

CENTRAL PROCESSING DISTRIBUTION TECHNICIAN STUDENT HANDBOOK



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Approved by Dr. Leslie Kellogg
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WELCOME

Welcome to the Macomb Community College Central Processing Distribution Technician Program. We are excited about the opportunities for personal and career fulfillment that await you in the world of Sterile Processing.

You have chosen an exciting and rewarding career. Your academic preparation will be rigorous and demanding, but the rewards will be satisfying. The faculty of the Central Processing Distribution Technician Program is committed to excellence in education and career preparation. The faculty is available to assist you in achieving your goals.

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Macomb Community College is committed to an environment of equal opportunity and non-discrimination. The Central Processing Distribution Technician Program embraces this policy as consistent with the mission of the profession. The policies contained in this handbook are consistent with those of the Macomb Community College Student Code of Conduct. Students can access the Macomb Community College Student Code of Conduct which includes the policies related to equal opportunity and affirmative action at:

<https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>

SECTION I PHILOSOPHY OF THE PROGRAM

The Central Processing Distribution Technician Program is committed to the belief that the high degree of responsibility expected of the Central Processing Distribution Technician requires that they possess the knowledge, skills, and abilities to provide appropriate services in the Central Service Department. Students are prepared in the cognitive, psychomotor, and affective learning domains. Students will develop essential critical thinking skills demonstrating not only what should be done, but why it should be done. Our aim is to produce individuals who will function as qualified Certified Registered Central Service Technicians.

The Central Processing Distribution Technician Program recognizes the uniqueness of the occupation and is committed to the belief that learning is best accomplished through a combination of lecture, learning lab, and clinical experiences.

SECTION II ROLES AND RESPONSIBILITIES

The Central Service Department (CSD) is the department within a health care facility in which medical/surgical supplies and equipment, both sterile and non-sterile, are cleaned, prepared, processed, stored, and issued for patient care. The Central Processing Distribution Technician (CPDT) is responsible for decontamination, inspection, assembly and sterilization of instrument trays and other equipment and supplies used in the operating room and other areas of the health care facility. The CPDT performs duties in accordance with established procedures to ensure safety compliance standards are met.

OPPORTUNITIES IN THIS FIELD INCLUDE:

- Desk Coordinator
- Materials Coordinator
- Operating Room Instrument Coordinator
- Central Processing Manager

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

The Macomb Community College Central Processing Distribution Technician Program follows CDC guidelines and our community agencies' requirements to maintain the safety of students.

- Physically demanding, high-stress environment
- Ability to lift up to 50 pounds
- Stand or walk for long periods of time
- Manual and finger dexterity
- Hand and eye coordination
- Corrected hearing and vision must be within normal range
- Must wear personal protective equipment (PPE), i.e., face mask, goggles, gloves
- Exposure to blood and body fluids, chemicals, and communicable diseases
- Read, write, and effectively communicate in English
- Exposure to adhesives and latex

ABILITIES:

- Ability to multi-task and prioritize tasks
- Ability to work independently and in a team setting
- Ability to complete work in a timely manner
- Ability to pay attention to detail and concentrate
- Ability to communicate in a professional manner

ESSENTIAL FUNCTIONS:

- Decontamination of instruments, supplies and equipment
- Operate ultrasonic cleaner and washer sanitizer
- Inspection, assembly and wrapping of instruments and instrument trays
- Operate and perform testing and documentation and maintain accurate records on chemical and steam sterilizers
- Document and maintain inventory of supplies and materials
- Assemble case carts
- Provide excellent customer service for the operating room to fulfill needs of the surgeon and patient
- Perform all duties in compliance with regulatory agency standards

SECTION III CURRICULUM

The Central Processing Distribution Technician Program requires the successful completion of 21 credit hours which are comprised of the following courses:

REQUIREMENTS FOR A CENTRAL PROCESSING DISTRIBUTION TECHNICIAN CERTIFICATE				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITES	CREDIT HOURS
PROGRAM PREREQUISITES				
BIOL-2400 –OR– BIOL-2730	General Microbiology –OR– Pathogenic Microbiology	BIOL-1000 –OR– –	–	4.0
HHSC-1700	Medical Terminology	–	–	3.0
PROGRAM COURSES				
SURG-1050	Introduction to Surgical Technology	BIOL-2400 or BIOL-2730, and HHSC-1700, all with grade C or better	SURG-1060 SURG-1070	2.0
SURG-1060	Orientation to Central Processing Distribution Technician	BIOL-2400 or BIOL-2730, and HHSC-1700, all with grade C or better	SURG-1050 SURG-1070	4.0
SURG-1070	Central Processing Distribution Technician Clinical	BIOL-2400 or BIOL-2730, and HHSC-1700, all with grade C or better	SURG-1050 SURG-1060	8.0

