

# College of DuPage

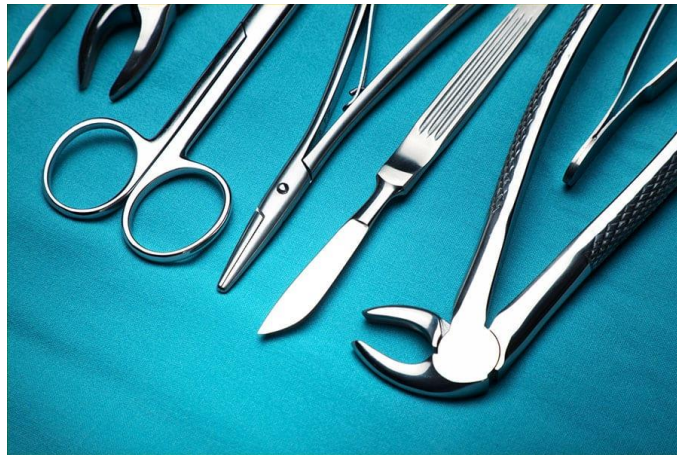
# Central Sterile Processing and Distribution

## Certificate Program

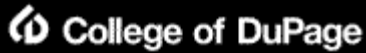
[www.cod.edu/cpdt](http://www.cod.edu/cpdt)

## Program Information & Registration Packet Fall 2022

(Registration is on a first-come, first serve basis)



**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](http://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



Nursing & Health Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
Division Office (630) 942-8331  
Fax (630)942-4222  
[www.cod.edu](http://www.cod.edu)

Dear Applicant,

Thank you for your interest in the College of DuPage Central Sterile Processing and Distribution (CSPD) program. This registration packet has been developed to provide you with a complete overview of our program including the process for registration.

The program includes 4 courses that can be completed in as little as one semester. CSPD1111 is an 8-week online didactic course that applies the principles of the sterile processing department necessary for professional certification and employment. CSPD1211 is an 8-week course that provides students hands-on experience in a hospital or surgery center. SURGT1000 evaluates the importance of ethical and professional behavior in healthcare. HLTHS-1110 is a biomedical terminology course that defines the terms, body systems, and language used in the medical field. All of these courses combined offer the COD CSPD certificate that help move you closer to the goal of working in healthcare.

If you have any further questions about the profession or program, please feel free to contact me at [moorej2352@cod.edu](mailto:moorej2352@cod.edu)

I look forward to hearing from you,

*Jenny Cerpa*

**Jenny Cerpa, B.S., LPN, CST, CSPDT** | Central Sterile Processing and Distribution Program Chair  
College of DuPage | 425 Fawell Blvd., Glen Ellyn, IL 60137  
[moorej2352@cod.edu](mailto:moorej2352@cod.edu)  
<https://www.cod.edu/cpdt>

# College of DuPage

## Central Sterile Processing and Distribution Program

### **Program Overview:**

The Central Sterile Processing Distribution Technician Program prepares competent professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The curriculum incorporates Healthcare Sterile Processing Association (HSPA) professional standards, guidelines, and competencies. The program is a 12 credit program that consists of CSPD1111, CSPD1211, SURGT1000 and HLTHS110.

Upon successful completion of the Sterile Processing Distribution Program you will receive the College of DuPage certification. You will also be eligible to sit for the Healthcare Sterile Processing Association (HSPA) Provisional Certification Exam, or the Certification Board of Sterile Processing Technicians (CBSPD) certification exam.

### **Essential Functions**

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a surgical technologist. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. Only you can decide if this career is right for you. It is better to recognize if a program is a right fit before committing to a career. Once admitted into the program, students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. *Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

### **Gross Motor Skills:**

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

### **Fine Motor Skills:**

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure (ex. surgical instruments)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate small microscopic instruments)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser, detergents)

### **Physical Endurance:**

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment

### **Physical Strength:**

- Push and pull 50 pounds (e.g., carry instrument pans, move equipment)
- Support 50 pounds of weight (e.g., large instruments/trays)
- Lift 50 pounds (e.g., instrument trays, equipment)
- Carry equipment/supplies (e.g., lift instrument pans)
- Squeeze with hands (e.g., operate fire extinguishers)

**Hearing:**

- Ability to hear normal speaking level sounds (e.g., person to person conversation,)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in decontamination department)

**Visual:**

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small instruments)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)

**Environment:**

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors (e.g., chemicals, detergents)
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses)
- Tolerate working indoors
- Tolerate working in extreme temperatures

**Emotional Stability:**

- Establish professional relationships
- Adapt to changing environment/stress
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Accept constructive feedback
- Accept responsibility for own actions

**Interpersonal Skills:**

- Establish rapport with individuals (e.g., staff members and hospital staff)
- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

## **Total Credit Hours Required for Certificate**

Total Credit Hours Required for Certificate: 12 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 (3 credit hours)
2. **CSPD1211** Central Sterile Processing and Distribution Practicum (3 credits hours)
3. **SURGT 1000** Ethics in Health Care (3 credit hours)
4. **HLTHS 1110** Biomedical Terminology (3 credit hours )

## **Estimate of Student Fees**

Please visit the [Program Costs webpage](#) for estimated fees.

There may be additional costs incurred during the program. Costs may include (but are not limited to) parking, transportation, fingerprinting, clinical site databases, etc. The student will be responsible for these costs.

