Fayetteville Technical Community College



Central Sterile Processing Student Handbook

**2025-2026**

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## INTRODUCTION

The purpose of this handbook is to provide the Fayetteville Technical Community College (FTCC) Allied Health student with the policies and procedures for the program of study. This information includes the academic and professional standards and expectations reflected in the College and Program policies. Adherence to these policies is essential for progressing through the Program as well as maintenance of a beneficial learning environment for all members.

The information and policies presented in this edition of this Allied Health Handbook are in addition to the general FTCC College Catalog, FTCC Student Handbook, and student handbook policies for any allied health programs. All Allied Health students are subject to the policies of their program while on the FTCC campus in class or laboratory settings, or while off campus during clinical rotations or other organized events. The Allied Health Division and the Central Sterile Processing Program reserves the right to change/addend any policy(s), or schedule(s) at any time. Any policy changes will be given to students in writing.

## FTCC MISSION STATEMENT –

The mission of Fayetteville Technical Community College is to serve as a student-centered institution focused on building a highly-skilled workforce fueling economic growth

*Approved by the FTCC Board of Trustees: February 16, 2009, and reaffirmed on September 16,2024.*

## FTCC GENERAL EDUCATION COMPETENCIES

* Standard English in professional and academic environments.
* Use critical thinking to analyze problems and make logical decisions.
* Demonstrate socialization skills that support cultural awareness and a global perspective.
* Demonstrate quantitative competencies.
* Demonstrate digital and information literacy.

*Approval by the FTCC Board of Trustees, February 20, 2012, and reaffirmed on March 16, 2020; modified on May 18, 2020; reaffirmed on September 18, 2023.*

## NONDISCRIMINATION STATEMENT

Fayetteville Technical Community College does not practice or condone discrimination, in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community college commits itself to positive action to secure equal opportunity regardless of those characteristics. (*FTCC College Catalog*)

## SEXUAL HARASSMENT

All students and faculty in any allied health programs is expected to conduct themselves as to contribute to an atmosphere free of sexual harassment. Sexual harassment of a student by an employee or another student is a violation of the policy of this College.

Any violation of this policy will be in accordance with disciplinary procedures in the

*Employment and Affirmation Action Manual* or *FTCC Student Handbook*

## TITLE IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Complaints in violation of the College’s Sexual Harassment/Violence Prevention Policy (Title IX) should be directed to the Office of Public Safety and Security or to the appropriate Deputy Title IX Coordinator listed below as soon as practical. Those wishing to report a violation are encouraged, but not required, to do so by completing and submitting a Discrimination/Harassment Complaint Form D-8 (available in the fill-in forms) to one of the Title IX Investigators or the appropriate Deputy Title IX Coordinator.

A list of Title IX officers as well as an educational video are available on the website at the following link: <https://www.faytechcc.edu/title-ix-equal-opportunity/>

## COMMUNICABLE DISEASE STATEMENT

As a healthcare provider, students enrolled in any allied health programs are exposed to communicable diseases such as tuberculosis, HIV, hepatitis B, hepatitis C, influenza, etc. via exposure to blood, other body fluids, aerosols, and spatter. Students will be trained in universal precautions and asepsis techniques to minimize this potential of transmission. When healthcare providers follow established infection control procedures, disease transmission from patients to members of the health team is extremely low.

The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore, students are required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any given patient will result in disciplinary action that may jeopardize the student’s clinical success for that course.

Students accepted into any allied health programs will verify their knowledge of the Communicable Disease Statement and the risk for disease exposure and sign an agreement to service all patients that are assigned to him/her regardless of the patient’s sex, race, or disease status.

NOTE: Students who are minors must have the form signed by a parent or legal guardian.

FTCC’s Communicable Disease Policy can be found in the Academic Procedures Manual.

# FTCC STUDENT SERVICES

Please refer to the **FTCC Catalog** and the **FTCC Student Handbook** for full descriptions and procedures for the following services.

## COPIERS/PRINTING COPIES

The copier machine is for faculty/staff use only. Copiers are available for student use in the Learning Resource Center and the Student Center. Please do not ask instructors or secretaries to make copies for you.

## DISABILITY SUPPORT SERVICES OFFICE

The college, in accordance with Section 504 of the Rehabilitation Act of 1973, provides equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impaired individuals. The Disability Support Services Office is located in room 127 of Tony Rand Student Center. Students must contact the Coordinator in the Disability Support Services Office to process the necessary documentation of special needs. Without proper processing,

FTCC’s Allied Health Program will not alter the set training procedures; students will be expected to perform all duties assigned.

## FILING CHANGE OF ADDRESS/NAME CHANGES

Students should ***immediately*** notify the Registrar’s Office and the Department Chairperson of any changes of address, telephone number, or surname. To notify the Registrar’s Office, students should utilize the N-2, Name Change/Information Form, which is submitted electronically and located in the student forms.

## FINANCIAL AID

Various resources are available through the Financial Aid Office or on the [FTCC website](http://www.faytechcc.edu/) <https://www.faytechcc.edu/>. Students receiving aid requiring documentation are responsible for obtaining each instructor’s signature on the attendance sheet at an appropriate time and setting per instructor’s directions. Do not interrupt an instructor in the lab or class for a signature.

## LEARNING RESOURCE CENTER

The **Library** maintains reference books and journals. The librarians will be happy to help you locate any materials you may need. Computers are available for use in the library.

The library is located in the Paul H. Thompson building and s open Monday-Thursday 7:00am-7:00pm and Friday’s from 7:00am-5:00pm.

## MENTAL HEALTH AND WELLNESS

The Wellness Care Services (WCS) was established by Fayetteville Technical Community College in Fall 2023. WCS staff members are strongly committed to providing a safe, friendly environment for students, faculty, and staff needing life coaching and counseling services. WCS offers student, faculty, and staff confidential counseling concerns so that you can remain a valued employee and/or student.

WCS provides a space in the Tony Rand Student Center, Room 127-A, where students, faculty, and staff can share concerns affecting their ability to function on a daily basis.

The WCS collaborates with students, FTCC employees, and the community with events that enhance the quality of their lives.

#### ROCS: Reaching Out for Counseling Services

Fayetteville Technical Community College provides a valuable benefit to all students, employees, and their immediate family members known as the Reaching Out for Counseling Services program (ROCS). The ROCS program offers help for personal, professional or school concerns. ROCS provide free, confidential, short-term counseling and personal consultation. The ROCS program has a network of counselors that are conveniently located.

Some examples of concerns that the ROCS program addresses include:

* Alcohol or drug use
* Family conflict
* Goal setting
* Grief and loss
* Legal and financial issues
* Relationship issues
* School-related issues
* Stress, anxiety, or depression Here are some benefits of using ROCS:
* Confidential Counseling.
* No one will know that you have used this resource unless you offer that information or unless someone’s safety is threatened.
* There is no cost to you for your phone calls or virtual, telephonic or face-to- face visits with the ROCS.
* ROCS cover all expenses for this program.
* Appointments are available during both daytime and evening hours.
* The ROCS staff at McLaughlin Young is available 24 hours a day, seven days a week, ready to assist you.

To seek assistance through the ROCS, simply call 704-529-1428 or 800-633-3353.

## STUDENT LEARNING CENTER

The **Student Learning Center** is located on the second floor of the Harry F. Shaw Virtual College Center, Room 232. The Student Learning Center provides individualized, supplemental instruction to students in a wide range of subjects. The Student Learning Center is available free-of-charge to any student enrolled in a curriculum course at FTCC.

## VETERAN STUDENTS

The Veterans Services Office is located in room 202 A of the General Classroom Building. The VSO provides counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office. Veterans are responsible for obtaining each instructor’s signature on the attendance sheet at the appropriate time and setting per instructor directions. Do not interrupt an instructor in class or clinic for a signature.

