



# Central Sterile Processing Technology



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— MURFREESBORO —

## **2023-24 PROGRAM HANDBOOK**

**Central Sterile Processing Technology  
TCAT Murfreesboro  
1303 Old Fort Parkway, Murfreesboro, TN 37129**

**Instructor  
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**2023-24 PROGRAM HANDBOOK  
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## INTRODUCTION

### **Institution Mission**

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

### **Institution Accreditation**

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

### **Program Mission**

The mission of the Central Sterile Processing Technology program is to provide an educational experience through cognitive (knowledge), psychomotor (skills), and affective (behavior) designed to produce central sterile processing technicians at the entry-level position and successfully prepared to take the national certification exam.

The course will train individuals to perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment.

The program provides the qualified and motivated applicants with experience in a learner-centered environment that is supportive and responsive to their individual needs. Learning experiences are facilitated by qualified faculty and/or preceptors and are designed to help the student learn to independently apply sound theory to practice.

### **Welcome**

Welcome to the Tennessee College of Applied Technology Murfreesboro. Entering one of the Allied Health Programs indicates a commitment on your part to enhancing your future. It is the aim of these Allied Health Programs to assist you in developing into a healthcare professional capable of giving thorough, competent, supportive and safe care. This is possible through guidance and instruction of our faculty, combined with your interest and enthusiasm. Our curriculum is designed to meet the requirements established by accreditation agencies per program.

This student handbook provides specific information regarding program requirements, policies, and guidelines for students enrolled in these Allied Health Programs. It is the responsibility of each of you to become thoroughly familiar with all information contained in the handbook.

This handbook plus the official school handbook and other documents your instructor might give you and will guide you through your career at the TCAT Murfreesboro. You are expected to understand and comply with the requirements, policies, and guidelines in this handbook; your signature will attest to your willingness to do so. If you have any questions, please contact your instructor. We are here to assist you!

Best,  
Scarlet Massey

## Acknowledgement Page

(Please return the completed form to your instructor.)



I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

I will act in accordance with the standards of conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

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Student's Signature

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Student's Name (Print)

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Date

## **PROGRAM INFORMATION**

### **Program Description**

The Central Sterile Processing Technician Certificate readies you for a successful healthcare career preparing the operating room for surgical procedures: sterilizing instruments, gathering supplies, and delivering equipment properly ahead of surgery. Students build solid foundational knowledge in anatomy, medical terminology, and microbiology. Students receive specialized training in surgical instrumentation and in the handling and use of instruments for specific procedures, in addition to the clinical setting experience you need for employment.

### **Program Outcomes**

Students successfully completing the program will be eligible to sit for the national certifying exam offered by the Certification Board for Sterile Processing and Distribution (CBSPD) or the Healthcare Sterile Processing Association (HSPA) and receive the following Certificates: Certified Sterile Processing and Distribution Technician (CSPDT) credential from CBSPD or the Certified Registered Central Service Technician (CRCST) credential from HSPA.

### **Program Evaluation**

The Central Sterile Processing Technology Program is evaluated by the following methods:

- Advisory Committee input
- Student Evaluation of Instructor/Program
- Program Evaluation Data Review by School Administration, Tennessee Board of Regents, and the Council on Occupational Education each year
- Alumni and Employer Surveys
- Standardized Testing and Certification test results
- Clinical Evaluations of student performance

### **Central Sterile Processing Technology Advisory Committee**

The Central Sterile Processing Technology Program at TCAT Murfreesboro utilizes an advisory committee composed of local area residents who assist in the development and guidance of each individual program. These committee members are chosen because of their expertise in each of the individual fields and their commitment to the role of education.

The functions and responsibilities of the advisory committee to the Central Sterile Processing Technology staff and faculty are as follows:

- Assist and advise the instructor(s) in development and updating of short and long-range educational goals.
- Provide advice on curriculum development, materials, and training policies to ensure that content is related to employment needs.
- Assist in the evaluation of the Central Sterile Processing Technology Program.
- Introduce individual programs to the community, employers, and prospective students through public information activities. These may include articles, news releases, speeches, advertisements, and participation in dedicated events and meetings.





procedures. The student will be able to assemble instrument trays with accurate count sheets and outer rigid containers to prepare for the OR.

