

TOM P.HANEY
TECHNICAL COLLEGE



Central Sterile Processing
Technology
Handbook 2026



TOM P. HANEY TECHNICAL COLLEGE

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WELCOME

The faculty of Tom P. Haney Technical College School of Practical Nursing and Allied Health welcomes you to our program. Our school is approved and recognized by the Florida Board of Nursing, and we offer three programs: Practical Nursing, Patient Care Technician and Central Sterile Processing Technology.

It is our sincere desire that we may be of service in helping you prepare for the world of work as you expand your educational opportunities.

Our mission is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.

This handbook is a supplement to the Tom P. Haney Technical College Student Handbook and will assist you in becoming knowledgeable regarding the policies of your assigned program.

We hope your time at Tom P. Haney Technical College will prepare you to function as responsible, competent and compassionate members of the HealthCare Team.

The School of Practical Nursing and Allied Health Faculty

PURPOSE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as supervisors, central supply, central supply workers, ambulatory surgery processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope re-processors, case cart technicians, inventory technicians, processing technicians, stock clerks: stock room or warehouse, sterilizers, central service technicians SOC Code 31-9093 (medical equipment preparers).

DESCRIPTION

The content includes but is not limited to central services departmental organization and function; basic anatomy, physiology, microbiology and chemistry related to central service activities; quality assurance; infection control and isolation techniques, principles of safety; principles, methods and controls of sterilization processes; cleaning, processing, packaging, distributing, storing, and inventory control of sterile goods, instruments, trays, and equipment; medical terminology; surgical instrumentation; basic computer skills, interpersonal and job seeking skills, fundamentals of communication, case cart management, laparoscopic specialty, orthopedic specialty, flexible scope processing , shift supervisory skills and procurement of supplies and equipment.

FLDOE STUDENT PERFORMANCE STANDARDS

Testing Requirements for Basic Skills:

Required scores are:

Reading – 10.0 A; Math – 10.0 A; Language – 10.0 A

*All testing must be successfully finished prior to the program's completion date to be eligible to receive a certificate and sit for a nationally accredited Certification Exam. For more information, please see the Guidance Counselor in Student services.

FLDOE STANDARDS CENTRAL STERILE PROCESSING TECHNOLOGY

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Describe supply distribution systems and the principles of inventory control.
- 13.0 Describe the processes for loaner instrumentation and equipment.

- 14.0 Demonstrate the methods of case cart preparation and the utilization of preference cards.
- 15.0 Demonstrate the ability to recall and dispose of or reprocess sterile supplies.
- 16.0 Demonstrate language arts knowledge and skills.
- 17.0 Solve problems using critical thinking skills, creativity, and innovation.
- 18.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 19.0 Demonstrate the roles and responsibilities of the central supply worker.
- 20.0 Describes the function and workflow of the sterile processing department.
- 21.0 Recognize basic principles of microbiology.
- 22.0 Interpret and apply medical terminology and anatomical terms as they relate to equipment and supplies issued by central service personnel.
- 23.0 Describe how central service is involved in controlling infections in hospitals.
- 24.0 Explain the purpose of Occupational Safety and Health Act (OSHA).
- 25.0 Translate how to receive, decontaminate, clean, prepare, disinfect and sterilize reusable items.
- 26.0 Demonstrate flexible endoscopic leak testing, decontamination, and reprocessing.
- 27.0 Demonstrate the use of sterilization process monitors, including temperature and frequency of appropriate chemical indicators and bacterial spore tests for all sterilizers.
- 28.0 Demonstrate the ability to identify and select appropriate instrumentation or equipment that meets the needs of the surgical specialty.
- 29.0 Define the use of Robotics in Central Sterile Processing Technology.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is composed of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	STS0019	Central Sterile Service Materials Management	150 hours
C	STS0013	Central Sterile Processing Technician	410 hours

GENERAL RULES

ABSENCES:

The maximum absences allowable for any central sterile processing technician student will be 60 hours or 10% during the course of the program. This will be divided into 30 hours for each academic section. When a student has missed 15 hours in each section, an administrative warning will be issued. If a student misses more than the allowed 60 hours, the student will be automatically withdrawn.

*It is the responsibility of each student to be aware of their absences. Haney Technical College is a clock hour institution; therefore, attendance is tracked minute by minute. Students should not be asking instructors for attendance information. Students may monitor their attendance using the student web portal located in FOCUS.