NOTES:

1. BIOL-2400 or BIOL-2730 and HHSC-1700, or equivalent courses transferred from another college, are prerequisites for the program and must be completed with a grade of C or higher for students to be eligible to register for the program.
2. Students must achieve a grade of C or higher in SURG-1050 and SURG-1060 and a “Pass” grade in SURG- 1070 to successfully complete the program.

COURSE DESCRIPTIONS:

SURG-1050 - Introduction to Surgical Technology – 2.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1060, SURG-1070

This course provides an introduction to the allied health profession of surgical technology. Students will learn about the history, professional associations related to, and the role and responsibilities of the surgical technologist. Additional topics include an introduction to the patient, including the biopsychosocial needs of the patient, and death and dying. Ethical, moral, and legal issues will be explored and examined. Students will learn about regulatory agencies, health care facilities, as well as departmental organization and management within the facilities. The physical environment of the operating room will be introduced, and students will learn about various emergency situations and all hazard preparation in the health care setting. (2 contact hrs) Center Campus.

SURG-1060 – Orientation to Central Processing Distribution Technician – 4.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1070, SURG-1050

This course introduces students to the Central Sterile Processing Department and the role and responsibilities of the central processing distribution technician. Topics include infection control, decontamination, disinfection, assembly, inspection, preparation and packaging of instruments and other items for sterilization. Students will also learn about the principles of sterile storage, distribution, inventory control, and information technology. (4 contact hrs) Center Campus

SURG-1070 – Central Processing Distribution Technician Clinical – 8.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1050, SURG-1060

In the lab and clinical setting, SURG 1070 students are exposed to all areas of the central service department and actively participate as a member of the central service department. Students will perform cleaning, decontamination, processing (inspection, assembly, and packaging). Students will learn operation of sterilizer, and distribution of patient care supplies and equipment. This clinical meets three eight-hour days per week. Students must provide their own transportation. This course is graded on a pass/fail basis. Students are required to pass this course to progress in the program.

CENTRAL PROCESSING DISTRIBUTION TECHNICIAN CERTIFICATE:

The above courses--SURG-1050, SURG-1060 and SURG-1070--provide students with the fundamentals of central processing, supply, and distribution of hospital instrumentation, supplies and equipment. These courses are designed to give instruction and practice in aseptic techniques, patient centered concepts and theories and practices of central service departments. Students may apply for a Central Processing Distribution Technician Certificate in Surgical Technology – Central Processing Distribution Technician -- upon successful completion of the program. Students must apply for their certificate through their My Macomb account.

NATIONAL CERTIFICATION EXAMINATION:

Upon completion of the program, students are eligible to sit for the national certification examination; students are responsible for the cost. The Certified Registered Central Service Technician (CRCST) examination is administered by the Healthcare Sterile Processing Association (HSPA). Students who successfully pass the exam earn the CRCST credential.

SECTION IV CLINICAL POLICIES

CLINICAL EXPERIENCE SELECTION:

Clinical sites will be assigned by the program coordinator. Clinical placements are made according to clinical site availability for the program in the tri-county area. Students must provide their own transportation and be willing to travel to their assigned clinical site.

HEALTH REQUIREMENTS:

All students must submit their health requirements to the Health and Human Services Department prior to starting the program; requirements include the following:

- Physical examination, including allergies, medications, and restrictions
- Up-to-date immunizations or titers indicating immunity (see table below). Titers must be done, and lab results submitted if an immunization record is not available. If titer results are negative/do not show immunity, the student must receive the immunizations.

Tuberculosis (TB) Skin Test OR TB Blood tests OR Chest X-ray (CXR)	<ul style="list-style-type: none">• Valid written documentation of negative PPD skin results must be recorded in millimeters; OR negative blood test (IGRA); must be done annually• CXR done every five years; valid radiology report must be submitted
MMR—Measles/Mumps/Rubella	<ul style="list-style-type: none">• Valid written documentation of 2 doses SC over 28 days apart
Varicella (Chicken Pox)	<ul style="list-style-type: none">• Valid written documentation of 2 doses SC 4 – 8 weeks apart
Hepatitis B	<ul style="list-style-type: none">• Valid written documentation of 2 doses 4 weeks apart; third dose 5 months after second dose• Titer is only valid 1 – 2 months after vaccination
Tdap	<ul style="list-style-type: none">• Valid written documentation of dose given within the last 10 years.

