



# Sterile Processing Technician Program Handbook

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Revised 06-22 TJ

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## Welcome!

Congratulations on your acceptance into the Triton College Sterile Processing Technician program! The information contained within this handbook will be useful as you prepare to start the program and as you move through the program. I encourage you to refer to it often.

Please let me know if any questions arise. I am happy to assist you.

Regina McGlory

## Preface

### Mission Statement

The mission of the Sterile Processing Technician Education Program at Triton College is to provide the training and knowledge necessary for our graduates to gain employment as competent entry-level sterile processing technicians and become contributors within the health care team.

### Student Learning Outcomes

- Demonstrate knowledge of sterile processing technician skills by successfully accomplishing controlled learning activities
- Obtain and use knowledge in providing quality services to a diverse population
- Apply acquired skills and knowledge of instrumentation within the clinical setting
- Practice appropriate surgical asepsis and sterile technique in diverse patient care settings
- Function as a competent health care team member to deliver excellence in safe patient care
- Demonstrate the development and consistent application of ethical behaviors
- Practice accountability, competence, and character demonstrative of a professional sterile processing technician
- Practice ownership of learning, maintain responsibility and self-discipline to appraise, and incorporate lifelong learning

### About the Sterile Processing Technician Program at Triton College

The Triton College Sterile Processing Technician Program prepares the student to work in the sterile processing department (also known as the central supply or central processing distribution department) of a hospital or medical facility. The Program includes theory, simulation laboratory, and clinical components. Students receive supervised experience at several cooperating area hospitals.

### About the Profession/Role of the Sterile Processing Technician

Sterile processing technicians (also known as medical equipment preparers or instrument technicians) provide support to patient care services within a healthcare facility. Responsibilities include cleaning, decontaminating, inspecting, assembling, packaging, sterilizing, storing and distributing medical devices needed to provide patient care, especially for patients undergoing surgical procedures.

## Program Policies

Policies contained within this handbook are in addition to any and all current rules, regulations, and other requirements set forth by Triton College. It is expected that the policies are followed as established and exceptions will not be made. Therefore, it is imperative that if these policies cannot be met, effective communication must take place with the instructor. Examples of communication would be prior notification of absence, turning in work early if unable to attend class, etc. It is the goal of the instructor to maintain a positive and cooperative working environment in which each student will be able to meet their fullest potential.

## Academic Conduct Policy

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, and investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore, considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook.

Academic dishonesty, cheating and plagiarism, will not be tolerated. Any appearance of cheating or plagiarism will result in a grade of zero for the activity for all individuals involved.

- First Offense: Grade of zero on the assignment and academic counseling by the instructor and/or program coordinator.
- Second Offense: Grade of zero on the assignment and be placed on disciplinary probation (refer to Triton College Catalog) until completion of an academic counseling meeting with the Dean of Health Careers and Public Service Programs.
- Third Offense: Academic dismissal from Triton College.

More serious sanctions may be imposed according to the severity of the offense. This policy is in alignment with [Triton College Board Policy 5208](#).

## Academic Progress/Grade Dissemination

Students must complete all courses in the sterile processing technician program and pass all laboratory skill assessments with a grade of “C” or higher to continue in the program. Unofficial grades may be accessed at any time through Blackboard. The final (official) grade is posted in the student portal.

## Accreditation – College



Triton College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7- 500, Chicago, IL 60604-1413, 800-621-7440 or 312-263-0456.

## Admission Procedure

The Board of Trustees accepts that the fields of Nursing and Allied Health (including the Sterile Processing Technician Program), because of their importance to the welfare of all society, must have selective admission requirements. Specific admission, progression, retention and graduation requirements and/or policies supersede general college policies in the catalog and student handbook. Selective admission requirements for Allied Health and Nursing programs are found in the Triton College Catalog.

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

Refer to the Resources for Students section of this handbook for a listing of academic accommodations and access services available.

## Application Deadlines

Please complete the MANDATORY [Health Careers Application](#). Application deadlines are:

- September 15<sup>th</sup>
- January 15<sup>th</sup>
- March 15<sup>th</sup>
- June 1<sup>st</sup> (on an individual basis, if seats are available)

## Areas of Employment

Sterile processing technicians are primarily employed in hospital operating rooms, surgery centers, endoscopy centers, and birthing centers. Other advanced opportunities are also available.

## Attendance and Punctuality Policy

- Attendance and punctuality are vital to success in the program. Students are expected to attend every class, to arrive on time, remain in class for the full class period, and participate in all class activities. Only 3 absences from the contact hours for didactic, simulation lab, or clinical courses are permitted without making up the hours. Upon the 4th absence, all missed days/hours must be made up. Students with more than 4 absences in contact hours for didactic, simulation lab, or clinical courses may not be eligible to complete the course.
- Students are expected to notify program and clinical site personnel (if applicable) at least 60 minutes prior to an absence or late arrival.
- Late arrivals (including returning late from break) or early departures will result in point loss.
- Assignments, quizzes, and exams missed as a result of an absence, late arrival, or early departure cannot be made up. Completed assignments may be submitted for credit in advance of the due date.
- If a student arrives late when an exam or quiz is underway, the student will be denied entrance into the classroom until the quiz or exam has ended. The missed quiz or exam may not be made up.
- Refer to [Board Policy 5206](#).

## Automatic Withdrawal Policy

Students who do not withdraw officially from a course may receive a grade of "F" depending on the course progress or course attendance, which will become part of the student's permanent record. Students must withdraw from the course to avoid receiving a failing grade.

## Background Check

All students are required to undergo a criminal background check. Students with a positive background check that contains disqualifying convictions may be prohibited from being placed at a clinical site, sitting for certification board examinations, and securing future employment. Students are responsible for the cost of performing the background check. The program coordinator will provide instructions to obtain the Background Check at the New Student Orientation session.