TARDIES:

Students will adhere to the tardy policy which includes: failure to report to class on time, conferences, and late return from lunch or break. If you anticipate being late, you must contact your instructor. The minutes that the student is tardy will be counted as part of the allotted 60 hours absence from the program. If a student is more than 30 minutes late for clinicals, this is considered an absence and he/she will be sent home.

*Students will not be allowed to enter the classroom once testing has started. If you are not in your classroom prior to testing, then you will have to wait in the lobby until testing is complete and the teacher allows the break. This time will be deducted from your 60 hours maximum absences allowed.

INSTRUCTOR

Conferences may be scheduled after class. Students are not to make random visits into the instructor's office or the teacher workroom. At no time are students allowed in the instructor's office or workroom without the presence of their assigned instructor.

EVALUATIONS: Evaluations are a continuous process and will be done by the instructors. Students are required to maintain a Grade Point Average (GPA) of 70/C in each subject area. A student whose final GPA for the subject area is below a 70/C will result in automatic dismissal from the program.

MAKE UP TEST: If you are absent, all tests must be made up on the next day that you return. It is your responsibility to contact the instructor regarding make-up tests.

Ex. If you return on a classroom day, the test will be made up after school. Failure to comply will result in 20 points deducted from that particular test.

NAME BADGE: Students must wear a Haney issued name badge while on campus and in the clinical setting. This is considered part of your uniform. Any student present without his/her name badge will be sent home. Time missed from the program will be counted as part of the allowed 60 hours absence from the program.

DRESS CODE: Students must dress for the occupation for which they are being prepared. Therefore, in the classroom and clinical setting, students will wear their uniforms. Uniforms cannot be tight-fitting. Female students must wear bras. Students must wear shoes at all times. No sweat shirts, hoodies, or blankets are allowed during school or clinical. Any student in violation of the dress code will be sent home. The time missed from the program will be counted as part of the allowed 60 hours absence from the program.

UNIFORM & ACCESSORIES: Tom P. Haney Technical College School of Practical Nursing Faculty selects the style and accessories. It is the responsibility of each student to purchase the required uniform and accessories. Uniforms will be worn during clinicals and in the classroom. Uniform pants should touch the top of the shoe and not touch the floor. Specialty areas may require different attire, upon which instructors will notify you.

JEWELRY/
TATTOOS:

In classroom and clinicals: A watch with a second hand and plain wedding band may be worn. Medic Alert bracelets or necklaces may be worn.

No smart watches allowed. Absolutely no other jewelry of any description may be worn.

Body Jewelry/Tattoos in visible places such as eyebrows, nose, lips, and tongue is not permitted during clinical/class rotations. Tattoos should be covered as much as possible.

STUDENT
CONDUCT:

The student will adhere to the policy on student conduct as described by the Bay County School Board. Any act of unprofessionalism or behavioral issues at any time, either on campus or clinical setting, will result in dismissal from the program and from Tom P. Haney Technical College

SCHOOL
VISITORS:

In accordance with Bay District Schools Policy, No visitors are allowed on campus without prior consent from the administration. This includes times during lunch and breaks.

Approved visitors must check in at front desk, present a photo ID and receive a visitor's pass.

SMOKING:

Smoking / Vaping is not allowed on the school campus. All Bay County Schools and properties are "Smoke-Free" zones.

MEALS:

Students may bring their lunch or purchase drinks/snacks from the market in the community area. Lunch is to be eaten in the designated areas. Food trucks will be available on specified days during weekday lunch hours. Microwaves are located in the community area. No food is permitted in classrooms, only clear water bottles with water.

BREAKS:

Breaks are given at the discretion of your instructor in the clinical area and classroom. Students are to remain on campus and in the building during break times, unless the student clocks out.

SOCIALS:

School policy allows no school functions during class/clinical hours.

*SPECIAL
EQUIPMENT:*

Students do not operate any type of special equipment without prior approval of the assigned instructor, in the lab or at clinicals.

HEALTH:

Students are responsible for personal health. Any condition, which interferes with or exposure to others, will not be tolerated in class or clinical areas.

Admission to the clinical facility is at the discretion of the instructor in cooperation with the unit manager of the facility.

All costs for medical care, including emergencies, are the student's responsibility.

While on duty at the clinical facility, necessary care will be given at the student's expense. If in doubt regarding personal health, consult the instructor in charge.

