



Skyline College

STERILE PROCESSING TECHNOLOGY PROGRAM STUDENT HANDBOOK



WELCOME to Skyline College Sterile Processing Technology Program

Welcome to an exciting new chapter in your academic and professional journey. You're about to embark on a path that is not only intellectually stimulating and technically demanding, but also deeply meaningful. Sterile Processing Technology is a career that blends precision with compassion, where your knowledge, skills, and heart will make a real difference in the lives of others.

At Skyline College, our mission is to empower and transform a global community of learners. As a student in the program, you are now part of that mission. You'll gain the tools and support needed to grow into a confident, capable, and compassionate healthcare professional. You will graduate ready to thrive in fast-paced operating rooms and contribute to teams committed to ensuring patients' healing and hope.

This educational experience will challenge you physically, emotionally, and mentally. You'll be learning new procedures, instruments, technology, techniques, and ways of thinking. You'll meet people from all walks of life and build connections that will last a lifetime. There may be moments of stress, but you will also be building confidence, great pride, and fulfillment as you rise to meet each new challenge.

Healthcare needs dedicated individuals like you, students who are ready to work hard, care deeply, and bring excellence to every task. We, your instructors, honor your commitment to this career path and applaud your courage in stepping into such an important role in the healing professions.

This Student Handbook is your guide to the Sterile Processing Technology Program. It contains essential information to help you navigate the semesters ahead with clarity and confidence. Please read it thoroughly before your first day and keep it accessible throughout your time in the program.

We look forward to learning and growing with you!

With great respect and warmest regards,

Teresa Barnes, CST
Program Director

STUDENT HANDBOOK ACKNOWLEDGMENT

By signing below, I confirm that I have received the Skyline College Sterile Processing Student Handbook in paper and/or digital format.

I acknowledge that I have read, understand, and agree to abide by all the policies, procedures, regulations, and guidelines outlined in the handbook. I accept full responsibility for upholding the standards and expectations set forth as a student in the Sterile Processing Technology Program.

Print Name: _____

Student Signature: _____

Date: ____/____/____

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PROGRAM OVERVIEW

Sterile processing professionals play a critical role in preventing infection by cleaning, sterilizing, assembling, storing, and distributing medical supplies and instruments. The Sterile Processing Department (SPD) serves as the central hub of activity for all equipment and supplies used in surgery and patient care across a healthcare facility.

During your clinical experience as a sterile processing intern, your daily responsibilities may vary depending on the clinical site. In general, your duties focus on infection prevention and include:

- Decontaminating, cleaning, and sterilizing surgical instruments, medical devices, and equipment
- Processing, assembling, packaging, and storing medical devices and surgical supplies (such as gloves, masks, and needles)
- Maintaining inventory and distributing supplies and equipment to departments in need

In the clinical setting, you will work in a dynamic, fast-paced, and primarily behind-the-scenes environment. Although sterile processing technicians play an essential role in infection control, they typically have little direct patient contact. However, due to the nature of the work, there is a risk of exposure to blood, bodily fluids, and harsh cleaning agents. Strict adherence to safety protocols and the use of personal protective equipment (PPE) are essential to protect yourself while performing decontamination and sterilization tasks.

Skyline College Sterile Processing Technology Program

Skyline College's Sterile Processing Technology (SPT) Program is an intensive, two-semester program that includes lectures, skills lab, and clinical experience components.

- Spring Semester: Students complete coursework in anatomy and physiology, microbiology, sterilization and disinfection, surgical instrumentation, safety, and healthcare regulations. Lab practice focuses on developing hands-on skills in instrument processing and sterilization procedures.
- Clinical Semester: Students are assigned to a Sterile Processing Department in a hospital or surgery center based on availability. During this clinical rotation, under the supervision of hospital and surgical center staff, students gain hands-on experience in decontamination, assembly, sterilization, and distribution of instruments, equipment, and supplies, adhering to a set evaluation structure to complete the program.
 - Students are expected to complete a minimum of 6 hours per day, 30 hours per week during the clinical internship, and must maintain flexible availability to meet the program's scheduling and site requirements.

The on-campus lab course and clinical site experience are designed to provide the number of clinical hours required by the **Healthcare Sterile Processing Association (HSPA)** to meet eligibility for taking the certification exam. Graduates will receive an industry-recognized Certificate of Completion from Skyline College, which qualifies the graduate to take the **CRCST certification exam**.

- Healthcare Sterile Processing Association (HSPA) 55 West Wacker Drive, Suite 501 Chicago, IL 60601 Telephone: (800) 962-8274

Program Requirements Before Starting Class

Before starting classes, students admitted to the program are required to complete the following

- a social security-referenced background check
- a drug test

Estimated Costs

Total tuition for the program is approximately \$734. Note that other requirements, such as the background check, drug screening, clinical requirement software, gas for travel, textbooks, and other supplies, make the total cost of the program closer to \$1,100.

Item	Fee Approximation
Course tuition	Around \$734
Immunizations	Up to \$155
HSPA (formally IAHCSP) Membership Yearly Fee	\$50 - \$60
Textbooks	\$135
Castle Branch Package Cost	\$123
Scrubs, shoes, and misc. supplies	Around \$80
Total	Around \$1287

STERILE PROCESSING PROGRAM STUDENT LEARNING OUTCOMES

Students completing this program will be able to:

- Demonstrate knowledge of Sterile Processing equal to an entry-level Sterile Processing Technologist.
- Demonstrate competence in clinical skills equal to an entry-level Sterile Processing Technologist.
- Demonstrate behavior appropriate for an entry-level Sterile Processing Technologist.

COLLEGE ACCREDITATION

Skyline College is accredited by the Commission for Accreditation of Community and Junior Colleges, 3402 Mendocino Street, Santa Rosa, CA 95403.



CURRICULUM OVERVIEW

Course Descriptions

SURG 445 Introduction to Sterile Processing					
The two courses provide an introduction to concepts and practical applications of sterile processing, distribution, and instrumentation. Includes basics of human anatomy, infection control, aseptic technique, sterile processing, decontamination, and disinfection.					
<u>Units</u>	Credit Letter	<u>Lecture Hours/Semester</u>	<u>Lab Hours/Semester</u>	<u>Homework Hours/Semester</u>	<u>Total Student Learning Hours</u>
7	Grade Only	48-54	192-216	96-108	336-378
<u>Prerequisites:</u> Admission to the Sterile Processing Technology Program					
SURG 446 Clinical Practice for Sterile Processing Technology					
Provides the student with supervised experience in sterile processing, supply distribution, and inventory control.					
<u>Units</u>	Credit Letter	<u>Field Experience Hours/Semester</u>			
8	Pass/No Pass	400-432			
<u>Prerequisites:</u> SURG 448 or equivalent.					

