

FTCC CENTRAL STERILE PROCESSING PROGRAM

NEW STUDENT WELCOME AND ACCEPTANCE PACKET



“Sterile Processing..... The Heart of the Hospital”

FTCC

Central Sterile Processing

Dear Sterile Processing Student:

Congratulations!

On behalf of all the faculty and staff here at Fayetteville Technical Community College, I would like to say welcome and thank you for choosing Central Sterile Processing as your future degree program of choice. You have made an exciting and rewarding decision to learn and grow in this profession. At the completion of this program, you will be eligible to graduate and receive a certificate of completion. Furthermore, you will be eligible to take the National Institute for Certification of Healthcare Sterile Processing and Distribution Personnel Examination (CBSPD).

It is critical that you review all of the information contained in your acceptance packet upon acceptance into this program. Your first day of class here at Fayetteville Technical Community College is extremely important. In class, we will discuss important departmental policies and procedures and you will also have an opportunity to ask any questions you may have. Attendance is extremely important. As you know, this program is accelerated and only 16 weeks in length. Therefore, it is extremely crucial that you attend class every day to kick off to an excellent start and finish!

You will get a detailed checklist with further information on each of the following, but the Program requirements that must be completed prior to classes beginning in August include:

- Register for classes (Program Coordinator will complete this for STP courses)
- Purchase textbooks (through SPDCEU website-info given by instructor)
- Current CPR Certification (must be American Heart Association)
- Uniforms through Castle Uniforms
- Purchase Rotation Manager to submit required documentation

(Background Check, Drug Screening, Immunizations, etc.)

As always, I am available if any questions arise. Please email me at shocklet@faytechcc.edu or via phone (910) 678-9786.

Tammy Shockley CST, CSPDT, CIS, AAS, CSFA

Program Coordinator-Central Sterile Processing

FTCC SURGICAL SERVICES DEPARTMENT

CSP PROGRAM CHECKLIST

The following items must be completed prior to the first day of class, unless otherwise noted. These items are **required** for the program and delays can place the student behind in participation in classroom, laboratory, or clinical activities. Please initial beside each item upon completion and sign at the bottom once all items are ready for review. After accepting your seat, you may complete the checklist in any order to complete. Checklist must be completed by the end of Week 1 of classes and returned/signed to Program Coordinator.

- _____ 1. Student has officially accepted their seat into the CSP Program.
- _____ 2. Student has been registered for classes.
- _____ 3. Purchase Rotation Manager and upload necessary documents, and do workday (a CFV requirement).
- _____ 4. Completed Background Check, and Drug Screening.
- _____ 5. Completed all required immunizations and upload into Rotation Manager (make sure to check requirements, as some have a time limit or require multiple doses or blood titers to show immunity). **All immunizations must be up to date and will not expire prior to completion of the program.**
 - a. Hepatis B Series – Blood titer for Hepatitis B may be required at some facilities in addition to the 3-shot series. Please check with your provider or health department on costs of this test.
 - b. Influenza – Current season only will be accepted (make sure that there is a expiration date as well as lot number).
 - c. MMR – 2 Vaccinations or positive blood titer.
 - d. T-dap – Must be within 10 years.
 - e. Varicella (Chicken Pox) – 2 Vaccines or positive blood titer.
 - f. TB Skin Test – Performed annually; 2 PPD/TB Skin Tests are required for some clinical sites and all students must complete.
- _____ 6. Copy of BCLS (CPR) from American Heart Association only. Must state "Healthcare Provider and BLS" on the certificate. Upload into Viewpoint Screening and provide a copy to instructor. 2 years from issue and must not expire prior to completion of the program.