### Illinois Department of Public Health/Health Care Worker Registry/Disqualifying Convictions

In accordance with the Health Care Worker Background Check Act [225 ILCS 46](#) and 77 Ill Adm. Code 955 Section [955.160](#), a list of disqualifying convictions can be found on the [Illinois Department of Health – Health Care Worker Registry](#).

## Bereavement Policy

Students should notify their instructor(s) of the death and impending absence.



Students shall be allowed up to three (3) days of absence for a death in the immediate family.

Immediate family includes parents, spouse, brothers, sisters, children, grandparents (of student and spouse), grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, legal guardians, and legal dependents.

Students who provide verification will be excused from class without penalty. All homework should be submitted in advance of the due date and if a quiz or exam is missed, an alternate quiz or exam will be provided.

Greif counseling is a free service for our students. To make an appointment with a counselor, please email [counsel@triton.edu](mailto:counsel@triton.edu) or call 708-456-0300, ext. 3588. You may also reach out to the Student Assistance Plan by calling 800-456-6327 at any time.

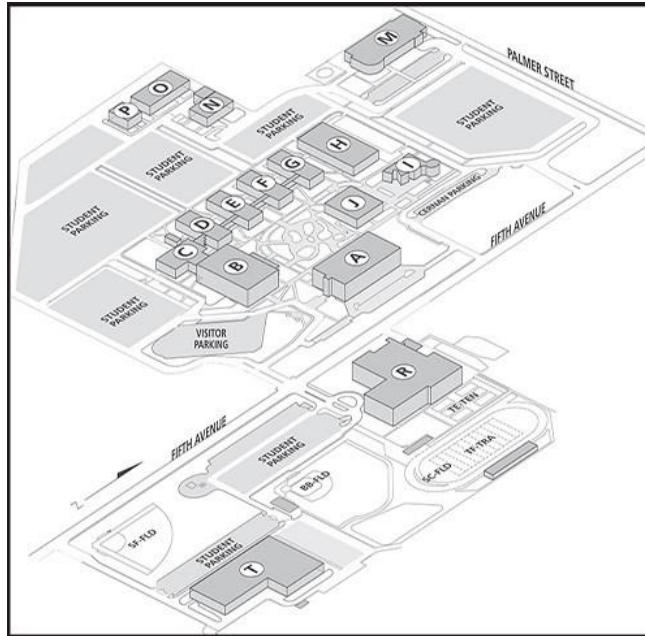
## Bloodborne Pathogens/OSHA Training



You are required to complete the Bloodborne Pathogens/Universal Precautions - OSHA training and submit a copy of the completion certificate. This [link](#) will take you to the registration page for the Bloodborne Pathogens/Universal Precautions - OSHA training course where you will be allowed to create an account that aligns with the Triton College account and gain access to the **REDUCED COST** course. The program coordinator will provide the deadline for submission of the certificate.

## Campus Map

Buildings are lettered alphabetically, with the Learning Resource Center as building A, Student Center as building B, Campus Bookstore as building C, and continuing around the campus. The Robert M. Collins Center is building R. The current campus map appears below.



## CastleBranch



Sterile processing technician students use a service called CastleBranch to track the clinical requirements. Information concerning instructions on how to create an account, place an order, and pay the related fees will be provided during new student orientation. Students are responsible for all costs related to CastleBranch.

## Cell Phones and Electronic Devices

The use of cell phones or other electronic devices is prohibited in the classroom unless the instructor issues permission to use the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.

## Certification

Two certifications for sterile processing technicians are available in the United States.



The [Certification Board for Sterile Processing and Distribution, Inc.](#) offers the examination to earn the Certified Sterile Processing and Distribution Technician (CSPDT) credential.



The [Healthcare Sterile Processing Association](#) (HSPA) offers the examination to earn the Certified Registered Central Service Technician (CRCST) credential.

## Clinical Requirements

Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug and alcohol screening, background check, TB test, immunizations, physical exam, and any additional information required by the clinical site). All requirements must be maintained through SPT 150. The student is responsible for the cost of all documentation. The program coordinator will provide the deadline for submission of all clinical documents.

## Clinical Policies

Clinical policies are found in the Triton College Student Handbook and the SPT 150 syllabus.

## Clinical Sites

Availability of specific clinical sites varies. Students are assigned to the first available site pending completion of all health and clinical requirements. Students must complete all onboarding requirements set forth by the clinical facility prior to the first clinical day. The clinical sites are located within a 60-mile radius of the campus. All transportation costs (including parking and tolls) are the responsibility of the student.

## Code of Conduct

The [Code of Conduct for Sterile Processing Technicians](#) is found on the Healthcare Sterile Processing Association(HSPA) web page and is quoted below:

The HSPA Certification Council supports appropriate, professional standards designed to serve the central service technicians, their employers, and the public. First and foremost, certificants give priority to providing central services in a manner that promotes safety, reflects positively on the profession, and is consistent with accepted moral, ethical, and legal standards. Certificants have the obligation to:

## Section 1: Adherence to HSPA Policies & Requirements

- Adhere to all laws, regulations, policies, and ethical standards that apply to the practice of providing central services and related activities.
- Follow all certification program policies, procedures, requirements and rules. This includes the obligation to be aware of and understand these policies and requirements.
- Provide accurate and complete information to HSPA concerning certification and recertification.
- Keep confidential all HSPA examination information; including preventing unauthorized disclosures of exam information.
- Cooperate with HSPA and the Certification Council regarding matters related to the Code of Conduct and complaint and/or disciplinary investigations.
- Properly use HSPA certification titles, marks, and logos.
- Report violations of the Code of Conduct by HSPA certificants to the Certification Council.

## Section 2: Professional Performance

1. Maintain high standards of integrity and conduct, and accept responsibility for their actions.
2. Be accountable and responsible for their actions and behaviors.
3. Foster excellence in Central Service by continually seeking to enhance their professional capabilities through continuing education and regular on-the-job training.
4. Maintain the confidentiality of private and sensitive information, unless there is mandate to report or other legal obligation to disclose the information.
5. Act professionally, and practice with integrity and honesty.
6. Strive to fairly and objectively represent the principals of CS and encourage others to act in the same professional manner consistent with certification standards and responsibilities.