Course Aligned Student Learning Outcomes

COURSE	STUDENT LEARNING OUTCOMES (SLOS)
SURG 445 INTRODUCTION TO STERILE PROCESSING Catalog Description: The first of two courses provides an introduction to concepts and practical applications of sterile processing, distribution and instrumentation. Includes basics of human anatomy, infection control, aseptic technique, sterile processing, decontamination, and disinfection.	
Units: 7.0 units Hours/Semester: 48.0-54.0 Lab hours; 96.0-108.0 Method of Grading: Letter Grade Only	Lecture hours; 192.0-216.0 Homework hours; 336.0-378.0 Prerequisite: Admission to the Sterile Processing
STUDENT LEARNING OUTCOME(S) (SLO'S): Upon successful completion of this course, a student will meet the following outcomes: 1. Perform in a classroom/laboratory setting the primary functions of a Hospital Sterile Processing Technician 2. Demonstrate communication skills and behaviors consistent with a Hospital Sterile Processing Technician 3. Identify a minimum of 40 surgical instruments SPECIFIC INSTRUCTIONAL OBJECTIVES: Upon successful completion of this course, a student will be able to: 1. Explain the role of Sterile Processing in patient care. 2. Use appropriate medical terminology to communicate with related hospital departments. 3. Apply knowledge of human anatomy and physiology to the use of surgical instruments. 4. Demonstrate principles of microbiology and infection prevention in sterilization practices. 5. Select the appropriate sterilization process for a given item or instrument. 6. Analyze principles of cost containment in health care organizations. 7. Apply safety and risk management principles in daily practice. 8. Discuss decontamination procedures as they pertain to surgical instruments. 9. List three guiding principles of Supply Distribution.	
SURG 446 Clinical Practice for Sterile Processing Technology	
Units: 8.0 units Hours/Semester: 400.0-432.0 Method of Grading: Pass/No Pass Only	Field Experience hours; 384.0-432.0 Prerequisite: SURG 448 or equivalent.
STUDENT LEARNING OUTCOME(S) (SLO'S): Upon successful completion of this course, a student will meet the following outcomes: 1. Perform the primary functions of a Sterile Processing Technician. 2. Perform the primary functions of a Materials Management Technician. 3. Demonstrate communication skills and behaviors consistent with a Hospital Central Service/Sterile Processing Technician. SPECIFIC INSTRUCTIONAL OBJECTIVES: Upon successful completion of this course, a student will be able to: 1. Describe the proper sequence for decontamination of surgical instrumentation. 2. Demonstrate and monitor sterile processing methods at the level of an Advanced Beginner. 3. Utilize inventory control principles in handling supplies. 4. Discuss three types of distribution systems. 5. Describe the purpose of supply carts and demonstrate proper restocking of carts. 6. Identify surgical instruments found in four basic sets. 7. Demonstrate behavior appropriate for hospital personnel. 8. Select and apply appropriate sterile packaging systems	

GENERAL INFORMATION

Classroom

Please be aware that other programs, including the Surgical Technology Program, use the classroom. Classrooms are kept clean and are expected to be kept clean. There is no eating during lectures and labs for everyone's safety and courtesy to the teacher/speaker. Drinks are allowed if kept in sealed containers, such as a travel coffee mug or water bottle. A microwave oven and refrigerator are available for staff and students to use before class or during breaks. If you use these items, please clean up after yourself.

ACADEMIC AND CLINICAL READINESS REQUIREMENTS

Academic Performance Expectations

Students enrolled in the Sterile Processing Technology Program are expected to meet high academic standards in both didactic and clinical settings. Success in the program requires consistent preparation, engagement, and professional behavior. The grading scale reflects the expectations set by the Program Advisory Board and faculty, emphasizing that all graduates of the program must demonstrate proficiency at or above average to ensure patient safety and quality care.

Academic progress is measured through:

- Regular quizzes and exams
- Clinical evaluations
- Skills demonstrations
- Assignments and projects
- Presentations
- Final written and skills-based assessments

Each course syllabus details specific grading components. Students must adhere to all academic deadlines, complete assigned work with integrity, and demonstrate competency in both knowledge and applied skills to remain in good standing.

A student must maintain a minimum of 75% (C grade) in all courses. Any grade below this is considered failing in the program.

Rest, Alertness, and Professional Readiness

Sterile Processing students are required to maintain a level of rest and alertness appropriate for practice in a high-risk, fast-paced operating room environment. The work involves complex equipment, sharp instruments, electrical devices, and the care of human lives. Fatigue and lack of attentiveness place patients, staff, and other students at risk of harm. Therefore, students are expected to obtain adequate nightly sleep, proper nutrition, and stress management to meet the physical and cognitive demands of the clinical environment and training. Entering the clinical or classroom setting without sufficient rest impairs judgment, slows reaction time, and reduces the ability to follow complex instructions, conditions incompatible with safe practice. The expectation to arrive rested and fully attentive is a core professional standard, equal in importance to technical skill and academic preparation. Your performance in the classroom is evaluated to ensure you demonstrate the knowledge, skills, and professional behaviors necessary to succeed in the clinical setting. If your classroom performance does not meet program expectations, you will not be permitted to advance to the clinical internship or complete the program.



Re-Entry After Course Failure

The Sterile Processing Technology Program is a high-demand program with limited enrollment capacity. Students are admitted as part of a specific cohort and are expected to progress through the program in sequence with their cohort.

If a student fails any course within the program:

- They will lose their cohort designation and will not be guaranteed a seat in the program for the following year.
- The student must re-enter the admissions process, including reapplying and participating in the lottery selection process.
- There is no guaranteed admission into the second year or any subsequent portion of the program after failing a course, regardless of previous program enrollment.
- Admission will be based on space availability and lottery results in the year of reapplication.

This policy ensures that all seats in the program are filled by students who can progress as scheduled, maintaining fairness and access for all qualified applicants.

Grading Policy

Percentage	Letter Grade	Pass/No Pass
93–100%	A	P
84–92%	B	P
75–83%	C	P
70–74%	D	NP
≤ 69%	F	NP

Syllabus Responsibilities

Each course syllabus serves as a contract and guide for course expectations. Students are responsible for:

- Reviewing syllabi daily
- Completing assigned readings and assignments before class
- Monitoring updates to schedules, assignments, and testing

The syllabus is a living document and may be revised. Students will be given at least 24 hours' notice when changes occur. Using the syllabus as a roadmap promotes success, supports accountability, and aligns students with course learning outcomes and competencies.

Academic Counseling

Students should meet with an academic counselor each semester.