# HEALTH TECHNOLOGIES CENTER INFORMATION

## CHILDREN

Children are not permitted in the classroom, laboratory or on campus unattended. Adequate childcare arrangements must be made.

## COMPUTER LAB

Computer laboratories are located in HTC 145 (for use with an instructor) and HTC 242 of the Health Technologies Center for use by FTCC students. Students entering the computer laboratory must register with the laboratory technician in attendance by presenting a valid FTCC Student ID card.

Students should abide by all the rules of the Computer Lab and be especially mindful that students are limited to 10 pages of printouts for handouts and assignments per visit.

## COUNSELING AND ADVISORS

The Allied Health Advising Center is located in HTC 169. Each student will be assigned a faculty advisor when the Student Educational Plan is developed. These faculty advisors will assist the student with registration and any other academic needs the student may have. Each instructor

will have posted a minimum of five (5) hours per week at his/her respective office during which time the student may make appointments for conferences. The faculty has an open-door policy; however, scheduling an appointment is encouraged to ensure adequate time for special problems/issues.

## HTC STUDENT LOUNGE

Students using the lounge on the first floor of the HTC building are encouraged to keep it neat. Do not throw trash on the floor. The lounge is a privilege for our students. It is not a sleeping or smoking area.

## INCLEMENT WEATHER

1. When weather is inclement, please refer to the FTCC website as well as local television and radio stations concerning potential closings or delays.
2. When FTCC is closed, there will be no classes or clinicals.
3. When FTCC is open but has a late starting time, class or clinicals will begin at that time.
4. Students are encouraged to access the FayText link with smart phones to receive public safety alerts. The link is located at the bottom of the FTCC web page with instructions.

In the event of inclement weather that causes classes to cancel or school to open late or dismiss early, students must access their course’s Canvas site for specific make- up information or virtual meeting times. Students will be expected to log on to their course’s site on the day that the course meets. Students must follow any instructions provided.

## PARKING

Convenient parking spaces may sometimes be at a premium at FTCC; therefore, it is the student’s responsibility to arrive early enough to locate a parking space and arrive to class on time. Please anticipate emergencies. Parking lots for students are clearly marked and parking spaces are outlined in white. **Do not** park in spaces outlined in yellow as these are marked for faculty/staff, visitors, or dental patrons. Refer to the FTCC Handbook for additional information regarding parking. Class, clinic, and/or lab time missed due to parking problems will be recorded as an absence or a tardy depending on time out of class/clinic.

## SMOKING & VAPING

Smoking and the use of tobacco products are prohibited in all FTCC campus buildings. The use of tobacco products is not allowed outside except in designated areas on campus (See

below). Smoking is highly discouraged due to the damaging effects to the soft and hard tissues of the mouth, the lungs, and an individual’s overall health.



## TRANSPORTATION

Reliable transportation is necessary for students to arrive to clinic on time which maximizes the learning journey. Students should assess their transportation needs prior to the start of clinic and plan their transportation, accordingly. It is the responsibility of the health program student to ensure regular and punctual arrival to clinic. Additionally, clinical placements may require you to travel varying distances that may limit the use of public transportation. To ensure a high-quality and well-rounded clinical experience, your assigned clinical site may extend beyond your county of residence. It is imperative that students are proactive in ensuring reliable transportation to and from clinical sites.

# ALLIED HEALTH STUDENT INFORMATION

## ACADEMIC INTEGRITY

All acts of dishonesty violate standards essential to the existence of an academic community. As developing professional healthcare providers, students are held to a high standard of personal and professional ethics. Each student is responsible for his/her learning

journey. Occurrences of dishonest behavior will result in disciplinary action that may lead to program dismissal. The Department Chair and program faculty will determine whether a student is dismissed from a program. If this policy is updated throughout the year, it will be provided to the student in writing. Please refer to the **FTCC Student Handbook** for a full detailed description.

## ALCOHOL/DRUG USE OR ABUSE

Misuse or abuse of alcohol or illegal drugs or unauthorized use of prescription drugs is a violation and grounds for dismissal from the program. Students should refrain from use of any substance that will impair their judgement and ability to perform the essential skills of a healthcare provider. Students will be dismissed immediately if they arrive to class, clinic, or lab under the influence of alcohol or drugs. A zero will be recorded for all classes and clinics missed; the student may be dismissed from the program. To ensure the safety and well-being of students, faculty, clinical supervisors, and patients, students are required to report concerns about their own substance use or that of a peer to program faculty and/or clinical supervisors. All reports will remain confidential.

All students have the right to “due process” as defined in the current **FTCC Student Handbook**.

## BEHAVIOR AND CONDUCT

Students are expected to behave with high standards of professionalism when on campus, in the clinical setting, or at any other time when they are representing the program or profession. Students are expected to engage respectfully in both written and oral communication. Students are expected to be punctual to class, lab, and clinic.

Students should adhere to the college dress code when on campus and the clinical dress code when attending clinic. Academic integrity is paramount and learned practices in patient confidentiality should be always exercised. Cell phones should not be used during active classroom instruction. Headphones and other listening devices should not be worn in the classroom. All students are expected to engage in ethical and culturally responsive practices conducive to the learning for all. By enrolling in the program, students accept adherence to these policies. Violations may result in disciplinary actions that may lead to dismissal from the program.

Additionally, program students are expected to follow the Student Code of Conduct as listed in the *College Catalog,* and *Student Handbook.* Violations of the Student Code of Conduct are brought to the Department Chair for review by program faculty or clinical supervisors.

## DUE PROCESS

Grievances and appeals will be handled according to college policy as stated in the *College Catalog* and *Student Handbook.* All manuals are available on the college website. Grievances addressed in these manuals include appeal of disciplinary sanction, appeal of attendance problems, appeal of grades, appeal of academic probation and suspension, appeal of financial obligation, appeal of student tuition/fees, and appeal of admissions decisions. Any breach of policy, privacy or confidentiality will result in a formal student complaint and will be processed in accordance with the policies of FTCC as described in the above stated college

handbooks. Resolutions of complaints will be filed with the Department Chair and Dean of Allied Health. All students have the right to “due process” as defined in the current **FTCC Student Handbook.**

## GRADE APPEAL PROCESS

Grading is the prerogative of the faculty member. Faculty are committed to engaging students in a fair grading process as outlined on the course syllabus and rubrics.

Students are entitled to appeal academic decisions according to the student appeals process outlined in the **FTCC Student Handbook**.

## GROUNDS FOR DISMISSAL

The FTCC Allied Health Division is committed to providing high-quality academic programs that engage in academic, ethical, and professional excellence. To maintain the integrity of our programs certain behaviors are unacceptable. Upon lack of compliance of any of the following, the student will be referred to the appropriate person(s) for discussion and evaluation of the violation. In accordance with policies noted in the Allied Health Program Handbooks and/or the *FTCC Student Handbook,* positive findings of the following ***may result in the student being dismissed from the program.***

* Drug and/or alcohol abuse
* Weapons on campus; communicating threats
* Insubordination
* Disregard for program policies
* Insufficient grades
* Unsatisfactory clinical evaluation
* Unsatisfactory performance of lab skills
* Excessive absences/tardy arrivals
* Stealing
* Cheating on quizzes, tests, or exams (classroom, lab, and clinic)

## HONESTY/INTEGRITY

Each student is responsible for his/her learning. Occurrences of dishonest behavior could result in dismissal from the program. The Department Chair, in consultation with faculty, will determine if a student is dismissed from the program. Examples of dishonest behavior include: copying another student’s test, providing test material to another student, removing test from supervised classroom environment, lying to a clinical instructor about care delivered to patients, lying to a clinical instructor about actions, talking to another student during a test/quiz, or stealing school property. When written examinations occur online, Respondus Lockdown Browser and monitor may be used. If a student is flagged during an exam using Respondus Lockdown Browser and monitor, the online exam will be reviewed by faculty. Upon review, faculty discretion will determine if dishonest behavior occurred, and additional action is required.

