

## **Sterile Processing Technology Program Pre-Admission Packet**

### **Mission Statement**

Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state of the art equipment and clinical training in order to perform in the job market of today's healthcare environment.

Our goal is to ensure that each student will emerge with exemplary skills and the confidence needed to meet the demands of today's growing healthcare field for both providers and patients.

Our commitment to excellence of a teaching and learning environment sustains the knowledge and skills to meet the standards and needs of the community we serve...

### **Our History**

Medical Career Institute is an educational alliance consisting of members of the community such as physicians, dentists, nurses, ultrasound sonographers, surgical technicians, medical assistants, certified billers and coders along with the determination of dedicated personnel whose desire is to support their community by educating and inspiring students. All of our training is provided by these medical professionals teaching in their fields of expertise. Medical Career Institute was founded in New Jersey in February of 2006.

### **Our School**

Medical Career Institute is located at 901 West Park Ave, Ocean Township, NJ. School occupies approximately 9000 square feet on the second floor of the two-story professional building in Cobblestone Village. The building is fully air conditioned with an elevator and it is environmentally tailored for educational purposes. Parking is available at the school parking lot and numerous varieties of eateries are also within walking distance. The facility meets the requirements for handicapped students.

The School's phone number is 732 695-1190.

Medical Career Institute provides an on-campus classrooms and work-simulated laboratory environment with program-appropriate equipment to further acquaint students with the health care atmosphere that they will encounter in their chosen field of employment specialty. Class size is limited to an average of ten to twenty students per instructor to maximize learning and personal attention. Lunchroom and lavatories are also available for students use.

The method of programs delivery at Medical Career Institute is residential and designed for individuals with a wide range of academic preparation and educational needs. Our curricula are guided by and meet requirements of national accrediting agencies in preparing students for national tests to achieve their licenses and certificates

## Approvals

Medical Career Institute is approved by the United States Department of Education and New Jersey Department of Education and Labor and Workforce Development, Division of One Stop Coordination and Support, School Approval Unit, John Finch Plaza, Labor Building, 2<sup>nd</sup> floor, Trenton, New Jersey 08625. The programs offered at Medical Career Institute are approved for GI Bill® VA benefit programs. Medical Career Institute also participates in Workforce Investment Act (WIA) and vocational rehabilitation programs. Currently, all programs are eligible for participation in federal Title IV Students Assistance Program.

## Accreditations

Accreditation is a voluntary process undertaken by a school to demonstrate compliance with specific standards intended to indicate a level of educational quality. There are two types of accreditations: Institutional and Programmatic. Institutional accreditation involves a comprehensive review of the entire school. Thus, when a school in the United States is accredited, it means it has passed a set of criteria stipulated by an accrediting agency, consequently allowing eligible students to apply for governments grants and loans. Programmatic Accreditation is achieved by the school for individual programs. Programmatic Accreditation provides graduates with the eligibility to sit for various highly recognized registry exams immediately upon graduation without any requirements of work experience. Programmatic Accreditation thus serves as a further indication that the program meets the highest standards of the education and may therefore directly influence graduates with job opportunities.

## Institutional Accreditation

- **Medical Career Institute** is institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503, [www.abhes.org](http://www.abhes.org)

## Programmatic Accreditations

- **The Diagnostic Medical Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, [www.caahep.org](http://www.caahep.org). The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-DMS, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043 P: 443-973-3251, [www.jrcdms.org](http://www.jrcdms.org).
- **The Cardiovascular Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, [www.caahep.org](http://www.caahep.org). The Joint Review Committee on Education in Cardiovascular Sonography (JRC-CVT) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-CVT, 1449 Hill Street, Whitinsville, MA 01588 P: 978 456-5594, [www.jrcvct.org](http://www.jrcvct.org).
- **The Surgical Technology Program** is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503 [www.abhes.org](http://www.abhes.org)

## Membership

Medical Career Institute and/or its staff are members of Society of Diagnostic Medical Sonography (SDMS), Association of Surgical Technologists (AST), American Medical Association (AMA), The Healthcare Sterile Processing Association (HSPA) [formerly the International Association of Healthcare Central Service Materiel Management (IAHCSMM)] American Association of Medical Assistants (AAMA) and American Heart Association (AHA).

## **Nondiscrimination Statement**

Medical Career Institute, Inc. is an Equal Opportunity Employer and educational training institution. Medical Career Institute does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in all educational programs and activities as long as the applicant's special needs does not prevent them from properly providing the necessary and appropriate level of care to patients.

