Fall 2015 Central Sterile Processing Admission Policies and Procedures  
Deadline, March 31, 2015

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**

Applicant responsibility
- As a Central Sterile Processing applicant you are expected to read and keep this packet as your checklist.
- If you have any questions about the steps or deadlines it is your responsibility to contact the Admissions Office to follow up or obtain further information.
- You are responsible for submitting and completing all of the admissions requirements steps outlined on page one of this packet by the deadline and in a reasonable time for review.
- After completing all of the required items, you are responsible for completing an eligibility review with an Enrollment Counselor to review your eligibility and will be notified of your next steps at that time.
- Your current major does not need to be the major you are competing for. If you are selected for admission to a program, your major will be updated when/if you accept your seat.

Central Sterile Processing Admission Requirements must be on file in the Admissions Office by Tuesday, March 31, 2015. (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 OR GED score report (High school seniors should submit a current transcript by the deadline and a final transcript by July 1, 2015);

___ 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 2015 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 November 15, 2014 – March 31, 2015. This checklist and grades from supporting courses will be reviewed. (please do not arrive during lunch times between 11:00 a.m. – 1:00 p.m.)

Your Counselor is assigned based upon the first letter of your last name as indicated below:

___ A-G Amy Kepley, (336)249-8186, ext. 4668;
___ H-O Jenny Biesecker, (336)249-8186, ext. 6418;
___ P-Z Brian Eshleman, (336)249-8186, ext. 6277
___ Davie Campus – Sandra Porter, (336)751-2885, ext. 4853

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent Forms Available</td>
<td>November 15, 2014 through March 31, 2015</td>
</tr>
<tr>
<td>Satisfactory completion of all required preparatory courses</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>Central Sterile Processing Application Process Completion (See page 1)</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>Acceptance/Alternate Letters mailed</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>Deadline to Confirm Seat (if accepted)</td>
<td>May 15, 2015</td>
</tr>
</tbody>
</table>

Current Program Capacities and Notes:

<table>
<thead>
<tr>
<th>Program</th>
<th>Accepts</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Sterile Processing</td>
<td>10</td>
<td>• Program begins each fall semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This is a day time program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classes are primarily face-to-face</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Core courses meet on the Davie Hospital Campus</td>
</tr>
</tbody>
</table>

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 their 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.

Ranking and Selection
Admissions will begin the ranking process after the March 31, 2015 deadline.

- Prior completion of the Anatomy and Physiology required for your program (BIO 163 OR BIO 165 AND BIO 166) completed at DCCC or transferred to DCCC earns students: 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 bonus points.) BIO165 & BIO166 must both be complete to earn points in programs that require BIO163 – The highest grade will earn points in this instance with a total of 2-4 points.

  OR

  Completion of BIO 094: 1 point.

- ACA 090 completed at DCCC with a grade of SA, SB or SC: 1 bonus point.
- Completion of FOCUS Assessment: 1 bonus point

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 March 31 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.

Computer Skills
Applicants admitted to Central Sterile Processing must possess and demonstrate basic computer skills prior to enrollment in the program. These skills are vital to students’ success in these programs, as many programs rely on online courses or use online instruction as a supplemental method to in-class teaching.

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 provide safe patient care. 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](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 CSP 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 HOSPITAL 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 Counselor.

<table>
<thead>
<tr>
<th>COMPUTER SKILLS</th>
<th>ACCUPLACER Sentence Skills score of 86 or above or combined score of 166 with reading within the last 5 years</th>
<th>Satisfactory completion of CTS 080 within the last 5 years.</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITING</td>
<td>ACCUPLACER Sentence Skills score of 86 or above or combined score of 166 with reading within the last 5 years</td>
<td>Satisfactory completion of ENG 090 or ENG 095 or DRE 098 or DRE099</td>
<td>Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.</td>
</tr>
<tr>
<td>READING</td>
<td>ACCUPLACER Reading Comprehension score of 80 or above or combined score of 166 with sentence skills within the last 5 years</td>
<td>Satisfactory completion of RED 090 or ENG 095 or DRE 098 or DRE 099</td>
<td>Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.</td>
</tr>
<tr>
<td>MATH (Arithmetic)</td>
<td>ACCUPLACER DMA 010 – 030 with a score of 7 or Arithmetic Skills score of 55 or above within the last 5 years</td>
<td>Satisfactory completion of MAT 060 or DMA 010 - DMA 030</td>
<td>Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.</td>
</tr>
<tr>
<td>MATH (Algebra)</td>
<td>ACCUPLACER DMA 040 &amp; DMA 050 with a score of 7 or Algebra Skills score of 55 or above within the last 5 years</td>
<td>Satisfactory completion of MAT 070 or DMA 040</td>
<td>Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.</td>
</tr>
</tbody>
</table>

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.

