



Central Service Technology Program

APPLICATION FOR PROGRAM

**Summer B
(June)**

**For more information
IRSC Information Call Center
1-866-792-4772**

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

EA/EO Statement

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

*Adriene B. Jefferson, Dean of Northwest Center,
Equity Officer/Title IX Coordinator*

IRSC Massey Campus ■ 3209 Virginia Ave. ■ Fort Pierce, FL 34981
772-462-7101

The Central Service Technician

What We Do

We prepare surgical instruments and devices. That means we clean, inspect, test, sterilize, and store and deliver devices needed for surgery in a healthcare facility. Because of the work we do, surgeons can operate safely on patients in our communities.

We anticipate the needs of our customers. Departments throughout the healthcare facility from the operating room to the clinics rely on the surgical instruments and devices we prepare. These departments rely on our precision, our attention to detail and our layered skills and knowledge related to surgical instrumentation.

How We Partner & Learn

We collaborate with our vendor partners and the medical teams throughout our facilities to ensure instruments are available when they are needed. The patients' needs always come first and they deserve the care and attention we give to the safety of the instruments used on them.

We lead by example and believe that the process of learning to be a sterile processing tech will never be something that we can simply check off our list. The rules change, best practices change, technology changes...Continuing education is an essential part of our professional development because it promotes and encourages things like quality and safety in the face of the constant evolution.

Why It Matters

In Sterile Processing, lives are saved every single day. Within the department, care and dedication bridge the gap between skill and precision, between hope and assuredness. The heroes hard at work here every hour of every day deserve the utmost thanks. The Sterile Processing industry is filled with people who strive and challenge themselves to make informed decisions each moment that impact the people whose lives are in their hands.

TABLE OF CONTENTS

Application Checklist	1
Program Philosophy.....	2
Introduction	2
Information Sessions	3
Preadmission Advisement	3
Applicant Process	4
Applicant Review	5
Acceptance into Program	5
Drug Screening.....	5
Criminal Background Checks	5
Health/Medical Record.....	6
Non-Acceptance into Program	7
Program Expenses	7
Financial Aid/Scholarships	7
Program Curriculum	8
Pre-College Preparation	8
Core Performance Standards	9

APPLICATION CHECKLIST

Completion of the items on this checklist alone does not guarantee acceptance to the Surgical Services program. Students are selected on a selective admission basis. Completion of the checklist is the applicant's responsibility. **Students must be 18 years of age at the start of the program (August).**

- ☐ 1. Complete the Indian River State College Application for the Central Services program online at www.irsc.edu and pay the \$30 application fee. Fees are non-refundable.
- ☐ 2. Must be 18 years of age by August 1st.
- ☐ 3. Have earned a Standard High School Diploma or GED. Request official and final high school transcripts, former college(s) official transcript(s) and send electronically to the Office of Student Records at IRSC by application deadline date.

College transcripts must be evaluated by the application deadline for validation of competency and/or transfer of credit. College admission status must be complete.

- ☐ 4. Meet with a Health Science **Academic Advisor** or **Admission Counselor** to review program requirements and **TABE Requirement**.

If TABE is required, applicant must take first attempt of the exam prior to submission of application.

TABE Exemptions listed in Preadmission Advisement, pg. 3.

- ☐ 5. **Attend/View** a Central Service Technology Program Information Session prior to the deadline. (See Central Service Technology website for the link to register).
- ☐ 6. **Access** and **Review** Program Expenses prior to the deadline. (See Central Service Technology website to view the program expenses).
- ☐ 7. **Upload** a copy of the current American Heart Association Basic Life Support (BLS) Provider CPR card. Certification should be valid for the entire length of the program.
- ☐ 8. **Upload** a signed copy of the Application Checklist.

All applications will be reviewed after the application deadline. Selection occurs once a year in which students and alternates are selected. Students will be notified by the Health Science Division of their provisional acceptance into the program via the email provided in the application. At that point, students will receive instructions about how to proceed from the Program Director, including date and time of mandatory program welcome session.

