Allied Institute of Professional Studies
Course Catalog for 2017 - 2018

Allied Institute of Professional Studies
4554 North Broadway Street Suite: 340
Chicago, IL 60640
(773) 961-8150 / (773) 709-4228

Effective February, 2017

School of Sterile Processing

Sterile Processing Technician Certificate Program 300 Clock Hours Program length: 4-8weeks days, 10 weeks Week-ends/Evening

Program Description:

The Sterile Processing Technician program at Allied Institute of Professional Studies (AlliedIPS) is designed to provide students with the skills and training necessary for employment as an entry level Sterile Processing Technician. The program includes an on-campus lecture component, and an off-campus externship component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, infection and preventive controls, instrument assembling, packaging, regulations and compliances, and sterilization procedures. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as a sterile processing technician.

Program Length

Note: Both program schedules have the SAME curriculum

Day program schedule. The day program consists of class that typically meets two to three days a week for 5 hours daily. Following these classroom courses, students complete a minimum of 250 and a maximum of 400 hours clinical externship. Externships training occur in a typical hospital environment.

Week-ends/Evening program schedules. The week-end program consist of classes that typically meets once a week for 4 hours daily, and two days for four hours for the evenings class. Following these classroom courses, students complete a minimum of 250 and a maximum of 400 hours clinical externship in a typical hospital environment. Normal completion time is 10 weeks excluding vacation periods and holidays.

Certification

ACCREDITATION/CERTIFICATION INFORMATION

Currently there is no state or federal licensure requirement to gain employment as a Sterile Processing Technician. While not a requirement for employment ,certification certification is endorsed by the American Society of Hospital Central Supply Professionals (www.ashcsp.org) by the Certification Board for Sterile Processing and Distribution (CBSPD) (www.sterileprocessing.org) and the International Association of Healthcare Central Service Materiel Management (IAHCSMM) (www.iahcsmm.org) Students are eligible to take the exam (CSPDT--Certified Sterile Processing and

Distribution Technician) if they complete a Central Service/SPD Training Course with a passing grade of 70 percent or higher. However, certification requirement for taking and passing this examination are not controlled by AlliedIPS but outside agencies and are to change without notice. Therefore, AlliedIPS cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment. AlliedIPS is an authorized Training Center and issue out certificate of completion to students at the end of successful and complete training for the CBSPD board exam.

- *Allied Institute of Professional Studies is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.*
- *Allied Institute of Professional Studies is not accredited by a US Department of Education recognized accrediting body.*

Satisfactory Program Progress Table---Certificate-level

Clock Hours

Hours	ROP	CGPA
0-380	60%	1.5
381+	66.67%	2.0

Course Curriculum

Course Code	Course Name	Clock Hours
CST 100	Roles and Responsibilities for the Sterile Processing Technician	20
CST 101	Anatomy and Physiology for healthcare professionals	20
CST 102	Microbiology for central Service	20
CST 103	Decontamination of Medical Equipments and trays	40
CST 104	Sterilization I	20
CST 105	Sterilization II	20
CST 107	Sterile Storage	20
CST 108	Inventory Management and Distribution	20
CST 106	Preparation and packaging of Instrumentation	20
CST 110	Medical Terminology	20
CST 111	Regulations and Standards	20
CST 112	Infection and Prevention Control	20
CST 113	Complex Surgical Instruments	20
CST 114	Sterile Processing Technician Externship	250
CST 109	Patient Care Equipment	20
		550

	TUITION AND FEES	Mount
	Tuition	$1,800.00
	Text Book	$150.00
	*Registration fee (non-refundable)	
	Board Exam	125.00
		$2,075.00

10 weeks class	$180 x10=$1,800
8 weeks class	$225 x 8 = $1,800
6 weeks class	$300 X 6 =$1,800
4 weeks class	$400 X 4 =$1,800

Allied Institute of Professional studies
Course Description

Central Service/Sterile Processing Department performs several essential functions to support medical and surgical care of patients. These functions vary with the size and sophistication of the facility. This course focuses on skills relating to sterile processing functions. Topics include, but not limited to: decontamination; disinfection of equipments and surgical instruments; preparation and assembling of instruments and trays; sterilization of medical devices by many several methods, sterile storage, and supply of inventory and distribution.