GENERAL ATTENDANCE EXPECTATIONS

Regular attendance is mandatory for all courses, labs, and clinical assignments. Participation and punctuality are essential to success in this intensive, hands-on program. Excessive absences or tardiness reflect unprofessional behavior and may lead to disciplinary action or dismissal.

Classroom & Clinical Attendance Policies

- Daily sign-in by the time class starts, and sign-out is required for all on-campus courses.
 - Tardy sign-ins count toward absences.
- Timecards must be signed daily by the Charge Nurse/Nurse Manager at clinical sites.
- Three (3) tardies = one (1) absence.
- Three (3) absences = written warning and grade deduction.
- Seven (7) absences = dismissal from the program.

All absences are recorded for accountability; however, documented absences for illness, bereavement, or emergency may be reviewed by the Program Director to determine eligibility for make-up opportunities.

Absence Notification Procedure

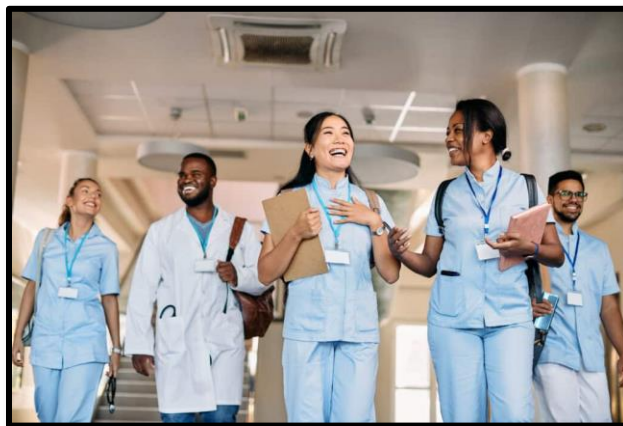
If a student is late or absent from class or a clinical site, they are expected to notify both the instructor and the clinical site by phone before the start of the scheduled class or shift. Email may also be used, but same-day notifications must be made by phone, as email alone is not sufficient. Whenever possible, students should provide advance written notice of absences.

All students must keep the phone numbers of instructors and clinical sites readily available to ensure timely communication. Failure to notify is considered a "Failure to Report", meaning the student did not call or notify their assigned duty station when expected. A "Failure to Appear" means the student did not attend or left the site without authorization or notification. Ongoing absenteeism or lack of communication will result in progressive disciplinary action and will lead to dismissal from the program.

- Notify by email and phone both the instructor and the clinical site before the start of the class or shift that you will be absent.
- Submit advance written notice whenever possible.
- Do not rely on email for same-day notifications.
- Ongoing absenteeism without communication will result in progressive disciplinary steps and will lead to dismissal from the program.
- NOTE: Any student who fails to notify their clinical site supervisor and the course instructor about their absence is subject to receiving a failing grade or "No Pass" for non-compliance. "No Call, No Show" is an automatic job termination in the healthcare field and has the same effect in this program. Failure to report or failure to appear or any combination thereof, as mentioned above, is cause for disciplinary action up to dismissal from the program.

Missed Contact Hours & Student Responsibility

- Any missed course contact hours must be made up in accordance with program requirements.
- Make-up arrangements are subject to the instructor's availability and program scheduling; there is no guarantee of make-up opportunities for every absence.
- Students are fully responsible for obtaining and mastering all content, assignments, and skills covered during their absence, regardless of reason.



PROGRAM PROFESSIONAL ETIQUETTE & CLINICAL READINESS

From the moment you begin the program, you are being evaluated for clinical site readiness. Your performance is continuously monitored during classroom, lab, and clinical activities. Faculty assess not only your technical skills and academic progress, but also your professional behavior, attitude, and communication.

The program expects you to consistently demonstrate the highest level of professional etiquette, including:

- Respectful, courteous interactions with peers, faculty, staff, and clinical personnel.
- Punctuality, preparedness, and active participation in all activities.
- Appropriate professional language, demeanor, and body language.
- Compliance with dress code and appearance standards at all times.
- Strict adherence to confidentiality, safety, and ethical guidelines.

Failure to meet these expectations may result in corrective action, disciplinary measures, or removal from clinical placement, which can affect your ability to progress in the program.

Behavior and Communication Standards

As future healthcare professionals, students are expected to uphold the highest standards of professionalism. This includes behavior in classrooms, labs, and clinical settings. Students are under constant observation by instructors, preceptors, hospital staff, and patients.

Required Professional Behaviors

Students must:

- Arrive on time and be prepared for all classes and clinical assignments
- Maintain appropriate dress and hygiene per program dress code
- Communicate respectfully with faculty, staff, patients, guests, and peers
- Submit all work and documentation on time
- Protect patient privacy and confidentiality
- Accept constructive feedback and integrate it into professional growth
- Participate in team-based learning and contribute positively to the learning environment

To maintain a focused and professional learning environment, the use of personal communication devices is strictly regulated in both the classroom and clinical settings.

Unprofessional Conduct

The following behaviors may result in disciplinary action or dismissal:

- Excessive absences or tardiness
- Falsifying or failing to submit documentation
- Disrespectful, foul, or threatening behavior
- Academic dishonesty (cheating, plagiarism)
- Theft, destruction of property, or substance use
- Misuse of electronic devices in restricted environments

Clinical sites and the program reserve the right to remove any student whose behavior compromises the safety or professionalism of others.

Classroom Cell Phone Expectations

- All cell phones must be turned off during lectures, labs, and other instructional activities.
- Students may only check or respond to messages during scheduled breaks.
- Electronic devices are strictly prohibited during exams or testing sessions unless specifically approved for accessibility accommodations.

Smoking

Skyline College is a Non-Smoking facility (including vaping or using other electronic cigarettes or devices).

Change of Student Address

It is the responsibility of the student to notify Skyline College and the Sterile Processing Technology Program Director, in writing, of a change in address or telephone number. If a student moves during clinical rotation, the program is not obligated to transfer or provide another clinical site to the student if they move or change their address.

Progressive Disciplinary Procedure

The Program maintains high standards of academic integrity, professionalism, and safety in both classroom and clinical environments. When student behavior or performance falls below these standards, the program follows a progressive disciplinary process designed to promote accountability, support improvement, and ensure the safety and integrity of the educational and clinical settings.

This procedure provides students the opportunity to understand the concern, participate in corrective planning, and demonstrate improvement through structured support.

Purpose and Guiding Principles

- To provide fair, consistent, and transparent procedures for addressing behavioral, academic, or professional concerns.
- To uphold student rights and due process while protecting the safety of patients, peers, and staff.
- To offer structured opportunities for remediation and improvement before final disciplinary action is taken.
- To ensure that all actions are documented, objective, and aligned with college and district policies.