COVID-19	<p>Written documentation of completed vaccination series of one of the following:</p> <ul style="list-style-type: none"> • Pfizer-BioNTech--2 doses; 2nd dose 3 - 8 weeks after 1st dose • Moderna--2 doses; 2nd dose 4 - 8 weeks after 1st dose • Johnson and Johnson--1 dose <p>https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19.html</p> <p>Please note that some clinical sites require the COVID-19 booster.</p>
Flu Shot	<ul style="list-style-type: none"> • Valid written documentation of flu shot given by October 15 each year.

NOTES:

- A flu vaccine is now available that is not grown in eggs; students who are hypersensitive to eggs can now receive the flu shot.
- The MMR series should not be administered to pregnant people or people who plan to become pregnant.
- Valid written documentation of the first two doses of Hepatitis B must be submitted prior to students starting their clinical assignments. Students must submit proof of the third/final dose of Hepatitis B after they receive it.
- For more information regarding TB testing: https://www.cdc.gov/tb/publications/factsheets/testing/tb_testing.htm

PREGNANCY:

Students who are pregnant/considering getting pregnant during the Central Processing Distribution Technician Program need to be aware of the Physical requirements and Environmental Conditions outlined on page 5 of this handbook.

PROLONGED ILLNESS:

Students who experience a prolonged illness (greater than three consecutive clinical days) or a major change in their health status must have a clearance form to return to classes and clinical rotation from their health care provider. Another physical exam is required before resuming clinical experiences when there is a change in the students' health status. Students are to inform the Central Processing Distribution Technician program coordinator at the time of health changes. Students are required to make up all missed assignments and clinical time.

COMMUNICABLE DISEASE POLICY IN THE CLINICAL SETTING:

The Macomb Community College Central Processing Distribution Technician Program follows CDC guidelines and our community agencies' requirements to maintain the safety of students.

During the clinical experience, students may encounter items or equipment from patients who have communicable diseases. Provision of health care carries with it an inherent risk to the provider that can be rationalized when proper infection control measures are observed. This risk should be accepted as an unalterable aspect of the health professions. Proper observance of infection control policies and procedures will always be enforced, thus minimizing the possibility of any student acquiring a communicable disease from a patient. These guidelines may include, but are not limited to, protective tight-fitting mask, gloves, gowns, and protective eyewear. Students who refuse to perform disinfection and other duties required of a Central Processing Distribution Technician may be subject to dismissal from the program and will be advised to consider other careers.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING:

Macomb Community College's clinical partners require that all students complete a criminal background check and a 10-panel drug screen. The criminal background check and 10-panel drug screen are performed through CastleBranch-- <https://www.castlebranch.com>. Students must complete both prior to beginning the Central Processing Distribution Technician program and are responsible for the cost.

A student must be free of alcohol or drug abuse to maintain enrollment in the Central Processing Distribution Technician Program. If there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or in the clinical setting, the student will be referred to the Associate Dean of Health and Human Services. The Associate Dean of Health and Human Services, reserves the right to mandate another drug/alcohol diagnostic test at the student's expense. A positive drug/alcohol test may result in the student's dismissal from the program.

CENTRAL PROCESSING DISTRIBUTION TECHNICIAN PROGRAM WAITING PERIODS*

Students are required to disclose any and all federal, state (including states other than Michigan) or local crimes for which the student has been convicted to the Associate Dean for the program the student wishes to enter. Convictions occurring after acceptance into the program must be reported to the Associate Dean immediately. A student is not eligible for admission to the Central Processing Distribution Technician Program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following conviction depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the students must wait before eligibility is restored. Macomb Community College has adopted the waiting periods specified in MCL 330.1134a. If a student has been convicted of a crime, the student should consult Central Processing Distribution Technician Program Waiting Periods BEFORE seeking admission to the Central Processing Distribution Technician Program to determine the specific waiting period, if any, applicable to that conviction. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Central Processing Distribution Technician Program. If a student is convicted of a crime listed in MCL 330.1134a while in the Central Processing Distribution Technician Program, the student will be immediately dismissed from the program.

