

2023

DALLAS COLLEGE sterile processing information

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# Introduction

Thank you for your interest in the Dallas College Sterile Processing Program. This information packet will guide you through the admissions process.

The mission of Dallas College is to transform lives and communities through higher education. Our purpose is to ensure that Dallas County is vibrant, growing, and economically viable for current and future generations and to provide a teaching and learning environment that exceeds learner expectations and meets the needs of our community and employers. Equal educational opportunities are offered at Dallas College to students regardless of race, color, national origin, religion, sex, disability, or sexual orientation.

The Dallas College Sterile Processing Program is honored that you are interested in joining our prestigious institution and we are excited to thoroughly review your application. We wish you the best of luck in your application process.

# Sterile Processing Career Overview

Sterile processing technicians represent an excellent entry-level opportunity that is vital for all health care facilities. They are the behind the screens healthcare hero’s whose detailed work is imperative for the safe delivery of patient care. Sterile processing technicians ensure reusable instruments are properly inspected, cleaned, disinfected, and sterilized for use across a hospital, clinic, physician’s office, or any other healthcare institution.

Sterile processing technicians typically work in a Sterile Processing Department (SPD) and follow strict protocols for reprocessing various equipment, use computers to track progress and workflows, and provide verification that all instruments and materials are accounted for and properly serviced. Sterile processing technicians do not typically work directly with patients, but their work in imperative to ensure desirable patient treatment and outcomes.

A successful sterile processing technician has an acute attention to detail, is able to follow directions explicitly, professional, organized, punctual, dependable, and able to handle multiple processes at one time.

# Program Overview

Please read and review the information in this packet carefully. As a candidate for the Dallas College Sterile Processing Program, it is your responsibility to ensure all needed documentation is filled out and submitted by the required deadlines.

The Dallas College Sterile Processing program is an approved continuing education program. The Sterile Processing Program consists of three courses that are equivalent to 216 hours. The program begins with an 8-week lecture course held online. The second course is an 8-week laboratory simulation that meets at the El Centro Campus Paramount Building in downtown Dallas. These two courses will provide you the entry-level skills required of a sterile processing technician in the workforce. The last course is an 8-week clinical externship that is completed off-site. Reliable transportation is needed for all courses.

At the conclusion of 24 weeks, the student is eligible to sit for the *Sterile Processing Department Technician Certification Exam* (C.S.P.D.T) through the Certification Board for Sterile Processing and Distribution (CBSPD). After successful completion of the examination, a *Certificate in Central Sterile Processing* is awarded.

# Admission Requirements

A candidate for the Dallas College Sterile Processing Program must meet the following criteria:

* Be at minimum 18 years of age.
* Have a high school diploma or its equivalent. A copy of the diploma or equivalent must be sent as part of the application.

One application packet is to be submitted with all required documentation per candidate by the due date listed in the next section entitled ‘Admission Deadlines’. All applications should be sent to **AlliedHealth-CE@dallascollege.edu**. Incomplete applications are not be accepted, and the candidate will not be considered for admission until a complete application is submitted.

# Admission Deadlines

As program space is limited to 12 students per Cohort, early application is encouraged. There are four start times during the academic calendar year for the Sterile Processing Program. Each start time has its own open application and deadline time frame.

|  |  |  |
| --- | --- | --- |
| **Semester Start** | **Application Open Date** | **Application Deadline** |
| **Fall semester start** | April 1 – June 30  | June 30  |
| **Spring semester start** | September 1 – December 1  | December 1  |
| **Summer semester start** | March 1 – April 1  | May 15  |

# Sterile Processing Application Checklist

Below is a summary checklist of all required documentation needed to successfully apply for the Dallas College Sterile Processing Program. Email your full application packet to **AlliedHealth-CE@dallascollege.edu** on or before the application deadline. It is your responsibility to ensure you read this packet thoroughly and adhere to all requirements of application.

