



Sterile Processing Technician Annual Application

First day to submit is January 9; last day to submit is February 24

Introduction

The attached materials provide an application submission guide for the Sterile Processing Technician (SPT) program. Please read the entire application carefully. In order for your application to be considered, all steps must be completed and the required materials submitted to the Student Records office at the Pasco campus.

The CBC Sterile Processing Technician program prepares students for an entry-level career in sterile processing and materiel management. Also referred to as Central Service Technicians, Sterile Processing Technicians perform decontamination and sterilization procedures required to ensure proper reprocessing of invasive therapeutic and diagnostic equipment, surgical instrumentation, and medical supplies. Additional duties include assembly and inspection of surgical instruments, maintenance and delivery of patient equipment, inventory control and supply ordering, and preoperative case preparation. Sterile Processing Technicians are typically employed in hospital central service, sterile processing, and materiel management departments, but may also be stationed in outpatient surgery centers and other medical device-related facilities. Many technicians will work a 40-hour week but may also need to be available during weekends, evenings, holidays, or on-call.

CBC's Sterile Processing Technician program is a two-quarter program beginning in spring quarter. The Sterile Processing Technician program is a selective admission program. You must apply to the College and also to the program. During the course of the program, enrolled students will gain extensive hands-on training and acquire 400 hours of applied technical experience in clinical settings. Upon successful completion of all certificate and program requirements, students will obtain a short-term certificate in Sterile Processing Technology.

Applications must be received as a complete package. Please read and complete all sections of the application. Applications will be evaluated for priority based on the application completeness and letters of reference in conjunction with a possible face-to-face interview with department faculty. Prior college coursework, additional letters of reference, prior experience in healthcare, and other factors may also be used to prioritize applicants.

Each student will be responsible to **attach a copy** of the following documentation to the application at the time of submission:

- current **American Heart Association** BLS Provider CPR certification,
- current First Aid card, and
- professional letter of reference.

Certification

This coursework may qualify the student to test with the Healthcare Sterile Processing Association (formerly the International Association of Healthcare Central Service Materiel Management, or IAHCSCMM) as a Certified Registered Central Service Technician (CRCST). This process requires additional expense.

Completed program applications are to be submitted one of two ways. Mailed via USPS postmarked by the due date to the address below:

Health Sciences Division
Columbia Basin College
2600 North 20th Ave., MS-R2
Pasco, WA 99301

OR

Scan & Email the application and supporting documentation by 3 pm to:

healthsciences@columbiabasin.edu

Applications are due on February 23, 2023.

Minimum Entrance Requirements for the Sterile Processing Technician Program

- A. Meet college admission criteria and apply to be a CBC student prior to the SPT application deadline if not already a current student.
- B. Complete and submit a Sterile Processing Technician program application by the assigned due date.
- C. Students must have a placement test score that places them into Math 40 or higher, English 98 or higher, and Reading 99 or higher, OR a college transcript demonstrating course work comparable or above the needed levels for Math, English, and Reading.
- D. Attach at least one letter of reference with the Sterile Processing Technician program application.
- E. Have completed HSCI 147 (Medical Terminology) with a minimum of 2.0 GPA or enroll in HSCI 147 upon acceptance into the SPT program.
- F. Attend a formal interview with program faculty as directed (following receipt of application).
- G. Prior healthcare experience and/or experience in central service/sterile processing preferred but not required.
- H. Current American Heart Association Basic Life Support for Healthcare Providers (BLS/CPR) card AND a current First Aid card. For a list of local training providers, please contact the Health Science Center.

General Information for Accepted Students

Once students have been accepted into the program, the following information will be helpful to guide them with other requirements necessary to maintain enrollment.

- A. Student study requirements have been found to be a minimum of three hours per week for each scheduled theory credit hour.
- B. To fulfill clinical requirements in community settings, certain immunizations are required. Upon acceptance, students will be required to submit their immunization history to the online tracker system, and may need to obtain other immunizations to meet industry standards at the student's expense.
- C. All students must successfully complete required courses with a 75 percent or higher (2.0 GPA) to remain enrolled in the Sterile Processing Technician course sequence.
- D. Attendance is vitally important to successfully complete the Sterile Processing Technology certificate. Students must adhere to the attendance policy.
- E. Scholarships and loans may be available through the Financial Aid office or the Workforce Education Center. For more information, contact that office and review the Columbia Basin College website (www.columbiabasin.edu).
- F. All students are encouraged to have accident/health insurance. A student injury and sickness insurance plan is available for purchase from a Washington State approved vendor. Forms, rates, and coverage are available via the website www.4studenthealth.relationinsurance.com. All students are required to have malpractice insurance; this is not accident/health insurance. The fee for malpractice insurance is included in tuition.
- G. Students will have regularly scheduled class sessions during the first half of the Sterile Processing Technician program. During the remainder of the program, students will be required to attend clinical sessions requiring minimum eight-hour clinical days. Clinical sessions will be scheduled as clinical space is available. Students need to be flexible during the clinical sessions to accommodate the rigorous clinical schedule.
- H. Satisfactory criminal history background check and a drug screening using the college-approved vendor. Criminal history background information is required of all Health Science students. Information obtained will be considered in determining student eligibility to complete clinical coursework. Inability to participate in clinical experiences due to the information obtained from the background check or drug screen may result in the student's inability to satisfactorily complete program requirements. Any infraction while enrolled in the program should be self-reported to the director. Questions regarding this policy should be directed to the Dean of Health Sciences at (509) 544-8310.