- **CSP 1014– Intro to CSP** – An introduction to principles, techniques and issues in the surgical and central service environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional management and self-management and health-care regulatory bodies.
- **CSP 1020- Anatomy and Physiology** – The Anatomy & Physiology course for the Central Sterile Processing Technology student is designed to familiarize him/her with the structure and function of the human body as well as the interrelationships and interdependency of the body systems of the maintenance of a homeostatic condition.
- **CSP 2011- Central Sterile Processing Practices & Procedures** – A study of Sterile Technique and basic techniques necessary to function as a Central Sterile Processing Technician in the sterile processing department. Topics include principles of sterile technique, cleaning, assembly, and testing of instrument/procedure trays, operating sterilization equipment, storage of clean and sterile supplies, preparing case carts, picking supplies, distributing supplies, and inventory control.
- **CSP 2012- Clinical Practicum** – Course consists of 192 hours of supervised clinical rotation during which students will complete comprehensive orientation to clinical practicum, practice the skills necessary to perform the duties of a central sterile processing technician, develop professional behaviors while in the surgical and central sterile department, and learn to adequately document their experiences in their Practicum.
- **CSP 2013- Central Sterile Processing Capstone** – An overview of the surgical and sterile processing department, clinical management, documentation skills, and CSPDT, certification exam preparation.
- **CSP 2014- Job Prep** – Students will complete a professional resume for this course. Typical interview questions and scenarios will be reviewed. This course is designed to better equip the student to join the workforce.

## GRADING AND PROGRESS STANDARDS

### Grading Standards for the Allied Health Programs

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term.

Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79 (failing)
D	60-69 (failing)
F	0-59 (failing)

Students must complete each course with an 80% or higher average in order to continue in the program.

Students will be graded in the following categories:

- Theory/Related Information
  - A theory grade comes primarily from workbook materials, chapter tests, and unit tests. This information will be expressed in the course outline for each subject. The percentile will be as follows:
    - Workbook and Worksheets                      10%
    - Chapter Tests    50%
    - Unit Test    40%
- Skill Proficiency (Clinical)
  - Skill grades come from lab reviews and instructor evaluation of hands-on activities in the lab and clinical evaluations during clinical externship.
  - Some CSP skills may have a set time limit for successful completion to be considered satisfactory

A course grade will be determined by averaging the theory and skill grade. If there is only a theory grade, that is the course grade. If there is only a skill grade, that is the course grade.

Students must maintain a satisfactory average of 80 for each course and may be suspended if a final course grade is below 80.

Students will be given a progress report at the end of the trimester. Students are encouraged to keep track of their grades throughout the trimester using the grade documentation form given by the instructor. Your instructor will be glad to talk with you about your grades and give you an update on your progress at any point during the trimester.

It is your responsibility to submit all work and/or take all tests. If you are absent, please check your weekly schedule and communicate with your instructor on the day you return regarding missed work and/or tests.

Academically, grades of A, and B are considered satisfactory progress; grades of C, D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress.

### **Retention Standards**

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- Students must maintain a satisfactory average (80) for each course/unit of the curriculum.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

### **Makeup Policy**

If you are absent and not able to turn in work on the day it is due, you must turn it in on the day you return to receive full credit. After that, there will be a 5-point deduction per day that it is late. If you are absent and miss a test, you must take it on the day you return to receive full credit. After that, there will be a 5-point deduction per day. The instructor has the right to negotiate the points' deduction in certain circumstances. There will be NO make-up tests for quizzes.

### **Student Counseling Record**

His/her instructor will advise a student if there is a problem with his/her progress, attendance, or behavior.

Instructor will initiate any paperwork necessary to document counseling sessions.

If the student is having academic problems in a particular class, he/she needs to initiate an appointment with the instructor.

Each time a student is counseled by the instructor, written documentation including recommendations for improvement will be placed in his/her file. The students have the option and are encouraged to write comments prior to signing the counseling record. If improvements are not made as recommended and the student shows no sign of improvement, he/she is subject to dismissal.

### **Worker Characteristics**

Worker characteristics measure a student's professionalism in the workplace. The instructor will observe your actions throughout your time in class and give you an evaluation based off the following categories. A number grade will be issued to you during mid-term and at the end of the trimester.

