



# Sterile Processing

## PROGRAM OUTLINE

### PROGRAM GOAL AND OUTCOMES

#### Program Goal

To provide students with the knowledge and skills required for entry-level work as a sterile processing technician and to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSMM)\*.

Program Outcomes	Courses	Evidence of Learning
Recognize the fundamental practices and procedures of aseptic technique	Sterile Processing Technology, Part 1	Multiple-choice lesson exams
Identify common pathogens found in the medical setting and the precautionary measures healthcare workers take to minimize the risk of contracting diseases	Allied Health Careers Sterile Processing Technology, Part 1	Multiple-choice lesson exams
Identify HIPAA privacy rules and regulations and patient information commonly maintained by a healthcare facility	Sterile Processing Technology, Part 1	Multiple-choice lesson exams
Recognize the duties and requirements of the sterile processing technician in the healthcare setting	Allied Health Careers Sterile Processing Technology, Part 1	Multiple-choice lesson exams
Identify basic concepts of anatomy, physiology, microbiology, microorganisms, and medical terminology related to the duties of sterile processing technicians	Building Blocks of Sterile Processing	Multiple-choice lesson exams
Identify industry regulations and best practice standards common in the sterile processing field and the organizations responsible for setting the regulations and standards	Sterile Processing Technology, Part 1	Multiple-choice lesson exams
Identify common and complex surgical instruments, industry-approved practices for decontamination and sterilization of medical supplies and equipment, and the proper ways to transport equipment	Sterile Processing Technology, Part 1	Multiple-choice lesson exams

Identify procedures for effective inventory control and the tracking of instruments, equipment, and supplies	Sterile Processing Technology, Part 2	Multiple-choice lesson exams, graded project
Recognize quality assurance practices and workplace safety procedures	Sterile Processing Technology, Part 2	Multiple-choice lesson exams, graded project
Identify the importance of teamwork, workplace communication, and customer relations in the sterile processing setting	Sterile Processing Technology, Part 2	Multiple-choice lesson exams, graded project
Identify basic concepts of technology, writing, communication, and math skills used in the workplace	Sterile Processing Technology, Part 1	Multiple-choice lesson exams
	Sterile Processing Technology, Part 2	Multiple-choice lesson exams, graded project

\*The CRCST certification requires that students pass the certification exam and complete 400 hours of hands-on experience in a sterile processing department. These hours can be completed before testing or within six months of passing the exam. For more information, visit the IAHCSTMM website: <https://www.iahcsmm.org>. Penn Foster doesn't require students to complete the CRCST examination or the 400 hours of hands-on training as part of their studies.

# PROGRAM STRUCTURE

## SYP102: Starting Your Program

Lesson 1 Starting Your Program

## STP001: Allied Health Careers

Lesson 2 Orientation to Allied Health Careers

## STP002: Building Blocks of Sterile Processing

Lesson 3 Medical Terminology

Lesson 4 Anatomy and Physiology

Lesson 5 Microbiology

Lesson 6 Math for Technicians and Using MS Office in the Workplace

Textbook *Central Service Technical Manual (8th ed.)*

## STP003: Sterile Processing Technology, Part 1

Lesson 7 Introduction to Sterile Processing, Regulation, Standards and HIPAA Regulations

Lesson 8 Principles of Aseptic Technique and Infection Prevention

Lesson 9 Cleaning, Decontamination, and Disinfection

Lesson 10 Surgical and Complex Surgical Instruments

## STP004: Sterile Processing Technology, Part 2

Lesson 11 Assembly, Packaging, Sterilization Practices, and Storage

Lesson 12 Recordkeeping, Quality Assurance, and Inventory Management

Lesson 13 Ancillary Department Support and Information Technology

Lesson 14 Safety and Risk Management, Communication, and Personal and Professional Development

Lesson 15 Sterile Processing Case Studies Graded Project

Lesson 16 Sterile Processing Final Exam

# COURSE DESCRIPTIONS AND OBJECTIVES

## SYP102: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

By the end of this course, you'll be able to:

- Identify skills needed to be a confident and independent online learner

## STP001: Allied Health Careers

This course will give you an overview of the allied health field. You'll learn about the history of allied health careers and what the future holds. You'll also discover the roles available to you and the expectations your new job has for professional conduct, the skills and abilities you must possess, and the challenges of this profession. Additionally, this course has an overview of healthcare laws and regulations and the state and federal agencies that create those standards.

By the end of this course, you'll be able to do the following:

- Describe the history of allied health careers and their roles in the future of medicine
- Discuss the changes in the American healthcare experience
- List the personal characteristics required to work as a successful allied health professional
- Outline the principles of medical ethics
- Discuss how HIPAA legislation affects medical practices today
- Discuss how ARRA and HITECH policies are affecting medicine today
- Understand the importance of medical record interoperability
- Discuss how PPACA legislation affects the practice of medicine and how Americans will buy health insurance in the future
- Describe the difference between an ACO and a medical home
- Define professionalism
- Explain ethics, specifically the four pillars of medical ethics
- Know what federal and state agencies are responsible for regulating different aspects of the healthcare marketplace
- Describe safety rules that allied health professionals must be aware of

## STP002: Building Blocks of Sterile Processing

In this course, you'll be introduced to medical terminology and learn the parts of various words. Then, you'll move to anatomy and physiology to learn more about the various components of the human body and their functions, such as bones, muscles, and tissues. This lesson will also cover directional and regional terms used to better describe a patient's concerns, as well as different regions of the body. In microbiology, you'll learn more about the parts of cells and how various pathogens cause disease.

In your last lesson, you'll learn the math and computer skills needed to succeed in your position as a sterile processing technician.

