Spring 2018

Program Information and Registration Packet:

Central Sterile Processing Distribution Technician (CSPD 1111)
http://www.cod.edu/programs/central_processing_distribution/index.aspx

Registration Deadline: Thursday, January 11, 2018 at 5pm

NOTE: The Central Sterile Processing Distribution Technician program is undergoing revisions, effective Summer 2018. Please monitor this registration packet for updates and/or modifications.

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.
Program Overview:
The Central Sterile Processing Distribution Technician Certificate program is undergoing revisions that will be effective in Summer 2018. Please monitor this registration packet for updates and/or modifications.

The Central Sterile Processing Distribution Technician (CSPD) 1111 course is a 16-week course. The course requires a combination of class, laboratory, and clinical hours. You will be expected to do work as well outside of the scheduled class, lab, and clinical meeting times. Please see the Registration Requirements, found on page 5.

Upon successful completion of the CSPD 1111 course, you will be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) Provisional Certification Exam, or the Certification Board of Sterile Processing Technicians (CBSPD) certification exam.

The College of DuPage Central Sterile Processing Distribution Technician (CSPD) Certificate requires a minimum of 11 credit hours. The Central Sterile Processing Distribution Technician Program is designed to provide the content and clinical collaboration for students to be successful and meet the standards of the Central Sterile Processing Distribution Technician profession. This certificate program provides the student with the basic fundamentals of central process (sterile processing), supplies, services, and distribution of hospital instrumentation, supplies, and equipment.

Total Credit Hours Required for Certificate:
Total Credit Hours Required for Certificate: 11 to 15 credit hours

In order to obtain the Certificate in the Central Sterile Processing Distribution Technician program, you will need to complete the following courses.

1. **CSPD 1111** Central Processing Distribution Technician (4 credit hours)

2. **ANAT 1500** Survey of Human Anatomy and Physiology (4 credit hours)
   OR
   **ANAT 1551** Human Anatomy & Physiology I (4 credit hours) **AND ANAT 1552** Human Anatomy & Physiology II (4 credit hours)
   OR
   **ANAT 1571** Anatomy & Physiology with Cadaver I (4 credit hours) **AND ANAT 1572** Anatomy & Physiology with Cadaver II (4 credit hours)

3. **HLTHS 1110** Biomedical Terminology (3 credit hours)

Program Outcomes:
At the conclusion of the program, you should be able to:
- Function as a competent certified central processing/sterile processing distribution technician following guidelines established by IAHCSMM/CBSPD. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice.
- Communicate appropriately as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients' advocate using the communication skills taught within the program.
- Incorporate skills learned into the health care environment. Maintain at all times the patient’s rights, safety, and medical asepsis and sterile technique.
- Continue to learn beyond the program's goals and take your knowledge and training confidently into the health care community. Perform self-evaluation in order to ensure the highest level of quality care.
Opportunities for Employment:
Employment of sterile processing distribution technicians would be in an acute care (hospital) setting, surgery center setting, physician offices, and OB/GYN departments within a hospital.

Opportunities for Advancement:
Graduates of the Central Sterile processing distribution course can work within a Sterile Processing Department in many different roles. Many have found lifelong careers while advancing into management positions. Graduates can also use the course as a springboard to other careers in health care, such as surgical technology, surgical assisting, or nursing.

Helpful Academic Skills or Experiences:
High school courses in science, math, English and communications.

Statement on Medical Care and Health Insurance
Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details.
Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance
Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for CSPD 1111. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Non-Discrimination Statement
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual’s right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.
This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.
Procedures to facilitate the College’s prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).
Student E-Mail Policy
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

http://www.cod.edu/academics/email.aspx

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.
REGISTRATION REQUIREMENTS

The following are REGISTRATION REQUIREMENTS for the Central Sterile Processing Distribution Technician Course. These Registration requirements are a part of your PACKET. Your packet must be complete in order to be considered for REGISTRATION and allowed to REGISTER for the course.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

Use this Registration Requirements checklist to assure that you have everything you need to complete your packet. There is a Registration Deadline of Thursday, January 11, 2018 at 5pm for this program. Be sure all items below are completed in advance of that deadline.