## **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 HSPA/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.

## **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

*“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 CSPD1211 Central Sterile Processing and Distribution Practicum 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 CSPD1211 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.**

- If you have not been admitted to College of DuPage, please complete the **non-refundable \$20** [College of DuPage General Admissions Application online](#). **This application is for general admissions to College of DuPage only.**
  - \* 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.
- View the Central Sterile Processing and Distribution Advising Session. Follow the link below for access:  
<https://www.cod.edu/academics/programs/central-processing-distribution/advising-session.aspx>
- E-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) including your full name and COD ID#. Specify you will be beginning the health requirements for CSPD1211. **NOTE:** The pre-requisite to enroll in CSPD 1211 is completion of or concurrent enrollment in CSPD 1111 (or equivalent) with a grade of 'C' or better.
- You will then be notified of your next steps via email which is the following:
- Complete a **Criminal Background Check** through [CastleBranch.com](#) (details listed below for each requirement)
  - Go to [CastleBranch.com](#) and enter package code: **CL88bg**
  - **Payment Information** – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.
    - a. You will receive a **Release Form in your “To Do List”** after your order is placed.
    - b. **Complete & submit the CastleBranch Release Form by e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or faxing to 910-343-9731**
    - c. Please note, that your background check will **not** get processed until the release form is received so please return to them asap.
  - **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.
  - **If you need assistance, contact CastleBranch** at 888-723-41263.
- **Completion of all Health Requirements**, including a chart review with *Edward Corporate Health*, that confirms you have met the clinical placement requirements. In summary, you have 2 options for completing your health requirements. You can use your **own Healthcare Provider** or choose **Edward Corporate Health (ECH)**. (You are encouraged to use your own healthcare provider so that you can use insurance. ECH does not accept insurance). You **must** read the [Health Requirements Packet](#) for all details. Please refer to the Health Requirements video link at <https://youtu.be/N7ZMZscZKyU> as well.

➤ **Summary of Health Requirements:**

(NOTE: You must have IGg immune titers for Hep B, MMR & Varicella. Proof of the vaccine series will **not** be acceptable).

- QuantiFERON TB Gold Blood Test: **Must be Dated 12/10/21 or later.**
- Physical Exam – within the last year (please have your healthcare provider use the Physical Exam form found in the [Health Requirement packet](#)).
- TDAP vaccine
- Hepatitis B Immune IGg Titer (blood test)
- Varicella Immune IGg Titer (blood test)
- MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)
- Flu Vaccine: The current **2022-2023 Flu Vaccine**
  - **COVID-19 Vaccine – Please email proof to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)**  
COVID-19 Vaccine → NOTE: You are required to submit proof in 2 separate places:
    - Submit to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)
    - Submit to the **COD website** at <https://www.cod.edu/coronavirus/vaccine-verification.aspx>

➤ **Schedule Chart Review with Edward Corporate Health**

After you complete all the necessary health requirements above, you need to schedule an in-person **Chart Review appointment with Edward Corporate Health**. Cost of Chart Review: \$30

Call one of the following Edward Corporate Health locations for an in-person Chart Review:

1. Naperville (630) 527-7299 (press 2 to schedule an appointment)
2. Bolingbrook (630) 527-7299 (press 2 to schedule an appointment)
3. Addison (331) 221-0570 (press 2 to schedule an appointment)
4. Elmhurst (331) 221-0570 (press 2 to schedule an appointment)

The Program Support Specialist for the CSPD 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).

- **American Heart Association (AHA) BLS CPR Certification:** 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 last date of the semester of the class in which you are enrolled. **Please email proof of certification to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu).**
- **Health Insurance Card proof** – Are clinical partners require that you obtain comprehensive health insurance that is *valid from the first date of clinicals to the last date of the semester in which you are enrolled*. (If you do not have health insurance, please visit the [Student Health Insurance website](#) for additional details). **Please email proof of certification to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu).**
- The **Completion Deadline** for the above requirements is **prior to course start date or by the time the course fills.**
- You will also be required to sign at least three (3) Policy Forms. You will submit to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu). These policy forms will be e-mailed to you after you are given registration clearance.
- Once the above steps are completed, you will then be granted permission to register. Please monitor your email.

## **REQUIREMENTS TO COMPLETE AFTER Registration:**

- Complete a **Drug Test** –according to dates below

➤ **If taking 1<sup>st</sup> 8 week section (August start) – DUE DATE: 8/29/2022**

**On 8/1/22 or later**, go to [CastleBranch.com](https://www.castlebranch.com) and enter package code: **CL88dt**.  
**Please allow about 3-5 business days for your drug results to be posted once you take the drug test**

After you place your order, please check your MyCB Profile “To Do List” as you will receive a “Drug Screen Registration” form within 24-48 hours. You will print out the form and take it to a Quest Diagnostic Lab locations listed on the form. (NOTE: If you take the drug test earlier than 8/1/22, you will need to re-pay and re-take the drug test. If you also receive a “dilute negative” result, you will also need to re-pay and re-take the test).

➤ **If taking 2<sup>nd</sup> 8 week section (October start) – DUE DATE: 10/25/2022**

**On 9/27/22 or later**, go to [CastleBranch.com](https://www.castlebranch.com) and enter package code: **CL88dt**. **Please allow about 3-5 business days for your drug results to be posted once you take the drug test**

After you place your order, please check your MyCB Profile “To Do List” as you will receive a “Drug Screen Registration” form within 24-48 hours. You will print out the form and take it to a Quest Diagnostic Lab location listed on the form. (NOTE: If you take the drug test earlier than 9/27/22, you will need to re-pay and re-take the drug test. If you also receive a “dilute negative” result, you will also need to re-pay and re-take the test).