



Central Sterile Processing Admission Policies and Procedures Fall 2017

Deadline, January 27, 2017

Admissions policies and procedures are subject to change as necessary and without prior notice.

****NOTE: DCCC students are permitted to compete for TWO selective programs****

Central Sterile Processing Admission Requirements must be on file in the Admissions Office on or before **January 27, 2017**. (*Applicants completing the process after the deadline may be considered as late qualifying applicants on a space available basis*).

- ___ a. **DCCC Application for Admission** for those not currently enrolled at DCCC.
- ___ b. **High school transcript, GED®/HiSET, NC High School Equivalency, Adult High School score report** (High school seniors should submit a current transcript by the deadline and a final transcript by July 1, 2017);
- ___ c. **OFFICIAL college transcripts** from colleges attended. All transcripts are not required, only those in which you plan to transfer credit must be submitted. College transcripts must arrive in original sealed envelopes. *Faxed, copied, and on-line transcripts are not acceptable*;
- ___ d. **Placement scores** meeting Central Sterile Processing placement requirements (or approved equivalent) in the areas of computer skills, sentence skills, reading comprehension, arithmetic and algebra;
- ___ e. **Fall 2017 Central Sterile Processing Intent Form** submitted to admissions. The form is provided as the last page of this packet.
- ___ f. **Eligibility Review** – After completing the requirements above, you are responsible for completing an Eligibility Review with an Enrollment Counselor between October 1, 2016 – January 27, 2017. This checklist and grades from supporting courses will be reviewed.

NOTE: Meeting all admission requirements does not guarantee placement into the Central Sterile Processing program.

Important Dates to remember:

Intent Forms Available	September 6, 2016 – January 27, 2017
Satisfactory completion of all required preparatory courses	December 31, 2016
Central Sterile Processing Application Process Completion (See page 1)	January 27, 2017
Acceptance/Alternate Letters mailed	March 17, 2017
Deadline to Confirm Seat (if accepted)	March 31, 2017

Current Program Capacities and Notes:

Program	Accepts	Additional Notes
Central Sterile Processing	10	<ul style="list-style-type: none"> • Program begins each fall semester • This is a day time program • Classes are primarily face-to-face • Core courses meet on the Davie Medical Center - Mocksville Campus

Ranking and Selection

Admissions will begin the ranking process after the deadline.

Possible Points	Criteria:
1-4 points	Prior completion of Anatomy and Physiology (BIO 163 or both* BIO 165 and BIO 166). A = 4 points; B = 3 points; C = 2 points (current high school seniors with a completed HS lab science above general biology with a grade of 'A' or 'B' will earn 2 points.) *Both BIO 165 & BIO 166 MUST be taken at the same institution. OR Completion of BIO 094: 1 point.
1 point	Completion of ACA 090 with a grade of SA, SB, or SC.
1 point	Completion of FOCUS2 Assessment.
6 points	Total Points

Applicants with the highest overall scores will be offered seats in Central Sterile Processing.

Alternate List for the Programs

Applicants meeting the primary deadline, but not ranked in the top slots for selection will be placed on an alternate list and admitted in order if space becomes available. Applicants qualifying after the deadline may also be placed on the alternate list, **but must contact their Enrollment Counselor for an eligibility review.** Alternates will not be carried over to the following year and will need to reapply for the next cycle.

Late Program Applicants:

If Central Sterile Processing does not fill to capacity, late qualifying applicants may be considered. Late applicants must meet all admissions requirements on page one of this packet and contact the Selective Admissions Counselor for a file review and placement on the alternate list. Placement on the alternate list is based upon the date applicant meets eligibility and has his/her Eligibility Review.

HEALTH EVALUATION FOR ACCEPTED CENTRAL STERILE PROCESSING STUDENTS:

Applicants should be aware that admission to Central Sterile Processing is dependent upon physical and emotional health, compatible with the ability to function within the scope of practice. To document evidence of satisfactory health, accepted Central Sterile Processing students may access a copy of the Student Health Forms, available on the website <https://davidsonccc.edu/conditionally-accepted-ah-clinical-training-requirements>. Proof of required immunizations are also required. The cost to obtain the physical examination and required vaccinations is the responsibility of the student and should be completed prior to the starting Sterile Processing courses.

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

CRIMINAL BACKGROUND CHECK & DRUG SCREENING FOR ACCEPTED CENTRAL STERILE PROCESSING STUDENTS

Clinical sites require a criminal background check and drug screening prior to participation in clinical site visits. Background checks are conducted through a contracted agency and include nation-wide criminal record and sexual predator checks. A 12-panel urine drug screen must be obtained from a DCCC-approved lab. Additional details can be obtained on the website: <https://davidsonccc.edu/conditionally-accepted-ah-clinical-training-requirements>

If any facility refuses to allow the student to participate in the clinical experience at that agency as a result of those findings, the student will not be able to progress in the program. Inability to progress will result in failure of the course and removal from the program.