WAITING PERIOD	TYPE OF CRIME
Lifetime Ban	Felonies related to neglect or abuse of a patient in connection with the delivery of health care Felonies relating to health care fraud Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996 Adulteration of drugs or medicine injurious to health Selling, distributing, delivering, or furnishing product containing ephedrine or pseudoephedrine

<p>15 years <i>following completion of all terms and conditions of sentencing</i></p>	<p>A felony involving intent to cause death or serious impairment of a body function</p> <p>A felony resulting in death or serious impairment of a body function</p> <p>A felony involving the use of force or violence</p> <p>A felony involving the threat of the use of force or violence</p> <p>A felony involving cruelty or torture</p> <p>A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</p> <p>A felony involving criminal sexual conduct</p> <p>A felony involving abuse or neglect</p> <p>A felony involving the use of a firearm or dangerous weapon</p>
<p>10 years <i>following completion of all terms and conditions of sentencing</i></p>	<p>Any other felony, or attempt or conspiracy to commit a felony</p>
<p>10 years <i>following the date of conviction</i></p>	<p>A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure</p> <p>A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury</p> <p>A misdemeanor involving the use of force or violence or the threat of the use of force or violence</p> <p>A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</p> <p>A misdemeanor involving criminal sexual conduct</p> <p>A misdemeanor involving cruelty or torture</p> <p>A misdemeanor involving abuse or neglect</p>
<p>5 years <i>following the date of conviction</i></p>	<p>A misdemeanor involving cruelty if committed by someone who is less than 16 years of age</p> <p>A misdemeanor involving home invasion</p> <p>A misdemeanor involving embezzlement</p> <p>A misdemeanor involving negligent homicide</p> <p>A misdemeanor involving larceny</p> <p>A misdemeanor of retail fraud in the second degree</p> <p>Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance</p>

<p>3 years <i>following the date of conviction</i></p>	<p>A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or great bodily injury</p> <p>A misdemeanor of retail fraud in the third degree</p> <p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance</p>
<p>1 year <i>following the date of conviction</i></p>	<p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction</p> <p>A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16</p>

Current as of May 2023.

STUDENT WORK POLICY:

Students are assigned to clinical sites to learn and are not to be substituted as paid employees during the clinical experience.

HEALTH INSURANCE:

Students are required to have health insurance coverage, as neither the clinical facility nor the college insures students against accidents or illness while the student is learning or performing tasks at the clinical site or in the lab on campus. **Students are responsible for all costs related to treatment of an injury sustained in the lab on campus or at a clinical facility.**

CLINICAL INCIDENTS:

If a student makes an error or sustains an injury while at the clinical site, they must notify the clinical instructor immediately and an incident report must be completed. In accordance with the affiliation agreement with most clinical sites, emergency treatment will be provided at the student's request, however, **the cost of that treatment is the responsibility of the student.**

Students must report injuries sustained during clinical placement or in the lab on campus to the program coordinator and the Macomb Community College Campus Police – Center Campus - within 24 hours of occurrence. **Students are responsible for the cost of any treatments resulting from injury to themselves in the clinical setting or in the lab on campus.** The program coordinator will adhere to the clinical facility and college protocols for such incidents.

Injuries that must be reported to the clinical instructor, program coordinator and Center Campus Police include, but are not limited to:

- A needle stick
- Blood to blood exposure
- Percutaneous and/or mucosal exposure to Hepatitis B
- Parental or mucus membrane exposure to HIV

ATTENDANCE AND GRADING POLICIES:

Successful clinical education is dependent upon students being exposed to and experiencing various situations. This requires dependable, consistent attendance. The faculty acknowledges that true life emergencies do exist and will work with students in these situations if they arise and faculty is notified. Please note true life emergencies do **NOT** include:

- Scheduling work or vacation during class, clinical, or final exam and competency testing times.
- Missing class in order to work or study for an exam in another class is not an excused absence.
- Non-emergency doctor or dental appointments.
- Being fatigued or otherwise impaired due to your own actions.
- Planning “special” events that interfere with class, lab, or clinical time.

To assure that students maximize their time, the following attendance policies are in effect:

- Students must arrive 15 minutes before their scheduled clinical starting time.
- Students must contact their assigned clinical instructor and the program coordinator if they are going to be late.
- Students must attend clinical for the entire shift.
- Students must contact their assigned clinical instructor and the program coordinator at least 1/2 hour before their scheduled starting time if they are going to be absent for the day.
- Three tardies equal one absence.
- Failure to call the clinical instructor and program coordinator if going to be late—two incidents equal one absence.