## **Admission Requirements and Procedures**

1. All candidates must be at least eighteen (18) years of age before enrolling.
2. All candidates must have a valid government issued picture ID and a Social Security card
3. All candidates must possess at a minimum a High School Diploma (High School Transcripts showing graduation date), or copy of General Education Diploma (GED). Foreign graduates in addition must present certified English translation of required documents and evaluation confirming that the documents meet U.S. equivalency.
4. All candidates must be interviewed by an admission's representative and/or program director to review and discuss the program and prerequisites needed for enrollment.
5. All candidates must complete and sign pre-enrollment documents.
6. All candidates must complete health clearance and immunizations, must have cleared background check and negative drug screening. Results may be required prior to the program acceptance.
7. All candidates must sign the Enrollment Agreement and pay the appropriate application/registration fees.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## **Transferability of Credits and/or Clock Hours**

Medical Career Institute uses clock hours and quarter credit hours (see specific program outline) for providing transcripts of all completed courses. However, decision regarding the transferability of issued credit hours for completed courses is at the discretion of the receiving institution. Medical Career Institute does not provide assurance as to the transferability of credits earned.

Students seeking to transfer course credits from other accredited educational institutions are responsible for having Official Transcripts forwarded to Medical Career Institute for review. Only courses completed within the last five years and congruent to the selected program for which the student has earned a grade of "C" or above will be evaluated. Submission of school catalog or course syllabus for a review may also be required. The Educational Director makes the final decision as to the acceptance of course transferability.

## **Advanced Placement/Experiential Learning Policy**

Students with credits from previous accredited programs may be eligible for Advanced Placement at designated periods within a specific program. Official transcripts will be evaluated upon receipt by the faculty and Educational Director. Experiential Learning for mastery of Medical Terminology from previous occupational experience may allow a perspective student to challenge Medical Terminology through examination. It is recommended that the curriculum be continuous and Medical Terminology be the initial course, even if the purpose is to reinforce knowledge.

## **Returning and Transferring Student's Policy**

Medical Career Institute allows students to return and/or transfer to a different program provided students were not dismissed from the school. Although not guaranteed, returning and/or transferring students may seek a monetary scholarship for completed courses, however, they will have to attend all of the new program's classes. There are no attendance exemptions. Only courses completed within one year of the new program start date and congruent to the new program curriculum will be considered. The new program admissions criteria and requirements will apply. The final decision of acceptance or rejection of the returning and/or transferring students is made by the Program Director.

## **Reasonable Accommodations Policy**

Medical Career Institute, Inc. as an Equal Opportunity Employer and educational training institution does not discriminate against individuals on the basis of special needs as long as the special needs do not limit the applicant in properly providing the necessary and appropriate level of care to patients and will be able to do so without creating a safety hazard to themselves or others, including patients. Applicants with special needs are required to complete a Special Accommodation Request form which is provided by the school.

## **ADA Compliance**

Medical Career Institute complies with the guidelines set forth in the Americans with Disabilities Act of 1990. Individuals with special needs are allowed to apply to any of the programs offered by the Medical Career Institute. However, applications of candidates who indicate that they cannot meet one or more of the “Physical and Technical Standards” expected in the healthcare industry will be specifically reviewed and considered by the Medical Career Institute’s Review Committee which includes the Educational School Director, the Program Director, Faculty, Clinical Coordinator and/or Career Counselor. The Review Committee will determine if reasonable accommodations are possible to facilitate successful completion of the program in preparation for the national credentialing examination, the clinical lab and externship training. In its review of the applicant the Review Committee will determine if there are reasonable accommodations available for the applicant which will not create an undue hardship to the Medical Career Institute including but is not limited to making a fundamental alteration in the nature of the training activities program or in unwarranted financial or administrative burden. Applicant will be notified in writing of the decision of the Review Committee generally within fourteen (14) calendar days of the submission of the full and complete Special Accommodation Request Form. The decision of the Review Committee is final.

## **Physical and Technical Standards**

Admission applicants must be able to perform specific skills in order to care for patients safely and perform all the essential job functions that will require of them to demonstrate cognitive, psychomotor, and effective job-related skills. Medical Career Institute has accepted the following standards for applicants to its programs:

1. Ability to communicate effectively and clearly in English to with patients, doctors and other personnel through speech, reading, and writing.
2. Ability to assist patients on and off exam tables, wheel chairs, etc.
3. Ability to regularly stand, walk, sit, kneel, squat, bend/stoop, use hands and fingers to handle or feel.
4. Ability with no limitations in the use of both hands, wrists, and shoulders.
5. Ability to manipulate dials, buttons, and switches.
6. Ability to distinguish audible sounds.
7. Ability to distinguish multiple shades of grey and colors.
8. Ability to read fine print with or without visual aid.