## MALPRACTICE INSURANCE

Each student is required to purchase malpractice insurance at the beginning of each school year.

## PHYSICAL / EMOTIONAL STATUS

A student must be emotionally and physically stable to perform the duties of a prospective healthcare provider. To ensure the safety of students, coworkers, and patients, a doctor’s approval to continue in class/lab/clinical is required whenever the student’s emotional or physical status has changed. All statements from physicians concerning a student’s emotional and physical status are to be written on the physician’s office stationery, official hospital stationery or other approved form. The health declaration form must include the healthcare provider’s signature, date, and telephone number.

If a student is found to be unstable physically and/or emotionally they will be referred for medical and/or psychological treatment. Students who do not exhibit the physical and emotional health required to render safe patient care will be referred to the Office of Special Populations and may be dismissed from their program of study upon appropriate physician diagnosis and referral. Students with unresolved medical issues that make them unsafe clinicians/providers may not be allowed to participate in the clinic, pending advice from the College legal counsel. All students have the right to “due process” as defined in the current **FTCC Student Handbook.**

## PROFESSIONAL DECORUM

As a professional, the student must recognize that the patient is the primary consideration throughout the clinical session. Discussion should center on methods of

improving patient health; errors and discrepancies should always play a secondary role and should take place after the patient is dismissed. The patient should never be made aware of the grading procedure or any clinical requirements that need to be fulfilled.

At no time should students display argumentative outbursts and evidence of conflict. Should students encounter a conflict with a fellow classmate(s), the students should first attempt to solve the grievance among themselves, away from the class, lab, and clinical area. If not resolved, the student(s) should consult with the instructor in charge of the area. If a student encounters a conflict with an instructor, proper protocol must be followed for conflict resolution. The student(s) should attempt, first, to solve their complaint with the instructor. Should the complaint not be resolved, the department chairperson should be consulted. Failure to resolve complaints/grievances at this level will warrant consultation with the Dean of Allied Health. The “chain of command” and proper protocol is a professional courtesy and should be followed at all times. The proper “chain of command” is as follows:

1. Student
2. Instructor
3. Program Coordinator/ Department Chairperson
4. Division Chairperson (if applicable)
5. Dean

## PROGRAM COURSE SEQUENCING

Allied Health Program classes are offered in each semester of the curriculum – General Education courses will be taken concurrently if they have not been previously completed. There is a continuation of class, lab and clinical learning experiences which are necessary for completion of the curriculum. Students are advised to maintain a copy of the program sequencing sheet that corresponds to their program admittance year to ensure that they register for required courses, paying special attention to prerequisites and corequisites. Students who have been granted transfer credit should keep a copy of their FTCC Evaluation of Credits from Student Services readily available for reference when they register for classes each semester.

## SOCIAL MEDIA POLICY

The program understands that social media can be a fun and rewarding way to share your life and opinions with family and friends around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. The standards and guidelines listed below are not all-inclusive. This policy is not intended to preclude or dissuade students from engaging in activities protected by state and federal law.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting

information or content of any sort on the Internet, including your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether associated or affiliated with the College, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your

conduct that adversely affects your educational performance, the performance of college employees or otherwise adversely affects students, people who work on behalf of the College, or the College’s legitimate interests may result in disciplinary action up to and including dismissal from the program.

**SOCIAL MEDIA DO’S:**

* Recognize your obligations to protect patient privacy and confidentiality
* Maintain professional boundaries
* Report any breaches of privacy or confidentiality to the department chair

**SOCIAL MEDIA DON'TS:**

* Electronically transmit any patient-related information or images
* Share any identifiable patient information on social media sites
* Refer to patients in a disparaging manner
* Post disparaging or offensive comments about your classmates or college employees

\*Copied, with permission, from Cape Fear Community College

# EMERGENCY SAFETY PROCEDURES PLAN

The safety of students and employees is very important; therefore, it is essential that proper safety measures and practices be stressed and adhered to in all classrooms, clinical sites, laboratories, and at all college activities. The Emergency Procedures Plan is available to all students, faculty, and staff for a thorough understanding of established safety procedures so that panic can be avoided, and care will be optimum should an emergency occur.

To access the Public Safety & Security Emergencies Procedures Plan, please visit the FTCC website at: [https://www.faytechcc.edu/campus-offices-public-safety-](https://www.faytechcc.edu/campus-offices-public-safety-security/emergency-procedures/) [security/emergency-](https://www.faytechcc.edu/campus-offices-public-safety-security/emergency-procedures/) [procedures/](https://www.faytechcc.edu/campus-offices-public-safety-security/emergency-procedures/) (opens in new window)

## ACTIVE SHOOTER/VIOLENCE THREAT

When a violent threat is in your vicinity, you must be prepared mentally and physically to deal with the situation.

You have three options: **RUN | HIDE | FIGHT Homeland Security's Quick Reference Guide**

If you see someone with a weapon on campus or you are told someone has a weapon:

* 1. Dial 911 and/or active the Panic Alarm for emergencies
	2. Give the 911 operator:
		+ Your name
		+ The exact location of the person with the weapon or where they were last seen
		+ The name of the person suspected to have the weapon (if known)
		+ A brief description of the person such as their clothing, race or gender
		+ Their physical characteristics such as hair color and length, complexion, approximate age build, height and weight
		+ The weapon type such as shotgun, rifle, handgun or knife
		+ Call Public Safety and Security: 910.678.8433
	3. If you can’t speak, leave the line open, so the dispatcher can listen to what’s taking place.
	4. Shelter in place (wait for further instructions)
	5. Faculty and staff are responsible
	6. Direct people to remain or go to the nearest room or office
		+ Lock and barricade doors
		+ Close blinds/block windows
		+ Tum *off* the lights
		+ Silence cell phones
		+ Seek protective cover
		+ Keep occupants calm, quiet and out of sight
		+ Keep yourself out of sight and take adequate cover/protection
		+ Do not answer the door

\**The weapon prohibition does not apply to handguns in a closed compartment inside* the

*locked vehicle of an individual who has a legally obtained concealed handgun permit*

## DO NOT APPROACH THE PERSON OR INQUIRE ABOUT THE WEAPON!

To access the Homeland Security’s Quick Reference Guide, please visit the FTCC website at: [https://www.cisa.gov/sites/default/files/publications/active-shooter-pamphlet-](https://www.cisa.gov/sites/default/files/publications/active-shooter-pamphlet-2017-508.pdf) [2017-508.pdf](https://www.cisa.gov/sites/default/files/publications/active-shooter-pamphlet-2017-508.pdf) (opens in new window)

## ABDUCTION

If you observe or become aware of an abduction:

1. Move to a safe location.
2. Call 911.
3. Call Public Safety and Security: 910.678.8433
4. Provide the following information:
	* Your name, location and phone number
	* Specific location of event
	* Number and description of hostage takers
	* Number of possible hostages
	* Description of any weapons hostage takers may have
5. Wait for further instructions.
6. If UNWITNESSED, verify that the student is missing.
7. Have the building searched as needed.