- **Attendance:** Attends class, arrives/leaves on time; notifies the instructor in advance for planned absences
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
- **Teamwork:** Respects the rights of others; respects confidentiality; is a team player; is cooperative; displays a customer service attitude; seeks opportunities for continuous learning
- **Appearance:** Displays appropriate dress for the profession (grooming, hygiene, etiquette, uniform)
- **Attitude:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self
- **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates in class
- **Organizational Skills:** Manifests skills in prioritizing and management of time and stress; demonstrates flexibility in handling change
- **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills
- **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
- **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

## TCAT – MURFREESBORO POLICIES

### Attendance

As stated in the Student Handbook, “The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.”

An attendance record for each student is maintained by the instructor. Any appointments other than emergencies should be made after completion of the school day, if possible.

### 5.5% Absences – Instructor Counseling and Documentation

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy of his/her records.

### 9.7% Absences – One-Term Suspension with Appeal Opportunity

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g., not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

### Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

## **Tardies**

As stated in the Student Handbook, “A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline.”

- 1- 1 minute to 30 minutes tardy is counted as 30 minutes.
- 2- 31 minutes to 60 minutes is counted as 1 hour.

### **5 Tardies – Instructor Counseling and Documentation**

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.
- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

### **6 Tardies – Probation and Student Success Plan**

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

### **7 Tardies – Review by Vice President for Possible Suspension**

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

## **TBR General Policy on Student Conduct and Disciplinary Sanctions**

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to always conduct themselves as law-abiding members of each community.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

### **Academic Misconduct**

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution.
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours.
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations, or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of “F” or “zero,” a student’s grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

### **Acceptable Computer Use**

All computer use, including Internet use, must be in support of education and research and appropriate for the assignment. The College is not responsible for a student’s access to any inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on college computers without permission of the Instructor.

### **Removal from Class for Disruptive Conduct**

As stated in the TCAT – Murfreesboro Student Handbook, “Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times.” This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities.
- wearing appropriate attire for the program area and displaying their name badge
- always maintaining a respectful and cooperative demeanor with instructors, institutional officials, and classmates



- avoiding inappropriate language or conduct deemed disruptive to the institution's learning environment.
- following all institutional procedures related to absences and tardiness (e.g., arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR's General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

### **Smoking**

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may only use tobacco products in their personal vehicles.

## **CLASSROOM POLICIES**

### **Dress Code**

Appropriate attire must be worn that is representative of what the industry requires in the workplace. Ceil blue solid color scrubs (scrub top and bottom) must be worn daily. A t-shirt, with no visible lettering or imagery, may be worn under the scrub top, but not in place of a scrub top. A clean, pressed sweater, jacket or lab coat may be worn over scrubs, if desired. No hoodies or sweatshirts may be worn over scrubs.

See Clinical Performance Policies section for clinical dress code.

### **ID Badge**

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a \$5 fee to the Business Office.

### **Inclement Weather and School Closure**

It is the philosophy of the Tennessee College of Applied Technology Murfreesboro that students are being prepared for the workplace. For this reason, the TCAT Murfreesboro normally does not close because of inclement weather, even though public-school classes may be cancelled.

We recognize that inclement weather such as winter ice and snow, occasionally, make it difficult for students to attend school and clinical.

In the event of snow, ice or other severe weather conditions, students should use their own judgment in deciding whether to travel to school or clinical. When weather conditions are severe, information regarding school closing will be provided to you through the RAVE alert system, which is the rapid notification system we utilize.

### **Food/Drink**

Eating and drinking is allowed in the classroom and lab at the instructors' discretion.

### **Cell Phones**

Your cell phones must be on silent mode, not vibrate, at all times and put away. Cell phones may be utilized at break times only. If you do receive an emergency call, please excuse yourself and go into the hallway to complete the call. If the presence of cell phones becomes a problem, cell phones will be left in cars and not allowed in the classroom.

### **Class Break Times**

Class begins at 7:45am. Students are to be in their seats when the roll is taken. The morning break is 9:30-9:35am. Lunch is 11:35-12:15pm.

### **Sleeping in Class**

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

### **Classroom/Lab Space Maintenance**

Good housekeeping practices should always be followed. Trash must be picked up on site; tools, equipment, etc. should be kept in appropriate places-not on benches, machines, and floors when not in use. As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs. Trash is taken to the dumpster every afternoon. The lab is swept and mopped, and the classroom vacuumed on Fridays.