- _____ 7. Order uniforms from Castle Uniforms. Order form and online instructions are included in your Student Acceptance Package.
- _____ 8. Purchase books through Sterile Processing University (www.spdceus.com) ->Store+ ->Study Books ->Basics of SPD Textbook and Workbook 7th Edition Bundle (\$165.00 + s/h), there are 5 small books in a packet that you will purchase at the Book store for about \$25
- _____ 9. Purchase of Medical Malpractice Insurance through the Cashier's office and give receipt to Ms. Shockley to place in your file. (can do this the first week of classes).
- _____ 10. Completed Physical Form.
- _____ 11. Code of Conduct – Please fill out and give to Ms. Shockley
- _____ 12. HIPAA form filled out and give to Ms. Shockley
- _____ 13. Student Handbook Acknowledgment (given first day of class); review, sign, and uploaded into portal.
- _____ 15. Acknowledgment of Program Policies (7 total) (given first day of class)
 - a. Turned into Instructor upon review
 - b. Policies are as follows:
 - i. Job-related Requirements
 - ii. Background and Drug Screen
 - iii. Cell Phone
 - iv. Cheating
 - v. Confidentiality and Consent to Video/Photograph
 - vi. Pregnancy
 - vii. Equipment Agreement (if applicable)
- _____ 16. Logged into Blackboard on the first day of class and located the syllabi.
 - a. Program Orientation/Rules and Expectations first day of class.

I, _____ (printed name), have completed all of the above requirements in a timely manner and verify that all information provided is correct to the best of my knowledge. I understand that by signing, I am aware that any missing items will need to be addressed and corrected immediately to continue in the CSP Program.

Student Signature: _____

Date: _____

Program Coordinator: Tammy Shockley AAS, CST, CSPDT, CIS, CSFA

Signature: _____

Code of Conduct Statement

I acknowledge as a Health Program Student that I will adhere to the college's "Student Code of Conduct" as outlined in the "Student Rights, Responsibilities and Judicial Process" in the FTCC Student Handbook.

Student Signature_____ **Date**_____

Student Name: _____

DATATEL ID: _____

Pre-Entrance Health Declaration

EVALUATION and ASSESSMENT: Evaluation and assessment require physical exam by a healthcare provider.

Based on my evaluation & assessment of this student's physical and emotional health on _____, he/she appears able to participate in the activities of a health profession in a clinical setting.

YES_____ NO_____

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print Name of Physician/Physician Assistant/Nurse Practitioner