## Confidentiality – Patient

The [HIPAA Privacy Rule](#) establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook, and are subject to fines and imprisonment from governmental regulatory authorities.

## Confidentiality - Student

The [Family Educational Rights and Privacy Act](#) (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

## Contact Information – Instructional Area Coordinator

Regina McGlory

Sterile Processing Technician Program Instructional Area Coordinator

Office: H-232

Email: [reginamcglory@triton.edu](mailto:reginamcglory@triton.edu)

## Course Requirements (Prerequisite, Didactic, Simulation Lab, Clinical) and Course Descriptions

### Course Requirements

Sterile Processing Technician

Curriculum SRT.SPT.CERT (C417G)

Prepares the student to work in the Sterile Processing Department (also known as the Central Supply or Central Processing Distribution Department). Sterile Processing Technicians (also known as Medical Equipment Preparers or Instrument Technicians) provide support to patient care services within a healthcare facility. Responsibilities include cleaning, decontaminating, inspecting, assembling, packaging, sterilizing, storing and distributing medical devices needed to provide patient care, especially for patients undergoing surgical procedures.

Employment opportunities exist in healthcare facilities such as hospitals, surgical centers and birth centers. The U.S. Bureau of Labor Statistics projects that the need for Sterile Processing Technicians will increase by approximately 14.5% between now and 2024.

The program includes theory, lab and experiential learning components. Students receive supervised clinical experience at several cooperating area healthcare facilities.

Graduates qualify to apply to the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) for eligibility to sit for the Certified Registered Central Service Technician (CRCST) examination.

Program Prerequisites:

- High School Diploma or GED
- Must score at the college level or better on the Reading and Writing placement exam or course equivalency.
- Placement exam scores must not be more than two years old.
- A criminal history records check with no disqualifying convictions is required prior to the start of the program.
- Sterile Processing Technician courses must be taken in sequence and all program requirements must be completed with a grade of "C" or higher.
- Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug screening, and

any additional information required by clinical site) prior to registration for SPT 140 and the requirements must be maintained through SPT 150.

**Sterile Processing Technician Certificate**

<b>Semester One (Fall)</b>		<b>Credit Hours</b>
AHL 101	Essentials of Medical Terminology	1
or		
AHL 120	Comprehensive Medical Terminology	3
SPT 100	Sterile Processing Basics	2
SPT 110	Introduction to Medical Devices	2
SPT 120	Principles of Sterile Processing Practice	2
SPT 130	Perioperative Services Lab	1
		<b>8-10</b>
<b>Semester Two (Spring)</b>		
SPT 140	Sterile Processing Seminar	2
SPT 150	Experiential Learning	2
		<b>4</b>
Total credits required for graduation		<b>12-14</b>

Note: All coursework must be completed with a grade of "C" or better.

**Sterile Processing Technician Course Descriptions**

**SPT 100 - Sterile Processing Basics** **2 credits**

The sterile processing environment, including information regarding regulations and standards, infection prevention, quality assurance, safety and risk management, communication, and professional development.

**SPT 110 – Introduction to Medical Devices** **2 credits**

Basic and complex surgical instrumentation, introduction to commonly used medical devices used in the patient care environment.

**SPT 120 – Principles of Sterile Processing Practice** **2 credits**

Theory related to cleaning, disinfection, assembly, packaging, sterilization, storage, and transportation of medical devices is presented.

**SPT 130 – Perioperative Services Lab** **1 credit**

Perioperative services skills in preparation to enter the sterile processing environment in the clinical setting.

**SPT 140 – Sterile Processing Technician Seminar** **2 credits**

Comprehensive review of standards needed to prepare for the Certified Registered Central Service Technician (CRCST) Examination offered by the International Association of Healthcare Central Service Materiel Management (IAHCSCMM). Includes professional development and employability skills such as resume writing and interview techniques.

**SPT 150 – Experiential Learning** **2 credits**

Under direct supervision, at the assigned clinical site, the student will perform essential sterile processing technician duties in ten specified areas. The clinical hours documented in this course may be combined with additional hours recorded as a sterile processing department volunteer or employee to meet the 400 hours on hands-on experience required to apply to take the Certified Registered Central Service Technician (CRCST) Examination.

## CPR Card

An American Heart Association CPR for Healthcare Providers card is required and must not expire before June of the year of completion of the program (proof of current CPR card is to be submitted along with your health forms). Students are responsible for the cost of obtaining the CPR certification. The program coordinator will provide the deadline for submission of the health forms.

## Disability and Academic Accommodations

Students needing academic accommodations due to a medical condition/disability must make their request at the Center for Access and Accommodative Services (CAAS), Room A-125. Instructors are not required to provide accommodations until the student presents their CAAS card to them. Students will be given a CAAS card that lists the accommodations for which they have been approved. Students are required to show every instructor their CAAS card each semester within the first week of classes. Students taking online classes must scan both sides of their CAAS card and email it to the instructor informing them of their accommodations.

## Disability Access

The program coordinator/instructors are happy to accommodate any student with disabilities or identified special needs. Please see the program coordinator/instructor privately if you need assistance.

Refer to the Resources for Students section of this handbook for a listing of academic accommodations and access services available.

## Dismissal from Program

Students who fail to comply with Triton College policies, regulations, and rules will be subject to disciplinary action, including dismissal from the College. Disciplinary hearings will be facilitated through the Dean of Student Services office or designee and conducted by the Student Conduct Committee. The Student Conduct Committee will be appointed by the Vice President of Student Affairs and membership will be reviewed on an annual basis.

In cases of suspension or dismissal, the decision of the Student Conduct Committee may be grieved through the Student Life Committee. In cases which involve academic concerns, grievances will be initiated with instructor, department chairperson, and academic dean. The decision of the academic dean is final.

A student accused of violating College policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in a behavior which poses a danger of causing physical harm to self or others, or would cause significant property damage or impedes the lawful activities of others.