Course Code **Course description**

CST 100 **Roles and responsibilities of the Sterile Processing Technician**
In this course, student will be introduce the student to the roles and responsibilities of the central supply and the Surgical Instrument Processing technicians. The history of sterile processing, the governing agencies, both government and private that regulates the profession, policies and procedures related to sterile processing, professional standards, functions and workflow through the departments. Other topics include the processing requirements, communication, work ethics, and the ever changing dynamic work environment as relates to sterile processing profession.

CST 101 **Anatomy and Physiology for healthcare professionals**
In this course, the student will learn how important it is that sterile processing technicians to have general knowledge of anatomy and physiology in the healthcare environment to enable cs/spd professionals to better understand the policies and procedures developed for each job function that they perform. The study of cells, tissues and systems,

understanding of skeletal, muscular, nervous, endocrine, respiratory system, gastrointestinal, urinary and reproductive systems.

CST 102 **Microbiology for Central Service**

This course introduces student to microorganisms and their effect on the living organisms and the relationship of microorganisms to our lives. The concepts of microbiology as they apply to sterile processing technician, functions in the areas of cleaning, disinfecting, and sterilization of medical equipment, surgical instruments and patient care equipments. Topics include the history of microbiology, naming, classification and structure of bacteria, gram-positive organisms, gram-negative organisms, viruses, protozoa, fungi, prions, disease causing and transmission.

CST 103 **Decontamination of Medical Equipment, Instruments, and Trays**

This course introduces the student to the basic and methods of cleaning and decontamination, selection and the use of detergents, various types of mechanical cleaning of instruments, the process of manual cleaning of specialty devices. Types of disinfectants, their uses and application, water quality, temperatures, humidity, air exchange, and the use of personal protective equipments (PPE), safety and regulations (OSHA, EPA, FDA) governing decontamination and detergents.

CST 104 **Sterilization I**

In this course student will learn how healthcare facilities can choose from a wide variety of sterilization methods, sterilization equipments, procedures, chemical and biological indicators, various process challenge device (PCD) testing, record keeping, logs, sterilization parameters, functions, concepts, maintenance, monitoring, controls and practices, federal regulations affecting the use of various types of sterilization machines. Other topics include loading and unloading of the sterilizer, physical, chemical and biological monitoring.

CST 105 **Sterilization II**

In this course student will learn more about the two types of sterilization and how they are used and the types of instruments processed in each case.

High Temperature Sterilization:

This course will introduce student to high temperature sterilization and factors that impact the effectiveness of high temperature sterilization process. Topics include dry heat, steam, and radiation sterilization, anatomy of steam sterilizer, types of heat sterilizer, time, temperature, exposure period, exhaust, contact, and drying time. Loading and unloading, basin and basin sets, lumens, wet packs, cleaning and maintenance of sterilizers.

Low Temperature Sterilization

In this course, student will learn how all chemical used in low temperature to sterilize items has toxic properties and must be handled carefully, safely, and effectively. Student will learn the advantages and limitations on low temperature sterilization. Topics include the eight (8) basic requirements of low temperature sterilization methods, that is, Ethylene Oxide, Hydrogen peroxide (Gas Plasma) and Ozone sterilization methods, their parameters, time, temperature, humidity, and concentrations.