There are **NO** excused absences in clinical. Students will be given a **Fail grade** if the above attendance requirements are not met.

Making up clinical time is based upon the discretion of the clinical instructor and program coordinator. Missed clinical time will be handled individually between faculty and student.

- If a student is allowed to make up clinical time, the student must complete the make-up work within two weeks of the absence.
- Students will not be allowed to make up clinical time if their absences exceed two in the semester.

Students must:

- Satisfactorily complete 100% of the weekly clinical validation verification forms
- Achieve a passing score of 80% or higher on all written exams
- Turn in the preceptor evaluations from the clinical site to the program coordinator weekly

LAB COMPETENCIES:

- Students must be able to demonstrate and perform accurate instrument identification and instrument tray assembly and packaging in the lab setting at a satisfactory performance rate, as determined by the instructor, prior to being placed in a clinical setting.
- Students who fail to perform and progress at a satisfactory skill level will not be placed in a clinical setting.
- Students who do not perform at an acceptable rate and standard in the lab setting are subject to failing the course.

CLINICAL PERFORMANCE:

- Students must demonstrate satisfactory performance in the clinical course.
- Students will be evaluated by the clinical instructor on their ability to meet course objectives and/or demonstrate responsible and safe behavior within in the clinical setting.
- Attendance is mandatory; this includes the lab on campus. Daily attendance is vital to the successful completion of the clinical course.
- Students who arrive at the clinical site unprepared and unable to perform assigned tasks or procedures will be asked to leave the clinical site and will be considered absent for that day.

- Clinical instructors will inform students when they are observed performing unsatisfactorily in the clinical setting. The following steps will be implemented:
 - The clinical instructor will identify, verbally or in writing, the specific behaviors that are unsatisfactory.
 - The clinical instructor will create a performance improvement plan that will outline what the student must do to correct the unsatisfactory behavior within a specified time frame. The student must read and sign the document, if applicable, to verify that they were informed of their unsatisfactory performance and the ways it can be corrected.
 - The student will be counseled by their clinical instructor, verbally or in writing, regarding their progress in meeting the requirements of the performance improvement plan.
 - If the student continues to demonstrate unsatisfactory clinical performance, they will fail the clinical course.
 - Students whose work or conduct is deemed unsafe will not be permitted to continue their clinical experience, which will result in failing the course. The program coordinator will review the circumstances and will discuss their recommendations with the Associate Dean of Health and Human Services. Appropriate action may include dismissal from the Central Processing Distribution Technician Program.
 - Consistent with agency affiliation agreements, the hospital or clinical facility shall have the right to request that the college withdraw any student from the facility whose work or conduct is unsatisfactory to the hospital or clinical facility.
 - The clinical site or instructor may ask a student to leave the clinical site if, for any reason, they do not feel confident of the student's ability to perform assigned tasks. Reasons may include, but are not limited to:
 - Illness
 - Excessive fatigue
 - Emotional instability
 - Behavior suggestive of intoxication or drug use
 - Students must be free of alcohol or drug abuse to maintain enrollment in the Central Processing Distribution Technician Program. If there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or in the clinical setting, the student will be referred to the Associate Dean of Health and Human Services. The Associate Dean of Health and Human Services, reserves the right to mandate another drug/alcohol diagnostic test at the student's expense. A positive drug/alcohol test may result in the student's dismissal from the program.
 - Students must remain at the clinical facility during breaks.
 - Students may be dismissed, at the discretion of their clinical instructor, if they pose an infectious risk to the people with whom they are working or to patients.
 - If students are absent from clinical due to illness, they should provide verification of the illness from their health care provider to the program coordinator.
 - Students may not use department phones for personal calls during their clinical shift. Cellular phones **ARE NOT** allowed at the clinical sites in the department and should only be used when the student is on break in approved areas.

DISMISSAL FROM CLINICAL:

A clinical instructor may dismiss a student from clinical for any reason, including, but not limited to:

- The student's failure to comply with any college, program, or clinical site policies.
- Insubordination toward any faculty or professional in the clinical setting.
- Inappropriate actions toward anyone present at the clinical site.
- No call/no show—students must notify their clinical instructor and the program coordinator if they are going to be absent.
- Failure to demonstrate an awareness of and failure to perform proper infection control practices.