## BOMB THREAT

In case of a bomb threat:

1. DO NOT HANG UP OR PUT CALLER ON HOLD, do not transfer the caller, and DO ASK the following questions:
	* When will the bomb explode?
	* Where is the bomb?
	* What kind of bomb is it?
	* What does it look like?
	* Why did you place the bomb?
	* Where are you calling from?
2. Make note:
	* Time of call, characteristics of caller – male/female
	* Voice of caller – excited, calm, accent, etc.
	* Background noise such as traffic, music, etc.
3. Notify Public Safety and Security: 910.678.8433
4. Call 911 (DO NOT USE CELL PHONES OR RADIOS to communicate with others as they could activate a device.)
	* Give the 911 operator your name
	* Provide the location and nature of the situation
5. If possible, close all windows and doors in your immediate area.
6. DO NOT ACTIVATE THE FIRE ALARM.
7. Await instructions from law enforcement or security personnel regarding evacuation.
8. If told to evacuate:
	* Beginning going door -to-door announcing an evacuation
	* Evacuate the building via the nearest exit

**DO NOT re-enter the building for any reason until you have been instructed by the proper authority.**

## CRIMINAL ACT OR SUSPICIOUS PERSON

In the event that you are the victim of a crime, observe a crime in progress, believe a crime may be in progress or observe a suspicious person:

1. Do not attempt to apprehend or interfere with the possible criminal, except in cases of self- protection
2. If a life-threatening emergency, call 911 first, then call Public Safety and Security: 910.678.8433
3. If safe to do so, remain where you are until contacted by a Security Officer:
	* A description of the suspect(s) would be useful. Note height, weight, sex, color, approximate age, clothing, method and direction of travel and the person’s name, if known
	* If the suspect is entering a vehicle, note the license number, make, model, color and any outstanding characteristics of the vehicle
4. Remain in sheltered or safe areas until you are advised it is safe to do otherwise
5. Faculty and staff are encouraged to take charge of the areas in which they are located

## EMERGENCY PHONE NUMBERS

* Fire Department first responders (911)
* FTCC Security Office (910) 678-8433
* FTCC Plant Operations (910) 678-8287

## FIRE AND SMOKE SAFETY

Each building is equipped with alarm bells to alert all persons of emergencies. Fire extinguishers and equipment are checked and serviced periodically by college maintenance personnel and local fire department inspectors. Any person detecting smoke or fire should:

In case of fire or presence of smoke in the building:

1. Make determination that an emergency situation exists
2. Activate the nearest fire alarm (know the location of fire exits and alarm systems in your work area and know how to use them)
3. Faculty and staff are needed to take charge of the areas in which they are located:
	* Promptly assist individuals IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS DURING A FIRE
	* Evacuate disabled individuals by stairs Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic
	* Once outside, move to a clear area at least 50 feet away from the affected building
	* When safely away from building, call 911
	* Notify Public Safety and Security immediately 910.678.8433
	* Notify others of the emergency through all means available (verbal messages, text messages)
	* If possible, close all doors and windows, but do not lock doors

**DO NOT re-enter the building for any reason until you are instructed by the proper authority (Fire/ Rescue Responders, Security, or College Officials).**

## HAZARDOUS MATERIALS/GAS LEAK

* DO NOT TURN ON LIGHTS OR USE ELECTRICAL EQUIPMENT
* DO NOT ACTIVATE FIRE ALARM

If possible, close all doors and windows, but do not lock doors.

## HOSTAGE

If you hear or see a hostage situation:

1. Immediately remove yourself from any danger
2. Call 911
3. Call Public Safety and Security: 910.678.8433.
4. Be prepared to give Public Safety and Security the following information:
	* Location and room number of incident Number of possible hostage takers
	* Physical description and names of hostage takers, if possible
	* Number of possible hostages
	* Any weapons the hostage takers may have
	* Your name
	* Your location and phone number If you are taken hostage:
5. Remain calm, be polite and cooperate with your captor(s)
6. DO NOT attempt to escape unless there is an extremely good chance of survival; it is safer to be submissive and obey your captors
7. Speak normally; DO NOT complain; avoid being belligerent and comply with

all orders and instructions

1. DO NOT draw attention to yourself with sudden body movement statements, comments or hostile looks
2. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later
3. Avoid getting into political or ideological discussions with the captors
4. Try to establish a relationship with your captors and get to know them; captors are less likely to harm you if they respect you

## PSYCHOLOGICAL EMERGENCY

In the event of a psychological crisis where an individual is threatening harm to himself/ herself or to others, or appears to be out of touch with reality:

* 1. Call 911
	2. Call security: 910.678.8433

## REPORT CRIMES

In case of a non-emergency crime:

1. Call Public Safety and Security: 910.678.8433
2. You are the victim of a crime if:
	* You have something stolen from you personally or if school property is missing from your area.

Remember, the value or lack of value of an item should not be a

factor in deciding whether it should be reported

* + You are threatened/verbally assaulted
	+ You are assaulted
	+ You are involved in a hit-and-run accident
1. You should also report to a Security officer when you witness crimes on campus, such as:
	* Theft
	* Vandalism
	* Threats/arguments /verbal abuse
	* Assaults
	* Drug use or distribution
	* Traffic accidents

Always report if you’ve been injured or exposed to body fluids!

### SERIOUS INJURIES/MEDICAL EMERGENCIES (General Locations)

In case of a medical emergency:

1. Make a determination that an emergency situation exists
2. Dial 911:
	* If possible, give the location and nature of the situation, type of medical emergency
3. Be prepared to answer all of the following questions:
	* Is the victim conscious?
	* Is there severe bleeding?
	* Is the victim breathing?
	* How many victims are involved?
4. Call Public Safety and Security:
	* 910.678.8433
5. While waiting for assistance with a medical emergency, individuals at the scene should:
	* Await further directions from the dispatcher. Do not touch or agitate the victim
	* Make sure scene remains safe
	* If the person’s safety is not at risk, consider calming them with soothing words, having them sit down or talking to them to distract them
6. Once emergency responders arrive, answer questions, provide history of events and then leave the scene
7. For minor injuries or illnesses, dial 8-8433 on any campus phone First aid kits are located in each building.

# SEVERE INCLEMENT WEATHER

In the event of a severe weather:

* The campus community may be alerted through Watches or warnings. The alerts as defined by the National Weather Service are:
	+ Watch: Severe weather is possible in or near the watch area
	+ Warning: Severe weather has been spotted on weather radar
	+ Tornado Emergency: issued when a large violent tornado is expected to have an impact on a populated area
* A Weather Shelter-in-Place Alert will be issued (Shelter-in-Place events typically take place when the risk is outside):
	+ Faculty and staff are encouraged to take charge of the areas in which they are located
	+ Remain indoors; if outdoors, move into building
	+ Seek shelter immediately in a windowless area such as the interior hallway, restroom or room located on the lowest level of a building.
	+ Remain in a protected area until notified by Department of Public Safety and Security or College Officials that the danger has passed.

## TORNADO/HURRICANE

In the event of a Tornado/Hurricane:

1. Keep calm and remain where you are unless you’re in an elevator or not near a shelter
2. Faculty and staff are encouraged to take charge of the areas in which they are located:
	* Direct building occupants to the severe weather shelter area within the building
	* Take center on lowest floor possible
	* Gather along the sides of a hallway or under lab/classroom tables
	* If outside, run to an open space away from trees, and electrical lines
	* Keep away from windows and stay in position
	* Do not attempt to enter or leave a building; you will be advised by security when it is safe to enter or exit a building
	* Remain in sheltered or safe areas until you are advised it is safe to do otherwise
	* Beware of fallen power lines After tornado/hurricane:
	* Make sure everyone is alright; take class rosters and account for all students\
	* Provide First-Aid if trained
	* Notify the Public Safety and Security of damaged facilities or injuries – 910 678.8433

**Gas leaks and power failures create special hazards; please report them as soon as possible.**

# MEDICAL EMERGENCIES

The primary focus of action during a serious medical emergency is the immediate care of the injured person. Medical emergencies, which require immediate medical attention, should be handled by following these procedures:

All injuries (serious or minor) must be reported to FTCC Security. FTCC Accident (Incident) Forms must be filled out and delivered within 24 hours of the incident.