### **Attitude and Conduct**

You are expected to be cooperative and to always demonstrate a professional and respectful attitude. Everyone is encouraged to work as a team. Horseplay, hazing, inappropriate language, and any other behavior deemed inappropriate for this program will be reflected in a reduction of the worker characteristics grade and may be referred to the Vice President of Student Services for progressive disciplinary action.

### **Absence Notification**

If you know in advance that you will be absent, you must notify your instructor. If you do not know in advance that you will be absent, notify the instructor by 0730 a.m. or as soon as possible, via email, Teams or office phone. If you leave class before the class is over, you must inform the instructor. Failure to notify the instructor will result in a deduction in your worker characteristic grade.

### **Computer/Internet Privileges**

The classroom computers and internet are provided only as a resource for research and learning. They are not to be misused in the classroom.

### **Additional Classroom Rules**

- Unnecessary and unrelated conversations should not occur during lecture or study time.
- Students are responsible for housekeeping in the classroom and lab areas.
- Please observe the 15 MPH speed limit in the parking area. No parking in tow away zones.
- Students are requested to make dependable childcare arrangements, as children are not permitted in classrooms/labs even on inclement weather days.
- Examinations may NOT be removed from the classroom, nor may questions from examinations be copied.
- Students are expected to be alert during class time and responsible for attending all lectures, including videos.

- Students are expected to show respect to peers, classmates, faculty, and staff. Disrespectful behavior, with malicious intent, will not be tolerated and will be subject to disciplinary action by the administration.
- Students are expected to notify the instructor when leaving early or coming late.
- Instructor phones are not for student use unless there is a true emergency.
- Recording devices are not permitted.
- Students will be required to obtain or provide documentation of CPR certification through the American Heart Association.

## CLINICAL PERFORMANCE POLICIES

### Clinical Dress Code

- Student/clinical ID tag must always be worn.
- Ceil Blue scrubs (scrub top and bottom) must be worn daily. A t-shirt, with no visible lettering or imagery, may be worn under the scrub top, but not in place of a scrub top.
- A clean, pressed sweater, jacket or lab coat may be worn over scrubs, if desired. No hoodies or sweatshirts may be worn over scrubs. Some clinical sites may require a white lab coat or scrub jacket.
- Moderation and professionalism are the general rules.
- Dress conservatively. NO hair coverings, except for religious reasons.
- Hair must be neat, clean, and arranged away from the face at all times. Extreme hair fashions or ornaments are not acceptable.
- Facial hair must be neat. Sideburns, beards, and mustaches will only be allowed if kept clean and neatly trimmed close to the face and if allowed by clinical facility. Sideburns must be kept above the earlobe level.
- Personal grooming is allowed at break time and lunch only in the restroom.
- Appropriate hygiene is a must. Smelling clean, having clean hair, brushing your hair, and brushing your teeth every day is a requirement.
- If you smoke, wash your hands after smoking. Make sure you do not smell like a cigarette when you come back in.
- Moderate make-up, perfume, and jewelry are allowed. Jewelry is limited to a wedding ring and one pair of post earrings in ear lobes only. No facial and/or tongue piercings are allowed.
- Tattoos must be covered at all times.
- Clean, neatly manicured fingernails that do not extend beyond the end of your finger. Nail polish will not be allowed during clinical rotation. No artificial nails are allowed.
- Clothes should fit properly, be in good condition, be neat (not always wrinkled ) and clean. Only your arms, feet, neck, and head should be visible from the openings in the scrubs. Shorts, tank tops, short skirts, short dresses, sweatpants, spandex, revealing clothing, including low necklines are not allowed. Yoga pants and leggings are permitted only when paired with a top that comes to or below your fingertips when arms are at your sides.
- Sandals, flip flops, and open-toed shoes are not allowed during lab time, this includes Crocs with the holes in them.
- Shoes should always be neat, clean, and in good condition. White leather shoes that cover the top of the foot are required for clinicals.
- Students are required to adhere to all policies and procedures in the classroom and clinical settings.

Students may be disciplined by administration for any violation of the dress code in the classroom and/or clinical setting. Violations of the dress code may result in a lower Worker Characteristic grade.

### **Conduct Code and Behavioral Standards**

Students accepted into the Central Sterile Processing Program are expected to always demonstrate professional behavior and demeanor which include, but not limited to, bathrooms, hallways, break room, parking lot, classroom, clinical sites and field trips. There are no exceptions. Professional behavior encompasses a broad range of expectations, always including the expectation of trustworthiness and keeping the welfare of others as a priority.