## Dress Code

- All students are expected to be in full compliance with the Triton College Sterile Processing Technician Uniform Requirement.
- Failure to follow the Uniform Requirement will result in point loss.
- If it is determined by the instructor that the student has grossly deviated from the Uniform Requirement, s/he will be excused from class and sent to change with a resulting point loss. Any assignment missed as a result of the student leaving class will not be accepted late.
- Refer to the Uniform Requirement for additional information.

## Drug and Alcohol Policy

### **Triton College/Student Policy for Drug-Free Campus**

It is the policy of Triton College, District 504, to provide a "drug-free" campus environment as defined by college policy as approved by the Board of Trustees. The college policy is made available to all students via the student handbook and is disseminated throughout the college community.

Triton College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance within the campus environment. Appropriate sanctions include but are not limited to:

1. Required participation in an approved chemical dependency program provided by the Student Assistance Plan (SAP)
2. Disciplinary warning
3. Suspension
4. Dismissal



Such sanctions will be imposed on students found to be in violation of this policy.

Substance abuse counseling is available via the Student Assistance Program. Information regarding the Student Assistance Program is available from the Counseling department. Additional information regarding the dangers of drug abuse is available in the Counseling Center, Triton College Library and Health Services.

### **Alcoholic Beverage Policy**

The use of alcohol at college functions is inconsistent with the institution's endorsement of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and its Drug-Free Campus Policy.

Alcoholic beverages may not be served on the Triton College premises except for instructional purposes (i.e., hospitality industry management and/or associated programming).

## **Drug and Alcohol Screening**

Although use of alcohol and cannabis are legal in the state of Illinois, cannabis remains a controlled substance under Federal Law. Thus, its possession and use are currently illegal under Federal Law. Possession and use of alcohol, cannabis and all other illegal substances are forbidden by Triton College and the sterile processing technician program within all learning environments.

Students must complete all health and clinical requirements prior to the announced deadline and the requirements must be maintained through SPT 150. A negative 10-panel drug screen and alcohol test are preclinical requirements. Students will be given the opportunity to submit supplemental medical documentation of prescribed use. Students may be subject to subsequent drug and alcohol testing following an episode of suspicious behavior, an accident/injury, or at random (without cause). The cost of all testing is the student's responsibility.

A student with a positive drug or alcohol test should immediately eliminate all sources of exposure (ingestion and/or inhalation – including second-hand smoke). Metabolites can remain in the body for 30 days or more.

- Student should wait 4-6 weeks and retest (updated test is due no later than May 15th) – student will have to reregister via CastleBranch and pay the fee again.
- If the second test is negative, student may remain in the program – if positive, student will be terminated.

## **E-Mail**

E-mail is the official method of communication. Be sure to check your Triton College e-mail account daily and respond to any messages (as needed) within 24 hours.

## **Employment Opportunities**

A variety of employment opportunities exist in hospitals, surgical centers, birthing centers,

endoscopy centers and other health care agencies.

## Food and Drink

- Absolutely no food and/or drinks (other than plain water in its original container) will be allowed in the classroom.
- No food and/or drinks of any kind will be allowed in the lab.
- Chewing gum is strictly prohibited.
- Failure to abide by the Sterile Processing Technician Program policy regarding food and drink will result in point loss.

## Grade of Incomplete

Refer to [Board Policy 5202](#).

## Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

Grading Scale (%)	
90-100	A
80 - 89	B
70 - 79	C
60 - 69	D

Grading Scale (%)	
0 - 59	F
Incomplete	I
Withdrawn	W
Pass**	P
Reschedule**	R

\*\*Grades of "P" or "R"; "P" or "F" are assigned in specific approved courses based on individual academic department policy.

**Students must pass all sterile processing technician program courses with 70% or better for credit in the course and to move to the next term.**

## Graduation Requirements

All coursework must be completed with a grade of "C" or better to qualify for graduation. A Graduation Petition Form must be completed and submitted with the required fee for graduation at the Cashier's Office located in the A Building. The Graduation Petition Form may be obtained via your [MyTriton Portal](#). Select the Academic Planning tab under the Web Advisor for Students section, then click the Application for Graduation link.

## Grievance (Complaint) Policy

Triton College, in its mission, is committed to student success through institutional and academic excellence, and providing a student-centered, lifelong learning environment for our diverse community. To that end, our desire is for you to have a positive experience at Triton College. We recognize that at times situations may occur whereby students need to have the opportunity to voice a complaint.

The student complaint process governs any case in which a student has a complaint on an action that is deemed objectionable by the complainant against Triton College or a member of the faculty, administration, or employee of the institution. Students are strongly encouraged to resolve any concern informally through the appropriate individual or department with whom the concern resides. If however, an issue or problem still exists, there is a formal complaint process that students may initiate.

**NOTE:** The student complaint process does not apply to a request for a routine decision (e.g., tuition appeals, requirement waiver, etc.), grade appeals, complaints of sexual harassment, or complaints of discrimination. Please refer to the [Student Handbook](#) for procedures regarding these types of complaints (i.e. "*change of grades*", "*sexual harassment*", "*non-discrimination policy*").

### Procedure

All complaints should be submitted in writing (complaints may also be submitted via email) in complete detail promptly after the occurrence, describing the concern clearly and concisely. In order to fully investigate the complaint, the following information is needed:

1. The name and contact information of the student who is communicating the concern
2. Date and details of the incident/nature of the complaint
3. Name of the person(s) involved
4. Name and contact information of any witnesses of the incident
5. Signature of the complainant
6. Complainant's desired resolution

A delay in reporting can make it difficult to investigate and address the concern. All complaints must be filed within 30 days of the date that the incident occurred.

### Academic Student Complaint

#### *Step 1*

Student confers with the involved faculty and/or staff member in order to resolve the issue informally. If the complaint is not resolved, the student may submit a written complaint to the

individual's supervisor (i.e. Department Chair, Dean, Vice President). The supervisor will attempt to reach a mutually acceptable resolution.