CST 106 **Preparations and Packaging of Instrumentation**

This course introduces the student to the general guidelines to help student understand the performance of properly cleaned, lubricated, functional, complete and sterile surgical instruments. The principles of packaging, processing, inspecting, testing of instruments and trays, packaging materials selection, preparation, handling, wrapping methods are among the topics to be covered in this section. Types of hand-held instruments, structure, classification of surgical instruments, lubrication, insulated laparoscopic instrument, loaner instruments, flexible endoscopes, instrument marking, tracking, and paper-plastic pouches packaging and loading.

CST 107 **Sterile Storage**

This course introduces student to how the maintenance of sterile item is directly affected by packaging, materials, storage methods, and conditions, handling practices, and methods of distribution. Topics include shelf life, improper and proper storage of sterile items, stacking, handling and inspection, environmental condition of sterile storage area and stock rotation.

CST 108 **Inventory Control and Distribution**

In this course student will learn how inventory distribution systems are designed, managed, and controlled to ensure efficient delivery of appropriate medical and surgical items and devices without compromise of function, cleanliness and sterility of sterile items. Topics include receiving, requisitioning, transporting of supplies, selecting and handling of inventory, supply distribution systems, including PAR levels, demand distribution, case cart distribution, Just-In-Time, inventory control management, computerized system of inventory control, tracking systems.

CST 109 **Patient Care Equipment**

In this course, the student will have the opportunity to learn how patient care equipment is use throughout the healthcare facility to provide essential services to aid in the recovery of a surgical patient or in house patient. Topics include, types of patient care equipments, PCA, SCD, Infusion pumps, Hypothermia machines, epidurals, processing procedure, cleaning, disinfection and disinfectants, reassembling, inspection and testing of equipments, quality control, storage and distribution.

CST 110 **Medical Terminology**

In this course, the student will learn how medical terminology will help them in their day-to-day work in relation to inter-reacting to surgeons and physicians throughout the healthcare facility. The required topics include the elements of word formation and pronunciations, prefix, root, and suffix, work elements and sources, combing vowels. This course will help the sterile processing technicians in their understanding the functions of the instruments, selection and in the preparation of case carts for surgery.

CST 111 **Regulations and Standards**

This course introduces the student to the regulation and standards that impact their profession and the level of quality, safety, efficiency and reliability of the products and services offered to patients. Topics include federal regulatory agencies, professional associations, medical device classification, medical device reporting, recall and recall procedure, labeling, and third party preprocessors. \

CST 112 **Infection Prevention Control**

In this course, the student will have the opportunity to learn how critical infection prevention control matters in the sterile processing profession. It includes instrument preparation, processing, storage, and distribution of medical and surgical supplies. Topics include hand washing, use of personal protective equipment, standard precautions, OSHA blood borne pathogen standards and compliance, workflow, traffic control and restrictions, work area cleaning, principles of asepsis and asepsis techniques.

CST 113 **Complex Surgical Instruments**

In this course, the student will learn how surgeons use sophisticated surgical equipments to diagnose, treat, and/or cure diseases with or without invasive surgical procedure. Topics include types of complex equipments and instruments, electric-powered equipments, pneumatic or air-powered, gas-powered, cleaning, processing and sterilization procedures. Basics of endoscopic instruments, regulations, and guidelines, infection control issues, automatic endoscope preprocessor (AER) per acetic acid, pre-cleaning, leak testing, manual cleaning and drying techniques.

CST 114 **Sterile Processing technician Externship**

This course provides the opportunity for students to gain practical experience integrating the theoretical knowledge of sterile processing technician program into real-world practice. Students will be supervised in s selected healthcare facility and will be evaluated by both qualified sterile processing personnel from the site and program faculty. The students will document procedures they observed and perform on a weekly basis.

Students may also work at a selected healthcare facility to gain 400 clock hours experience required by the International Association of Healthcare Central Service Materiel Management (IAHCSMM) exams.

The Allied Institute of Professional Studies maintains a fair and equitable refund and cancellation policy and abides by it. This policy shall apply equally to all students regardless of whether the student receives federal, state financial aid, pay out of packet or on a agreed install payment by installment plan.