## **Registration for courses**

Prospective students may register (subject to availability of sets) at any time up to the first day of class for the initial courses. Students can register by mail or in person as long as the admission requirements are met and initial payment for the Registration fee was received (school accepts cash, money orders, personal and cashier checks). Students receiving financial assistance or who have a student loan should bring documentation of such when registering.

## **Orientation**

All enrolling students are required to attend orientation prior to the start of classes. Orientation takes place on campus usually one or two days before the start of the class and it is two to four hours long depending on number of enrolled students. During the orientation students are introduced to school policies, administrative staff and faculty as well as navigating the school campus. Students receive a copy of the Medical Career Institute Student Handbook outlining the school’s rules, regulations, policies and the privacy rights of students (FERPA) as specified in the Official School Catalog. Medical uniforms (scrubs) and program books are also distributed. Use of school facilities, code of conduct, academic integrity, dress code, attendance, school closings, communication and teamwork are part of the discussion. Time management tips are presented to students during orientation with a goal to develop successful study habits in order to obtain Satisfactory Academic Progress.

## Program Costs

Tests and Required Fees include expenses associated with Background Check, Drugs Screenings, Healthcare Provider CPR & AED Certification, Student’s Comprehensive General Liability Insurance Policy, certification practice exams and initial testing for credentialing exam. White Lab coats are \$30.00 each and color coordinated (by program) scrubs with imprinted school’s logo are \$35.00 a set (one top and one bottom) and must be purchased by the student from Medical Career Institute as priced. Upon the acceptance to the program, nonrefundable (after 3 business days) \$100.00 application fee must be submitted within 10 business days. At that time the applicant will also sign an Enrollment Agreement and will be issued the Official School Catalog. The table below indicates programs tuition and expenses.

Program	Tuition	Application	Registration	Books	Tools/Supplies	Cert. Exam	Total
Sterile Processing Technology	\$9,500	\$100	\$200	\$280	\$360.00	\$125	\$10,565

## Additional Expenses

Prior to entering (on-campus and/or off-campus) laboratory skills area as well as assignment to a designated clinical externship site students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold). Necessary form will be provided. Students must also wear white sneakers or nurse’s shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above clinical necessities are the responsibility of the student and may vary according to different site’s requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

## Non-Payment Policy

In the event it should be necessary to enter into a collection process, as a result of non-payment of any money due to the school there may be a 30% collection costs plus attorney’s fee added to the outstanding balance. Additionally, interest will accrue at a rate of 12% annually on any outstanding balance. School reserves the right to assign outstanding balance for collection without prior notice to student.

## Certification Exams and Clinical Requirements included with the program

- Healthcare Provider CPR & AED .....
- Student’s Liability Insurance Policy.....
- Two sets of scrubs .....
- Background Check .....

### Additional background check costs are incurred for the following:

1. Student has lived in more than two counties in the State of New Jersey,
2. Student has lived outside of New Jersey,
3. Student has had a name change within the last 7 years

**\*\*\*Note: Background check is not processed until payment has been received by the agency.**

- Drug Screening .....
- National Credentialing Exam administered by the International Association of Healthcare Central Service Material Management (IAHCSMM) [www.iahcsmm.org](http://www.iahcsmm.org) .  
Initial IAHCSMM Certification Exam.....

**\*\*\*Retake of National Credentialing Exam is at student’s additional expense**

## **Cancellation Refund Policy**

Students must adhere to the following procedures:

- All requests for cancellation by the student must be made in writing, signed and delivered by mail or hand to the Administration Office of Medical Career Institute 901 West Park Avenue Ocean NJ 07712.
- All monies will be refunded if Medical Career Institute does not accept the applicant or if the applicant cancels within three (3) business days after both parties signed the Enrollment Agreement.
- Students who cancel after (3) business days but prior to the first day of class attendance will receive a full refund of all monies paid less the application and registration fee of \$100.00
- Medical Career Institute reserves the right to postpone and/or cancel the scheduled class. Should Medical Career Institute cancel and/or postpone scheduled class for more than (30) thirty days, enrolled students may withdraw from the program and receive a full refund. No other compensation will be granted.