*Step II*

If the student feels that the issue is still unresolved, she/he may submit a written complaint to the appropriate Academic Dean who supervises that area. The Academic Dean discusses the complaint with the student and affected party and attempts to reach a mutually acceptable resolution.

*Step III*

If the resolution presented by the Academic Dean is not reached, the student may appeal the resolution to the Vice President of Academic Affairs. The Vice President of Academic Affairs may:

- A. Offer a resolution to the complaint
- B. Dismiss the complaint
- C. Take appropriate action

**Decision of the Vice President is final.**

### Non-Academic Student Complaint

*Step I*

Student confers with the employee involved in order to resolve the issue.

*Step II*

If the student feels that the issue is still unresolved, a formal complaint should be made to the immediate supervisor of the person involved in the alleged violation. The administrative officer or immediate supervisor Discusses the complaint with the student and affected party and attempts to reach a mutually acceptable resolution.

*Step III*

If the resolution presented by the administrative officer or immediate supervisor is not reached, the student may appeal the resolution to the appropriate Dean of the area. In the absence of a Dean, the student may appeal to the appropriate Vice President. The Vice President of Student Affairs may:

- A. Offer a resolution to the complaint
- B. Dismiss the complaint
- C. Take appropriate action

**Decision of the Vice President is final.**

In the event a student complaint should be brought forward to the Office of the Vice President, Office of the President, or Board of Trustees, the complaint should be redirected in order to ensure the student complaint process is adhered.

## Health Records/Requirements

Health Records - Health forms may be obtained from the CastleBranch web site. Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, 10 panel drug screen and alcohol test, background check, TB test, immunizations, physical exam and any additional information required by the clinical site) prior to November 15th and the requirements must be maintained through SPT 150. The student is responsible for the cost of all documentation.

### Conditions that Cause Loss of Consciousness

Any applicant to the clinical portions of Health Career programs who is afflicted with epilepsy or any other condition that causes loss of consciousness or otherwise may impair his/her ability to perform will furnish the Office of the Dean of Health Careers with a verified statement from a licensed physician to the effect that the applicant's condition does not pose a direct health or safety threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility.

In addition, the applicant will agree to remain under the care of a physician and follow treatment as prescribed. Furthermore, each applicant's physician must report immediately to the College any change in the applicant's ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

## Healthcare Sterile Processing Association (HSPA) [Formerly IAHCSSM]



The Healthcare Sterile Processing Association (HSPA) [Formerly IAHCSSM] is the premier association representing healthcare Central Service (CS) professionals worldwide. Because CS professionals are responsible for cleaning, decontaminating, sterilizing, and distributing medical and surgical instrumentation, they are among the most vital contributors to the delivery of safe, high-quality patient care. For more than 60 years, HSPA has been providing these professionals with the broadest range of certification and continuing education offerings available, along with the unsurpassed support that only a full-service membership organization can bring.

## Help Desk

For questions, comments, concerns or to report problems regarding hardware and software, contact the [Triton College Help Desk](#) at (708) 456-0300, Ext.3527, or email [helpdesk@triton.edu](mailto:helpdesk@triton.edu). Help Desk personnel are available:

- Monday - Thursday: 7:30 a.m. - 8:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.
- Saturday: 8:00 a.m. - 1:00 p.m.
- Sunday: Closed

## Higher Learning Commission



The [Higher Learning Commission](#) (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which is comprised of 19 states including Illinois.

## HIPAA for Health Care Workers Training



You are required to complete the HIPAA for Health Care Workers training and submit proof of completion. This [link](#) will take you to the registration page for the HIPAA for Health Care Workers training course where you will be allowed to create an account that aligns with the Triton College account and gain access to the **REDUCED COST** course. The program coordinator will provide the deadline and instructions for submission of the certificates.

## Information Session Participation Encouraged

Attendance at an Information Session is ENCOURAGED. By attending an information session, you will learn about the career, the program at Triton College, and the available career pathways. Register for an upcoming information session [HERE](#).

## Injury or Illness Occurring at Clinical Facility

- Inform your preceptor and clinical instructor of any injury or illness occurring at the clinical facility as soon as possible. Incident reports will be generated by both facility and college personnel according to protocol.
- According to the severity of the injury or illness, the student must be attended to immediately in the facility emergency department. Per the Triton College Clinical Affiliation Agreement, "The clinical affiliate shall provide emergency medical care in cases of accidents occurring on duty; however, all students are responsible for their own medical fees in cases of illness." Costs related to the student's care will be assigned to the student's hospitalization insurance.
- Decisions regarding management of care will be made by emergency department personnel after initial assessment. A student involved in an exposure incident must receive appropriate laboratory testing and treatment immediately. A student's decision to decline treatment or seek treatment at another facility must be obtained in writing.

## Job Outlook



The [U.S. Bureau of Labor Statistics](#) projects that the need for sterile processing technicians will increase by approximately 15% between now and 2029, much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services.

## Jury Duty

Students who are called to jury service should consult with their instructor concerning the impact of absences caused by jury service on their academic progress. It is recommended that the student contact the court and ask that the jury service be deferred to a time when the student is not expected to be in class (term break, spring break, or winter break). Some counties/districts/municipalities allow exemptions for students.

If a deferral or an exemption is not allowed, students who have provided verification of their jury duty assignment will be excused from class without penalty. All homework should be submitted in advance of the due date and if a quiz or exam is missed as a result of jury service, an alternate quiz or exam will be provided.

## Late Assignments

- Homework and other take home assignments must be completed prior to the start of class and are due at the beginning of class.
- Late assignments will not be accepted under any circumstance.
- It is the student's responsibility to plan beforehand if unable to attend class when homework, projects, current events, presentations, or other assignments are due.
- Failure to be prepared for class with the proper assignments and/or necessary supplies completed on time will result in point loss.

## Major Injury/Illness Return Policy

Students returning to the clinical setting following a major injury/illness or maternity leave must provide written documentation from their physician stating that they may be involved in all clinical activities with no physical restrictions.