By signing and submitting this checklist, I attest I have completed all required steps listed above and meet the qualifications necessary to apply for the Surgical Technology Program at Indian River State College. I understand that incomplete applications or failure to meet the stated requirements may result in disqualification from the selection process.

Applicant Name

Signature

Date

PROGRAM PHILOSOPHY

The philosophy of the Central Service Technology program is to provide a dynamic, behavioral and highly technical process directed toward the learning, application and participation of the sterile processing team member with continuous concern and awareness of the patient as the center focus of care.

INTRODUCTION

Applicants should carefully review the application procedures outlined. Admission to the Central Service Technology program is on a competitive basis. It is the applicant's responsibility to ensure that the application process is complete.

INFORMATION SESSIONS

Students interested in applying to the program should access the program information session on the website. The information session provides valuable details to help students understand the structure and design of the program ensuring students understand how to achieve a "qualified" status.

The Registration link for the Central Service Technology Information Sessions can be accessed on the program's website;

<https://irsc.edu/program/central-services-technology/>

PRE-ADMISSION ADVISEMENT

Pre-advisement with an advisor or admissions counselor is required for admission to the Central Service Technology program. Pre-advisement includes information on the application process, admissions requirements, program guidance and counseling, financial aid and time management.

It is strongly advised that students requiring the TABE test begin this process during the application period and continue until a 576+ in reading, 596+ math, and 584+ language is achieved. TABE requirements must be met for program completion.

Exceptions and Exemptions from the Basic Skills Examination (TABE)

Students who are exempt from basic skills exit requirements include those who:

- Possess a college degree at the associate in applied science (AAS) level or higher;
- Demonstrate readiness for public postsecondary education pursuant to 1008.30, F.S. and applicable rules adopted by the State Board of Education. **A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active-duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution.** However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled; or
- Is enrolled in an apprenticeship program that is registered with FDOE in accordance with Chapter 446.
- If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

- student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements ins. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s. 943.17(6), F.S., for more information.
- **A student who has taken the 2014 GED® and attained the minimum achievement scores.**

APPLICATION PROCESS

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the checklist on page 1. It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional Central Service Technology program specifics follow in this booklet.

The application opens on the last Friday in January and will close once the maximum number of qualified applicants have applied.

Prior to beginning the application process:

1. Read the **Central Service Technology Program Application Booklet**.
2. Complete and submit the **IRSC Application** for the Central Service Technology program (\$30 fee; keep a copy of your receipt).

Note: If at any time during the application process you have a change in personal information (name change, address, phone number or emails), submit the changes through **MyPioneerPortal** and the Health Science Division at 772-462-7550.

APPLICANT REVIEW

Consideration for admission into the Central Service Technology program will be based upon completion of the following criteria upon submission of application:

1. 18 years of age or over (Must be 18 years old by August 1st)
2. IRSC Admission Status must be complete (receipt and evaluation of all transcripts).
3. Attend an Information Session and submit verification form.
4. Submit copy of American Heart Association CPR BLS card.

Meeting admission criteria does not guarantee acceptance into the program. Students are selected on a competitive basis.

ACCEPTANCE INTO PROGRAM

Those provisionally accepted into the Central Service Technology program will be notified by the Health Science Division of their **provisional** acceptance. Final acceptance into the program is contingent upon satisfactory results from a physical examination, drug screen and a National Criminal background check via fingerprint process. **Information on obtaining these tests/reports will be provided in the provisional acceptance notification package. These reports should not be submitted with initial application materials.**

DRUG SCREENING

Refer to the IRSC website at www.irsc.edu. Click **All Programs**, then **Central Service Technology** and select **Background Check and Drug Screening Requirements link**.

CRIMINAL BACKGROUND CHECKS

Refer to the IRSC website at www.irsc.edu. Click **All Programs**, then **Central Service Technology** and select **Background Check and Drug Screening Requirements link**.

*All students must read this information carefully to understand what may disqualify them from entry into the program, clinical participation, licensure/certification and/or employment.