* □ Copy of government issued identification, and signed social security card
* □ Copy of high school diploma or equivalent.
* □ Completed and signed Sterile Processing Application Form (page 15).
* □ Completed and signed Statement of Students’ Responsibility Form (page 16).
* □ Completed and signed Classroom, Lab, and Clinical Expectation Form (pages 17-18).
* □ Completed and signed Communicable Disease Information and Policy Form (page 19-20).
* □ All required documents including immunization history, TB skin test screening, and CPR (Basic Life Support for Health Care Providers) with renewal date after time of program completion.
* □ **Submit all required documents to** **AlliedHealth-CE@dallascollege.edu** **email along with application by deadline. Incomplete files will not be accepted.**

## Immunizations

The Dallas College [School of Health Science Program Immunizations Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx) are listed below and available through the hyperlink.

The immunization requirements on this application are mandated for all individuals applying to all Dallas College School of Health Sciences Programs. Students must upload their **original** health documentation to SurScan.

All immunization records must include:

* Candidate name.
* Date of vaccine administration (day/month/year).
* Vaccine administered.
* Injection site, specific dose, route.
* Vaccine manufacturer, lot number, expiration.
* Health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name and address of the practice.

Titers

* Lab reports are required on all titers.
* Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations.

School records of immunization will not be accepted. Immunization records without correct documentation will not be accepted.

Dallas College follows the [Texas Administrative Code Title 25 Part 1, Chapter 97, subchapter B 97.64](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=64) for required vaccinations for students enrolled in health related and veterinary courses in institutions of higher learning. Dallas College Sterile Processing Program also follows [OSHA Bloodborne Pathogens Standard 29 e-CFR 1910.1030](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030) in their workplace exposure control plan which includes information regarding the [Hepatitis B vaccine](https://www.osha.gov/sites/default/files/publications/bbfact05.pdf).

|  |
| --- |
| Required Immunizations as per the Dallas College School of Health Science Program and Continuing Education |
| MMR (Measles, Mumps, Rubella) | Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.If titer is negative or equivocal, series must be repeated. |
| Varicella | Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Varicella.If titer is negative or equivocal, series must be repeated. |
| Tdap (Tetanus, Diphtheria, Pertussis)  | Documentation of vaccine within the past 10 years. |
| Influenza | Documentation of current seasonal flu vaccine by October 1st. |
| Hepatitis B | Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) ANDPositive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient. If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof. |
| COVID-19 | Documentation of current COVID vaccine status. |

## Tuberculosis Screening

A tuberculosis (TB) screening must be within **12 months** of the Dallas College Sterile Processing Program application. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted. If screening results are positive, those results and documentation of a chest x-ray within **12 months** of the Dallas College Sterile Processing Program application is required and must be negative for active disease.

## American Heart Association BLS with AED

Candidates applying for the Dallas Collage Sterile Processing Program, must be certified by the [American Heart Association](https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training) in BLS (Basic Life Support) with AED at the health care provider level.​ The renewal date cannot occur during time of enrollment in the program.

Course not accepted:

* Online BLS or CPR certification courses, including those offered by the American Heart Association.
* BLS with AED courses not completed through the American Heart Association.

## Proof of Personal Health Insurance

Candidates will upload a copy of their current personal health insurance card, both front and back. Current personal health insurance is required throughout the length of the program.

## Criminal background check

Upon acceptance into the program a criminal background check is required. Results of criminal background checks are made available to the Academic Chair for review. All background check results become the property of the Dallas College School of Health Sciences and will not be released to the student or any other third party.

## Drug Screening

A drug screening may be required after acceptance to the Sterile Processing Program at a random date selected by the Continuing Educator Coordinator. The cost of the drug screening will be paid by the student. Drug screening results are made available to the Academic Chair for review. All drug screening results become the property of the Dallas College School of Health Sciences and will not be released to the student or any other third party.