## Malpractice Insurance

Malpractice insurance is provided by the college and the student pays for the coverage through related course fees. As an added precaution, students are encouraged to obtain a personal liability policy.

## New Student Orientation Session Participation Required

Attendance at a New Student Orientation Session is REQUIRED prior to starting the sterile processing technician program.

## No Loitering Policy

Loitering near the sterile processing technician classroom (H210) and simulation lab (H212) is not allowed. Each clinical site's individual policy concerning loitering will be followed.

## Occupational Hazards/Protective Attire

As a member of the sterile processing team, it is essential that you familiarize yourself with potential hazards to ensure that you minimize the risk of injury or exposure to occupational hazards while on the job. Potential risks found in the operating room include (but are not limited to) physical, biological, and chemical hazards. **Certain occupational hazards can have an impact on reproductive health (of the male and female) and may negatively impact pregnancy.** Please notify your instructor immediately if you become pregnant during the clinical portion of the program to allow initiation of precautionary measures.

Appropriate protective attire is available at the clinical site and must be worn by the student in all hazardous situations.

## Pregnancy Policy

**Certain occupational hazards may negatively impact pregnancy.** Please notify the program coordinator and the appropriate clinical site personnel **IMMEDIATELY** if you become pregnant during the clinical portion of the program to allow initiation of precautionary measures.

Students returning to the clinical setting following a major injury/illness or maternity leave must provide written documentation from their physician stating that they may be involved in all clinical activities with no physical restrictions.

## Professional Behavior

It is the goal of this program to prepare individuals for the professional work environment. It is necessary to create a positive atmosphere of camaraderie and mutual respect. Each student is a representative of Triton College and the Sterile Processing Technician Program on campus, in the community, and in the clinical setting. For this reason, appropriate professional behavior will be emphasized.



- Use of foul and/or offensive language will not be tolerated. Verbal abuse of any student or instructor, whether present or not, will not be tolerated.
- All students will be expected to maintain a professional attitude at all times.
- Disrespectful behavior of any kind is not appropriate in a professional environment.
- If a student has a concern or other grievance, they are encouraged to speak with the other students involved or with the instructor after class or during conference hours.
- The use of cell phones or other electronic communication devices is prohibited in the classroom unless the instructor issues permission to use the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.
- During exams, you must remain in your seat at all times. You may not leave the room for any reason.
- Failure to comply with these standards will be dealt with on an individual basis, and point loss is left to the discretion of the instructor.

## Readmission Policy

Pertains to students who withdrew, are repeating a course, or were terminated prior to program completion.

1. All students seeking readmission should submit completed "Request for Readmission to a Health Career program" form to the Health Careers Information Specialist no later than 30 days prior to the start of the semester in which they seek readmission, unless the student is seeking readmission to the 1st semester of a program then the student must submit their request by January 15th of the year they seek admission.
2. All students petitioning for readmission will be evaluated and readmitted as long as the requirements for the semester have been met and depending on the availability of seats or clinical spaces after currently enrolled students have been placed.
3. Any student who has withdrawn ("W") and/or was terminated twice in a single Health Career/Public Service course will be subject to individual review of academic performance by the program Admission Committee prior to granting of permit to register for the same course.
4. Students seeking readmission who for any reason have not taken any program specific courses in the two years prior to the readmission date, will be required to retake all previously completed program specific course requirements.
5. Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug screening, and any additional information required by clinical site) prior to registration for SPT 140 and the requirements must be maintained through SPT 150.
6. The program reserves the right to assess the student's level of knowledge in order to ensure current competency (including lab, lecture, and clinical content). Students returning to a clinical course must demonstrate proficiency prior to readmission.

## Resources for Students

### Academic Success Center (ASC)

Services include individual and small-group tutoring, academic study skills and college life skills workshops.

Location: Room A-106, on the lower level of the Learning Resource Center (Library)

For Information or to Schedule an Appointment: Call the ASC staff at 708-456-0300, extension 3341.

### Advising

The Academic Advising Department at Triton College proactively supports and empowers students to develop and achieve their educational and career goals.

Advising at Triton College is an interactive partnership between advisors and students. Advisors facilitate a smooth transition for incoming students through course placement, registration, academic planning and assistance with obtaining relevant information and services. Advisors nurture students' academic habits such as goal-setting and attainment, self-awareness, and responsible decision making.

Advisors are assigned based on your program of interest. To schedule an appointment with an advisor, please click [HERE](#).

### Center for Access and Accommodative Services (CAAS)

The Center for Access and Accommodative Services (CAAS) can assess your needs as a student, make academic accommodations, coordinate access services, and provide advocacy referral services. Students with medical, physical, sensory, or learning disabilities who are participating in academic and continuing education programs at Triton College can benefit from these services.

Location: A-125 and A-141

For Information: Call the CAAS staff at 708-456-0300, extension 3854 or 3917

### Counseling

Counselors empower individuals to identify and achieve personal, academic and career goals. Counselors promote wellness and provide innovative student-centered services to meet the diverse needs of our community. They help students become oriented with the college and the campus, identify interests and skills to assist in selecting a major and a career choice, deal with personal concerns in a private and confidential setting and help locate appropriate resources for assistance. A counselor is assigned to each program so you have your own counselor. Click [here](#) to schedule an appointment with a counselor.

Locations: D-122 and B-120

For information, call the Counseling Department at 708.456.0300 ext. 3588, stop in D-122 or email [counsel@triton.edu](mailto:counsel@triton.edu).

### Educational Technology Resource Center (ETRC)

Resources include computers for drafting/printing papers, color printers, MSOffice 2007 and

internet access. Limited tutoring available, please contact the ETRC for more detailed information.

Location: A Building (Room A-100)

For Information: Call the ETRC staff at 708-456-0300, extension 3361.

### Library/Learning Resource Center

Resources include over 75,000 books and other materials, 450 current periodicals, e-books, and online indexes to journal articles. Subject Guides have been developed specifically for the sterile processing technician students. Click [here](#) to access the sterile processing technician Subject Guides. Computers and printers are available for research purposes. Also available are group study rooms and laptop computers (HP & Mac) free of charge with current Triton College and State ID.