Steps in the Progressive Discipline Process

Step 1 – Verbal Counseling (Informal Intervention)

The first step in addressing a concern is a verbal counseling session between the student and the instructor or Program Director. This meeting serves as an early, informal intervention to clarify expectations and identify areas for improvement.

Purpose:

- Address minor or first-time infractions promptly and supportively.
- Clarify behavioral or performance expectations.
- Identify contributing factors and potential supports (e.g., tutoring, counseling, schedule adjustments).

Process:

- Instructor meets with the student to discuss specific behaviors or performance issues.
- Expectations and corrective actions are reviewed.
- The discussion is documented in a written document, outlining the issue is placed in the student's confidential file.
- Examples of concerns addressed at this level:
 - Occasional tardiness or incomplete assignments.
 - Unprofessional communication with peers or staff.
 - First instance of failure to follow safety, excessive cell phone use in class, disruptive behavior impacting the learning environment, or dress code policy.

Step 2 – Written Performance Improvement Plan and Program Probation

If the concern persists or if the issue is more serious, the student will meet with the instructor, Program Director, and/or Director of Allied Health to develop a Written Performance Improvement Plan (PIP) or Behavioral Contract.

Purpose:

- Provide a structured, written plan for improvement with measurable goals and deadlines.
- Reinforce accountability while offering guidance and resources for success.
- Communicate consequences for non-compliance.

The Written Plan will include:

- Description of the Issue – Specific behavior(s) or performance concerns.
- Expected Standards – Reference to relevant program or college policy.
- Action Plan for Improvement – Required steps or interventions (e.g., skills lab remediation, professional behavior workshop, counseling referral).
- Evaluation Timeline – Clear time frame for reassessment, typically 2–4 weeks.
- Consequences – Statement of next steps if improvement is not achieved.
- Signatures – Student, instructor, and Program Director acknowledgment of understanding.

Probationary Status:

The student remains enrolled but is placed on Program Probation for the duration of the plan.

During probation, student progress is closely monitored through check-ins or progress reviews.

- Successful completion of the plan returns the student to good standing.
- Failure to meet plan criteria may result in dismissal from the program.

Note:

If a student is removed from a clinical site by the facility or preceptor for reasons related to professionalism, safety, or conduct, they are not eligible for a performance plan and will automatically receive a failing grade for the clinical course, resulting in dismissal from the program.

Step 3 – Program Dismissal**Program dismissal occurs when:**

- The student fails to meet the conditions outlined in the Written Performance Plan
- The violation involves serious misconduct, safety violations, or ethical breaches
- The student's behavior poses a risk to patient safety, staff, or peers.

Examples of offenses warranting immediate dismissal:

- Breach of patient confidentiality or HIPAA violation.
- Falsification of clinical documentation or time records.
- Theft, harassment, or substance use during program activities.
- Academic dishonesty (cheating, plagiarism).
- Behavior that negatively impacts the learning environment.
- Unprofessional behavior that jeopardizes safety or program reputation.

Process:

The Program Director, in consultation with the Director of Allied Health and Dean of STEM, will conduct a review of documentation and provide the student with a written notice of dismissal. Students have the right to appeal through the College's formal Academic and Student Grievance Process.

ESSENTIAL JOB FUNCTIONS AND TECHNICAL STANDARDS The Sterile Processing Technology Program requires that students meet specific non-academic standards essential to the safe and effective performance of tasks in both the classroom and clinical environments. These standards ensure that students can fully participate in all aspects of the program and perform the duties of a Sterile Processing Technician without risk to themselves or others.

The program complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who believe they may require accommodations to meet these standards should contact the Educational Access Center before the start of the program.

Essential Functions and Abilities

Students must be able to demonstrate the following essential skills, with or without reasonable accommodation:

Skill	Standard Required for Safe Practice
Physical Ability	Stand or walk for prolonged periods (up to 8 hours per day). Lift and carry up to 30 pounds. Perform repetitive motions including bending, reaching, grasping, pushing, and pulling.
Motor Coordination	Possess fine motor skills to handle surgical instruments, operate sterilization equipment, and manipulate small parts safely and efficiently.
Vision	Distinguish colors, read small print, and identify instruments and labels accurately under varied lighting conditions.
Hearing	Hear and respond to verbal communication, alarms, and equipment signals promptly, even with background noise.
Communication	Communicate clearly and professionally in English, both orally and in writing, with faculty, staff, and healthcare personnel.
Cognitive Ability	Interpret, remember, and apply written and verbal instructions; prioritize tasks; and make sound judgments under pressure.
Emotional Stability	Maintain professionalism in high-stress environments and demonstrate appropriate emotional regulation, empathy, and teamwork.
Safety Awareness	Follow infection control, sterilization, and safety procedures accurately at all times.

Failure to meet these essential functions, with or without reasonable accommodation, may affect a student's eligibility for clinical participation and program completion.

ETHICAL STANDARDS & CONFIDENTIALITY

Students in the Sterile Processing Technology Program are entrusted with access to confidential patient and institutional information. Maintaining patient privacy and adhering to ethical and legal standards are mandatory.

Health Insurance Portability and Accountability Act (HIPAA) Compliance

All students are required to comply with the HIPAA and related confidentiality laws. This includes:

- Protecting all patient information—written, verbal, or electronic.
- Never discussing patient cases, names, or identifying details outside of clinical or classroom debriefings.
- Never photographing or recording patients, hospital environments, or documentation.
- Properly disposing of all documents containing protected health information (PHI).

Violations of HIPAA or confidentiality standards are considered serious breaches of professional ethics and will result in disciplinary action, including possible dismissal from the program.



HEALTH, SAFETY, AND CLEARANCE REQUIREMENTS

To ensure the safety of students, patients, and healthcare teams, all participants in the Sterile Processing Technology Program must meet specific health and clearance requirements before clinical training. These include immunization compliance, drug screening, background checks, and strict adherence to infection control policies.

These requirements are non-negotiable and must be completed by the designated deadlines to maintain enrollment and eligibility for clinical placement.

Immunization And Health Clearance

All students must complete a full physical examination and submit documentation verifying immunization compliance prior to entering the clinical phase (SURG 446). Immunization records must include proof of immunity via titer testing or vaccination for:

- Hepatitis B - Completion of the three-dose vaccination series and a post-vaccination titer showing immunity. If the student does not seroconvert, a booster is required, followed by an additional titer. Continued non-immunity will require a signed risk waiver.
- Varicella (Chickenpox)
- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (TDAP)
- Tuberculosis - Verified by either two negative PPD skin tests, a QuantiFERON test, or a chest X-ray
- Seasonal Influenza - Required annually and must be current - students can get the flu vaccine either from their physician or Skyline College Health & Wellness Services.
- COVID-19 (as required by clinical sites)

Note: "Proof of immunity" generally refers to blood titers showing positive serologic evidence.