The Dallas College School of Health Sciences reserves the right to remove a student from participation in the Sterile Processing Program based on their drug screening outcome.

# Acceptance

All candidates will be informed of their acceptance or non-acceptance to the Dallas College Sterile Processing Program via email by the deadlines listed below.

Students who are accepted must email their confirmation of acceptance to **AlliedHealth-CE@dallascollege.edu** by the deadline listed below.

|  |  |  |
| --- | --- | --- |
| **Semester** | **Candidate Notification of Acceptance** | **Candidate Acceptance Deadline** |
| **Fall** | July 15 | August 1 |
| **Spring** | December 15 | January 1 |
| **Summer** | April 15 | May 1 |

**Once accepted, you will be instructed to create and pay for your criminal background check and drug screen, where you will also have to upload your documents that have been pre-approved for admissions into the program. The cost is $95.17:**

# SurScan Criminal Background Check and Drug Screen

## To register for SurScan:

SurScan Registration Link:

[https://share.synthesia.io/b966596f-0b8e-406a-a2c1-35277a9b118b](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fshare.synthesia.io%2Fb966596f-0b8e-406a-a2c1-35277a9b118b&data=05%7C01%7Cbchance%40DallasCollege.edu%7C6b9687d2f19c4938c5b408dbd098bdd2%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C638333126719880427%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1wyRcvPF2TosPEXZeaX%2B1Ud3FK39V77Hdrgnf1zewP8%3D&reserved=0)

CamScanner:

[https://share.synthesia.io/6b27bac9-38cc-440e-95bb-8c8033dc2fcf](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fshare.synthesia.io%2F6b27bac9-38cc-440e-95bb-8c8033dc2fcf&data=05%7C01%7Cbchance%40DallasCollege.edu%7C6b9687d2f19c4938c5b408dbd098bdd2%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C638333126719880427%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0eetRTaiwqKnEowpe6YDlL4YBOnWiL79biuu4r%2B50tE%3D&reserved=0)

# Sterile Processing Curriculum Overview

The Dallas College Sterile Processing Program applies classroom and laboratory skills to patient care. A sterile processing student will devote approximately 10-hours per week outside class time preparation and studying for courses and the *Sterile Processing Department Technician Certification Exam* (C.S.P.D.T). The first sterile processing course is online. The second course (laboratory simulation) is scheduled for Tuesdays and Thursdays during the day and after-hours. All course times are subject to change by the CE Coordinator or Academic Chair. The third course is a clinical externship whose site will be assigned by the Instructional CE Coordinator.

## Fall, Spring, or Summer Semester

|  |  |  |
| --- | --- | --- |
| Course | Course Title | CE Hours |
| SRGT 2000 | Sterile Processing | 24 |
| SRGT 1091 | Sterile Processing Laboratory | 72 |
| SRGT 1060 | Sterile Processing Clinical | 120 |
|  **Semester Total 216** |

# Estimated Expenses & Financial Aid

All costs are estimations and subject to change based on market fluctuations. Sterile Processing students will need access to a computer to complete assignments and may purchase any computer of their choosing.

Financial Aid is available for those that qualify. A grant through the Texas Public Education Grant (TPEG) is available for those that qualify that will cover tuition only. See [Dallas College Continuing Education Financial Aid](https://www.dallascollege.edu/paying-for-college/financial-aid/types/pages/ce.aspx) link.

|  |
| --- |
| **Estimated Expenses for Dallas College Dental Assistant Curriculum** |
| SRGT 2000 ($15.00 per credit hour) | $360 |
| SRGT 1091  | $1080 |
| SRGT 1060 ($3.75 per credit hour) | $450 |
| Textbooks (see below for details) | $241 |
| Uniform and shoes (closed-toed, free of mesh) | $100-200 |
| SurScan Account | $95 |
| BLS with AED from American Heart Association | $50-60 |
| **Total** | **$2,376-2,486** |

## Textbooks

Upon acceptance to the Sterile Processing Program, each student will be responsible to purchase three textbooks on their own.