For additional information or assistance related to these entrance requirements, please contact the Health Science Center offices at (509) 544-8300.

I have read all of the criteria and requirements for the CBC Sterile Processing Technician program. I certify my information contained within this application is accurate and complete to the best of my ability.

Applicant Signature

Date

The following information has been provided to help applicants have a clear understanding of the variety of tasks associated with being a sterile processing technician in the healthcare environment. The following materials have been provided by the United States Department of Labor Dictionary of Occupational Titles. The description provided may not be inclusive of all duties and responsibilities any individual employer may require of a person employed as a sterile processing technician.

Title: Medical Equipment Preparers

Code: 31-9093.00

Sample of Related Job Titles: Central Processing Technician (CPT), Central Service Technician (CST), Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Instrument Technician, Sterile Preparation Technician, Sterile Processing Technician, Sterile Processing and Distribution Technician (SPD Technician), Sterile Technician, Sterilization Technician

Description: Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment. Additionally, may perform the following:

- Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
- Clean instruments to prepare them for sterilization.
- Record sterilizer test results.
- Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.
- Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.
- Report defective equipment to appropriate supervisors or staff.
- Maintain records of inventory or equipment usage and order medical instruments or supplies when inventory is low.
- Stock crash carts or other medical supplies.
- Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.
- Check sterile supplies to ensure that they are not outdated.

The following information has been provided to inform students of the variety of skills and abilities required of a sterile processing technician.

Skills

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Coordination — Adjusting actions in relation to others' actions.

Abilities

- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Work Activities

- Evaluating Information to Determine Compliance with Standards — using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.
- Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning and moving materials, and manipulating things.

Source: *Occupational Information Network, O*NET OnLine*



Sterile Processing Technician Annual Application

Spring Application – No Program Fee

First day to submit is January 9 and last day to submit is February 23

Demographic Information

Last Name	First	Middle	CBC Student ID Number
Address		City	State
Phone		Alternative Phone	Birth Date
CBC Student Email Address (required)			

Admission Checklist

<p>Have you successfully completed HSCI 147 Medical Terminology (or an equivalent course from another college or university) with a 2.0 grade point average or higher?</p>	<p>Yes</p>	<p>No</p>				
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Course Name/Number</td> <td style="width: 33%; text-align: center;">College/University</td> <td style="width: 34%; text-align: center;">Grade</td> </tr> </table>	Course Name/Number	College/University	Grade
Course Name/Number	College/University	Grade				
<p>American Heart Association BLS Provider CPR card completed? (attach copy)</p>	<p>Yes</p>	<p>No</p>				
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Provider</td> <td style="width: 40%; text-align: center;">Expiration Date</td> </tr> </table>	Provider	Expiration Date	
Provider	Expiration Date					
<p>Current First Aid card? (attach copy)</p>	<p>Yes</p>	<p>No</p>				
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Provider</td> <td style="width: 40%; text-align: center;">Expiration Date</td> </tr> </table>	Provider	Expiration Date	
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<p>Do you have previous experience in healthcare?</p>	<p>Yes</p>	<p>No</p>				
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Position and Location</td> <td style="width: 40%; text-align: center;">Number of Years</td> </tr> </table>	Position and Location	Number of Years	
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<p>Are you currently employed as a sterile processing technician?</p>	<p>Yes</p>	<p>No</p>				
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Name of Facility</td> <td style="width: 40%; text-align: center;">Department/Supervisor</td> </tr> </table>	Name of Facility	Department/Supervisor	
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<p>Have you attached a letter of reference?</p>	<p>Yes</p>	<p>No</p>				

If you currently or previously had any license or certificate associated with the healthcare field, attach a copy.

I certify the above information is accurate and complete. I agree to comply with program requirements before clinical hours will be allowed. I have read the course expectations and competencies and understand these criteria will determine my grade and if I will be able to attend clinical assignments. I understand that attendance is mandatory.

Applicant Signature	Date
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Sterile Processing Technician Annual Application Estimated Student Expenses

The following is an estimate of common expenses for students enrolled into Health Sciences Division programs.

Item		Estimated Cost
1.	CBC Tuition: SPT 100 is 66 hours	6 credits \$2507 (resident)
	CBC Tuition: SPT 150 is 400 hours	12 credits \$3444 (non-resident)
2.	National background search and immunization tracker fee (by college-approved vendor)	\$109.75
	Drug Screening fee	\$ 50
3.	Scrub suit from CBC approved vendor (color – pewter)	\$50 - \$100 (approximate)
4.	Vaccinations: costs will vary depending upon the history you have available.	\$100 - \$400
5.	Textbooks (CBC Bookstore)	\$300 (approximate)
6.	CBC Clinical ID badge (1 st badge is free)	\$3.50 (replacement)
7.	Shoes (see department dress code for specifics)	Variable
8.	1 small notebook (3")	Variable
9.	Medical shears/trauma scissors	Variable
10.	Black ink pens	Variable
11.	Healthcare Sterile Processing Association (HSPA) testing fees for CRCST certification (required for employment in most facilities)	\$125

Course includes an additional fee for student medical malpractice insurance. Students need to confirm actual costs of quarterly tuition and fees for each quarter by using the [CBC Paying for College webpage](#).

For additional information or assistance related to these entrance requirements, please contact the Health Science Center office.

Health Sciences Division
Columbia Basin College
2600 North 20th Ave, MS-R2
Pasco, WA 99301
(509) 544-8300

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at 509-542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Disability Support Services at 509-542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Disability Support Services at 509-542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.