## ACCIDENTS

Non-threatening, non-invasive accidents occurring in the classroom, laboratories, and/or clinic will be cared for according to the following procedures:

Students should report the accident to the supervising instructor immediately.

1. The instructor will direct the care of the wound and send the student to the currently designated clinic.
2. Security personnel will complete FTCC Accident and OSHA forms.

***Bloodborne Incidents:*** Accidents resulting in *blood borne pathogen exposures to the operator*

and/or patient will be cared for according to the following procedures:

1. Immediately go to the sink and flush the wound under very warm water for 15 minutes.
2. Hold the site in a downward position; squeeze the flesh to extract/promote bleeding.
3. Have a classmate contact the instructor immediately.
4. The instructor will direct the care of the wound and send the student and/or patient to the currently designated clinic.
5. Security personnel will complete FTCC Accident and OSHA forms.

Students are reminded that occupational bloodborne exposure incidents occur. It is a

flagrant error of judgment to hide the incident and not report it to the instructors. All students who knowingly allow an incident/accident to go unreported are guilty of dishonesty and will be reprimanded in accordance with the Disciplinary Procedures of the Allied Health Program.

***\*For Bloodborne pathogen exposures, consult instructor immediately***

### SERIOUS INJURIES/MEDICAL EMERGENCIES (General Locations)

In case of a medical emergency:

* 1. Make a determination that an emergency situation exists
	2. Dial 911:
		+ If possible, give the location and nature of the situation, type of medical emergency
	3. Be prepared to answer all of the following questions:
		+ Is the victim conscious?
		+ Is there severe bleeding?
		+ Is the victim breathing?
		+ How many victims are involved?
	4. Call Public Safety and Security:
		+ 910.678.8433
	5. While waiting for assistance with a medical emergency, individuals at the scene should:
		+ Await further directions from the dispatcher. Do not touch or agitate the victim
		+ Make sure scene remains safe
		+ If the person’s safety is not at risk, consider calming them with soothing words, having them sit down or talking to them to distract them
	6. Once emergency responders arrive, answer questions, provide history of

events and then leave the scene

* 1. For minor injuries or illnesses, dial 8-8433 on any campus phone First aid kits are located in each building.



**CENTRAL STERILE PROCESSING PROGRAM**

# WELCOME!

On behalf of the faculty and staff of Fayetteville Technical Community College, we welcome you to the Central Sterile Processing Program. This program is designed to prepare you to become a Certified Sterile Processing Technician. This course of study is a combination of both technical and general education courses. The clinical education is carefully planned with area health facilities.

The completion of this 16-week program (2 semesters for High School Connections) fulfills the educational requisite for confirmation of the Certificate and meets the requirements for taking a national certification exam as a Sterile Processing Technician through the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).

Working in Sterile Processing and Distribution requires a technician to take on multidimensional responsibilities that require varied knowledge and skills. These skills include the following: An understanding of the manufacturing, packaging and handling of sterile medical products; processing and reprocessing of the products; purchasing; and within the healthcare facility, management of effective warehousing, distribution, inventory control, and cost recovery systems. As well as an understanding of these issues as indicated in daily SPD activities.

Graduates are employed at hospitals, dialysis facilities, and medical and dental clinics.

The policies of the program are set forth in this handbook and handouts. These policies are implemented so that each student will understand what is expected of him/her in most prospects and for the enhancement of the program.

It shall be understood that the Program Coordinator as deemed may adjust these policies as necessary with notice to the students.

Again, we welcome you!

Tammy Shockley, AAS, CST/CSFA, CSPDT, CSIS



## PROGRAM MISSION STATEMENT:

The mission of the Central Sterile Processing Program is to cultivate Sterile Processing Technicians who promote and encourage high standards of decontamination and sterilization protocols to ensure that effective quality care and safety are practiced in healthcare settings internationally.

## STERILE PROCESSING GOALS:

1. To prepare competent entry-level Sterile Processing Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare students to function in a professional, caring, and ethical manner when decontaminating, assembling, and preparing surgical equipment and other medical devices for patient use.
3. To prepare students to successfully complete the National Certification Examination conducted by the CBSPD and contribute to the workforce of employers on a global scale.
4. To prepare students to achieve the highest standards of knowledge and competency in order to make a positive contribution to the complete care of the surgical patient.
5. To recruit and retain quality students who are enthusiastic and motivated to become professional, competent Sterile Processing Technicians.

## NC-SARA:

Programs at Fayetteville Technical Community College that prepare students for professional licensure/certification are designed to prepare a student to apply for applicable licensure/certification in North Carolina.

The states that require certification to work are Connecticut, Delaware, New Jersey, New York, Pennsylvania, Tennessee.

In order to comply with U.S. Department of Education regulations regarding distance education and professional licensure/certification, FTCC is required to make the following disclosure with respect to professional licensure/certification outside the state of North Carolina.

NC-SARA (State Authorization Reciprocity Agreement) is in an agreement between member states, territories, and districts of the United States of America.

If you are going to be seeking employment outside North Carolina, it is highly recommended that you seek guidance from the appropriate credentialing agency in your chosen state before beginning the academic program.

## CAREER ENTRY COMPETENCIES EXPECTED OF GRADUATES:

Upon successful completion of the program, the graduate should be able to perform or exhibit the following at a job-entry level:

1. Decontamination Activities
	1. Separate and discard disposable material.
	2. Sort reusable material based on method of decontamination (i.e., heat sensitive vs. non-heat sensitive, immersible vs. non- immersible, mechanical vs. hand wash)
	3. Determine sequence of decontamination activities based on factors including need, processing time, and time management.
	4. Perform decontamination activities.
	5. Inspect medical instrumentation.
2. Assembly Activities
	1. Determine sequence of assembly based on factors including processing time and time management.
	2. Perform and document assembly activities (for example, assembly, inspection, and inventory).
	3. Verify and document functionality and cleanlinessof material.
	4. Package and label material based on item properties and sterilization process.
3. Sterilization Activities
	1. Determine the sequence of sterilization based on factors including need, sterilization cycle times, and time management.
	2. Load sterilizer.
	3. Document load contents, date, sterilizer number, operator, and other information.
	4. Monitor sterilization processes with use of mechanical, chemical, and biological indicators.
	5. Unload sterilizer.
	6. Transport sterilized material to designated locations.
4. Storage (Clean/Sterile) Activities
	1. Place cleaned/sterilized material in designated storage areas.
	2. Rotate material (first in/first out).
	3. Monitor and document storage environment (address factors including temperature, humidity, cleanliness, shelving, fire codes, and traffic control).
	4. Monitor inventory (consider factors including par levels, minimum/maximum, re-order points, and re-order quantities).

## FACULTY

Tammy Shockley, AAS, CST/CSFA, CSPDT, CSIS

Heath Technologies Center 253L- shocklet@faytechcc.edu

## OFFICE HOURS

Check schedule

## COUNSELORS

The counselor provides specific services to the student. Counselors are available in the Student Development Office in the Student Center.

## FACULTY ADVISORS

Each student is assigned a faculty advisor. The faculty advisor serves as an initial point of contact. The advisor is available on an appointment basis and during office hours. Office hours are posted outside each advisor’s office door.

## SUCCESS CENTER (LEARNING LAB)

The Success Center is primarily designed to provide enhanced education opportunities to students enrolled in any of the College’s college credit (curriculum) or developmental studies courses. The center is located on 2nd floor of the Virtual College Center.

## FTCC STUDENT HANDBOOK:

Students are expected to follow the general rules and regulations of the college as written in the **FTCC Student Handbook** and the specific requirements of the department. The purpose of these rules and regulation is to protect the rights of students and allow students to prepare academically in a positive environment.

It is important that the student read the college’s Student Handbook that explains students’ rights and responsibilities. The disciplinary actions and appeals process described are followed in administering the rules and regulations of the program.