The clinical instructor must inform the program coordinator within 24 hours of a student's dismissal from a clinical site.

CLINICAL ATTIRE/DRESS CODE:

Suitable dress is important to provide for the students' and patients' safety at the clinical facilities.

- Scrubs, masks, caps, and bottles will be furnished by the clinical facilities.
- Comfortable, sturdy shoes or athletic walking shoes must be worn. Canvas or mesh sneakers or sandals are not permitted.
- Students must wear socks.
- Minimal jewelry:
 - 1 single post in the ear is permitted.
 - No facial jewelry permitted, i.e., noses, eyebrows, tongues, etc.
- Hair must be clean and well groomed:
 - Facial hair must be neatly trimmed and to the length of ½ inch.
 - Long hair must be secured away from the face.
 - Chest hair must be covered by undershirt or uniform.
- Fingernails must not extend beyond the fingertips:
 - Nail polish, artificial or acrylic nails are prohibited at the clinical facilities.
- False eyelashes are prohibited at the clinical sites as they can be a source of cross contamination.
- Students must be free of disagreeable odors including overpowering cologne/perfume, body odor and bad breath.
- Students must abide by any appropriate dress codes imposed by a clinical facility. Students may be asked to leave the clinical facility if attire is not according to the hospital dress code. **This will directly impact the student regarding the attendance policy.**

NOTE: The Macomb Community College CPDT program makes every attempt to enforce the dress code to the updated requirements of the clinical agencies, however, hospital dress codes may differ from what is published in the student handbook. Students must abide by the dress code enforced by the clinical facility to which they are assigned.

- Eating, drinking or gum chewing is not permitted in the clinical area.
- Smoking; vaping; e-cigarettes are prohibited at the clinical facility.

SOCIAL NETWORKS—CONFIDENTIALITY AND SOCIAL MEDIA:

Students must always maintain the confidentiality of all patient information and strictly comply with the Health Insurance Portability and Accountability Act (HIPAA), including when working online or engaged in social networking. Students must also comply with any confidentiality requirements, policies, and procedures established by the clinical site. By way of example:

- Students shall not publish, discuss, post, text, email, tweet or otherwise disclose any patient's name, or any information that may lead to the identification of any patient's identity or status, except for the purpose of providing direct patient care, without express written consent of the patient.
- Students shall not videotape, photograph or make audio recordings of themselves or any patient, student, employee, or instructor during clinical rotation(s).
- Students shall not copy, download, transmit or remove any portion of a patient's medical record from a health care facility.

- Students shall not post online, publish, tweet, email, transmit or disseminate any portion of a patient's medical record or printed patient information.

Limiting access to postings through privacy settings is not enough to ensure privacy.

Students must promptly report any actual or suspected violations of HIPAA or this policy.

Students who disclose restricted patient information may face serious consequences. Students found in violation of this policy may be subject to disciplinary action, up to and including immediate suspension or dismissal from the clinical experience and/or college. Under federal law, students who misuse protected patient information for commercial advantage or malicious harm may be subject to fines up to \$250,000 and imprisonment up to 10 years. Students may also face professionalism sanctions for posting material that is defamatory, profane, threatening, harassing, hateful or humiliating to patients, students, teachers, or clinical staff.

SECTION V PROGRAM REGULATIONS

ATTENDANCE:

Attendance is mandatory in all components of the program. Students are expected to attend all theory classes and lab sessions due to the high volume of learning materials that must be covered. Generally, a different learning module is presented in each class or lab session. The mastery of material from the previous module is a prerequisite to the learning taught in the new module. Students put themselves at risk each time a class or lab session is not attended. If circumstances prohibit a student from attending a class or lab session, it is recommended that they discuss the absence with the instructor. Excessive absences will result in a failing course grade; tardiness will result in the reduction of the course grade. Refer to instructors' first day handouts for attendance policies.

LATE OR MISSING WORK/MAKE-UP EXAMS:

All class assignments are due as specified by the instructor. Students are advised to contact their instructor in advance if they are going to be absent for a class and discuss the policy to make up missed assignments.

Students must also contact their instructor in advance if they are going to be absent for a class during which an exam is scheduled to obtain their approval to miss the exam. Make-up exams will be given at the discretion of the instructor. Students who are unable to attend class on a day an exam is scheduled due to illness or other valid reason must contact their instructor **prior to the scheduled time of the exam. Students must inform their instructor of the reason for the absence.**

STUDENTS WHO DID NOT OBTAIN APPROVAL IN ADVANCE FROM THEIR INSTRUCTOR TO MISS AN EXAM WILL NOT BE PERMITTED TO MAKE UP THE EXAM.