* Sterile Processing University, LLC. *The Basics of Sterile Processing Textbook*. 7th Edition.
* Sterile Processing University, LLC. *The Basics of Sterile Processing Workbook*. 7th Edition.
* Rutherford, Collen J. *Differentiating Surgical Instruments.* 3rd Edition. ISBN: 978-0-8036-6831-7.

# Sterile Processing Application Form

Fill in each statement in typed format. Sign and date the bottom in handwritten format.

Name (Last, First, Middle Initial): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (number, street, city, state, zip): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (cell or home, include zip code): \_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (month, day, year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Applying For (circle one): Fall Spring Summer

I certify that the information in this application packet is complete and accurate.

Applicant’s Signature Date

# Statement of Students’ Responsibility Form

Review and **initial** each statement indicting you have read and agree to each responsibility and sign at the bottom. Handwritten format is accepted.

\_\_\_\_\_\_\_\_ I testify that information included in this packet is truthful and accurate. I acknowledge any information found to be incorrect or dishonest will exclude my eligibility from participating in the Dallas College Sterile Processing Program.

\_\_\_\_\_\_\_\_ I understand submitting incomplete information in my application packet will disqualify my entire application.

\_\_\_\_\_\_\_\_ I acknowledge that Dallas College reserves the right to make changes to its application process and that completion of the application does not constitute a contract, expressed or implied, between any applicant, student, or faculty member at Dallas College.

\_\_\_\_\_\_\_\_ I accept the responsibility of informing the continuing education office of any change in my status, address, telephone number, or other information that would affect my application status.

\_\_\_\_\_\_\_\_ I am aware that I will be required to undergo a criminal background check and drug screening once accepted into the Dallas College Sterile Processing Program and that my admittance to the program is conditional based on those results.

\_\_\_\_\_\_\_\_ I accept the responsibility of maintain current health insurance cover throughout my time in the Sterile Processing Program.

Sign and date below.

Applicant’s Signature Date

# Classroom, Lab, and Clinical Expectation Form

Review and **initial** each statement indicting you have read and agree to each responsibility and sign at the bottom. Handwritten format is accepted.

\_\_\_\_\_\_\_\_ I agree to not use my cell phone during classroom, laboratory, or clinical experiences.

\_\_\_\_\_\_\_\_ I profess that I can receive, write, and interpret verbal and written communication in English without the assistance of an interpreter.

\_\_\_\_\_\_\_\_ I agree to not have acrylic nails or natural fingernails that are longer than the 0.5 inches from the skin as per OSHA regulations.

\_\_\_\_\_\_\_\_ I agree to not have excessive body odors such as from perfume, cologne, smoke, or lack of personal hygiene.

\_\_\_\_\_\_\_\_ I agree to never use tobacco products while on campus or on clinical externship. Examples include, but are limited to, cigarettes, e-cigarettes (with and without nicotine), smokeless tobacco (dip, Snus), and hookah.

\_\_\_\_\_\_\_\_ I agree to wear clean scrubs that are free of wrinkles and footwear that is clean, free of tears, close-toed and free of mesh.

\_\_\_\_\_\_\_\_ I agree to all physical demands of the Sterile Processing Program and profession that include, but are not limited to, the ability to lift 50 pounds or more, and that I do not have a limitation in my senses, such as sight, speech, or hearing.

\_\_\_\_\_\_\_\_ I agree to attend class and maintain at minimum ‘C’ average in my sterile processing courses.

\_\_\_\_\_\_\_\_ I understand a 90% attendance rate for SRGT 2000 and 1091 and that a 100% attendance rate for SRGT 1060 is required for successful completion of the Dallas College Sterile Processing Program.