☐ 1. Attend a Central Sterile Processing Distribution Technician advising session. This is confirmed at the Advising session and information is forwarded to the Registration office. It is required that the student attend an advising session within a 12-month period prior to the registration deadline. A current advising session schedule can be obtained on the Health Sciences Admissions website.

☐ 2. Complete the College of DuPage General Admissions Application online or in person at the College of DuPage Office of Admissions and Outreach, SSC 2207. There is a $20 general admissions fee due upon submission. If you have previously attended College of DuPage, you can omit this step.

☐ 3. If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the International Student Admissions Office, SSC 2225 prior to registration.

☐ 4. Completion of all Health Requirements, including a chart review with Edward Corporate Health that confirms you have met the clinical placement requirements. Please click on the Health Requirements Packet link for details. Please be aware of the time limit on select health requirements. Failure to be within the noted timelines from the start of the course you are applying for could disqualify your application. The Program Support Specialist for the Central Sterile Processing Distribution Technician Program must receive notification directly from Edward Corporate Health that you have completed the necessary requirements and will then notify the Registration Office of student compliance. (The Registration Office cannot accept your documents as proof of compliance).

NOTE QuantiFERON Gold TB Test: (The 2-step TB Test is NOT acceptable). This QuantiFERON Gold TB Test is required test and must be done completed on 5/18/17 or beyond in order to ensure you are compliant throughout the entire program.

☐ 5. Complete a Criminal Background Check
Through CastleBranch.com (details listed below for each requirement)

1. Go to CastleBranch.com and enter package code: CL88bg
2. Payment Information – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around time.
3. View your results: Your results will be posted directly to your MyCB account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
4. If you need assistance, please contact CastleBranch at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Castle Branch Representative will be available Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST.
You must wait until your results are completed and the program specialist has received your results before you are eligible for a permit.

6. The Registration Deadline for this program is January 11, 2018. Completion of the Registration Permit for the Central Sterile Processing Distribution (CSPD 1111) Course (found on page 7). NOTE: You are also acknowledging receipt of the Health Sciences Programs Policy for Professional Conduct on this application form. The policy can be found by clicking the Policy for Professional Conduct Link.
   - ONLY when all items noted in #1 to 5 above are completed can you submit the Registration Permit for the CSPD course.
   - A $50 non-refundable ‘Permit to Register fee’ must be paid at the Cashier’s Office, BIC 2525 or (630) 942-2206 after you have completed steps 1-5 above.
   - The completed CSPD registration permit MUST be submitted to the Registration office, SSC 2221. You can also submit your permit form via FAX to (630) 942-2878 or email to registration_forms@cod.edu.
   - Permit forms are accepted until the CSPD 1111 course fills.
   - You will be required to take a drug test after 1/9/18. Please monitor your e-mail for instructions. Failure to complete the drug test within the specified time limit will result in removal from the course.

7. Submit the Clinical Preference Form, found on the last page, to prolac@cod.edu.

REQUIREMENTS TO COMPLETE AFTER January 9, 2018

1. Complete a Drug Test
   NOTE: You will not be able to complete this step until 1/9/18, which will be AFTER you register for the course. Please monitor your emails for directions AFTER you register for CSPD 1111. (NOTE: This must be completed through CastleBranch.com. See details below).
   1. On 1/9/18 or later, Go to CastleBranch.com and enter package code: CL88dt.
   2. After you place your order, please check your MyCB Profile “To Do List” as you will receive a “Chain of Custody” form within 24-48 hours. You will print out the form and take it to a Quest Diagnostic Lab locations listed on the form.

2. Requirements for First Day of Class:
   You MUST bring photocopies of the below to the FIRST DAY OF CLASS.
   - Insurance Card proof* Your insurance proof needs to be valid from the first date of the semester to the last date of the semester in which you are enrolled. (Please bring a photocopy of your card to class).
   - CPR Card: You will need to obtain CPR Certification through the American Heart Association (AHA) and choose Basic Life Support (BLS) for Healthcare Providers. (If you take a course that is different from this, it will not be accepted and you will be asked to repeat the proper course). Your card must be valid from the first date of the semester to the last date of the semester in which you are enrolled. (Please bring a photocopy of your card to class).