Location: The northern end of the Learning Resource Building - A Building on the campus map.

For Information: Please call the library staff at 708-456-0300; Reference Desk: Extension 3698 or 3154; Circulation Desk: Extension 3215

## Salary

According to the [Bureau of Labor Statistics](#), the mean (average) salary for sterile processing technicians is:

Nationally – approximately \$41,070 per year (\$19.75 per hour)

Illinois –approximately \$42,390.690 per year (\$20.38 per hour)

## Scholarships

### HSPA

HSPA is pleased to partner with our vendor community to provide scholarship opportunities to our current and future members. Please select the scholarship that best suits your needs - whether educational or other, read through the criteria, and when applicable, simply apply directly with the participating vendor. Click [here](#) to view scholarship opportunities and complete an application.

### Triton College

In addition to offering federal and state financial aid programs, Triton College awards over \$750,000 in scholarships each year. Students are awarded scholarships for academic excellence, leadership, athletics, community service, and enrollment in specific academic programs. The scholarships are offered by the Triton College Board of Trustees, Triton College Foundation, or by outside individuals/organizations exclusively for Triton College students. Click [here](#) to view scholarship opportunities and complete an application.

## School Supplies

The following school supplies are recommended:

- Calendar or organizer
- Pens (black ink)
- Pen (any color other than black, blue, or red)
- Large (recommend 3”) binder with 15 dividers (per class)
- Lined paper
- Highlighters (at least two colors)
- Access to a computer with internet capability and a printer
- Minimum 8G portable USB storage device (shared between classes)
- 3” x 5” index cards (lots)

## Selective Enrollment Process

Admission to the sterile processing technician program is selective. All program prerequisites must be met to be considered for enrollment.

## Simulation Lab Skill Assessments

- All skill assessments must be passed with a grade of “C” or higher.
- Students will only be allowed three attempts to pass a skill (remediation and supervised practice are available by appointment).
- The score on a repeated skill assessment may not exceed 70%.
- Failure to pass a skill will result in failure of the course.
- Skill assessments will not be accepted after 3 days (including Fridays but excluding Saturdays, Sundays, and holidays) from the due date. Skill assessments must be passed to move to the next assigned skill assessment.

## Social Media

When participating in online social networking, the lines between public and private, personal and professional can become blurred. Identifying yourself as a representative of the Triton College sterile processing technician program or as a representative of a clinical agency, you are creating perceptions about the school, clinical agency, and your expertise. Students must recognize that they are contributing to the global image of the sterile processing technician profession when posting to social networking sites. Even when students intend for social media postings to be “private”, the concept of privacy does not exist in social networking. Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes and simply deleting content never removes the material from potential internet access. Sterile processing technician students must maintain strict adherence to standards of professionalism when posting to social media sites.

Additionally, students must maintain strict adherence to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). Students have a duty to report any breach of confidentiality or privacy, either of their own volition or by

others, to the appropriate department faculty member. Inadvertent or intentional breaches of confidentiality can occur through comments about patients and/or patient family members, posting stories about what happened in clinical or classroom experiences. Posting a comment to another person's post that may identify a patient, clinical agency or family member is also a potential breach, so while someone else may be originator of the post, your comment links you to the violation as well. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook, and are subject to fines and imprisonment from governmental regulatory authorities.

## Student Identification

The Triton College identification badge must be worn as part of the program uniform at all times while on campus, traveling to and from the clinical sites, and when representing Triton College off campus. Students must also comply with any additional identification requirements imposed by the clinical affiliate.

## Study Skills and Time Management

For each credit hour in which you are enrolled, you should plan to spend approximately two to three hours outside of class studying. The sterile processing technician program is rigorous and effective time management skills are essential.

## Technical Standards for Admission and Retention

Sterile Processing Technicians must be able to meet the following standards. Please review the occupational qualifications to ensure that you are able to meet all requirements prior to entering the program/profession.




1. Environmental Conditions:
  - Primarily an inside working environment
  - Floors may be concrete, carpeted, or tiled
  - Florescent lighting
  - Ability to work with chemicals and detergents
  - A latex-free work environment is not guaranteed
  - Exposure to communicable diseases
  - Exposure to toxic substances
  - Exposure to odors (i.e., chemicals, perfumes, etc.)
2. Physical Requirements:
  - Ability to distinguish color
  - Possess visual acuity at normal range with or without correction

- Ability to grip, grasp, and manipulate instruments, supplies and equipment with speed, possess good manual and finger dexterity, and good eye-hand coordination
  - Ability to reach above shoulder level, stoop, and crouch
  - Ability to push/pull with 50 pounds of force
  - Ability to ambulate/move around without assistive devices (includes climbing, balancing, and stooping)
  - Ability to stand and/or walk for extended periods of time
  - Ability to hear at normal level with or without assistive devices
  - Ability to speak in normal tone
  - Ability to move/lift objects weighing up to 50 pounds
  - Ability to carry objects weighing up to 30 pounds
  - To be free of communicable diseases and chemical abuse
  - Complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug and alcohol screening, background check, TB test, immunizations, physical exam, and any additional information required by the clinical site)
  - Able to fit into currently available sizes of personal protective equipment (PPE) and wear protective equipment for long periods of time
3. Mental and Emotional Requirements:
- Ability to focus
  - Ability to be flexible and adjust to change
  - Ability to cope with various degrees of stress
  - Ability to cope with confrontation
  - Ability to cope with anger/fear/hostility of others in a calm manner
  - Ability to contribute to problem resolution
  - Ability to adapt to shift work
  - Ability to prioritize multiple requests in stressful situations
  - Ability to independently initiate an activity and see it through to completion
  - Ability to use critical thinking skills to acquire, process information, and generate appropriate responses
  - Ability to manage time, prioritize, organize, and make appropriate judgment decisions
  - Ability to accept criticism and project a professional, friendly, helpful demeanor
  - Perform basic computer functions
  - Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively
  - Completes accurate, consistent paperwork
  - Ability to use checklists, etc. to ensure that small details are not overlooked
  - Follows all policies, procedures, and safety/security measures
  - Work requires little or no checking
4. Communication Skills
- Ability to read, write, and speak basic English
  - Ability to respond appropriately to customer/co-worker
  - Interact with diverse populations
  - Maintain confidential information
  - Ability to communicate only the facts to recipients or to decline to reveal information

- Writes down important details in messages or communications so the details are not lost or forgotten
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions

## Textbooks

The Textbook Listing is below. Textbooks are available in the Triton Bookstore, but may be purchased anywhere. It is recommended that you purchase rather than rent the textbooks. Please bring all books to class with you on the first day.

