space availability since our program tracks have limited enrollment capacities.

Appeal Process

- A student may appeal the Reentry/Review Board's decision if new or pertinent information becomes available that was not considered in the initial request.
- The faculty, division chair or dean can request with supporting rationale.
- Submission of a written appeal to the Reentry/Review Board should be made within 30 days of the initial decision.
- The Reentry/Review Board Chair or Alternate Chair will then schedule a meeting within two weeks. The original Reentry/Review Board members will meet for the purpose of reviewing the appeal. The Board will notify the appellant of their decision by email and certified mail.
- An appeal decision cannot be further disputed in this process.

Confidentiality Statement

All participants of the Reentry/Review Board process, in any of the proceedings, should consider all matters covered in the meetings as confidential due to the nature of the situations and discussions that follow to resolve them. Any breach of confidentiality may lead to disciplinary action, according to College policy.

Note

To assure continuity in the reentry process all H&W disciplines must *have* policies in place , within their student handbooks, that follow these minimum guidelines. If no discipline specific policy exists then these guidelines as outline will be used within the H&W Division. The Division Chair must review an alternate Reentry/Review Process to assure consistency.

CLINICAL EXTERNSHIP

- I. Please eat breakfast!
2. You are responsible for providing your own transportation to clinical sites. Be sure you use the appropriate parking facilities at each hospital. If this is not mentioned during your orientation, ask about where you should park.
3. Be dressed and in the department, ready to perform your duties, **at your assigned starting time**.
4. You are expected to act in a responsible and professional manner with regard to absenteeism and tardiness. If you are late or will be absent, you **must call** the department **before** your assigned starting time. Talk to or leave a message for your preceptor at the phone number for the department that is listed on the third page of your Clinical Rotation Schedule. You will need to make an additional call and leave a phone message: **one to the department's Clinical Coordinator. If you do not reach the Clinical Coordinator, you must contact the Program Coordinator.**

A student who reports late more than three times during a rotation will receive a written warning and will be required to make up 1/2 day at the end of the semester for every 3 times tardy. (In the event that a tardiness is beyond your control, your preceptor or the Clinical Instructor will make the determination as to what course of action, if any, will be taken.)

It is imperative that professionals consider patient care as well as consideration for fellow workers when deciding if they are too sick to work. If you are ill, give the department an estimate of when you expect to return; if that estimate changes, notify your preceptor. The decision to send a student home sick will be made by the department supervisor in accordance with the procedures established by that individual institution, and that will count as a sick day. In the event of a serious illness, your standing in the program will be evaluated by the Program Coordinator, the department's Clinical instructor, and your physician.

You will be required to have a physician's excuse to be readmitted to the clinical area under the following circumstances:

- a. You have missed three consecutive days.
- b. You have a communicable disease or an infected skin lesion.
- c. You have called in sick the day before or after a holiday/vacation day.

Absent days in the clinical area are not to exceed three days during the semester. Anyone who exceeds three days during the semester may be removed from the program. This will be discussed with the student and will be determined on an individual basis. Only excusable absences will allow the student to remain in the program and make the time up. Arrangements for clinical make-up days will be made by the student with the clinical site and approved by the Clinical Coordinator.

Absenteeism and tardiness will be recorded and will be considered in your evaluation and final grade in the course.

Absence or tardiness without notification will not be tolerated! The first occurrence will result in a written warning; a second occurrence will result in immediate dismissal from the program!

5. It is recognized that weather conditions can vary considerably within the Delta College district, but please make every effort (within reason) to make it to the hospital under adverse weather conditions.

When Delta College is officially closed ("Snow Day" declared), the following rules will apply:

- a. If the announcement for cancellation of classes is made prior to the student's departure for the clinical site, the clinical activities for that day will be canceled.
 - b. If the student has already arrived at the clinical site before being aware that Delta classes have been canceled, the student can choose whether to go home again or to stay and participate in the day's clinical activities.
 - c. If the announcement for cancellation of classes is made after the scheduled start of the day's clinical activities, the clinical activities for that day will continue as scheduled.
 - d. If a student has to leave the clinical area due to weather conditions or some weather-related situation, it will be handled as any other "personal" or "sick" day.
 - e. In the event of fire, power outage, or some other condition that affects only the Delta College campus, the student should report to the clinical site and clinical activities will continue as scheduled.
6. During clinical, you need to follow the hospital dress code. The facility will provide you with scrubs. No jewelry should be worn to the clinical site and nails should be free of nail polish and trimmed ¼ inch. Your name tag, designating you as a student, must be worn at all times in the department. In some hospitals, a hospital ID badge must be obtained and worn (provided without cost by the facility).
7. You will adhere to Standard Precautions and all other safety practices at all times. Students in an off-campus clinical setting will be provided with PPE according to that facility's policies and in accordance with the MIOSHA standard. You are to wear eye protection whenever you are scrubbed on a case and at any other time when an eye splash incident could be anticipated.
8. Coffee breaks: Take a break only if you are assigned to do so by your preceptor or circulator, and be sure the room personnel know where you are. Coffee breaks usually are no more than **10 minutes** and no more than **two a day**. Do not leave the department unless that is accepted practice.