All clinical sites with which this school is affiliated, have granted students the privilege of learning in their facilities. Students are expected to always demonstrate professional behavior. This means that each student is individually responsible for his/her actions and, in addition, must abide by the affiliates standard procedures, policies, rules and regulations as outlined by the clinical affiliates. While off-campus during clinical assignments, students are representing the program, profession, and school to the public and community.

**\*VIOLATING THESE STANDARDS COULD LEAD TO DISCIPLINARY ACTION/SUSPENSION\***

### **Confidentiality for the Student**

Individuals who provide health services and know that they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

- Seek medical advice.
- Following program and/or agency guidelines when clinical assignment makes it necessary to be involved in direct patient care.
- Be knowledgeable about the practice measures to prevent transmission of infectious diseases.
- Obtain the release of a physician to continue direct patient care activities relative to the program of study.
- No specific or detailed information concerning complaints or diagnosis will be provided to instructors, administrators, or even parents, without the expressed written permission of the individual in each case. This position, with respect to health records, is supported by an amendment to the Family Education Rights and Privacy Act of 1974.
- Officials and other institutional officers must remember statutes protect all confidential medical/health care information and that any unauthorized disclosure may create legal liability.

### **Confidentiality of Records and Information**

We abide by all HIPAA laws and a student who “breaches confidentiality” in the classroom or clinical setting may be subject to disciplinary action/suspension.

In the process of performing, one’s assigned duty in the health care facility, it is possible to overhear information regarding patients, physicians, and/or personnel, which must be considered confidential. Therefore, you are directed not to discuss, outside the health care

facility or even with other health care facility students or personnel, these bits of information. Even casual conversation with other students may be overheard and thereby violates the privacy of others. Be particularly careful about your conversation in elevators, eating places, and other places of assembly within or outside the health care facility.

Any discussion of patient information must be done for the purpose of fulfilling clinical assignments. Anyone who delights in idle conversation about patient care does not show appropriate demeanor for a health-care professional.

Respect the fact that a patient owns the information contained in his/her medical record and that the facility owns the recorded document itself. Therefore, students must not remove original, microfilmed, or photocopied records from the facility's premises. Any health data that identifies a patient, physician, or health-care provider by name is confidential information.

Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information such as a patient's age, address on discharge, and the service or medical unit on which the patient was treated. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Students who release health information without proper authorization may be dismissed from the program.

### **Employment During Training**

Employment outside of school hours is permissible in the Central Sterile Processing. However, this is the choice of the student. If outside employment interferes with the progress or behavior in the classroom, and/or clinical setting, the student will be sent home and this absence will be considered as a leave early and can lead to disciplinary actions. If the student is/becomes employed with a clinical site, the student will not be allowed to receive paid compensation during clinical time.

Central Sterile Processing students WILL NOT be permitted to work 11:00 p.m. – 7:00 a.m. (night shift) and then report to a clinical site. If this occurs, the student will be sent home for the day and the total hours deducted.

### **Clinical Attendance Policy**

The nature of the Central Sterile Processing Technology Program at TCAT Murfreesboro is such that it is necessary for every student to attend regularly. Excessive absences will have an adverse effect on student progress.

Due to difficulty making and completing assignments in the clinical area, students will be expected to be at the clinical site for the entire duration of the clinical shift. The shift that has been set by the preceptor will be followed by the student, and absenteeism will be documented per the policy for absenteeism.

During clinicals, students MUST contact by phone, the clinical site first and instructor second prior to the scheduled time if they are going to be tardy or absent. Exceptions to the time requirement may only include situations that occur while in transit to the clinical site, such as a

vehicle accident, vehicle malfunction, and family or severe weather-related emergency. Documentation may be required for the exception to be granted. Students MUST also notify the clinical site and instructor if they are going to leave earlier than the scheduled time. It is not good practice to miss clinical time. This time is crucial to you as it reflects your dependability as a future employee in this profession.

**Students will attend 192 on-site clinical hours. Clinical hours are vital to success in the CSP program. Students missing more than 3 clinical days will be directed to Student Services for disciplinary action and may be subject to suspension or termination from the CSP program.**

\*The first time a student fails to contact by phone, the clinical site first and instructor second (as described in the previous section), the student is placed on clinical probation for the remainder of clinicals. \*

\*\*For a student on clinical probation, an additional violation of handbook policy, to include unsatisfactory clinical performance, may result in suspension from the program.