Area Code/Phone Number

Office Address

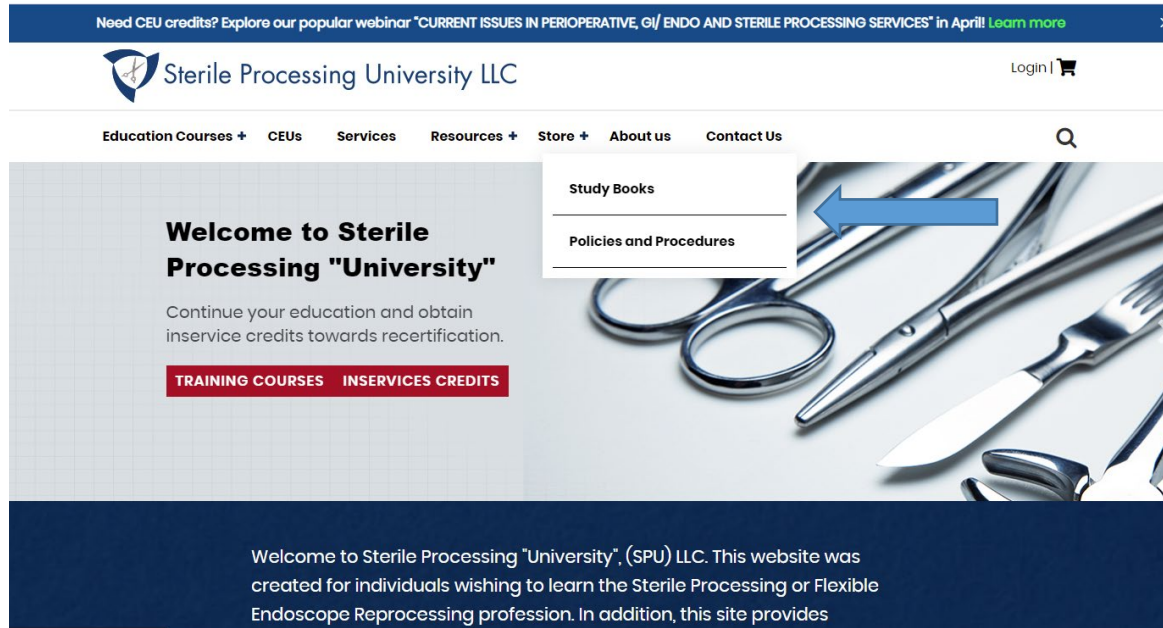
City

State

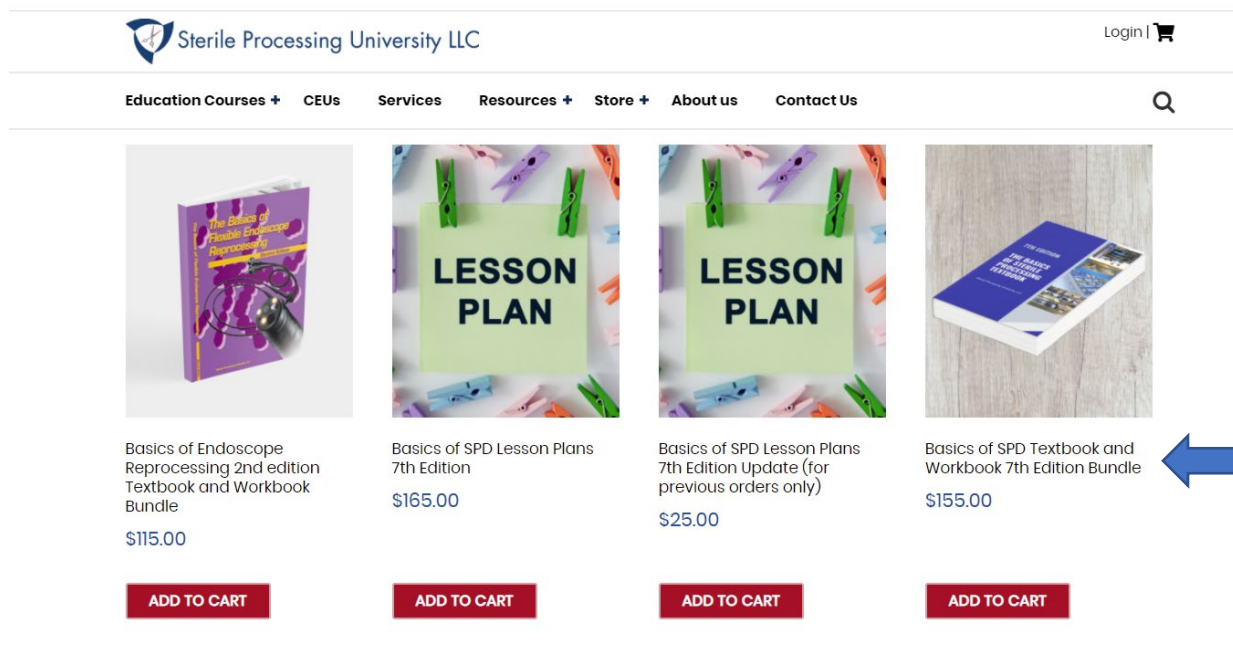
Zip Code

Directions for Ordering Textbooks

1. Go to www.spdceus.com Price is now \$175.00
2. Click on the “Store+” Button and select “Study Books”



3. Select “**Basics of SPD Textbook and Workbook 7th Edition Bundle**”. Add to cart.



Need CEU credits? Explore our popular webinar "CURRENT ISSUES IN PERIOPERATIVE, GI/ ENDO AND STERILE PROCESSING SERVICES" in April! [Learn more](#)

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Basics of SPD Textbook and Workbook 7th Edition Bundle

SPD Basics Bundle: The Basics of SPD Textbook and workbook 7th edition. Our Basics of SPD Textbook covers the foundations of the SPD profession, with easy to ready text. Each chapter builds upon the next, so all of the material relates. The Basics of SPD Workbook reinforces the readings in the textbook. Purchase both books together and save \$10.00! (Applicable to online orders only.)