CLASSROOM/LABORATORY BEHAVIOR:

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of instruction. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Cellular telephones are not allowed in the classroom, laboratory or at the clinical sites. Instructors have the right to remove offending students from the class or clinical. Repetition of the offense may result in expulsion from the course and program.

Each student is expected to fully participate in the learning process with the instructor. This requires

periodic self-evaluation of progress and development of an action plan that fosters improvement and success. Students are expected to be prepared for each class by completing all assignments. A strong emphasis is placed on inquiry.

SURGICAL LABORATORY RULES:

- Smoking, vaping, e-cigarettes are prohibited.
- No food or beverages are allowed.
- All instruments and equipment must be handled properly and carefully.
- All instruments and equipment must be returned to their proper place at the end of the laboratory class.
- No instruments or equipment may be “borrowed” or removed from the lab.
- All drapes, trash, etc., must be disposed of in proper containers at the end of the laboratory class.
- Students are responsible for cleaning the areas in which they worked.
- Furniture must be returned to its proper place.
- Negligent use of needles, sharps, etc., may result in an injury. All injuries must be reported to the instructor and MCC Center Campus Police.
- Negligent use of equipment may result in dismissal from the program and/or payment for said equipment.

ETHICAL BEHAVIOR:

Students are expected to operate within the ethical boundaries of the Central Processing Distribution Technician profession. Students are expected to exhibit professional communication and behavior during encounters with patients, staff, and college faculty in the clinical and classroom setting during the program.

The HSPA Code of Conduct can be accessed via this link:

<https://myhspa.org/certification/policies-and-statistics.html#CodeofConduct>

TUTORIALS:

Tutorials are available throughout the semester for students who desire additional work in a subject. Students are also encouraged to utilize the laboratory for skills practice. Students may make an appointment for additional assistance in the laboratory.

GRADING POLICY:

Grading is calculated on an absolute percentage and **NOT** on a curve. Student success tips are attainable via an open channel of communication with your instructor and use of Macomb Community College’s Student Support Services.

GRADING SCALE:

A	94-100%
A-	92-93.99%
B+	90-91.99%
B	86-89.99%
B-	84-85.99%
C+	82-83.99%
C	78-81.99%
Not Passing	Below 78%

NOTE: SURG-1070, the clinical course, is graded on a Pass/Fail basis.

PROGRAM WITHDRAWAL:

Students who wish to withdraw from the Central Processing Distribution Technician Program must inform the program coordinator prior to withdrawing from classes. Students are encouraged to contact the Registration Department if they have questions about the withdrawal process.

FAILURE OR DISMISSAL FROM THE PROGRAM:

Students will be dismissed from the Central Processing Distribution Technician Program for the following academic reasons:

- Failure to maintain minimum attendance standards in theory and clinical courses/clinical facilities (see Attendance Policy above).
- Failure to perform critical procedures at minimum standards as stated in the syllabus and performance objectives.
- Failure to achieve a minimum grade (see Grading Policy above)

Students may be immediately dismissed from the Central Processing Distribution Technician Program, regardless of scholastic or clinical standing, for any of the following reasons, including, but not limited to:

- Cheating.
- Leaving the clinical and lab area without permission of the clinical instructor or the Central Service Department designee.
- Reporting for duty under the influence of alcohol or drugs and/or bringing alcoholic beverages or other chemical substances to the college or clinical facilities.
- Bringing guns, knives or other weapons to the college or clinical facilities.
- Falsifying or misrepresenting records in any manner.
- Behaving in a disrespectful manner toward supervisors and instructors.
- Fighting on the college premises or at the clinical facilities.
- Neglecting to follow the clinical facility's or Central Processing Distribution Technician Program policies after receiving a written warning.
- Poor attendance or constantly late for clinical.
- Sub-standard classroom or clinical performance.
- Disregard for personal appearance, hygiene, or dress code.
- Stealing property from the college or clinical facility and/or the personal property of others.
- No call/no show—failure to attend clinical and notify the clinical instructor and program coordinator of the absence.

Readmission to the Central Processing Distribution Technician Program is subject to approval by the program coordinator.