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.
      1. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom, lab and clinical setting.
      2. Example: Apply broad class concepts to unique situations.
      3. Example: Concentrate to correctly prepare, sterilize, install or clean laboratory or healthcare equipment within the scope of practice.
      4. Example: Make correct judgments on seeking consultation or supervision in a timely manner.
      5. Example: Respond appropriately to constructive feedback.

II. Communication
   A. Appropriate interpersonal interaction with other students, faculty, staff, hospital personnel and other professionals.
      1. Example: Establish and maintain a professional relationship with faculty and colleagues including surgeons, OR personnel, and hospital departmental staff.
      2. Example: Demonstrate appropriate impulse control and professional level of maturity.
      3. Example: Effective communication with others, both verbally and in writing. Ability to discuss and ask questions regarding the procedures.
      4. Example: Convey information in a clear, professional and timely manner.
      5. Example: Listen and respond to others in an accepting and respectful manner.
      6. Example: Establish a working rapport with surgeons, anesthesia personnel, surgical technologists, nurses, and a variety of other departmental specialists.
7. Example: Report defective equipment to the appropriate staff.

III. Motor Skills
A. Sufficient motor function to execute gross and fine motor to provide general care and sterilization of medical equipment.
   1. Example: Manipulate very fine and delicate instruments as well as the larger more complex orthopedic and neuro equipment.
   2. 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.
   1. Example: Participate completely in classroom activities.
   2. 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.

IV. Professional Conduct
A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
   1. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
   2. Example: Maintain mature, sensitive and effective relationships with supervisors, surgeons, colleagues, faculty, staff and other professionals.
   3. 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.
   1. Example: Advocate, uphold and defend the individual’s right to privacy and the doctrine of confidentiality in the use and disclosure of information.
   2. Example: Work effectively with a team in an academic or health care setting.
   3. 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.
   1. Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.
   2. Example: Respond appropriately to constructive feedback.
   3. Example: Take all tests and final examinations on time as scheduled.
D. Present self in a professional manner in clinical and academic settings.
   1. Example: Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.
   2. 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.
   1. Example: Use Moodle to collect course information.
   2. Example: Utilize multiple computer systems to complete tasks.
   3. Example: Utilize the internet to collect current information from appropriated sources.
   4. Example: Communicate via e-mail in a professional and ethical manner.

V. Sensory
A. Hearing sufficient to perform sterile processing tasks. Possess auditory ability to monitor and assess needs of other team members.
   1. Example: Listening to verbal communications.
   2. Example: Communication with employees and other hospital staff.
   3. 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.
   1. Example: Reading provider documentation, statutes, regulations, reference materials and accreditation standards.
   2. Example: Ability to examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.
   3. Example: Ability to see gauges and dials, or other indicators to make sure equipment is working properly.
VI. Mobility
A. Physical abilities sufficient to move and maneuver in a small area.
   Example: Experience periods of standing in one spot for an extensive amount of time.
   Example: Lifting surgical instrument trays and equipment.
Central Sterile Processing Department Programs  
Fall 2015 Intent Form  
Must be received in the Admissions Office by Tuesday, March 31, 2015.

PRINTED Name: ______________________________________________   Birth Date: ________________

Student ID (OR Last 4 of SS#) ____________________________________________

Address ____________________________________ City_____________________ State _____ Zip_________

DCCC E-Mail Address ________________________________________________________________________

Home Phone________________________ Work_______________________ Cell___ _____________________

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Answer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a high school senior this year?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed BIO 165 or BIO 166?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed BIO 163?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed ACA 090 at DCCC?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been previously admitted in an Central Sterile Processing program?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If YES: Do you have a high school science above general biology with a lab?

If YES: FINAL BIO 165 grade _____  
FINAL BIO 166 grade _____

If YES: FINAL BIO 163 grade _____

If YES: What is your FINAL ACA grade?

If YES: Which program?

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 Counselor 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.

This intent form is for the following Central Sterile Processing program:

***DCCC students are permitted to apply for TWO selective programs***

Signature ___________________________ Date ________________

Admissions Office Use Only:

Eligibility: ____YES; ____NO  Reason_____________________________________

ACA ________; BIO ________; (or HS Sci. ________) Math ________;

Counselor: ___________________________ Review Date: ________________