Students who do not provide valid and timely documentation will be ineligible for clinical placement and may be withdrawn from the program.

Background Check and Drug Screening

To comply with hospital regulations and ensure patient safety, students are required to complete both a criminal background check and a 10-panel drug screening.

Note: All screenings must be completed before the first day of class. Failure to meet this deadline may result in forfeiture of the student's placement in the program.

Review And Decision Process for Background Check and Drug Screening

Screening results are reviewed by:

- Program Director
- Director of Allied Health
- Division Dean
- Vice Chancellor of Human Resources (as needed)

Students with disqualifying results may be deemed ineligible for clinical placement and may be dismissed from the program.

CLINICAL SITE POLICIES AND EXPECTATIONS

Clinical Affiliate Requirements

Clinical education is an essential component of the Sterile Processing Technology Program, providing students with real-world experience under the supervision of healthcare professionals. Clinical participation is mandatory and must be completed in accordance with program requirements, professional standards, and hospital policies.

Clinical affiliates have several safety and health requirements to ensure patient safety. Students are required to learn, understand, and follow the specific guidelines and policies of the hospital or surgical center while engaged in the field clinical experiences. As such, these requirements are mandatory upon acceptance to the program. Students may need to complete these requirements multiple times throughout the program.

The physical demands of a Sterile Processing Technician can be challenging. The following required abilities are necessary:

- Sit or stand up to eight (8) hours per day
- Capable of lifting and carrying 30 pounds
- Hear and communicate without visual cues
- Practice in a confined space under stressful conditions
- Have reliable transportation - public transportation is not considered a reliable option

Clinical placements are coordinated by the Program's Clinical Coordinator and are based on multiple factors, including:

- Student academic performance

- Attendance and professionalism
- Clinical readiness
- Site availability

Every effort is made to place students at sites within a 50-mile radius of Skyline College. However, placement may extend beyond that distance depending on clinical site availability.



Clinical Site Assignment Guidelines

- Students may not request or negotiate their own placements.
- Refusal of an assigned site may result in loss of priority placement or removal from the program.
- Assignments may be modified or rescinded at any time based on student performance, site capacity, or programmatic needs.
- Clinical sites reserve the right to deny placement based on background check or drug screening results, regardless of college admission status.

Students are expected to demonstrate flexibility and professionalism at all times. Failure to adapt to clinical assignment expectations may delay program completion and will lead to dismissal.

Note: Students may not participate in clinical training if they have an open or draining wound or are taking controlled substances that impair function. Clearance from a licensed physician is required to return to clinical duties in such cases.

The student must be assigned to appropriate learning opportunities at a Clinical site. A Preceptor must always be immediately available to assist the student. Sometimes, a hospital may be short of Sterile Processing staff and ask the student to "fill in" or "cover" an area alone. A student may not be assigned in place of a trained employee. This policy is in place to protect the patient from harm and the student and the hospital from legal liability. A student must have a preceptor assigned to them and cannot continue a shift or assignment unless they are available to them in their area (students cannot be by themselves). The program only offers 1 clinical site placement per student. A student will not be offered a 2nd site.

Absence & Tardiness Clinical Site Policies

Consistent attendance and punctuality are critical to student success in a clinical environment. Due to

the hands-on nature of your training, every absence impacts your learning and jeopardizes your standing in the program. Therefore, all students must arrive on time, in proper attire, and fully prepared for each clinical shift or class.

Definitions

- Tardiness: Arriving after the scheduled start time.
 - Three (3) instances of tardiness = One (1) absence
- Absence: Missing any scheduled clinical day or classroom session, regardless of reason.
 - Three (3) absences = Verbal and written warning
 - Seven (7) absences = May result in disciplinary action, including dismissal

Note: All absences count—this includes illness, family emergencies, transportation problems, or personal issues. There are no “excused” absences.

If a student anticipates being late or absent:

1. Notify the instructor and clinical site before the start of the shift.
2. Do not send emails on the day of the absence—Nurse Managers and instructors may not check email in real time.
3. When possible, provide advance written notice for planned absences.

Clinical Site Expectations

- Attendance is monitored closely by hospital staff and instructors.
- Students must sign in daily to class and have their timecards signed at clinical.
- Students removed from a clinical site due to excessive absenteeism or unprofessional conduct may not be reassigned, which can result in program dismissal.
- Ongoing absenteeism without communication will trigger progressive discipline and may result in termination from the program.

Clinical Site Dress Code

Students are expected to appear neat and professional in class and at the Clinical sites. Each Clinical site could be a future employment site or a source for a letter of reference. Students are advised to dress accordingly.

- In the classroom and clinical sites, the student shall wear official attire (scrub suit) according to the program policy. Do not wear street clothing or personal scrubs uniforms while working in the clinical site.
- The student will be provided a name tag by the clinical site. The name tag is to be worn during Clinical. Lost tags must be replaced as soon as possible.
- For the student's safety, jewelry and valuables must be left at home and cannot be worn at the clinical site during clinical hours.
- Contact lenses may be worn. Regular glasses must be worn for procedures where hazardous fumes may affect contact lenses.
- No nail polish or artificial nails shall be worn.
- Walking shoes shall be worn in the classroom and Sterile Processing Department. Open-toe and sling-back sandals are considered unsafe and cannot be worn.
- Scrub uniforms of matching color (Gray) may be purchased by the student to be worn during SURG 448 and SURG 446 (while in the lab or when arriving at the clinical site).

Clinical Site Social Media and Electronics Professionalism

The use of cell phones, cameras, or any electronic devices in clinical areas is strictly prohibited. Students may not photograph, record, or post about patients, staff, peers, or clinical experiences on social media under any circumstances. Such actions constitute a serious breach of professionalism, confidentiality, and patient trust. Additionally, unprofessional digital conduct, including but not limited to posting about patients, clinical sites, or staff negatively or disrespectfully, will not be tolerated. Violations of this policy may result in immediate removal from the clinical site, course failure, and dismissal from the Sterile Processing Technology Program.



Medication And Safety Policy

The safety of patients, students, and staff is the highest priority in the program. Students must be physically and mentally capable of performing all required duties in the classroom, lab, and clinical settings without impairment.

Use Of Controlled or Mood-Altering Substances

Students taking prescribed medications that may impair cognitive or motor function are responsible for notifying the Program Director before engaging in clinical activities. Disclosure should be limited to the functional impact, not the diagnosis.