*If you do not have health insurance, student insurance can be purchased through Integrity Insurance and Financial. Please visit http://www.cod.edu/student_life/student_services/access_accommodations/index.aspx for additional details. Failure to provide proof of insurance will result in the student being removed from the class.
REGISTRATION PERMIT FORM – CENTRAL STERILE PROCESSING DISTRIBUTION COURSE

PLEASE RETURN THIS TO:
College of DuPage
Registration Office, SSC 2221
425 Fawell Blvd., Glen Ellyn, IL 60137
TEL (630) 942-2377, FAX (630) 942-2878 or registration_forms@cod.edu

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<th>Semester (circle one):</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Print Year:</th>
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LEGAL NAME

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<th>Last</th>
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<th>M.I.</th>
<th>Student ID#</th>
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ADDRESS

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<th>State</th>
<th>Zip</th>
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S.S. # _______ - _______ - _______  BIRTHDATE (MM/DD/YYYY)

A Social Security Number is required for registration

TELEPHONE

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EMAIL

Are you an F-1 International Student? ______  Are you authorized to work in the U.S.A.? ______

(If yes, you must speak with the International Student Advisor prior to registration)

International Student Advisor Approval: ________________________________

Why are you interested in registering for this class?

_____________________________________________________________________________________

_____________________________________________________________________________________

Have you ever been expelled or dismissed from any post-secondary institution for behavioral or disciplinary reason? ______ Yes

______ No

I acknowledge receipt of the Health Sciences Programs Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the program in which I am enrolled. I understand that I will not receive a refund of tuition, fees or for books, supplies or equipment purchased should I be dismissed from the program for violating this policy.

I give my permission to the registration office and the coordinator of the program to which I am applying to request adviser copies of my College of DuPage transcript for registration and retention purposes.

______________________________________________  __________________________
Signature  Date

For Registration Use Only

☐ Advising  ☐ BG Check  ☐ Health Req  ☐ $50 Fee Paid  ☐ SSN on file

Permit verified and issued by: ____________________________  Date: ___________________
**Central Sterile Processing Clinical Preference Form**

Return completed form to [prolac@cod.edu](mailto:prolac@cod.edu).

**Instructions:**

1. Choose your top 3 preferred clinical sites, with “1” being the most desired.
2. Choose your preferred clinical days: **CIRCLE ONE HERE**: Mon/Wed **OR** Tues/Thurs
3. Return completed form to prolac@cod.edu.

**NOTE:** This does **NOT** guarantee that you will be placed at any of your preferred sites. The Program Coordinator will do the best they can but cannot promise placement based on your preference. See note below regarding Loyola & Gottlieb.

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<tr>
<th>Preference</th>
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<tr>
<td>Central DuPage Hospital</td>
<td>25 N. Winfield Road  &lt;br&gt;Winfield, IL  60190</td>
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<tr>
<td>Edward Hospital</td>
<td>801 S. Washington St.  &lt;br&gt;Naperville, IL  60566-3060</td>
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<tr>
<td>Elmhurst Memorial Hospital</td>
<td>155 E. Brush Hill Rd.  &lt;br&gt;Elmhurst, IL  60181</td>
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<tr>
<td>Good Samaritan Hospital</td>
<td>3815 Highland Ave.  &lt;br&gt;Downers Grove, IL  60139-1403</td>
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<td><strong>NOTE:</strong> If you do NOT have immune titers for HepB, MMR or varicella you CANNOT attend this site</td>
<td>Gottlieb Memorial Hospital</td>
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<td><strong>NOTE:</strong> If you do NOT have immune titers for HepB, MMR or varicella you CANNOT attend this site</td>
<td>Loyola Medical Center</td>
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<td>Northwest Community Hospital</td>
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<td>St. Alexis Medical Center</td>
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