Health/Medical Record

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records. The form is located on the IRSC website at www.irsc.edu. Click **Programs**, and select **Central Service Technology** and select **Health Science Physical Examination and Immunization Form link**.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. **If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from the program. The Health and Wellness Department has information regarding personal health insurance options. For more information, call 772-462-7825.**

Student Drug Screen, Background Check, and Medical Records

IRSC cannot guarantee employment upon graduation as employers determine the requirements for employment eligibility at their institutions. Students accepted into any IRSC health science program who have a criminal history must recognize that the history may impact their eligibility for employment in health care.

When received, these records will become the property of the College and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not qualify for the program will be notified and may call the Health Science Office at 772-462-7550.

PROGRAM EXPENSES

A list of approximate costs is located on the IRSC website at www.irsc.edu. Click **All Programs**, then **Central Service Technology** and select the **Expenses link**. In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the *FAFSA and IRSC Supplemental Financial Aid Application* to determine eligibility. For more information, contact the IRSC Financial Aid Office at 772-462-7450 or toll-free at 1-866-900-3243 (FAID).

Scholarships designated for students in the Health Science programs may also be available. Scholarship opportunities are available through MyPioneerPortal.

For more information regarding the scholarships, contact the Scholarship Development Coordinator; Sherri Monds at smonds@irsc.edu.

CENTRAL SERVICE TECHNOLOGY PROGRAM CURRICULUM (650 Clock Hours)

Refer to the IRSC website at www.irsc.edu. Click **Academics** and select **Course Catalog**. Choose **Career and Technical Education Programs** and select **Central Services Technology**.

All core curriculum requires a grade of “C” or higher.

Curriculum Notes

This 6-month program provides the student with the technical ability, knowledge, and skills required for entry-level employment as a member of the health care team in a hospital central sterile processing or material management department. The Central Service Technology program provides the student with a strong foundation in the essentials of health care, anatomy, physiology, medical language, and microbiology. Specialty didactic, laboratory, and clinical courses in central service technology prepare the student to become an entry-level central service technician and take the national certification exam.

The requirements for enrolling in Central Service Technology courses, completion of all admission requirements; a physical with all your immunizations current; proof of personal health insurance; a negative drug screen; and an approved background check. These requirements **must** be fulfilled before you can sign up for any Central Service course.

All courses in the Central Service Technology program contain blended coursework. This requires the student to have access to a computer and the Internet throughout the program.

Students should be prepared to travel to any health care facility within the four-county service district of Indian River State College: St. Lucie, Martin, Indian River, and Okeechobee counties.












Full-time Central Service Technology students will attend classes 30-35 hours per week. Program specific orientations (2) are mandatory (dates TBA). Orientation to clinical facilities is mandatory.

PRE-COLLEGE PREPARATION FOR THE HIGH SCHOOL STUDENT

High school students interested in becoming a surgical technologist are advised to follow the recommended course of study for medical science and health careers offered at their school, develop typing and computer skills, and join the Health Occupations Students of America (HOSA) program at their school.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

During the program, the student must retain, recall, and apply the knowledge, skills and competencies acquired in the classroom and lab setting to the practice of Central Service Technology in the clinical environment.

Performance Standards	Icon	Definition
Critical Thinking		Ability to analyze clinical situations, make sound judgments quickly, and adapt under stress.
Retention		Consistently applies and builds upon previously acquired knowledge in academic and clinical settings.
Effective Communication		Conveys information clearly and effectively in verbal and written English.
Mobility		Moves freely within clinical environments and performs essential tasks such as lifting and emergency procedures.
Gross & Fine Motor Skills		Performs precise and safe clinical tasks including handling instruments and positioning patients.
Auditory Acuity		Hears and interprets sounds accurately to assess patient needs and respond appropriately.
Visual Acuity		Observes and assesses the surgical field and patient conditions to ensure safety and precision.
Strength/Stamina		Has endurance and strength to provide continuous patient care over extended periods.
Interpersonal Skills		Establishes respectful, professional relationships and demonstrates sensitivity to diverse backgrounds.
Accountability		The responsibility to uphold professional standards, follow through on commitments, and take ownership of actions and outcomes in clinical and academic settings.
Respect for Others		Engages in professional, respectful interactions honoring diverse perspectives and backgrounds.