- The refund policy should specify how a student withdraws from a program or the school, when the tuition reimbursement will begin, and the graduated reimbursement scale based on date of withdrawal (e.g., during 1st week, 2nd or 3rd week, after 3rd week, or percentage of course completed, etc. and prorated refund amount for each time period).

Allied Institute of Professional Studies provide a full refund to students who are affected individuals for that portion of a period of instruction such student was unable to complete, or for which such individual did not receive academic credit, because he or she was called up

If the student completes this amount of training:	**The school may keep this percentage of the tuition cost:**
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but below 25%	25%
25% through 50%	50%
More than 50%	100%

for active duty or active service; and if affected individuals withdraw from a course of study as a result of such active duty or active service, such institutions should make every effort to minimize deferral of enrollment or reapplication requirements and should provide the greatest flexibility possible with administrative deadlines related to those applications.

Plan B

Refund policy for withdrawal or cancelation process, and percentage for **pay-as-you-go** students.
All refund will attract $100.00 administrative fee. Payment is made within 30 days

Class duration	**weekly payments**	**week 1 % refund**	**week 2 % refund**	**week3 % refund**	**week 4-10**
10 weeks	$180 x10=$1,800	100	80	50	0
8 weeks	$225 x 8 = $1,800	100	75	40	0
6 weeks	$300 X 6 =$1,800	100	50	30	0
4 weeks	$450 X 4 =$1,800	100	40	0	0

NOTE: There is only one textbook for this course. Each class average 2 chapters per class.
Students cover at least 6 chapters in their 3rd class, that is 50% or more course coverage.
About 99% of enrolled students usually prefer to pay their tuition on pay-as-you-go bases.

Class Schedule for 2017

FEBRUARY BOARD EXAM	START DATES
Sterile Processing Saturdays(10 wks)	Nov. 26th, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	Dec. 20, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	Dec. 13, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	Jan 9, 2014 (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	Nov. 27, (Sundays) 3pm-6pm

MAY BOARD EXAM	START DATES
Sterile Processing Saturdays(10 wks)	Feb. 25, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	March 21, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	March 7, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	April 3, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	Feb 26, (Sundays) 3pm-6pm

AUGUST BOARD EXAM	START DATES
Sterile Processing Saturdays(10wks)	May 27, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	June 20, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	June 6, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	July 3, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	May 28, (Sundays) 2pm-6pm

NOVEMBER BOARD EAM	START DATES
Sterile Processing Saturdays(10 wks)	Sept. 2rd, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	Sept. 19, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	Sept. 5, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	Oct. 2, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	Sept. 3th, (Sundays) 2pm-6pm

Class Schedule for 2018

FEBRUARY BOARD EXAM	START DATES
Sterile Processing Saturdays(10 wks)	Dec. 2, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	Dec. 19, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	Dec. 12, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	Jan 8, 2014 (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	Dec. 3, (Sundays) 2pm-6pm

MAY BOARD EXAM	START DATES
Sterile Processing Saturdays(10 wks)	March. 3, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	March 20, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	March 13, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	April 2, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	March 4, (Sundays) 2pm-6pm

AUGUST BOARD EXAM	START DATES
Sterile Processing Saturdays(10wks)	June 2, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	June 26, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	June 12, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	July 2, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	June 3, (Sundays) 2pm-6pm

NOVEMBER BOARD EAM	START DATES
Sterile Processing Saturdays(10 wks)	Sept. 1, (Sat) 9am-1pm
Sterile processing: 2 days (6 weeks)	Sept. 25, (Tue & Thurs) 9am-1pm
Sterile Processing: 2 days (8 weeks)	Sept. 11, (Tue & Thurs) 5pm-8pm
Sterile Processing: 3 days (4 weeks)	Oct. 1, (M,W,F) 9am-1pm
Sterile Processing: 1 day (10 wks)	Sept. 2, (Sundays) 2pm-6pm