\$155.00

Qty:

ADD TO CART 

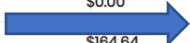








- Go to cart to view. Scroll to select the "shipping" portion to estimate costs. You will be asked to input your address (City, State, Zip) to give options. Priority Mail is the cheapest option, however, if you delay in purchasing your books, you may have to rely on more expensive alternatives. Your updated total will appear at the bottom. "place order".

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	<input checked="" type="radio"/> Priority Mail®: \$9.64
Fee	\$0.00
Total	\$164.64



Credit card    

Pay with your credit card via Authorize.Net.

Card number *


**** * * * *


Expiry (MM/YY) *

MM / YY

Card code *

CVC



PLACE ORDER 

Welcome to Castle Uniforms and Welcome to the Healthcare Profession.

Congratulations on your acceptance to **Fayetteville Technical Community College Central Sterile Processing Program**. It is a privilege to represent the healthcare profession. Healthcare students are ambassadors for their school. As a student, you will work with the public, patients, and many types of medical and healthcare personnel. It is imperative that you are easily identified.

Your uniform identifies you as part of this privileged, entrusted group. Castle Uniforms, a North Carolina based, family run business since 1969, will offer you a student discount as you transition into this profession associated with integrity, honesty and empathy. The estimated cost of your required uniform package is \$170.00 that includes, 1 royal blue top with the FTCC CSP logo, 1 pair of royal pants, 1 set of customized name tags and 1 black warm up jacket with the FTCC CSP logo. Additional items may be purchased.

We look forward to helping you with your uniforms, shoes and diagnostic tools:

Due to an increase in safety measures within manufacturers and shipping delays, customized student orders may take 6-8 weeks to complete. **Please visit us by June 30th, 2025**

- **In-store fittings-** group sales consultants are available to assist you Monday – Saturday from 10 AM to 6 PM at Castle Uniforms, 1800 Skibo Road #228, Cross Creek Plaza, Fayetteville, North Carolina 28303.
- **Online Ordering-** to order online, go to www.shopcastleuniforms.com and click on Group Sign in located at the top of the page. Your group sign in is **FTCCCSP22**
- **Personal Shopping Account-** before ordering, please visit www.shopcastleuniforms.com and click on Create Personal Profile, located at the top to establish your student account and assure accuracy of shipping address. **If you have shopped with us before, phone or email us for your account number to link to your existing account.**

Payment Information

- Pre- payment is required on your custom student package at the time of placing an order.
- We accept MC/VISA/ Debit Cards, personal check, money orders and cash at time of order.
- Castle Uniforms will work with approved 3rd party billing agencies.
- Students using financial aid via the FTCC Bookstore need to come in and begin the ordering process this summer. Bookstore orders will not be available for pickup until they have been approved by FTCC.

Shoes, and socks available at student discount

- Shoes-appropriate shoes may include closed toe, closed heel, supportive for standing on your feet all day and made of materials that will not allow body fluids to absorb.
- Socks-graduated compression that forces blood and fluid flow back up your legs

We look forward to dressing you in your journey to help others in your medical profession.

Sincerely,

Castle Uniforms

1800 Skibo Road # 228 Cross Creek Plaza Fayetteville, NC 28303 p. 910-485-4429 f. 910-485-4429

SO # _____

Castle Uniforms

www.castleuniforms.com

1800 Skibo Rd, Suite 228, Fayetteville, NC 28303 (phone) 910-485-4429 (fax) 910-485-1825

FTCC Central Sterile Processing 2025

First _____ MI _____ Last _____

Address _____

City _____ ST _____ ZIP _____

Mobile # for Text Reminders _____ Email Receipt of Order _____

Requirements

1 Royal Blue Top with FTCC Central Sterile Processing Logo, 1 Pair of Royal Blue Pants

1 Black Warmup Jacket with FTCC Central Sterile Processing Logo,

1 Set of Nametags, and Black Slip Resistant Shoes. Black Compression Socks are Recommended.

Customized Student Orders Take Approx. 6-8 Weeks to be Completed.