### **Clinical Performance Policy**

Successful clinical performance is essential to the completion of all Allied Health Programs. Students must successfully complete the preceding trimester and be skill-ready to be eligible for clinical.

Clinical probation resulting from unsatisfactory performance - A student is placed on clinical probation when a student's performance is unsatisfactory according to the clinical preceptor. The student will be counseled regarding the cause for probation, suggestions for improvements, and the time element for probation length. The information will be documented and signed by all concerned parties and placed into the student's file. If the student's clinical performance does not improve within the time allowed, the student may be suspended from the program. If the clinical site requests the student be removed from the site due to unsatisfactory performance, the student will be referred to the President of the school for suspension and possible termination from the program.

\*\*For a student on clinical probation, an additional violation of handbook policy may result in suspension from the program. \*\*

### **Clinical Area:**

- Allied Health students are required to purchase liability insurance. Liability insurance will be paid prior to clinicals.
- It is the student's responsibility to be in the clinical area promptly and in proper uniform.
- Clinical hours are as assigned per each clinical site. Any tardy or absence should be reported to the clinical site FIRST and instructor SECOND prior to your scheduled time.



- The student should be prepared for the clinical day. Failure to be prepared will result in dismissal for the day and counting this time as an absence.
- At no time will the student do any procedure outside of the scope of their practice.

### **Drug and Alcohol Testing**

Screening prior to the clinical experience: Students should be aware that the clinical facilities with which the campus contracts require successful completion of a drug and/or alcohol screen prior to commencement of participation in the clinical site. Testing positive may result in further disciplinary action, including suspension from the program.

Reasonable Suspicion Screening: Students engaged in classroom/clinical activity may be requested to undergo a blood or urine screening for drugs and alcohol if reasonable suspicion exists. Prior to testing, the student will be asked to sign a statement of understanding and consent to drug and/or alcohol screening. A student who refuses to undergo testing will be subject to suspension.

### **Background Check**

All students will be required to have a background check done prior to observing at the clinical site. Clinical contracts require the program to comply with this request. Every student will have the same parameters evaluated for their background check. The parameters for the background check are determined by the clinical contracts. Students are required to provide the instructor with receipt of payment for the background check by the due date set by the instructor. The instructor is required to verify the background check is completed prior to the first day of clinicals. Students that do not complete the background check will not be allowed to attend clinical. The clinical sites have the right to refuse students based on their background check results. Clinical hours are required to complete this program of study.

### **Health Policies**

- All illnesses should be reported to the instructor. If a student appears ill or unable to perform duties as assigned, whether in classroom or clinical area, it will be the instructor's discretion to determine if the student should remain in the classroom or clinical area. Dismissal from the classroom or the clinical area may occur because of a possible contagious illness; and/or undue influence of prescription medication.
- If a student is absent for serious illness/injury, he/she must present a written statement from his/her physician before returning to the clinical setting stating that the student is physically able to perform the required clinical duties.
- It is recommended that all students maintain their own accident insurance. School policy recommends all students carry their own medical insurance; however clinical sites require more stringent documentation to verify every student maintains their own medical coverage.
- The clinical facilities will in no way assume workman's compensation liability for students.

- First Aid and supportive treatment will be provided in the event of an accidental injury or sudden illness while on campus or in the clinical facility. Each student is responsible for his/her medical expenses incurred.
- In the event of pregnancy, the student must have written verification from an authorized health care provider stating eligibility to continue in the program. This verification must state that the student can safely perform all duties necessary for her training program without limitations or danger to her personal health or that of the patient.

### **Infection Control Policy**

All students must submit documentation to Student Services with:

- Proof of MMR immunity
- Proof of VZV (Chickenpox) immunity

In addition to the above items, clinical sites require:

- Hepatitis B series vaccination, proof of immunity or declination of vaccine
- Proof of negative 2-step TB test or normal chest X-ray

Clinical sites may require more stringent vaccination documentation based upon clinical affiliation agreements.

Covid vaccinations and boosters may be required per the clinical sites depending on their standards at the time of clinical rotations.