9. Lunch breaks: Take lunch breaks with your assigned preceptor/scrub person or as designated by your room circulator or Clinical Instructor. Always let your circulator know where you are. Lunch breaks are **30 minutes**. If you are leaving the department, be sure to observe the proper protocol regarding apparel and shoe covers.
10. Physician and dental appointments are to be scheduled after school hours. In the event that this is not possible, you must inform your preceptor/Clinical Instructor and the Program Coordinator three days prior to the appointment and again the morning of the appointment. This will be recorded as an "excused absence" and the time may need to be made up.
11. If you are injured or become ill during clinical hours, you must report that to the Clinical Instructor and/or department supervisor. You will be allowed to have access to the same health care services utilized by employees of that department. However, you must be prepared to pay for such services yourself; neither the hospital nor Delta College provides health insurance coverage for you. Upon completion of treatment you are to report back to the Clinical Instructor and/or department supervisor and comply with whatever instructions are given at that time.

If you are exposed or suspect exposure to a communicable disease, you must report the incident immediately to the Clinical Instructor and/or department supervisor and comply with any requirements for evaluation of the situation. In the case of needle-sticks or injury with sharps, you must follow the department's protocol for reporting penetrating injuries and participate in any follow-up testing that the department may require (at your own expense). Such injury must also be reported to the Program Coordinator as soon as possible. Documentation of all injuries and treatment should be reported to Delta College Campus Safety.

You are not an employee of the hospital and are not eligible for any Workman's Compensation claims for any injury or illness sustained during clinical hours.

Your daily tracking log is to be kept current and, in your folder, where both you and your Clinical Instructor (and Delta faculty) have access to it. This record provides a means to monitor your activities, skill level, and variety of experiences, time spent in sterile processing and it assists the Clinical Instructor in determining your assignments.

12. Remember: Your clinical time will go fast. It is to your benefit to get as much experience as possible. By the end of the semester you will be expected to be able to function as an entry-level employee. You will gain from the clinical experience only as much as you put into it. Just remember that there will come a time when you not have another person with you to back you up or to hold your hand!

13. When expectations regarding levels of clinical performance are not being met, a verbal warning will be communicated to the student, and the reasons for the warning and possible methods for remediation or correction will be discussed between the student and the Program Coordinator (and possibly with your preceptor and/or Clinical Instructor also present). If, after an appropriate time period, clinical performance is still not deemed to be within acceptable limits, a written notice will be issued. The written notice will define in what way(s) performance expectations are not being met, will state that the student is being placed on probation, will delineate guidelines for the improvement of performance, and will specify a deadline for improvement. If improvements are not satisfactory within the allotted time frame, the student may be asked to withdraw from the program or will be issued a failing grade for the Clinical Externship (and therefore not complete the program). The student has the option to appeal such a ruling as per College policies.
14. Clinical experiences are a contractual matter between Delta College and each healthcare agency. Therefore, students are expected to behave as guests in the healthcare facilities, abiding by their policies and procedures. Agencies and patients reserve the right to refuse student access to clinical experiences. You and the clinical site you are assigned to will decide on the schedule that works best for you and the clinical site. **You must share your schedule with the Clinical Coordinator.**
15. When standards of conduct are not met, disciplinary action may include a reprimand, probationary period, suspension, or dismissal. The degree of disciplinary action is determined by the seriousness of the offense. Past conduct and performance will be taken into consideration.

Grounds for disciplinary action include, but are not limited to, the following:

- A. Inappropriate dress or appearance, including failure to wear a proper nametag.
- B. Undependability, leaving the clinical area without proper authorization, or unexcused absences.
- C. Loitering, loafing, or sleeping while in the clinical area.
- D. Unauthorized solicitation or distribution on hospital premises at any time.
- E. Parking in unauthorized areas.
- F. Gambling or conducting games of chance or possession of gambling devices on hospital premises.
- G. Insubordination or refusal to obey reasonable orders or instructions.
- H. Use of abusive or obscene language, or acting in a disrespectful manner to any faculty member, preceptor or department staff member, patient, visitor, supervisor, surgeon, or classmate.
- I. Disruptive behavior or disorderly conduct on hospital premises.

- J. Dishonesty or illegal conduct of any kind.
- K. Unethical conduct.
- L. Violation of patient confidentiality, including the unauthorized possession, use, copying, or reading of patient hospital records or disclosure of information contained in such records to an unauthorized person.
- M. Unauthorized disclosure or falsification of school or hospital documents or records or their removal without proper authorization.
- N. Negligence, incompetence, failure to perform responsibilities safely, violation of safety rules and regulations, or failure to exercise reasonable care in the performance of any duties.
- O. Disruption of patient services or creating or contributing to adverse or unsafe conditions.
- P. Sexual harassment.
- Q. Theft, misuse, unauthorized use, or deliberate destruction of hospital equipment or supplies or the property of any patient, visitor, student, or hospital employee.
- R. Threats of violence or assault; intimidating or coercing a classmate, co-worker, or other employee; possession of any object commonly considered to be a "weapon" on hospital premises.
- S. Use of alcoholic beverages or illicit drugs on college or hospital premises, or reporting for duty while under the influence of intoxicants.
- T. Failure to abide by any other college or hospital policy.
- U. Any other conduct which, in the opinion of the college, is inconsistent with satisfactory standards of work, conduct, and general performance, and not in the best interest of patients, fellow students, hospital staff members, surgeons or instructors.

Delta College
Sterile Processing
Program

I have read and understand the policies regarding my Clinical Externship.

Student Signature _____ Date _____

Program Coordinator: _____ Date: _____
as witness