



Central Service Technology Program

APPLICATION
Summer B (June)

Powered by
The School of Health and Human Sciences

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

TABLE OF CONTENTS

Introduction	1
Program Philosophy	1
Description of the Profession	1
Program Curriculum.....	2
Pre-College Preparation.....	2
Core Performance Standards.....	2
Applying to the Central Service Technology Program	3
Applicant Review	4
Application Checklist.....	4
Acceptance into Program	5
Drug Screening/ Criminal Background Checks.....	6
Health/Medical Record	6
Pre-Admission Advisement.....	7
TABE (Exceptions and Exemptions)	7
Non-Acceptance into Program	8
Program Expenses.....	8
Financial Aid/ Scholarships.....	8

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.

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.

DESCRIPTION OF THE PROFESSION

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.

(HSPA) Healthcare Sterile Processing Association
<https://myhspa.org/about/who-we-are/>

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.

This 6-month post-secondary adult vocational (PSAV) certificate 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 sterile processing or supply chain department. The Central Service Technology program provides the student with a strong foundation in the essentials of health care, anatomy, physiology, medical language, and infection control. 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 administered by Healthcare Sterile Processing Technician.

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

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.

APPLYING TO THE CENTRAL SERVICE TECHNOLOGY PROGRAM

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the application checklist on page 4. It is the student's responsibility to see that admission requirements are met. No notices will be sent.

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).

All applicants will be notified of their status approximately four to six weeks after the deadline via the email address provided in the Health Science Application. No information is available by telephone. To finalize acceptance once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check.

APPLICANT REVIEW

Admissions/Records must receive all transcripts prior to the application deadline date. No documentation will be considered after the application deadline.

Consideration for program admission is based on the student completing the following by the application deadline:

1. 18 years of age or over (Must be 18 years old by August 1st)
2. Have earned a standard High School diploma or GED
3. IRSC Admission Status must be complete by the application deadline date (receipt and evaluation of all transcripts).

Note: All the above criteria must be met, or the applicant file will not be reviewed and scored. Meeting admission criteria does not guarantee acceptance into the program. Students are selected on a selective admission basis.

APPLICATION CHECKLIST

(All items requested below must be submitted and completed by the application deadline date)

Completion of the items on this checklist alone does not guarantee acceptance into the Central Service Technology program. *Students are selected on a competitive basis.* Completion of the items on the checklist is the applicant's responsibility. All items must be completed by the application deadline to be qualified for this program.

- ____ 1. Complete the online Indian River State College Application for the Central Services technology Program at **www.irsc.edu** and pay the \$30 non-refundable application fee.
- ____ 2. Request official and final high school, GED, and college(s) transcript(s) and submit to the Office of Student Records. **Must be received by application deadline date.**
- ____ 3. IRSC admission status must be complete.
- ____ 4. Meet with a Health Science Academic Advisor or Admission Counselor to review program requirements.
- ____ 5. **TABE Requirement** – If TABE is required, applicant must take first attempt of the exam prior to submission of application.
(This criterion is met by simply taking the exam. Scores are not reviewed during application process.). See TABE Exemptions listed in Preadmission Advisement, page 7.

All applications will be reviewed after the application deadline. **Selection occurs once a year in which 10 students are selected and 5 alternates.** Selection criteria includes all required documentation. Students will be notified by the Health Science Division of their provisional acceptance into the program via their IRSC RiverMail email. At that point, students will receive instructions about how to proceed from the program director, including dates and time of mandatory program welcome session.

DO NOT PROCEED WITH DRUG/BACKGROUND SCREENING OR PHYSICAL UNTIL NOTIFIED.

ACCEPTANCE INTO PROGRAM

All applicants will be notified of their status approximately four–six weeks after the application deadline via the email address provided in the Central Service Technology Application. No information is available by telephone.

Students who receive notification of provisional acceptance must complete the following steps to be admitted to the program:

1. Submit Program Acceptance Response form to secure your provisional acceptance.
2. Create an account with American Database (Complio).
3. Schedule FDLE background check and complete fingerprinting process.
FDLE report must be received and reviewed in Complio for approval
4. Schedule Drug Screen and complete drug screen.
Drug screen report must be received and reviewed in Complio for approval

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.

DRUG SCREENING

Refer to the IRSC website at www.irsc.edu. Click **All Programs**, select **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**, select **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.

During the Program Welcome Session, students will be provided with important program dates to allow students to prepare for the next steps of the provisional acceptance process which includes:

1. Submit Health Science Physical & Immunization form.
2. Submit proof of personal health insurance.

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**, 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.**

PRE-ADMISSION ADVISEMENT

Pre-advisement with an advisor 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.

Students will not be *admitted* to the program and be able to register for courses, purchase books or uniforms, or obtain student I.D. until all required documentation is approved as compliant.

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:

1. Possess a college degree at the associate in applied science (AAS) level or higher
2. 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.
3. **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

4. Is enrolled in an apprenticeship program that is registered with FLDOE in accordance with Chapter 446.
5. 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.)
6. 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.
7. 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.
8. A student who has taken the 2014 GED® and attained the minimum achievement scores.

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**, select **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 is available to those who qualify. Complete the FAFSA application to determine eligibility. For more information, contact the Indian River State College Financial Aid Office at 772-462-7450.

Scholarships designated for students in the Health and Human Sciences programs may also be available. Click on the Foundation link to learn about scholarships at **The River**

<https://irsc.edu/admissions/financial-aid/types-aid/scholarships/> .

You may also contact the Scholarship Development Coordinator; Sherri Monds at smonds@irsc.edu