Scheduling of Classes in Central Sterile Processing (Davie Medical Center – Mocksville Campus)

Enrollment in Central Sterile Processing will require attendance at class or clinical laboratories at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies within the region may be necessary. Notification regarding clinical lab schedules is given as soon as possible, usually several weeks in advance. Students will be expected to attend clinical labs off campus at the site and time designated.

PLACEMENT ASSESSMENT AND EDUCATIONAL BACKGROUND INFORMATION: One criterion for each subject must be met to achieve program eligibility. Other placement tests or high school transcript exemptions are subject to approval by your Enrollment Specialist.

COMPUTER SKILLS	Computer Skills score of 60 or above within the last 5 years	Satisfactory completion of CTS 080 within the last 5 years.	Satisfactory completion (grade “C” or above) of an acceptable college-level (associate degree or higher) or high school computer course within the last 5 years or high school GPA exemption.
WRITING	ACCUPLACER Sentence Skills score of 86 or above or combined score of 166 with reading OR NC DAP DRE Composite score of 151 or over within the last 5 years	Satisfactory completion of ENG 090 or ENG 095 or DRE 098 or DRE099	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.
READING	ACCUPLACER Reading Comprehension score of 80 or above or combined score of 166 with sentence skills OR NC DAP DRE Composite score of 151 or over within the last 5 years	Satisfactory completion of RED 090 or ENG 095 or DRE 098 or DRE 099.	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.
MATH (Arithmetic)	ACCUPLACER DMA 010 – 030 with a score of 7 or Arithmetic Skills score of 55 or above within the last 5 years	Satisfactory completion of MAT 060 or DMA 010 - DMA 030	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.

Technical Standards for Central Sterile Processing Students in DCCC Programs

Purpose: In addition to DCCC requirements and course objectives, there are technical standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of health care.

The foundations for the Technical Standards for health care students in DCCC programs are as follows:

- The faculty has authority for the course as described in the Faculty Handbook.
- The faculty is to be treated with respect and has the right and authority to direct the class in whatever manner he/she determines will best facilitate the student’s learning based upon the faculty’s education and experience.
- Mutual respect is an essential component to effective education. It is important that all positions of a discussion are treated with equal respect and courtesy.
- The faculty’s obligation is to design a learning opportunity and present it effectively.
- It is the student’s responsibility to attend all components of the course and take responsibility for his/her performance in the course.

These Technical Standards are to be used as a guide:

- For admission, retention and graduation policies
- For comprehensive evaluation of subjectively and objectively measured skills, behaviors and attributes
- To articulate a set of standards for students and faculty to refer to for identification, reflection upon and correction of unsatisfactory behavior
- To assist students to reflect on, understand and accept accountability for the overt and subtle aspects of their behavior and how it impacts the learning environment, clients, colleagues, and the academic and health care environments.
- To assess the reasonableness of requests for special accommodations that would allow the student to perform according to the medical assisting scope of practice without fundamentally altering the program of study.

The Technical Standards are referenced in the following manner:

- Intent Form/Application Packet
- Program Orientation
- Course Syllabi
- Student Handbook for specific Central Sterile Processing program
- DCCC General Catalog and Student Handbook

Process

These standards will be posted in the Student Handbook, on Moodle, distributed and reviewed with students at the onset of the program. Once a variation in Technical Standards is initiated, it will remain in effect throughout the student's continuous progress through the program. To communicate between semesters, probation status will be documented with all program personnel.

The following statements and “Examples” represent standards (but are not all-inclusive) that a student in these programs would be required to perform in order to successfully complete the program.

If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Associate Dean, School of Health, Wellness, and Public Safety.

Please read through your intended program's Technical Standards carefully and completely, then complete, sign and date the Intent Form and submit it to Admissions during your eligibility review.

Central Sterile Processing

The Technical Standards for Central Sterile Processing students in the DCCC program are outlined below. These Technical Standards include but are not limited to the following:

I. Cognitive

- a. Ability to measure, calculate, reason, analyze, integrate and synthesize information.
 - i. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom, lab and clinical setting.
 - ii. Example: Apply broad class concepts to unique situations.
 - iii. Example: Concentrate to correctly prepare, sterilize, install or clean laboratory or healthcare equipment within the scope of practice.
 - iv. Example: Make correct judgments on seeking consultation or supervision in a timely manner.
 - v. Example: Respond appropriately to constructive feedback.

2. Communication

- a. Appropriate interpersonal interaction with other students, faculty, staff, hospital personnel and other professionals.
 - i. Example: Establish and maintain a professional relationship with faculty and colleagues including surgeons, OR personnel, and hospital departmental staff.
 - ii. Example: Demonstrate appropriate impulse control and professional level of maturity.
 - iii. Example: Effective communication with others, both verbally and in writing. Ability to discuss and ask questions regarding the procedures.
 - iv. Example: Convey information in a clear, professional and timely manner.
 - v. Example: Listen and respond to others in an accepting and respectful manner.
 - vi. Example: Establish a working rapport with surgeons, anesthesia personnel, surgical technologists, nurses, and a variety of other departmental specialists.
 - vii. Example: Report defective equipment to the appropriate staff.