If you ever come into contact with one of the infectious diseases listed below, make a note of and report the following to your instructor/preceptor at the clinical site:

- The date, time, and duration of the contact
- The name of the contact (i.e., if patient or classmate)
- The nature of the contact

(Rubella, chickenpox or shingles, any illness with a rash, needlestick or other body fluid contact, potential MRSA contact, infectious material, Covid, and Tuberculosis)

### **Standard Precautions**

Standard Precautions are work practices required for a basic level of infection control. They include good hygiene practices, particularly washing and drying hands before and after patient contact, may include the use of protective barriers such as gloves, gowns, plastic aprons, masks, eye shields or goggles, appropriate handling, and disposal of sharps and other contaminated or infectious waste, and use of aseptic techniques. Standard precautions are recommended for the treatment and care of all patients, regardless of their perceived infectious status, and in the handling of:

- Blood

- All other body fluids, secretions and excretions (excluding sweat), regardless of whether they contain visible blood.
- Non-intact skin; and
- Mucous membranes

Standard precautions also apply to dried blood and other body substances, including saliva.

The main goal of following Standard Precautions is to minimize the risk of acquiring blood borne viruses from contact with patients. To make such work practices effective; it must be assumed that all patients are potentially infected with such viruses. To only follow these precautions with those patients who are known to be infected gives a false sense of security, and promotes risky work practices.

Confidentiality of these and all student records is a priority. Immunization information will be made available to the clinical site upon request.

### **Protocol for Emergencies**

The supervising faculty, and if appropriate, the clinical personnel, must be notified immediately should a student suffer an injury or illness which requires medical attention. Students are considered guests in the clinical facilities and are therefore responsible for securing and financing any medical treatment required because of accidental injury. Students must realize that although medical facilities may offer/suggest treatment within the facility, charges for service will be assumed by the student. All students are individually responsible for obtaining adequate health insurance or for bearing any costs incurred for medical treatment while on campus or in assigned clinical facilities. Students wishing to purchase health insurance through a policy available to TCAT students may contact the Student Services Office for the appropriate forms. Students are strongly encouraged to have adequate health insurance while enrolled in this program of study. Clinical sites require more stringent documentation to verify every student maintains their own medical coverage.

For injuries or health problems which occur during a clinical assignment that require treatment, but are not life threatening, the student should consider the following options:

- Treatment from an independent physician and/or facility of the student's choice at cost to the student.
- Treatment by the emergency department of the clinical facility at cost to the student.

The supervising faculty and program office, if appropriate, clinical personnel, must be contacted immediately should a student be responsible for, or involved in, an unusual incident in the clinical area. Examples of such include, but are not limited to:

- Self, patient, staff or visitor injury or potential injury.
- Sharps related injuries.
- Formal complaints lodged against a student.
- Major equipment damage is attributed to student misuse.

- Any activity which may, or does, result in adverse consequences to patients or personnel.
- Misrepresentation of students' identification, clinical duties, qualifications, or abilities.

The student and clinical instructor must submit a completed report to the program instructor within 24 hours. Additionally, the clinical facility's procedures for dealing with the incident must be strictly followed and the necessary reports completed and properly signed. Disciplinary action may follow based on the individual incident.

### **Blood/Body Fluid Exposure**

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident.

- A clinical instructor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash area (i.e., eyes, mucus membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.

### **Clinical Externship**

The Central Sterile Processing Technology program provides students with supervised clinical training. Students perform in the clinical area in various health care facilities under the direction of the program instructor(s), according to the terms of the affiliation agreement between the school and the clinical facility. Students may be assigned to work independently but will never be expected to function fully as staff members while in the clinical setting (i.e., the student shall not be substituted for paid staff personnel during the clinical component of the program). Likewise, students will not receive compensation (monetary) for their performance in the clinical setting. Students are not allowed to be in the clinical setting after normal clinical hours.

## **SAFETY POLICIES**

### **First Aid Kit**

A first aid kit is available in the classroom. If you are injured, you should notify the instructor as soon as possible.

### **Safety**

Each individual program instructor will discuss safety in the classroom and occupational setting. After completion of the safety instruction, you will be required to sign a Safety Form, identifying you have been instructed and understanding the safety procedures that apply for your individual program.

### **Fire Procedures**

In the event of a fire drill or an actual fire, students should immediately exit the building and report to the back parking lot facing W. Main Street outside.

### **Tornado Procedures**

In the event of a tornado drill or an actual tornado, students should immediately seek shelter in the hallway outside the classroom alongside the Digital Graphic Design classroom wall.