## **Withdrawal Refund Policy**

Students must adhere to the following procedures:

- Students must complete a withdrawal form available in the Main Office and must submit it to the Administration.
- Refunds are determined for students who withdraw from a Medical Career Institute program prior to their expected graduation date.
- The date of withdrawal is the date that Medical Career Institute has determined that a student was no longer in school.
- Refunds are made within thirty (30) calendar days of the notification of withdrawal or forty-five (45) days from the last date of recorded attendance.
- The last date of recorded attendance is the last day that student has attended academic activity, which may include class projects, clinical experience or examinations.
- Books, equipment, supplies and/or uniforms are nonrefundable.
- Refunds are based on the tuition retention policy set forth below.

### **If Cancellation/Withdrawal occurs:**

### **Medical Career Institute will retain:**

During the first 5 days of the program.....	10% of the tuition
During the sixth thru the fifteenth day of the program .....	20% of the tuition
During the sixteenth day but prior to 25% of the program.....	45% of the tuition
After 25% but prior to 50% of the program.....	70% of the tuition
After completion of more than 50 % of the program.....	100% of the tuition

## **School Calendar**

The school will observe the following legal holidays and vacation. Classes will not be held. Legal holidays and vacation are not counted as part of the contracted time schedule. School's vacation time doesn't apply to students participating at the clinical externship sites.

### **Legal Holidays**

New Year's Day.....
Memorial Day.....
Labor Day.....
Thanksgiving (2 Days) .....

### **Vacation – School Closed**

Independence Day (July 4 <sup>th</sup> Week) .....
Christmas Day thru New Year's Day.....

## **Sterile Processing Technician**

Certificate Program / 40.0 Quarter Credit Hours

Day Class 29 weeks / Evening Class 29 Weeks / 712 Clock Hours

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The Sterile Processing program at Medical Career Institute is based on The International Association of Healthcare Central Service Material Management (IAHCSMM) training requirements and complies with its policies and procedures in preparing students for the certification exam mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. Method of program delivery is residential. This program prepares graduates to work as a skilled Registered Central Service Technicians in hospitals, ambulatory surgery centers and endoscopy colonoscopy clinics. Essential functions of a Registered Central Service Technicians are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with medical instruments and equipment.

### ***Objectives of the program:***

- Teaching courses in terminology, anatomy, physiology, law, ethics, federal & state regulations and standards, cleaning, decontamination, sterilization, packaging, storage, inventory management, safety and ambulatory surgery practices.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge and proper use of decontamination and sterilization equipment, proper chemical disinfection, flash sterilization, high and low temperature sterilization of basic and complex surgical instrumentation, communication and human relation skills.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical sites (hospitals and surgical centers).

### ***At the completion of the program the diligent student will be:***

- Proficient in performing entry-level Sterile Technician tasks and responsibilities.
- Awarded a Certificate of Completion.
- Establish eligibility to test for the Registered Certified Central Processing Technician's credentialing exam administered by The International Association of Healthcare Central Service Material Management (IAHCSMM).
- Able to seek an entry-level employment in facilities such as hospitals and outpatient surgical centers, dental clinics and endoscopy/colonoscopy suites.

## **Program Length and Schedule**

The Sterile Processing Technology Program is 712 clock hours in length and includes; 252 hours of on-campus didactic, 60 hours of on-campus hands-on laboratory skills, and 400 hours of off-campus clinical externship.

***Day Classes:*** During the first 13 weeks of the day program classes are scheduled at 6 hours per day Monday thru Thursday 8:00 a.m. to 2:30 p.m. and are held on-campus. The final 16 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 25 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

***Evening classes:*** During the first 16 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 16 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 25 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

## **Laboratory and Clinical Requirements**

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold). Necessary forms will be provided. Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Sterile Processing Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

## **General Appearance and Personal Hygiene**

Looking "Professional" helps one to act "Professional".

1. Practice good personal hygiene, i.e., soap, water, deodorant. Abstinence from perfume, cologne and heavy makeup use is advised.
2. Nails must be clean and business length (no wraps nail polish or designs).
3. Long hair must be off shoulder and arranged in neat manner. No head covering, unless required for religious purposes.
4. Men – clean shaven, facial hair neat and trimmed.
5. Jewelry must be moderate and appropriate for a health care professional.
6. Facial piercing, i.e. eyebrow, nose, lip, etc., in most medical environments are not considered appropriate and may be considered hazardous to both the professional and the patient.
7. Tattoos shall be covered.
8. Scrub uniforms must be neat and clean, pants hemmed.