3. Motor Skills

- a. Sufficient motor function to execute gross and fine motor to provide general care and sterilization of medical equipment.
 - i. Example: Manipulate very fine and delicate instruments as well as the larger more complex orthopedic and neuro equipment.
 - ii. Example: Operate and maintain steam autoclaves, keeping records of loads completed, items in load, and maintenance procedures performed.
- b. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
 - i. Example: Participate completely in classroom activities.
 - ii. Example: Participate fully in required activities in lab and clinical settings including extended periods of sitting, standing, lifting equipment and heavy instrument trays and walking briskly as is reflective of the general practice of sterile processing.

4. Professional Conduct

- a. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
 - i. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
 - ii. Example: Maintain mature, sensitive and effective relationships with supervisors, surgeons, colleagues, faculty, staff and other professionals.
 - iii. Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.
- b. Incorporate professional standards of practice into all activities.
 - i. Example: Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
 - ii. Example: Work effectively with a team in an academic or health care setting.
 - iii. Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.
- c. Demonstrate integrity and accountability in clinical and academic setting.
 - i. Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.
 - ii. Example: Respond appropriately to constructive feedback.
 - iii. Example: Take all tests and final examinations on time as scheduled.
- d. Present self in a professional manner in clinical and academic settings.
 - i. Example: Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.
 - ii. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
- e. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
 - i. Example: Use Moodle to collect course information.
 - ii. Example: Utilize multiple computer systems to complete tasks.
 - iii. Example: Utilize the internet to collect current information from appropriated sources.
 - iv. Example: Communicate via e-mail in a professional and ethical manner.

5. Sensory

- a. Hearing sufficient to perform sterile processing tasks. Possess auditory ability to monitor and assess needs of other team members.
 - i. Example: Listening to verbal communications.
 - ii. Example: Communication with employees and other hospital staff.
 - iii. Example: Ability to hear bells and other sounds related to the sterile processing environment.
- b. Vision sufficient for observation and assessment necessary during sterile processing tasks.
 - i. Example: Reading provider documentation, statutes, regulations, reference materials and accreditation standards.
 - ii. Example: Ability to examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.
 - iii. Example: Ability to see gauges and dials, or other indicators to make sure equipment is working properly.

6. Mobility

- a. Physical abilities sufficient to move and maneuver in a small area.
 - i. Example: Experience periods of standing in one spot for an extensive amount of time.
 - ii. Example: Lifting surgical instrument trays and equipment.

Occupational Exposures: A Sterile Processing student is at high risk for exposure to blood and body fluids resulting in exposure to communicable disease, toxic substances, medical preparations, and chemical sterilization practices at all times. Standard precautions are to be practiced at all times.



Central Sterile Processing Program Intent Form Fall 2017

Deadline Friday, January 27, 2017

PRINTED Name: _____ Birth Date: _____

Student ID (OR Last 4 of SS#) _____

Address _____ City _____ State _____ Zip _____

DCCC E-Mail Address _____

Home Phone _____ Work _____ Cell _____

Are you a high school senior <u>this year</u> ?	NO	YES	If YES: Do you have a high school science above general biology with a lab?
Have you completed BIO 165 or BIO 166?	NO	YES	If YES: FINAL BIO 165 grade _____ FINAL BIO 166 grade _____
Have you completed BIO 163?	NO	YES	If YES: FINAL BIO 163 grade _____
Have you completed ACA 090 <u>at DCCC</u> ?	NO	YES	If YES: What is your FINAL ACA grade?
Have you been previously admitted in an Allied Health program?	NO	YES	If YES: Which program?
Have you completed Focuse2 Career Assessment?	NO	YES	If YES: Attach the printed 2-page portfolio to this intent form.

I have read the Central Sterile Processing packet and if I have any questions about the steps or deadlines it is my responsibility to contact the Admissions Office to follow up or obtain further information.

I have read and understand the technical standards listed for Central Sterile Processing.

I am responsible for submitting and completing all of the steps outlined in the Central Sterile Processing packet and doing so in a reasonable time for review.

After completing all of the required items I am responsible for completing an eligibility review with an Enrollment Specialist to review my eligibility. I will be notified of my next steps at that time.

Submitting this Intent Form will not change my current major. I must complete the Change of Major process if I intend to do so.

Signature _____ Date _____

Admissions Office Use Only:	
Eligibility: _____ YES; _____ NO	Reason _____
ACA _____; BIO _____ (or HS Sci. _____) Math _____;	
Specialist: _____	Review Date: _____