\_\_\_\_\_\_\_\_ I understand SRGT 1060 is a clinical externship course where I will be placed in health care facilities to gain the clinical experience required for completion of the program and that I will be expected to follow all the policies and procedures of those facilities.

\_\_\_\_\_\_\_\_ I understand that while on clinical externship, my behavior is to be professional. If I am asked to leave a site due to poor performance, behavior, attitude, or insubordination, Dallas College is under no obligation to find me another site. The obligation of Dallas College will have been fulfilled and my tuition will NOT be refunded.

\_\_\_\_\_\_\_\_ I understand I am expected to arrive at my assigned clinical externship on time and with all required paperwork (skills checklist, timesheet, personal identification).

\_\_\_\_\_\_\_\_ I understand following the completion of my clinical externship hours, the site personnel will evaluate my performance and fill out my time sheet. If I do not complete this task by the last day of my clinical externship, I will not pass SRGT 1060, graduate from the Sterile Processing Program, or be eligible to take the *Sterile Processing Department Technician Certification Exam.* I may re-enroll under an “enrichment status” based on course seat availability and pay additional fees to fulfill program requirements.

\_\_\_\_\_\_\_\_ I will follow all OSHA and HIPAA policies while on clinical externship.

Sign and date below.

Applicant’s Signature Date

# Communicable Disease and Bloodborne Pathogens Policy Form

A work hazard of a clinically practicing sterile technician is the potential to be exposed to communicable diseases and bloodborne pathogens. Standard precautions represent a set of rules healthcare providers follow to protect themselves and their patients from pathogens spread by body fluids. Standard precautions aim to prevent the transmission of communicable and bloodborne pathogens through inhalation, direct contact, indirect contact, and sharps prevention. The Dallas College Sterile Processing Program enforces and educates students on healthcare standard precautions so they may reduce their risk for disease transmission.

The Dallas College Sterile Processing Program follow current recommendations from the Center for Disease Control (CDC) and National Institute for Occupational Safety and Health (NIOSH) to protect all students. Dallas College Sterile Processing Program follows the rules and regulations set forth by the Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Texas Department of State Health Services, Occupational Safety and Health Administration (OSHA), and the Department of Health and Human Services as they pertain to communicable diseases and bloodborne pathogens.

The Dallas College Sterile Processing Program is committed to ensuring that each employee, applicant, and student be provided a safe and healthy environment. Dallas College requires all students to have current immunizations, which include the Hepatitis B series, to protect themselves from disease transmission. Dallas College emphasizes education for employees and students concerning communicable and bloodborne diseases and managing each case of disease transmission with sensitivity, flexibility, and concern for the individual. The Districts’ decisions concerning a person who has a communicable disease shall be based on current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms, and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Students are strongly encouraged to undergo personal evaluation to assess their own communicable disease status prior to enrollment. No student will be denied entry to a program, required to cease attending the college, or participating in college functions solely based on diagnosis of a communicable or bloodborne disease. If a review of the facts demonstrates a student is unable to perform as required by the degree plan or presents a health risk to themselves or fellow community members, a decision shall be made regarding the student’s attendance at the college. Dallas College shall offer reasonable accommodations to both students and employees who are infected with a communicable disease. Generally, reasonable accommodations will not require expenditure of additional funds.

The Dallas College Sterile Processing Program has policies related specially to bloodborne and infectious diseases that include human immunodeficiency virus (HIV), hepatitis B (HBV), and other bloodborne infections.

* Persons who are seropositive for a bloodborne disease shall receive the same treatment as those who are seronegative.
* Standard precautions are followed to reduce the cycle of infection and eliminate cross-contamination, reduce the number of airborne pathogens, protect all patients and personnel from infection, and ensure the chain of infection is not broken.

Reference

Center for Disease Control. (2003, December 19). Guidelines for infection control in dental health-care settings – 2003. *MMWR*, 52, RR-17, 1-76

I have read and agree to the above policy. Sign and date below.

Applicant’s Signature Date