PROFESSIONALISM:

Students are required to do individual testing. If a student obtains information while testing at any time, the student will be reported to the administration for immediate dismissal. All students must read and sign the "test-taking rules."

Students are not allowed to lie their heads on their desks during class time. This may be perceived as sleeping in class which is not tolerated. Any student seen with their head on their desks will be dismissed, and time missed will be deducted from the 60 hours of absence allowed in the program.

Students are expected to demonstrate respect, honesty and integrity at all times. They are expected to maintain a professional demeanor both in the classroom and during clinical rotations, and communicate respectfully with peers, faculty and staff. Any violation of this policy will result in immediate dismissal from the program without privileges to return.

CELL PHONES / SMART WATCHES / LAPTOPS / TABLETS: To foster an environment conducive to learning, engagement and academic success, Tom P. Haney Technical College implements a cell phone lockup policy to minimize distractions during class/lab sessions.

1. *Phone Lockup Requirement:*

- Upon entering the classroom, students must place their cell phones in the designated secure cell phone lockers. Phones will remain inaccessible during the class and lab sessions.
- Cell Phones may be removed during the lunch break and when dismissed for the day after the student has clocked out.

2. *Compliance and Consequences:*

- Compliance is mandatory. Non-compliance (e.g., retaining or using a phone during class) will result in the student clocking out for the day and hours deducted from time missed. Repeated violations will lead to referral to the Dean of students for further action.
- Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the program without privileges to return.

3. *Safety and Emergencies:*

- Campus alert systems and classroom communication channels (instructor email, learning management systems) ensure access to emergency notifications, mitigating the need for personal phone access during class.
- Family members can call the front office and they will get the message to the instructor. Phone number: [\(850\) 767-5500](tel:8507675500)

4. *Personal Laptops / Tablets / Recording Devices*

- No personal laptops, tablets, etc. are allowed in classrooms. A school laptop will be provided at school for testing and class assignments.
- Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without prior consent of individuals being recorded is prohibited (Haney Student Handbook).

ACCIDENTS /
INJURY

If any accident and/or injury occurs in the school facility, notify the instructor immediately. Accident/injury reports must be completed as required by the Bay District School Board.

NOTE: School health insurance is available for purchase at a nominal fee. Information is available in the Student Services Office at Haney.

RULES IN THE CLINICAL FACILITY

ATTENDANCE: Any student who leaves the designated clinical area, including campus or classroom, without the assigned instructor's permission will be subject to administrative discipline up to dismissal from the Central Sterile Processing Technology Program.

SUPPLIES: Students are expected to come prepared for the clinical setting with all of the required supplies as indicated by the checklist. Any student that does not have his/her supplies will be sent home, and receive an unsatisfactory grade ("U") for the day. Time missed will be deducted from the 60 hours of absence allowed in the Central Sterile Processing Technology program.

CONFIDENTIALITY
OF PATIENT
RECORDS:

Students may make entries into healthcare records and reports and clinical assignment forms. Any false entries made will require the instructor (faculty or facility) to review these entries and notify the program director. Knowingly recording false information is a violation of the program professionalism policy and the student will be immediately dismissed from the program. Students should not have contact with patients/clients and/or family members during the clinical setting while in uniform. The student may visit after clinical hours and must change into regular street clothing.

JEWELRY/
TATTOOS:

A watch with a second hand and plain wedding band may be worn. Medic-Alert bracelets or necklaces may be worn.

No Smart or digital watches are allowed. Absolutely no other jewelry of any description may be worn.

Body Jewelry/Tattoos in visible places such as eyebrows, nose, lips, and tongue are not permitted during clinical/class rotations. Tattoos should be covered as much as possible.

COSMETICS:

Cosmetics may be worn with discretion and used in moderation. No fragrances of perfume or aftershaves. No star-shaped acne patches on uncovered parts of the body will be allowed.

UNIFORMS:

Professionalism is reflected in behavior and appearance. This policy describes the uniform code and is designed to project a professional image that represents our school to area hospitals and community settings.

Students will wear the uniform adopted by the program (designated scrub top, pants or skirt, scrub jackets are optional but must be the same color as uniform).

You may wear a white or black long sleeve shirt under your scrub top or white or black arm sleeves.

Uniforms must be clean, well pressed and cannot be tight-fitting.

In specialty areas, students will wear the required facility attire.

Students will adhere to the dress code and any violation of this policy; the student will be sent home with hours deducted from the allotted 60 hours. Repeated occurrences may be grounds for dismissal from the program.