Requirements for Resuming Training After Taking a Controlled Substance:

- Written documentation from a licensed physician confirming the medical necessity for the medication.
- Follow-up drug screening showing no presence of impairing substances before resuming clinical or lab duties.
- Students may not participate in clinical or lab activities until officially cleared by the Program Director.

Note: Clinical sites have the discretion to deny student placement regardless of program admission status. Students are strongly encouraged to disclose any medical history or treatment that may affect placement early in the process.

Injury And Safety-Related Restrictions

Injuries sustained during the program (e.g., burns, cuts, fractures, or other conditions) that limit a student's ability to safely perform required skills, such as handling instruments or maintaining sterile technique. Any injury must be reported to the Program Director immediately.

Requirements to Resume Training After an Injury:

- Written clearance from a licensed physician indicating the student is safe to return to all program activities without restrictions.

- Possible reassessment by faculty to confirm the student can meet all technical and safety requirements before returning to clinical or lab work.

The Program Director will work with the student to determine an appropriate timeline for return and ensure all accreditation and safety standards are maintained while advising the student on how to continue course progress.

Infection Control and Exposure Policy

Hospitals and clinical healthcare environments pose a high risk for exposure to blood and bodily fluids. Students are expected to follow all infection control procedures to minimize risk to themselves, patients, and healthcare staff. Such as:

- Exposure refers to contact between these substances and bare skin, broken skin, or mucous membranes (e.g., eyes, mouth).
- Body substances include tissue and/or body fluids, particularly blood or fluids contaminated with blood.

In the event of exposure to blood or body fluids, take these immediate steps:

1. Notify the Program Instructor and clinical educator, or Sterile Processing Manager
2. Follow the hospital's protocol for exposure or injury
3. Obtain immediate medical evaluation or treatment
4. Complete:
 - Hospital incident documentation
 - Skyline College Allied Health Incident Report
 - Workers' Compensation claim form (available through the College)

Note: After receiving treatment, students must complete all hospital documentation and keep copies for personal records. If the San Mateo Community College District (SMCCD) denies the claim, the student may be financially responsible for treatment.

Injuries that occur on campus must be reported immediately to the program instructor. Students should seek care at Skyline College's Health Center and submit an incident report within 24 hours.

Failure to follow the appropriate exposure protocol may impact the student's ability to return to clinical placement and may result in disciplinary action.

Latex Sensitivity

- The student must be evaluated by an allergist familiar with CDC protocols for latex exposure.
- Upon confirmation of sensitivity, the student will:
 - Be counseled by program instructors
 - Receive a list of latex-containing products and their safer alternatives
- The program will attempt to secure a clinical site that can provide reasonable accommodations.

Note: If no clinical site is able to safely accommodate the student's latex allergy, the student will be unable to complete the program due to safety and liability concerns.

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

The Skyline College Sterile Processing Technology Program holds students to the highest standards of academic integrity and professional conduct. As future healthcare professionals, students must consistently demonstrate honesty, responsibility, respect, and ethical decision-making in both academic and clinical environments. Failure to uphold these standards may result in disciplinary action, including dismissal from the program.

Academic Integrity

Academic integrity is the foundation of professional credibility and personal growth. All students are expected to complete their own work, honestly represent their knowledge and abilities, and comply with all College and Program policies regarding academic conduct.

Cheating And Plagiarism

Academic dishonesty includes, but is not limited to:

- Copying from another student's test or assignment
- Submitting previously completed work from another course without approval
- Using unauthorized materials during examinations
- Altering graded work and resubmitting it without permission
- Purchasing or using work from term paper services
- Representing another person's ideas, writing, or creative work as your own (plagiarism)
- Permitting another person to complete or submit work in your name
- Lying to an instructor or College official to influence a grade
- Stealing or removing tests or examinations from the classroom
- Forging signatures on college documents

Academic dishonesty compromises the value of your education, violates program trust, and may result in sanctions such as a failing grade, referral to the Director of Allied Health, or dismissal from the program. It is the student's responsibility to know what constitutes academic dishonesty. If unclear, you should speak with your professor. Students should also follow the regulations outlined in the Skyline College Catalog.

Use Of Artificial Intelligence (AI) Tools

Artificial Intelligence (AI) tools (e.g., ChatGPT, Grammarly, etc.) may be used only when explicitly permitted by the instructor. Students are responsible for ensuring that all work submitted represents their own learning, critical thinking, and understanding. AI Misuse Includes:

- Submitting AI-generated content as your own without proper attribution
- Using AI to complete graded assignments, quizzes, clinical reflections, or evaluations without approval
- Relying on AI to bypass learning objectives or replicate professional documentation
- Failing to verify the accuracy of AI-generated content

Misuse of AI will be treated as plagiarism or academic misconduct and is subject to disciplinary action in accordance with the Skyline College Student Code of Conduct. Technology should enhance your learning, not replace it.

Professional Conduct

Students are under constant observation in both classroom and clinical settings. Faculty, hospital staff, patients, and peers all expect professional behavior that reflects integrity, respect, and accountability.

Expectations For Professional Behavior

Students must:

- Abide by all program and College policies
- Attend all scheduled classes and clinical assignments, on time and prepared
- Communicate respectfully with faculty, staff, patients, and peers
- Maintain confidentiality and patient privacy
- Submit all assignments, logs, evaluations, and documentation on time
- Dress appropriately and maintain personal hygiene per program standards
- Participate in class and team activities
- Accept constructive feedback and demonstrate willingness to improve

Unprofessional Behavior

The following behaviors are grounds for disciplinary action and possible dismissal:

- Chronic absences or tardiness
- Falsifying documentation or clinical records
- Aggressive, lewd, or disrespectful behavior toward others
- Appearing under the influence of drugs or alcohol, or smelling of marijuana
- Plagiarism or cheating
- Theft or damage to college or hospital property
- Misuse of personal electronics during class or clinical
- Refusing feedback, disrupting the learning environment, or violating clinical policies

Professionalism is not optional. Your behavior as a student reflects your readiness for professional practice in high-risk healthcare environments.

Academic Integrity and Honest Student Appeals

In all instances, a student who has been subject to an academic or disciplinary sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures.



COMPLAINT & GRIEVANCE PROCESS

The Sterile Processing Technology Program strives to resolve student concerns promptly, respectfully, and at the lowest possible level. Students are encouraged to communicate concerns directly and professionally.

Step 1: Informal Resolution

The student should first discuss the issue directly with the instructor involved to clarify expectations or resolve misunderstandings.

Step 2: Program-Level Review

If the issue remains unresolved, the student may submit a written statement of concern to the Program Director within ten (10) instructional days. The Program Director will review the concern, meet with involved parties, and issue a written response.