Author	Title	Publisher	ISBN Number	Edition
<b>Required</b>  International Association of Healthcare Central Sterile Materiel Management 	Central Service Technical Manual	International Association of Healthcare Central Sterile Materiel Management	N/A	8 <sup>th</sup>
International Association of Healthcare Central Sterile Materiel Management 	Central Service Technical Manual Workbook	International Association of Healthcare Central Sterile Materiel Management	N/A	8 <sup>th</sup>
<b>Required</b>  Nemitz 	Surgical Instrumentation: An Interactive Approach	Elsevier	9780323523707	3 <sup>rd</sup>
<b>Required</b>  Rutherford	Differentiating Surgical Equipment & Supplies	F.A. Davis	978-0-8036-4571-4	2 <sup>nd</sup>

				
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## Title IX

Title IX is a civil rights law passed in 1972, which prohibits gender discrimination in educational settings that receive federal funding. Sexual harassment, sexual assault, sexual misconduct and other gender-based conduct violations are all considered discrimination, regardless of the gender and sexual orientation of the reporting party and the accused. Issues may relate to, but are not limited to:

- Sex or Gender-based Discrimination
- Students experiencing discrimination
- Discrimination in Athletics
- Discrimination due to Pregnancy and Parenting
- Discrimination against students identifying as transgender or gender-nonconforming

In accordance with Title IX of the U.S. Department of Education's Education Amendment of 1972, Triton College reaffirms its commitment to affirmative action and offers equal employment and educational opportunities, including career and technical education opportunities, without regard to race, color, religion, sex, national origin, disability, veteran status, age, or any other basis which is protected by law except where such characteristics are bona fide occupational requirements.

Click [here](#) to access additional Title IX information and resources.

## Uniform Requirement

The Triton College Sterile Processing Technician Program Uniform Requirement is below. Uniforms and shoes are available in the Triton Bookstore, but may be purchased anywhere. Consider investing in high quality shoes because you will be on your feet for several hours during your lab classes and your clinical experiences. The Triton College Sterile Processing Technician patches are only available in the Triton Bookstore. It is recommended that you purchase at least two full sets of scrubs because you will be wearing them every day; starting with the first day of class.

Appearance is a first step toward becoming a professional. The uniform requirement is designed to help you prepare for professional dress standards in the sterile processing environment. Uniforms will be worn at all times while on campus or traveling to and from the clinical site. Students who do not comply with the uniform requirement face point loss.

**Only the following approved clothing items may be worn during SPT courses.**



## Mask

- Students are required to provide their own well-fitting mask to be worn during lab and at other times while on campus, as needed.

## Shirt

- Hunter green scrub top: plain, pullover, unisex variety made of 100% cotton or a cotton/polyester blend (no spandex). Shirt to be tucked. The Triton Sterile Processing Technician patch must be sewn onto the left sleeve of all uniform shirts.
- Visible undershirts or other garments may not be worn under the scrub shirt.

## Warm-Up Jacket

- Hunter green basic warm-up jacket made of 100% cotton or a cotton/polyester blend (no spandex). The Triton Sterile Processing Technician patch must be sewn onto the left sleeve of all warm-up jackets.

## Pants

- Hunter Green scrub pants: plain, unisex variety made of 100% cotton or a cotton/polyester blend (no spandex).
- Pants must be worn at the natural waist and within a standard fit.

## Shoes

- Plain, all black (solid uppers) leather or vinyl nursing or athletic shoes with rubber sole worn with black socks.
- No canvas or cloth shoes; no open toe/open heel shoes.

## General Appearance Items

- Uniforms must be neat, clean, and in good repair, and must be worn at all times.
- Dresses or skirts are not allowed.
- Triton name badge must be worn with the uniform.
- Good personal hygiene habits such as frequent bathing, using unscented deodorant, and daily oral care are required.
- Use of heavy makeup including false eyelashes and eyelash extensions, scented hair and skin care products, perfume, and cologne is not allowed.
- Hair must be neat, clean, and worn away from the face. If the hair is collar length or longer, it must be tied back; not touching the scrub top.
- Mustaches and beards should be neatly trimmed.
- Nail length must not extend beyond the fingertips. Acrylic/artificial nails or nail polish of any kind is not allowed.
- Students may not wear jewelry of any kind in the classrooms, labs or at the clinical sites.
- Outerwear (coats, jackets, hats, gloves, etc.) is not allowed to be worn in the SPT classroom/lab.
- Any attire or adornment that is deemed unprofessional (examples – clothing that fits poorly or is in poor condition, “grills”, etc.) will not be allowed. You will be asked to cover open wounds and body markings (examples – cuts, hickeys, tattoos).

## Withdrawal

If you wish to withdraw from a program class after registration, you must notify the program coordinator. You must meet with the coordinator and the s/he will process the withdrawal request on your behalf. A student who does not withdraw officially from a class is subject to an "F" grade. Refund and withdrawal dates are based on the percentage of completion of class calendar days. Please consult your class schedule in the "My Triton" portal for specific dates.

## Work Policy

The student may not act as a substitute for paid staff and all clinical time must be served without monetary compensation.

To reduce the risk of clinical errors, students must be alert during their clinical experiences; therefore, students cannot work an overnight shift immediately prior to reporting to the clinical site.