By the end of this course, you'll be able to do the following:

- Define medical terminology and describe the origin of medical terminology

- Identify the four major word parts used in medical terminology
- Discuss the relevance of medical terminology in terms of how it correlates to service quality in the operative environment and the identification of surgical procedures
- Discuss the roles of cells, tissues, and organs within the human body
- Define and identify human body planes
- Identify and describe the nine major body systems and surgical operations that may correlate with these systems
- Define and describe microbiology and how it correlates with principles of the central services department
- Explain ways in which microorganisms can be identified
- Define and describe bacteria, viruses, protozoa, fungi, and prions
- Explain the Occupational Safety and Health Administrations (OSHA) Bloodborne Pathogens Standard
- Identify common bloodborne pathogens found in the workplace
- Describe how to calculate and convert temperature
- Solve simple problems by applying the concepts described in the lesson
- Identify and describe the four common arithmetic operations
- Identify and describe the parts of a computer
- Identify and describe the two types of software applications
- Discuss Microsoft Word and basic word processing tasks
- Describe the purpose of spreadsheet software applications
- Discuss Microsoft Excel and basic spreadsheet tasks

### **STP003: Sterile Processing Technology, Part 1**

In this course, you'll be introduced to the central processing department and its work processes, as well as your employers' expectations. You'll also learn about the regulations and standards that you'll abide by in a healthcare environment.

Next, you'll learn about aseptic technique and how infections spread. This will help you and other healthcare employees protect patients and keep everyone from being exposed to harmful infections.

You'll then go back to the sterile processing department and learn how medical equipment is cleaned, decontaminated, and disinfected. The lesson will finish with an introduction to the surgical instruments you'll be working with.

By the end of this course, you'll be able to do the following:

- Discuss the importance of the central service department to the operation of healthcare facilities
- Explain the standards, ethics, guidelines, professional standards, and safety regulations that guide the central service profession
- Discuss the specific roles, basic knowledge skills, and functions of the central service technician
- Review workflow within the central service department
- Discuss the various federal and state regulatory agencies and how they're pertinent to central services
- Define and distinguish regulations, standards, and recommended practices
- Discuss the HIPAA privacy and security rules and their implications in healthcare
- Distinguish between privacy and security

- Identify types of protected health information (PHI) within a healthcare setting
- Explain essential components of PHI policies and procedural protocols
- Discuss the role of a healthcare department's privacy officer
- Discuss Spaulding's Classifications for reprocessing medical devices
- Identify basic procedures and guidelines for establishing aseptic technique
- Discuss and distinguish medical versus surgical asepsis
- Discuss five basic principles of aseptic technique
- Identify basic procedures and guidelines for transporting medical equipment and opening supplies using asepsis
- Explain what's meant by the chain of infection and discuss ways to break it
- Discuss the role personal protective equipment plays in the prevention of disease transmission
- Explain how to clean general, powered, and delicate instruments
- Define cleaning and decontamination and explain their processes
- Discuss water pH and quality, identify the various detergents used for decontamination, and describe the various pieces of equipment used to decontaminate medical instrumentation
- Discuss the different types of disinfection
- Identify basic and complex instrumentation, and describe their design and guidelines for reprocessing
- Identify how surgical instruments are used in specific surgical procedures and are pertinent to their specialties

## STP004: Sterile Processing Technology, Part 2

This course will further explore the equipment and processes you'll encounter in the central processing department. First, you'll learn how instruments are prepared and packaged before being transported to various departments in the hospital. Then, you'll look at sterilization techniques and how you'll monitor sterilizers to ensure they're running efficiently. The next lesson will outline best practices for receiving, selecting, and distributing inventory, and how to keep track of equipment being used in your facility.

You'll also learn about the specialty departments in the hospital and the equipment they use to care for patients.

Finally, you'll gain the tools needed to succeed in your new career as a sterile processing technician. You'll understand the various workplace hazards you might encounter and how you can help out during an incident. You'll learn how to effectively communicate with your coworkers from a wide range of backgrounds and how to grow your professional and personal reputation.

By the end of this course, you'll be able to do the following:

- Identify different packaging and assembly procedures for medical devices
- Identify procedures for transporting sterile equipment
- Define the term **Immediate Use Steam Sterilization** and describe when it's used within the operative environment
- Describe the differences between low- and high-temperature sterilization
- Explain how to load packaged medical devices into sterilizers
- Recognize various components of the steam sterilizer, their functions, and sterilizer cycle phases
- Describe physical, mechanical, chemical, and biological monitoring procedures
- Identify the various inventory replenishment systems and how they're utilized in central service

- Discuss how ancillary services support central service
- Define the distribution process
- Discuss the receiving and requisitioning of medical supplies and equipment
- Identify reasons for record-keeping in the central service department
- Recognize quality assurance principles as they relate to sterilization monitoring and other processes in central service
- Identify consumable items used in central service
- Recognize OSHA compliance standards and explain how they contribute to safety in the workplace
- Identify safety guidelines, permissible exposure limits, and electrical safety concerns within the central processing department
- Identify guidelines for handling and disposing of hazardous materials
- Recognize internal and external workplace hazards
- Identify different types of communication and distinguish between formal and informal groups
- Define diversity
- Recognize characteristics of teamwork and personal and professional development in central service
- Recognize OSHA compliance standards and explain how they contribute to safety in the workplace
- Identify safety guidelines, permissible exposure limits, and electrical safety concerns within the central processing department
- Identify guidelines for handling and disposing of hazardous materials
- Recognize internal and external workplace hazards
- Identify different types of communication and distinguish between formal and informal groups
- Recognize characteristics of teamwork and personal and professional development in central service

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.