Step 3: Division Review

If unsatisfied, the student may escalate the complaint to the Director of Allied Health or Dean of Science, Math, and Technology, who will review documentation and meet with all parties as needed.

Information and forms are available at: Skyline Student Code of Conduct
Retaliation for filing a complaint or grievance is strictly prohibited.

COMMUNICATION REPORTING PROTOCOL

To maintain professionalism and ensure effective resolution of concerns, all students must follow the established chain of communication.

Reporting Hierarchy

1. Course Instructor – First point of contact for class, lab, or clinical issues
2. Program Director – For unresolved issues or program policy questions
3. Director of Allied Health – For matters affecting multiple programs or personnel
4. Dean, STEM – For appeals or disciplinary matters
5. Vice President of Instruction – For final administrative review

Students are expected to communicate respectfully and use email or in-person meetings, not text or social media, for official communication.

POLICY & PROCEDURE FOR INJURED STUDENTS

If A Student Becomes Ill or Is Injured While in Class

The student must report the incident to the course faculty immediately. Serious injuries may prevent you from continuing the course or may require you to leave the facility. The course faculty will notify appropriate parties to assist you (i.e., relatives, etc.).

Note: Please update your *emergency contact information* is up to date.

Students Must:

1. Obtain treatment at the Health Center if the injury occurs on campus. Should the injury on campus occur after the Health Center closes or outside of the Health Center's business hours, Emergency Services (i.e., 911) may be called to obtain treatment or transport you to a healthcare facility. If an injury occurs at the clinical site, get treatment at the clinical site, and ensure all injury and incident reports are completed before you leave the facility. You must file a Skyline Incident Injury Report with the following information: a printed, legible name of the person treating you and their title, what treatment they provided you, date of treatment, location of treatment, and time of treatment. If it is not legible, you may have issues with your claim.
2. File a California Workman's Compensation packet with the course faculty within 24 hours of the incident to ensure you are covered for other issues related to your injury. A copy will be provided to you and the SMCCD District Human Resource Office for processing.
3. Suppose you receive a medical bill from the facility or institution. In that case, you are required to bring that bill to SMCCD District Human Resources for processing, as you may not be liable for payment (if the injury is proven to have occurred at the site or campus during your clinical time). The clinical facility is mandated to provide you with some form of treatment (either a band-aid or other care as deemed appropriate).
4. Your course faculty or designated Skyline College (i.e., Human Resource person, Nurse, Clinical Coordinator, etc.) representative will follow up with you with any additional paperwork, counseling, education, etc., regarding your injury.

Policy & Procedure for Students Injured or Exposed to Body Substances at Clinical Rotation Site:

Definitions: "Body Substances" include tissue and/or body fluids, especially blood and fluids contaminated with blood. "Exposure" means the substance contacted bare or broken skin and/or mucous membranes.

If injured at a clinical site

1. Notify preceptor and instructor immediately.
2. Follow site's exposure protocol and receive treatment.
3. Complete hospital and Skyline incident reports within 24 hours.
4. Submit documentation to the Program Director.

The student should

- Immediately report the accident, injury, needle stick, splash, or other exposure to body substances. Report to the clinical site supervisor or course faculty immediately.
- Follow the hospital's protocol for employees regarding accidents or body substance exposures.
 - Obtain treatment:
 - Complete all mandatory College and hospital forms (except Worker's Comp, which is filled out with the course faculty later)
 - Keep copies for your records
 - Complete the Skyline College Allied Health Incident Report
 - Complete San Mateo Community College Workers' Compensation form



STUDENT SUPPORT RESOURCES

Students must not only demonstrate effective computer skills, but will also need to have regular and consistent access to a computer, laptop, or tablet, as well as a reliable internet connection.

If students need to borrow equipment, the Skyline College Library offers a free Equipment Checkout Program to students.

Skyline Library

<https://skylinecollege.edu/library/> Building 5, 2nd Floor
Reserve a [Group Study Room](#) in the library
Need to [borrow a computer](#)

Learning Technology Support

The College District provides learning technology support for certain issues when utilizing [Zoom](#), [WebSMART](#), student [Gmail](#), or [Canvas](#). Click the buttons to get help.

Zero Cost Textbooks

Do you know about Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) classes?

<https://guides.skylinecollege.edu/adoptedoer/ztccourseinfo>

Skyline Learning Center

FREE! Tutoring in Math, English, Reading, Writing, Test-taking Skills, Study Skills

<https://skylinecollege.edu/library/> Building 5, 1st Floor

Skyline Stem Center

STEM Center brings together academic and student support services for students taking science, technology, engineering, and math courses.

<https://skylinecollege.edu/stemcenter/> Building 7, 3rd Floor

Child Development Center

The Skyline College Child Development Laboratory Center is a laboratory program that provides a comprehensive child care and early education program for students, staff, and faculty of the San Mateo County Community College District and community members.

<https://skylinecollege.edu/childdevelopmentcenter/> 650-738-7071 Building 14

Educational Access Center – Students with Disabilities

In coordination with the Educational Access Center, reasonable accommodation shall be provided to any student with a disability deemed qualified by the EAC office. This includes learning disabilities as well as physical disabilities. If a student has special needs, they must see the instructor on or before the first day of class to submit an accommodation letter and to discuss these needs.

<https://skylinecollege.edu/educationalaccesscenter/> 650-738-4280 Building 6

Health & Wellness Services

Juggling work, school, and family responsibilities can feel overwhelming at times, and that's completely normal. The demands of healthcare provider training, especially in a rigorous program like Sterile Processing Technology, can bring both personal and academic challenges. But you don't have to face them alone. Skyline College Counselors will support you every step of the way. Whether you need help

with educational planning, navigating academic probation or dismissal, applying for associate degrees or certificates, evaluating transcripts, planning your courses, or exploring transfer and career options, we're here to help you succeed.

 <https://www.skylinecollege.edu/healthandwellness/index.php>  650-738-4270  Building 19

Psychological Services (Personal Counseling)

Short-term, confidential therapy is available for registered students. Counseling can help with academic stress, relationships, grief, identity development, and more. Don't wait until things feel overwhelming; support is here for you.

 <https://www.skylinecollege.edu/healthandwellness/personalcounseling.php>

Temporary Housing

During the Spring externship, students will be assigned to hospitals in the Greater San Francisco Bay Area. All efforts will be made to assign students to locations closest to their homes. However, clinical sites may become available in locations 50 miles or more away, and commuting may place the student at risk of being late. There is temporary housing available through a private realtor.

 www.Oakwood.com.