## STERILE PROCESSING COURSES:

### STP 101 class and lab:

**Traditional**

* + Taught on FTCC campus Health Technologies Center Room 155.
	+ Taught 1st 8 weeks of the fall semester (Evening Hours)
	+ 4-hour lecture 2 days a week, and 3 hours 1 day a week, 1st eight weeks Monday, Tuesday 5pm-850pm, Thursday 5pm- 750pm
	+ 4-hour lab one day a week, Wednesday 5pm-850-m 1st eight weeks

### High School Connections

* + Taught on FTCC campus Health Technologies Center Room 143.
	+ Taught Fall Semester
	+ 3-hour lecture 3 days a week 1pm -250pm (Afternoon Hours)
	+ 3-hour lab 2 days a week 1pm-250pm (Afternoon Hours)

### STP 102 Clinical experience:

Rotate every 2 weeks to different clinical sites which may include:

* + Cape Fear Valley Medical Center
		- Main Campus
		- Highsmith-Rainey
		- Hoke
	+ Harnett Health System (Betsy Johnson-Dunn)
	+ Southeastern Health Center
	+ Village Family Dental Office
* The preceptors in the clinical site provide instructions. FTCC instructor makes periodic visits.
* High School Connections will complete Clinical Rotations at Cape Fear Valley Medical Center during the Spring Semester. Rotations are 2pm – 6:30pm 2 days a week with a group of 5.One group will do Monday-Wednesday and the other group will do Tuesday/Thursday. This will be instructor and preceptor led.
* **STP 103 class:** Taught online through the FTCC blackboard.
	+ Traditional: Taught 2nd 8 weeks of the fall semester.
	+ HSConn: Taught Spring semester.
	+ All coursework is submitted online.

## TESTING:

Students are expected to take tests **as scheduled. If a student is absent the day of a test, advanced notice is encouraged**. A test may only be made up due to an excused absence.

1. Students should be prepared to take missed tests or practicum on the first day back at school.
2. The student is responsible for contacting the instructor on the first day back to schedule makeup time.
3. Failure to contact the instructor on the first day of return will result in a “0” grade on any work missed.
4. If a student misses an assigned makeup time, it will result in the student earning a “0”.
5. If a student is on campus and must leave on the day a test or practical is assigned, it is the student’s responsibility to contact the instructor (verbally or in writing) before leaving the campus. Failure to do so will result in a “0” for the missed work.

### Additional Readings Assignments/Quizzes:

Students are expected to take additional reading quizzes by their **due dates**. Due to the student’s ability to access the quiz in their own leisure time anytime during the week the quiz is open, quizzes will be deducted 10% per day late (example: quiz is due on Sunday and quiz is completed on Wednesday, the student will receive a 70 for the assignment). The student has a total of 7 days to complete their additional reading assignment once it is accessible on blackboard. The same 10% deduction applies to any “online” submission assignment and/or quiz.

## CRITERIA FOR PROGRESSION

1. Student must have STP 101 in order to progress to STP 102 and STP 103.
2. A student must obtain a **“B”** or numerical grade (80-89) in STP 101 Class & Lab in order to progress to STP 102 (clinical) and STP 103 (class).

## CRITERIA FOR GRADUATION:

The student must satisfactorily complete all Sterile Processing courses with a “B” and other related courses with a “C” (example: English and Computer courses) and have an overall health GPA of 2.0 to receive a certificate of completion in Sterile Processing. The student must maintain a numerical grade of 80 or more

in order to progress to the next semester. **The certificate is not contingent upon passing any type of external certification exam.**

The grading scale for Central Sterile Processing will be as FTCC grading scale:

* + 90 – 100 = A
	+ 80 – 89 = B
	+ 70 – 79 = C
	+ 60 – 69 = D
	+ 68 & below = F

### Grade Appeal:

Grade appeal can be found in the **Fayetteville Technical Community College Catalog** on page 47.

The catalog states:

Grading is the prerogative of the faculty member. Appeals concerning grades must be directed to that faculty member. Failing to reach a satisfactory solution, the student may appeal in accordance with the outline below. The appeal of a grade must be initiated prior to the end of the next regular term.

* The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
* Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate program area dean or director who may convene the Academic Review Committee.
* The Academic Review Committee will consist of the convening dean or director and four faculty members appointed by the dean. If the committee affirms the faculty member’s decision, the dean or director will notify in writing the faculty member, the student and the department chairperson. If the committee supports the student’s appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted within college guidelines and may not be further appealed.
* A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.
* Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.
* Students should be prepared to take missed tests or practicum on the first day back at school.
* The student is responsible for contacting the instructor on the first day back to schedule makeup time.
* Failure to contact the instructor on the first day of return will result in a “0” grade on any work missed.
* If a student misses an assigned makeup time, ten points will be deducted from the grade.
* If a student is on campus and must leave on the day a test or practical is assigned, it is the student’s responsibility to contact the instructor (verbally or in writing) before leaving the campus. Failure to do so will result in a “0” for the missed work.

### Appeals of Final Course Grades

Students who enroll in a program within the Department of Surgical Services recognize that the faculty, due to their education and experience, are able to make objective qualitative and quantitative assessments of students’ academic work. In keeping with policy, faculty publish the grading criteria for all courses they teach. The final grade issued by the instructor represents his/her overall assessment of the student’s performance in the course. A student may only appeal a **final grade** and only if the instructor’s assessment:

* Reflects an error in calculation or reporting (e.g. computational error, oversight of submitted material, or posting the wrong grade).
* Used standards different from those established in the departmental handbook, syllabus, and/or college policies, if specific policies exist, for assigning the grade.
* Departed from previously articulated, written agreements, without notifying students, in determining the grade.

## DISMISSAL:

Continuance in the program is contingent upon compliance with ethical and professional standards of conduct. If a student is dismissed from the program due to ethical or professional misconduct, he/she will not be allowed re-entry. Some **examples of misconduct** that may lead to dismissal from the health program are as follows:

### Classroom:

1. Copying from another student’s test paper.
2. Using materials during a test not authorized by the person giving the test.
3. Collaborating with persons other than the instructor during a test.
4. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a non-administered test.
5. Substituting for another student or permitting any other person to substitute for oneself to take a test.
6. The third warning for use of cell phones/electronics during classroom instruction in which there is a disturbance to peers and instructor. (Cell phones are only allowed outside of classroom and clinical areas). An additional policy is provided for this.

### Clinical:

1. Falsification of records including documenting work not performed will lead to an **immediate failure and dismissal from the course.**
2. Intentionally or consistently not following written protocols and/or procedures.
3. Giving patient information to unauthorized individuals.
4. Inability to interact with fellow students, clinical instructor, patients or other laboratory personnel in an appropriate manner.
5. Unsafe or disruptive behavior in the clinical area.
6. Dis-invitation from any clinical setting will result in immediate dismissal from the program.
7. Cellphone use in clinical areas will not be tolerated.

### Re-entry/Audit

N/A for Continuing Education or High School Connection Courses

In order to audit a course, the student must successfully progress to STP 102 and 103. If the student unsuccessfully completes STP 101, the student has the right to appeal. If the appeal is unsuccessful, the student must reapply for their second and final attempt to retake the STP 101 course during the following academic school year (fall semester) in which the program is accessible.

Students who have not successfully completed the second eight weeks (STP 102 and 103) during their initial attempt may request reentry into the program.

Students are only allowed to request re-entry once. The request, if approved may only be attempted the following fall semester. The student request will be evaluated on an individual basis. Consideration for reentry is contingent on space availability and the following guidelines:

* + Successfully pass a proficiency examination with an 80 percent or better.
	+ Successfully completed an assessment of clinical skills.