Please Create Your Student Account at www.shopcastleuniforms.com!**Website: www.shopcastleuniforms.com****Group Sign In: FTCCCSP25**

PAYMENT POLICY: - 1/2 deposit is required to order student uniforms. Order must be paid in full to pick up items.

Packed	Qty	Size	Item	Description	Size	Unit Price	Total
			NAMETAG	NAM-FTCCCSP			
				Please Print First Initial, Last Name to Appear on Nametag		\$15.00	
			LADIES TOP	Ladies Royal Blue Mock Wrap or V-Neck Top <i>IRG-2803 RYL Mock Wrap OR IRG-2801 RYL V-Neck</i> <i>PRO-FTCCSP-WHITE</i>	XXS-XL 2X-3X 4X-5X (vneck only)	\$32.99- \$38.99	
			LADIES PANT	Ladies Royal Blue Pants <i>IRG-6801 RYL Elastic Waist OR IRG-6803 RYL Jogger</i> <i>Available in Petites XS-2XL & Talls XS 2XL</i>	XXS-XL 2X-5X	\$31.59- \$37.99	
			MEN'S TOP	Men's Royal Blue V-Neck Top <i>IRG-2851 RYL</i> <i>PRO-FTCCSP-WHITE</i>	XXS-XL 2X-3X	\$32.99- \$40.79	
			MEN'S PANT	Men's Royal Blue Pant <i>IRG-6851 RYL</i>	XS-XL 2X-3X	\$33.59- \$38.99	
			LADIES WARMUP	Ladies Black Warmup Jacket W/ logo <i>IRG-2811 BLK PRO-FTCCSP-WHITE</i>	XS-XL 2X-3X	\$29.99- \$38.39	
			MENS WARMUP	Men's Black Warm-up Jacket w/ logo <i>Che WW320 BLK PRO-FTCCCSP-WHITE</i>	SM-XL 2X-5X	\$34.79- \$39.19	
			SOCKS	CHE-TRUESUPPORT ONLYX Black 8-12mmHg Compression Knee-Hi Sock	OPTIONAL		
			SHOES	Closed heel/toe Black Only- Slip Resistant		Student Pricing	

Important Information: Please initial and sign.

_____ Customized items must be paid in full.

_____ 1/2 Down deposit must be secured on remaining items.

_____ Order must be paid in full to receive any part of the order.

_____ Any cancellations made after 5 business days will result in a \$15 restocking fee.

_____ No refunds or exchanges on customized items.

Subtotal	
Tax 7%	
Total	\$175- \$240
Deposit	
Due	


Revised Feb 2025

SIGNATURE REQUIRED/ORDER
APPROVAL:

Date

Rotation Manager for Clinical Sites

<https://rotationmanager.com/app/signup/index/home>



Signup

Role: Student

First Name:

Last Name:

School-Campus-Discipline: Fayetteville Technical Community College - Main

Cohort: Fayetteville Technical Community College - Main - Central Sterile Processing

Expected Graduation Date: Fayetteville Technical Community College - Main - ADN without screening

School ID: Fayetteville Technical Community College - Main - Central Sterile Processing

Your Mailing Address:

Street Address:

State: - select state -

City:

ZIP:

- Fill out all appropriate information blocks, using your FTCC student email and single log-in password for ease of use.
- Submit payment information.
 - Price: You will be charged **\$36.99** today and **\$36.99** every 12 month(s).
 - **NOTE:** Students **MUST** close their accounts at completion of program to avoid reoccurring payment charge.

Privacy Statement/Terms of Use

This Privacy Policy Is Effective as of: March 23, 2022

STUDENTS ROTATION SOFTWARE LICENSE AGREEMENT

This Students Rotation Software License Agreement, which includes Terms and Conditions and Acknowledgement of Agreement ("Agreement"), is made and entered into by and between Students Rotation Software, Inc. dba Rotation Manager, a Florida Corporation ("Licensor") and the individual student signing below ("Student User"). Licensor and Student User are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties." The purpose of

☐ I agree to the license agreement.

AGREE AND REGISTER

- Once registered, please complete all clinical requirements and upload your certificate into Rotation Manager under workday.

Printed Name and Student ID # _____

Signature and Date: _____