CENTRAL PROCESSING DISTRIBUTION TECHNICIAN PROGRAM READMISSION:

If a student chooses to withdraw from one or more CPDT classes due to personal/medical reasons or possible failure, the student must inform the program coordinator, in writing, of their decision before withdrawing from the classes. A student's request to repeat courses must be approved by the program coordinator and Associate Dean of Health and Human Services. The following criteria must also be met:

- The student must complete the courses with a grade of C or higher, "Pass" grade for SURG-1070.
- The student must inform the program coordinator, in writing, of their desire to enroll in a subsequent semester a minimum of 30 days before registration.
- Only returning students approved by the program coordinator and Associate Dean of Health and Human Services, are allowed to register.

- Approved returning students must wait until the end of the registration period and may register for courses **only if space is available**.
- Approved returning student status **does not** guarantee a seat in the courses.
- Returning students must resume program within 2 semesters from original registration date, and then complete program within 3 semesters.
- Students may not place themselves on a waitlist for readmission to CPDT courses.
- The student may need to initiate another criminal background check and drug screen and will be responsible for all related costs.
- The student will be required to update all medical records before starting classes; physical examinations and TB tests are valid for one year. The student is responsible for all related costs.

Please Note: Students who are asked to withdraw from classes due to non-adherence to program guidelines will be permanently ineligible for readmission.

Students who fail or withdraw for any reason from the same course twice or fail or withdraw for any reason from two or more different courses, shall be dismissed from the Central Processing Distribution Technician program and will be permanently ineligible for readmission.

TITLE IX:

Title IX is a federal law that prohibits sexual discrimination in any education program. Macomb Community College is committed to a non-discriminatory environment. All faculty and staff at Macomb Community College are required to share any information that you disclose to us in class discussion, papers, journals, meetings, or otherwise about your experiences of abuse, sexual assault, or sexual harassment to our Title IX coordinator. If you share information with the faculty about a recent sexual assault, the police will be notified. If you would like to discuss these issues in a confidential setting, please consider reaching out to Turning Point at 586-463-6990 or www.turningpointmacomb.org. For more information, please visit www.macomb.edu/titleix.

To obtain information on Macomb Community College's policies on Equal Opportunity/Non-Discrimination, Anti-Harassment, Disability Accommodation, Anti-Fraud and the Non-Retaliation-Whistleblower Policy, you can visit:

<https://www.macomb.edu/about-macomb/college-policies/institutional/equal-opportunity-non-discrimination-anti-harassment-title-IX-disability-accommodation-anti-fraud-non-retaliation-whistleblower.html>.

NOTES

**MACOMB COMMUNITY COLLEGE
CENTRAL PROCESSING DISTRIBUTION TECHNICIAN STUDENT HANDBOOK**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE SURGICAL TECHNOLOGY STUDENT HANDBOOK.

MY SIGNATURE INDICATES THAT I UNDERSTAND THE RULES AND/OR REQUIREMENTS FOR ALL OF THE FOLLOWING:

1. Welcome
2. Section I-- Philosophy of the Program
3. Section II--Roles and Responsibilities
4. • Opportunities in the Field
5. • Physical Requirements and Environmental Conditions
6. • Abilities
7. • Essential Functions
8. Section III--Curriculum
9. • Course Descriptions
10. • Central Processing Distribution Technician Certificate
11. • National Certification Examination
12. Section IV—Clinical Policies
13. • Clinical Experience Selection
14. • Health Requirements
15. • Pregnancy
16. • Prolonged Illness
17. • Criminal Background Checks and Drug Testing
18. • Program Waiting Periods
19. • Communicable Disease Policy in the Clinical Setting
20. • Student Work Policy
21. • Health Insurance
22. • Clinical Incidents
23. • Attendance and Grading Policies
24. • Lab Competencies
25. • Clinical Performance
26. • Dismissal from Clinical
27. • Clinical Attire/Dress Code
28. • Social Networks
29. Section V—Program Regulations
30. • Attendance
31. • Late or Missing Work/Make-Up Exams
32. • Classroom/Laboratory Behavior
33. • Surgical Laboratory Rules
34. • Ethical Behavior
35. • Tutorials
36. • Grading Policy and Grading Scale
37. • Program Withdrawal
38. • Failure or Dismissal from the Program
39. • Program Readmission
40. • Title IX
41. • Student Receipt of Handbook

PRINTED NAME _____

SIGNATURE _____ DATE _____

NOTE: This handbook should be considered as an addendum to the Macomb Community College Student Code of Conduct which can be found at <https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>

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