SPARKPoint At Skyline College

SPARKPoint is a one-stop financial and career support center designed to help students and community members achieve financial stability. Services include food assistance, financial coaching, public benefits screening, legal clinics, and free groceries through the Skyline College Food Pantry.

 <https://skylinecollege.edu/sparkpoint/services/index.php>

Basic Needs Resources (The Grove / Food Pantry)

Students experiencing food insecurity or other basic needs challenges can receive [free groceries](#), toiletries, and supplies through Skyline's food pantry and basic needs.

 650-738-7035  Building 1, Room 1-214

Transfer Center

Supports students in identifying and planning for transfer opportunities to CSU, UC, private, and out-of-state universities. Offers workshops, one-on-one advising, and application assistance.

 <https://skylinecollege.edu/transfercenter/>  650-738-4232

Career Services

Provides resume help, interview preparation, career exploration, and job placement resources. Especially helpful as you near program completion and begin seeking full-time work in the sterile processing field.

 <https://skylinecollege.edu/careerservices/>  650-738-4337  Building 1, 3rd Floor

Financial Aid Office

Offers help with completing the FAFSA or California Dream Act, understanding financial aid eligibility, and securing emergency grants or scholarships, such as Pathway Scholars

 <https://skylinecollege.edu/financialaid/>  650-738-4236  Building 19, Room 104

LEAVE OF ABSENCE (LOA)

The Program acknowledges that students may encounter circumstances that necessitate a temporary leave. Due to the highly structured and sequential nature of the program, all leave requests are carefully reviewed to strike a balance between student needs and program integrity, as well as accreditation standards and clinical site requirements.

Requesting a Leave of Absence

- Students requesting a Leave of Absence (LOA) longer than one week must submit a formal, written request to the Program Director.
- Requests should be submitted at least two weeks in advance whenever possible. Retroactive requests will not be approved except in verified emergencies.
- Approval is not automatic and is granted on a case-by-case basis, considering academic standing, program requirements, and documentation provided.

Types of Leave

- Personal Leave: May be granted at the discretion of the Program Director based on documented circumstances (e.g., family, financial, or work-related issues).
- Medical Leave: Must be supported by a letter from a licensed physician that:
 - Describes the medical condition, and
 - Provides the estimated length of time the student will be unable to attend.

Return from Medical Leave requires a physician's written clearance verifying that the student is physically able to resume full participation in all program activities, including meeting all essential functions for safe performance in the operating room.

Duration and Limitations

- LOAs will not exceed one academic semester in length. If your leave extends past one semester, you will be required to reapply through the next cohort selection process.
- Students may not take more than one LOA during the program.
- All program requirements, including clinical case minimums, must be completed within the maximum program length permitted by accreditation standards.

Eligibility for Leave

To be eligible, the student must:

- Be in satisfactory academic and clinical standing at the time of the request.
- Not be under active disciplinary action or professionalism review.
- Demonstrate that the condition or circumstance does not pose a long-term risk to safe practice.

Financial Aid and Enrollment Status

Students are responsible for contacting the Financial Aid Office and Admissions & Records to understand how a Leave of Absence will affect:

- Financial aid eligibility
- Enrollment status
- Tuition and refund policies

Returning from Leave

Students returning from any LOA must:

- Provide required documentation (e.g., physician clearance, updated onboarding requirements such as background checks, immunizations, CPR, drug screening).
- Complete a skills assessment or lab check-off if required by the Program Director to verify readiness.
- Demonstrate compliance with any updated program, college, or clinical site requirements.

RE-ENTRY POLICY AFTER A LEAVE OF ABSENCE

Students who withdraw or take a LOA may need to reapply for program entry through the lottery process. Re-entry and clinical site placement are not guaranteed.

Eligibility for Re-Entry requires that the student:

- Was in good academic and clinical standing at the time of withdrawal.
- Demonstrates resolution of the circumstances leading to withdrawal.
- Develops a Student Success Plan with the Program Director.
- Completes updated program requirements (e.g., immunizations, CPR, background check, drug screen).

Additional Conditions:

- Placement is space-available only and dependent on faculty and clinical site capacity.
- Students may be required to repeat specific courses, complete refresher training, or demonstrate proficiency before re-entry.
- If a student declines an offered re-entry spot, they forfeit eligibility for that cycle.

Appeals

- Decisions regarding LOA and re-entry are final at the Program Director level.
- Students may pursue further appeal only through the College's formal academic grievance process, as outlined in college policy.

If, for any reason, a student returns to the program after an extended absence (i.e., dismissal from a clinical site, Leave of Absence, etc.) the student will be required to perform a demonstrative assessment and/or additional assessments to indicate they are competent in returning to a clinical site. *Students who do not schedule or pass their demonstrative and/or additional assessments will not be eligible to return to clinical sites or be eligible for clinical site placement.



CERTIFICATION AND GRADUATION PROCEDURES

Upon successful completion of all coursework and clinical hours, students are eligible and need to apply for the Certified Registered Central Service Technician (CRCST) exam through the Healthcare Sterile Processing Association (HSPA).

Certification Steps

- **Verify Completion:** Program Director confirms all course and clinical requirements are met.
- **Submit Application:** Students complete the HSPA CRCST application at www.myhspa.org.
- **Documentation:** Include proof of 400 clinical hours (provided by Skyline College).
- **Schedule Exam:** Upon HSPA approval, schedule the exam.
- **Certification Awarded:** Students who pass receive CRCST credential recognition and may apply for employment.

PROGRAM ADVISORY COMMITTEE & CONTINUOUS IMPROVEMENT

The Sterile Processing Technology Program is guided by a Program Advisory Committee (PAC) composed of healthcare professionals, employers, graduates, faculty, and community representatives.

The PAC meets annually to:

- Review program curriculum, outcomes, and certification results.
- Provide input on industry trends and workforce needs.
- Recommend program improvements and equipment updates.
- Ensure continued alignment with HSPA standards and community expectations.

Student feedback, employer surveys, and accreditation outcomes are presented during PAC meetings to promote continuous quality improvement and student success.

HANDBOOK AMENDMENT/REVISION

This handbook can be revised and amended whenever necessary to enhance and clarify any policy, procedure, regulation, or standard for the Sterile Processing Technology Program. Notice of any change will be provided to the student using written, verbal, or digital confirmation (or a combination thereof), citing the date the change takes effect. Handbooks are revised throughout the academic year; refer to the "Version History" to ensure you have an updated copy of this handbook.

Version History

Reviewed and revised on 11/11/22 A.E.

Reviewed and revised on 12/22/22 R.L.

Reviewed and revised on 4/7/23 R.L.

Reviewed and revised on 10/23/2025 KL