## **Student Pregnancy Policy**

Work in the healthcare setting can involve exposure to chemicals, radiation levels, infectious diseases or tasks that present risks to the fetus especially in the first trimester. A student who becomes pregnant or suspects she is pregnant is advised to notify the school director of that fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy.) The student should provide the school director with a doctor's note stating the doctor's approval for the student to continue in the program. It will be the decision of the student as to whether she will or will not continue in school, request a leave of absence, or drop from the program, provided the student has put her decision in writing to the school director. The student will be placed in the next year's class only on a space available basis, should she decide to take a leave of absence. The school will not be obligated to permit any special work limitations to accommodate pregnant students. Once the school is informed of the pregnancy, and written statement by the student, the school shall not be responsible for any decision made by the student.



## Credentialing Exams

Upon satisfactory completion of Sterile Processing Technology Program graduates are eligible to sit for the International Association of Healthcare Central Service Material Management [www.iahcsmm.org](http://www.iahcsmm.org) certificate exam to become a Certified Registered Central Service Technicians. This credential is mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrolment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with IAHCSSM.**

## Student Employment While Attending Program

- **Policy:** Should a Sterile Processing student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## Employment

Many of Sterile Processing Technicians are employed in hospital's Central Sterile Processing Departments and Ambulatory Care Centers. They may also be utilized in clinics, surgery centers, and offices of ophthalmologists, physicians or dentists. Their broad educational background, plus specialized focus, allows Sterile Processing Technicians to function well in a number of diverse areas of their field as well as cross-train to Surgical Technology Program. Employment possibilities in addition to Central Sterile Processing Departments may include material management, product development, research or sales. Essential functions of a Sterile Processing Technician are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with instruments and equipment. For expected salary please refer to web site: [www.salary.com](http://www.salary.com).

## Working Conditions

Sterile Processing Technicians work in well lit, cool and controlled environment. They may be on their feet for long periods of time and may have to lift and push equipment and supplies. They may at times be exposed to communicable diseases, unpleasant sights, odors and gases, heat and steam, biohazard materials and chemicals. It is vital their attention be focused on the tasks at hand. Most technicians work a regular 40-hour week: although they may be "part-time", work nights, weekends and holidays on a rotating basis depending on the facility.

## Sterile Processing Technology Program Outline

Courses	<b>Module 1</b> /On-campus, 20 hours per week	Lecture Hours	Lab Hours	Total Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> /on-campus Externship rules, Resume, Job search & interviews, Dress / Professionalism	5	0	5	0.5
MT 101	<b>Medical Terminology with Basic A&amp;P</b> Medical words as word root, prefixes, suffixes and their meanings Body Organization, Cells, Tissue, and Systems	96	0	96	9.5
<b>Module 1 Total Hour and Quarter Credit Hours</b>		<b>101</b>	<b>0</b>	<b>101</b>	<b>10.0</b>
<b>Module 2</b> /On-campus 20 hours per week					
SPT 201	<b>Microbiology &amp; Infection Prevention</b> Bacterial & Non-bacterial Microorganisms, Microscope, Protecting Patients & Employees	24	6	30	2.5
SPT 202	<b>Federal &amp; State, Regulations &amp; Standards</b> Rules & Responsibilities in SPD, Tools for Cleaning, Decontamination, Point of Use Preparation & Transport	30	0	30	3.0
SPT 203	<b>Cleaning &amp; Decontamination</b> Protocols, Agents, Chemical Disinfection, Basic & Complex Surgical Instruments Handling	37	18	55	4.5
SPT 204	<b>Sterilization, Packaging &amp; Storage</b> Package Selection, Flash, High & Low Temperatures Sterilization	24	24	48	3.5
SPT 205	<b>Inventory Management</b> Perpetual & Alternative Inventory Control, Patient Care Equipment, --.\ A`Z Tracking Systems, Quality Assurance		12	24	1.5
SPT 206	<b>Safety &amp; Ambulatory Surgery Practices</b> Communication & Human Relation Skills, SPD in other Practices	12	0	12	1.0
<b>Module 2 Total Hours and Quarter Credit Hours</b>		<b>139</b>	<b>60</b>	<b>199</b>	<b>16.0</b>
<b>Module 3</b> / 40 hours per week					
SPT 301	<b>National Examination Review</b> /on-campus Simulated credentialing exams & comprehensive overview of the subject	12	0	12	1.0
SPT 303	<b>Clinical Externship</b> /Off-campus at Clinical Site Sterile Processing Tasks	0	0	400	13.0
<b>Module 3 Total Hours and Quarter Credit Hours</b>		<b>12</b>	<b>0</b>	<b>412</b>	<b>14.0</b>
<b>Program Hours and Quarter Credit Hours</b>				<b>712</b>	<b>40.0</b>