If considered for reentry into the sterile processing course, the student must pass the course or courses in which they are reattempting with a “B”/80% or better. All students will only have the opportunity to attempt entry into the sterile processing course twice. Re-entry into the course will be their second attempt. **The student must successfully pass all three curriculum courses (STP 101, 102, and 103) on the second attempt in order to receive their certificate of completion for central sterile processing.**

### Cheating Violation

Dishonesty is a serious violation. Fayetteville Technical Community College reserves the right to dismiss any student when it believes such an action is in the

best interest of the college. Appropriate disciplinary action will be administered with the appropriate appeals process available to the student.

### Dismissal from the Clinical/Classroom Area Due to Unsafe Practice

Safe practice within the clinical environment is mandatory! These practices imply that a student can perform the skills required without harming themselves, other staff members, or patients. All students are required to be knowledgeable in the universal standards and aseptic technique and must be able to apply that knowledge while in clinic on a continuous basis.

The central sterile processing faculty recognizes that students are learning and will require guidance in the performance of their assignments. Frequent and repeated mistakes, however, can result in dismissal from the program. The central sterile processing faculty reserves the right to determine whether or not a student demonstrates safe practices in the clinical environment.

Students must consistently demonstrate professional and ethical behavior within the classroom and in the clinic. Some examples of unsafe practices that can result in a student’s dismissal are all the following, but not limited to:

### Physical Safety

Unsafe behaviors: Inappropriate use of medical equipment, horse playing within the clinical area, etc.

### Biological Safety

Failure to wear the appropriate PPE when in the decontamination area, inappropriate disposal of medical sharps, etc.

### Emotional Safety

Threatening behavior towards medical staff, classmates, and/or patients, etc.

### Bringing Children to Class/Clinic

Children are not permitted in the classroom, laboratory, or campus unattended. Children are **NEVER** allowed to be in clinic, even if attended to. Adequate childcare arrangements must be made.

### Dress for Classroom

A casual professional dress code is in effect in the classroom (included are no hats, sunglasses, short shorts, short skirts, halter tops, tight/muscle shirts, etc.). A professional appearance must always be demonstrated, **no exceptions**!

Appropriate attire must also be worn when performing lab activities. No sandals, flip flops, or open toed shoes will be allowed on those days, **ONLY** closed toe shoes. This also applies to classroom/lab activities held outside of the classroom or at another facility. On these days, class uniforms must be worn with all components (appropriate scrubs, lab jacket, name tags, closed toe

shoes). Students will be asked to change and not allowed to participate if the dress code is not followed.

### Discrimination Disclosure

**Please note that discrimination is prohibited**

No person shall be excluded from participation in, denied the benefits of or be subjected to discrimination in the Central Sterile Processing Program at FTCC on any basis prohibited by applicable laws, including, but not limited to age, race,

color, creed, national origin, religion, sex, marital status, or handicap.

## ATTENDANCE POLICY:

### STP 101 Class & Lab

Attendance is required for all classroom activities and laboratory sessions. When class is attended, **punctuality** is expected.

1. **Absences** of **10%** or more in either course will result in the student being **dropped from the course**. This equates loosely to 4 days of coursework.
2. **Late arrival** on **three occasions** will equate to **one day’s absence**. A tardy is less than 25 minutes. A student is marked absent for the day if they miss more than 25% of the scheduled time, regardless of if they are in class for the remainder of the time. Ex: 25% of a 1-hour and 50-minute class block is around 27 minutes.
3. On the first day back at school, the student is responsible for contacting the classroom instructor to determine whether make-up time is needed or available.
4. If a student exceeds the 10% absence policy, he/she may petition in writing to Program Coordinator within 24 hours for waiver of this policy. Students who request a waiver will be expected to attend scheduled classes until a decision is reached.

### STP 102 Clinical Experience

It is critical that each student gain the maximum amount of experience possible. Thus, your clinical rotation requirement is based on **100% attendance.**

A missed clinical rotation equates to a missed experience for that day and may result in the student being unable to complete that clinical objective.

If an absence must occur, the student is responsible for notifying his/her clinical instructor and the clinical site.

* 1. Any time missed must be made up. It is the student’s responsibility to schedule make-up time with the Program Coordinator.
	2. If missed time is not made up, the student will be dropped from the program. **Makeup time is at the discretion of the Program Coordinator and the clinical sites** and may not always be available.
	3. Late arrival on three occasions will equate to one clinical day’s absence and must be made up.
	4. **Note:** Clinical time **does not** include lunches (30 mins) due to schedules being less than 8 hours. Breaks should be limited to 15 minutes and students should not be hanging around break rooms or lounge areas during work hours. If a student chooses to take a lunch (30 mins), they are required to extend their rotation end-time to account for the lunch. Students are expected to be in their assigned departments as instructed by the clinical site.

## DRESS CODE:

### Classroom Laboratory:

For the academic phase, refer to the college’s Student Handbook for the dress code policy.

A casual professional dress code is in effect in the classroom (included are no hats, short shorts, midriff exposure, muscle shirts). Anytime you are participating in an activity in which you represent the program or the profession, your dress and appearance should be professional.

### Clinical Facility Laboratory:

1. For the clinical rotation, scrubs are required. Scrubs must be purchased from Castle Uniforms.
2. The complete uniform includes Traditional Students: Royal Blue uniform with Black jacket, and black all-leather shoes; HSConn Students: Grape top and Gray pants and black all-leather shoes.
3. Name tags must be always worn when in uniform. The designated school name pin must be worn when in uniform. The pin is to be worn on the left upper portion of the shirt or lab coat in line with the axilla.
4. Hair must be clean, neat. No unusual haircuts or styles. Bandannas, flowers, or large ornaments such as colored barrettes/bows, are not to be worn with the uniform.
5. Male students should be freshly shaven. Beards must be trimmed and neatly groomed. Male students with beards must wear hoods in clinical.
6. Protective eyewear must be worn during the decontamination process of equipment and instruments.
7. Jewelry will not be allowed (includes: rings, ears, eye, nose, tongue, etc.). School policy prohibits jewelry of any kind, despite hospital policies. Body piercing jewelry in areas above the face/neck is not allowed. A wristwatch may be worn when not in the Decontamination area of the clinical site. Smartwatches must follow policies on electronic devices (i.e. texting, music, phone calls, etc. not allowed during rotations).
8. Always carry a black ballpoint pen, and a note pad.
9. Excessive use of cosmetics is not acceptable. Natural shades of lipstick and cheek blush are appropriate.
10. Perfume and cologne can be offensive to the person who has allergies or other respiratory problems. This includes heavily scented lotions and/or body sprays. **Do not wear while in the clinical areas.**
11. Fingernails must be kept short and well-manicured to facilitate easy cleaning. **Fingernails should also be free of nail polish and no acrylic or fake nails allowed.**
12. Chewing gum is **not** permitted in the clinical area at any time. Mints and lozenges may be used.
13. Smoking cigarettes, pipes, or cigars is allowed only in designated areas outside the hospital. If you smoke, follow the hospital policy: smoke only in those designated areas.
14. Shorts and halters are not worn in the classroom or in the hospital (dress code will be addressed).
15. Personal hygiene should include no body or bad breath odors that are offensive to

others.

1. Cellular phones and other electronics are not allowed in clinical areas.
2. Students shall not eat, drink, or smoke while on duty except in designated areas.
3. All tattoos must be covered while in the clinical setting. Please follow all facility policies on tattoos.

## CLASSROOM AND LABORATORY RULES:

* + **NO** eating or drinking in classroom/lab during laboratory sessions.
	+ **NO** electronics will be used in the class or laboratory (an additional policy on this is provided).

## CLINICAL ASSIGNMENTS:

It is the policy of the College that no student engaged in a Health Education Curriculum can refuse any clinical assignment considered normal clinical duty by the clinical facility. In the event that a student refused a clinical assignment, this will be considered grounds for immediate termination of the student from his/her curriculum.