SHOES /
SOCKS:

Students will wear all black leather shoes. (Leather athletic shoes, black leather nursing shoes, clogs with enclosed toes and back straps in place around the heels). Shoes must be clean at all times. All students will wear white or black socks that are above the ankles.

NAILS:

Fingernails must be clean, short, and well-manicured. No nail polish, dip, acrylic nails, artificial nails, or tips are allowed in the classroom or clinical rotations.

HAIR:

Hair must be off the collar and pulled back out of the face. It must be clean and neatly arranged. This applies to both men and women. Beards and mustaches should be clean and neatly trimmed. No hair dye that is not natural hair color is permitted at any time. Any hair accessory must blend with the color of hair. No ribbons, scarves or fancy combs are permitted in the classroom or the clinical rotations.

PROCEDURES:

Absolutely no procedures in the medical (clinical) facility are to be performed by students without the presence of an instructor or assigned designee.

ASSIGNMENT:

Student assignments are to be made by Haney instructors or their designee. All changes in assignments are made and/or approved by a Haney instructor.

PAPERWORK:

Any clinical paperwork assigned must be turned in to the designated instructor at the beginning of the next clinical day. Any student that does not turn in his/her paperwork will receive an unsatisfactory (“U”) for the day. A “U” will result in loss of time from the allotted 60 hours. 3 “U’s” will result in the next step in the disciplinary process.

SIGN IN/OUT
SHEET:

Instructors must know the location of all students at all times. Therefore, prior to leaving assigned areas for errands, breaks, etc., students must have the instructor’s approval. A designated sign-in/out sheet is to be used each time the student leaves the assigned area. Time missed from class will be included in the 60 hours allowed for the program.

WITNESS OF
SIGNATURE:

Students are not allowed to “witness” (sign or co-sign) any documents in the clinical facility.

HOSPITAL
VISITS:

There are to be absolutely no visits to hospital patients or other areas of the clinical facility during clinical hours and in uniform. Bring a change of clothing to visit after hours. No student in uniform is to remain in the clinical area after being dismissed by the instructor.

REQUEST OF
WITHDRAWAL
OF STUDENT:

The Affiliating Health Care Facility may request the school to withdraw any student whose work or conduct, in its opinion, may have a detrimental effect on patients or personnel; and/or reserves the right not to accept a student who has previously been dismissed by a health care facility for reasons which would make acceptance as an affiliate inadvisable.

CELL PHONE:

Cell Phones are not allowed in the clinical facility. If a student is seen with a cell phone, this will result in dismissal from clinicals. The student will lose hours for the day and must contact and meet with the Director of the program before being allowed back to school or clinicals. Failure to comply will result in administrative action, which may include dismissal from the program.

PROFESSIONALISM:

Students are expected to demonstrate respect, honesty and integrity at all times. They are expected to maintain a professional demeanor both in the classroom and during clinical rotations, and communicate respectfully with peers, faculty and staff. Any violation of this policy will result in immediate dismissal from the program without privileges to return.



TOM P. HANEY TECHNICAL COLLEGE Compliance Form

This is to certify that I have read, understand, and will comply with the following:

TOM P. HANEY TECHNICAL COLLEGE HANDBOOK

Print Name: _____
Signature: _____
Date: _____

TOM P. HANEY TECHNICAL COLLEGE
CENTRAL STERILE PROCESSING TECHNOLOGY
HANDBOOK

Print Name: _____
Signature: _____
Date: _____



Phone and Smart Device Policy

Classroom

All smart devices must be placed in your assigned phone locker box and remain on silent mode immediately after signing-in. The classroom, lab, bathrooms are device free zones. If you need to use your phone you must sign-out and leave the instructional area. If family members need to contact you, have them call 850-767-5500.

Cell Phones may be removed during the lunch break **ONLY** and when dismissed for the day. Disciplinary action will be taken if cellphones are out at any other time during the school day. Students will clock out and lose hours for the day if seen with a cell phone.

Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the program.

Clinical Setting

Cell Phones/smart watches are **NOT** allowed in the clinical facility! If a student is seen with cell phone/smart devices will result in dismissal from clinicals. The student will lose hours for the day and must contact and meet with the Director of the program before being allowed back to school or clinicals. Failure to comply will result in administrative action, which may include dismissal from the program.

I _____ fully understand and agree to follow this policy.

Date: _____

Print Name: _____

Sign Name: _____