1. Students may be assigned to any one of the available clinical sites at the discretion of the instructor.
	* Cape Fear Valley Medical Center
		+ Main/Highsmith Rainey Hospital/Hoke
		+ Main campus only for HSConn
	* Southeastern Regional Medical Center
	* Womack Army Medical Center (Temporary Hold)
	* Harnett Health System-Betsy Johnson
	* VA Medical Center: Ramsey St. and Raeford Rd.
	* Village Family Dental
	* Wayne Health System (Temporary Hold)
	* UNC Healthcare System (Temporary Hold)
		+ Main/ASC/Hills.
2. Student must provide his or her own transportation to the assigned clinical site. Some sites may be out of the Cumberland County area.
3. Scheduling of clinical hours, including make-up time, if required, is at the discretion of the Program Coordinator and Department Chairperson. An 8-week rotational schedule will be given to each student at the beginning of clinical. Each clinical site will also have the same schedule. Students’ schedules/requests are considered, however not guaranteed. Students will only be allowed to make changes to the final schedule **once** and are reserved for emergencies or severe conflicts.
4. Preceptors at the clinical site will be the instructors. Program instructors will make site visits and check-ins unannounced.
5. A professional attitude will be required of all students throughout the program. This attitude is reflected in our speech, dress, and cooperation with faculty, staff, fellow students, and clinical affiliates.

## BEREAVEMENT POLICY

An illness or death that results in the immediate family (father, mother, sibling, brother, or sister) that results in the student missing class or clinical should be immediately addressed to the program coordinator or clinical instructor prior to the class or clinical experience. The Sterile Processing Department understands that unexpected events can occur without notice. The department requests that in the nature of these unfortunate events that the student promptly communicates with their program coordinator or clinical instructor. The program coordinator reserves the right to deal individually with students in the event of an emergency or catastrophic event.

## BACKGROUND/DRUG TESTING

Some clinical sites require background checks and drug testing via ViewPoint Screening. All students will be required to complete a background check and drug test before going into clinical sites. **NO EXCEPTIONS!**

## VACCINES/HEALTH CARE

All students are required to obtain vaccinations/immunizations prior to entering the Sterile Processing Program. Hepatitis B is the most critical occupational hazard for surgical personnel; therefore, it is mandatory that all sterile processing students be vaccinated against Hepatitis B. The influenza vaccine is also required among all facilities. If you are unable to receive this vaccine, appropriate documentation must be submitted. All students must have a school physical signed by a physician or qualified medical professional. The student must be fully vaccinated prior to the deadline set forth by the facility. Only approved medical and/or religious exemptions are accepted. All of these requirements are to be uploaded into ViewPoint.

Cape Fear Valley requires the use of Rotation Manager for clinical documentation. Further instructions on this process will be provided to the students.

## LIABILITY INSURANCE

All Sterile Processing students will be required to purchase liability insurance. This insurance protects you in the classroom and clinical. The cost is $15.00 and is paid to the cashier in the Administrative Building. This is not part of the tuition and is the student’s responsibility to get it paid and show the receipt on the first day of class. This must be paid for within the first week of class and before the student can attend clinicals.

## EMPLOYMENT POLICY

If a student is employed, work schedules must not interfere with class, clinical, or laboratory experience. A student is not to function in the capacity of an employee while in the clinical area as a FTCC Sterile Processing Technician student, nor is a student to wear their FTCC Sterile Processing Technician uniform or lab coat outside of the student role or area. If student is employed by their clinical site, students must **NOT** wear employee badges during clinical rotations, nor participate as a preceptor to classmates/students during work hours. Under no circumstances may students accept financial compensation for clinical

hours.

## STUDENT INJURY

A student is to **immediately** report to his/her clinical instructor any injury or blood/body fluid exposure incurred during clinical/laboratory time. Any incident of blood or body fluid exposure, cut, puncture, or any other accident or unusual occurrence etc. needs to be documented and a report sent to FTCC’s Director of Public Safety and Security. The student is responsible for ensuring this is followed.

## OSHA/HIPAATRAINING

Students will receive training in the classroom through lecture and clinical affiliate training presentations and/or videos. Students will be required to complete the modules and submit certificates upon completion.

## CPR TRAINING

Hospitals require that students be certified in CPR before attending clinical rotations. A student may obtain certification through the American Heart Association, and FTCC Continuing Ed. CPR must be labeled as BLS “healthcare provider”.

## PARKING/TRANSPORATION AND IDENTIFICATION BADGES

You must park in assigned areas of the clinical agency. Violators will be towed. Sterile Processing students will be responsible for providing their own transportation to all facilities used for their educational experiences.

Students will attend various orientations and/or in-processing times to receive badges. Facilities may require a deposit for badges and are refunded upon return of badge at end of rotation. Some facilities will require fees for parking and or transportation (buses/shuttles). All fees are paid by the student.

## INCLEMENT WEATHER

Occasionally, FTCC is closed as a result of inclement weather. If conditions do not permit attendance, time missed will be made up at a time designated by the program coordinator.

## VACATION AND HOLIDAYS

Students are allowed vacation and holidays as listed in the college calendar. Vacations are not to be scheduled during normal class dates/times. Attendance will be followed as stated earlier in the handbook.

## ADA GUIDELINES

Students with disabilities who believe that they may need special accommodation in this

class are encouraged to contact the Office of Disability Support Services and Accessibility as soon as possible to implement any special accommodations if needed. The Office of Disability Support Services and Accessibility is located in the Tony Rand Student Center, Room 127or via phone at (910) 678-8349.

**Central Sterile Processing Job Related Requirements**

### Personal Characteristics

* Must be able to remain calm and in control during stressful and emergency situations
* Must maintain good interpersonal skills with peers and accept appropriate criticism.
* Must be able to organize and prioritize workload in line with established guidelines.
* Must display respect, honesty, and integrity in the classroom and clinical area.

### Physical Characteristics and Work Conditions

* May be exposed to communicable diseases (HIV, Hepatitis, etc.).
* May be exposed to unpleasant sights, odors, and materials.
* May be exposed to chemicals, environmental agents, and disinfectants.
* Must be able to stand for long periods of time (4 or more hours) without relief.
* Must be able to lift heavy equipment/objects up to 45 pounds.
* Must practice good body mechanics, in all physical activities, when in the clinical area.
* Must be able to walk, run, and move quickly in a safe manner to provide support during emergency situations.
* Must be able to hear normal conversation within a range up to 20 feet.
* Must be able to use both hands to assemble surgical supplies and equipment.
* Must be free from all communicable diseases (Tuberculosis, HIV, Hepatitis, etc.)
* Must understand that breaks and lunches are not guaranteed due to students only having four- and five-hour clinical days.

### Requirements for Obtaining a Certificate of Completion in Sterile Processing

Once coursework is successfully completed, students will be able to apply and sit

for their national exam through CBSPD (Certification Board for Sterile Processing and Distribution).

Students with a felony conviction may have limited employment opportunities.

Notes: Please inquire with Mrs. Shockley any questions or concerns when reviewing the handbook. These can be discussed in class or individually.

Once completed, please sign and date the Acknowledgement of Handbook on the next page. The student will need to purchase Rotation Manager under Handbook Agreement and upload all necessary files .

**Acknowledgment of Handbook**

**I have received, read, and understand the Sterile Processing Department Handbook.**

**Student’s Signature and I.D. Date**

**I, , give my permission for Fayetteville Technical Community College to release information about me to perspective employers concerning my academic performance, attitude, appearance, and an otherwise pertinent information while a student at the college.**

**Student’s Signature and I.D. Date**

**I give permission for Fayetteville Technical Community College to contact my post-graduate employers and ask them to complete an “Employer Satisfaction Survey.”**

**Student’s Signature and I.D. Date**