



Sterile Processing Student Handbook

Introduction and Program Overview

Purpose of this Handbook

The EVIT Sterile Processing Student Handbook establishes the academic, clinical, professional, and behavioral standards for students enrolled in the Sterile Processing program.

This handbook is intended to supplement the EVIT Postsecondary Catalog. Students are responsible for understanding and complying with all policies, procedures, and requirements outlined in both documents. Unless specifically addressed within this handbook, all policies contained in the EVIT Postsecondary Catalog remain in effect.

Student Responsibilities

Students accepted into the EVIT Sterile Processing Program assume responsibility for meeting all academic, clinical, and professional requirements necessary for program completion.

Students are responsible for:

- Reviewing and complying with the EVIT Postsecondary Catalog and Sterile Processing Student Handbook.
- Monitoring EVIT email, Canvas, and other approved communication platforms.
- Maintaining all required clinical compliance documentation throughout enrollment.
- Meeting established deadlines for coursework, clinical requirements, and program documentation.
- Maintaining reliable transportation to assigned clinical, laboratory, and educational activities.
- Demonstrating professional conduct in all educational and clinical settings.
- Complying with all EVIT, clinical agency, regulatory, and accreditation requirements.
- Reporting changes that may affect clinical eligibility, including criminal charges, fingerprint clearance card status, health conditions, or other factors that may impact participation in clinical education.

Failure to meet program requirements may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Essential Functions and Technical Standards

Students enrolled in the Sterile Processing Program must be able to perform the essential functions required to safely participate in classroom, laboratory, and clinical experiences. These functions include, but are not limited to:

- Standing and walking for extended periods.
- Lifting, carrying, pushing, or pulling equipment and supplies weighing up to 50 pounds with or without assistance.
- Demonstrating sufficient manual dexterity to safely inspect, assemble, package, and sterilize surgical instruments and medical equipment.
- Demonstrating adequate visual acuity to identify instruments, read labels, inspect equipment, and distinguish colors used in instrument identification and sterilization indicators.
- Demonstrating adequate hearing and communication skills to effectively interact with instructors, classmates, and healthcare personnel.
- Demonstrating the ability to safely handle contaminated instruments, chemicals, cleaning agents, and sterilization equipment while following infection prevention and safety protocols.
- Following written and verbal instructions and responding appropriately in a fast-paced healthcare environment.
- Demonstrating critical thinking, sound judgment, attention to detail, and the ability to work accurately under time constraints.
- Maintaining professional behavior and complying with infection prevention, safety, and confidentiality requirements.

Students requesting accommodations should refer to the EVIT Postsecondary Course Catalog for information regarding disability services and accommodation procedures.

Professional Standards and Conduct

Professional Expectations

Sterile Processing students are expected to demonstrate professionalism at all times and represent the EVIT Sterile Processing Program positively in all educational and clinical settings. Professional conduct is required in the classroom, laboratory, simulation, clinical, online, and community environments.

As future members of a healthcare profession, students are expected to demonstrate:

- Accountability for their actions, decisions, and academic performance.
- Honesty, integrity, and ethical behavior.
- Respect for patients, families, classmates, faculty, staff, and healthcare personnel.
- Professional communication and collaboration.
- Preparedness and punctuality for all educational activities.
- Flexibility and adaptability in response to changes in schedules, assignments, clinical placements, and patient care needs.
- Compliance with program requirements, clinical agency policies, and applicable laws and regulations.
- A commitment to patient safety, infection prevention, and quality sterile processing practices.

Students are expected to arrive on time, prepared for all classroom, laboratory, and clinical experiences, and actively participate in assigned learning activities. Students are responsible for monitoring EVIT email, Canvas, and other approved communication platforms and complying with all deadlines, requirements, and program communications.

Professional behavior includes demonstrating sound judgment, maintaining confidentiality, accepting constructive feedback, and conducting oneself in a manner consistent with the standards of a healthcare profession.

Conduct that is unsafe, unprofessional, unethical, disruptive, or inconsistent with healthcare standards may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Confidentiality and HIPAA

Students are responsible for maintaining the confidentiality and privacy of all patient, student, employee, and institutional information obtained through classroom, laboratory, and clinical experiences.

Confidential information may not be discussed, photographed, recorded, copied, transmitted, shared, or otherwise disclosed except as authorized for educational or patient care purposes.

Students must comply with all federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as all confidentiality requirements established by EVIT and clinical partner agencies.

Patient information shall not be removed from clinical facilities, copied for personal use, stored on personal devices, or shared through electronic communication, social media platforms, text messages, email, artificial intelligence applications, or other public or private forums.

Violations of confidentiality or privacy requirements may result in disciplinary action, clinical removal, course failure, program dismissal, and/or legal consequences.

Social Media and Electronic Communication

Students are expected to maintain professional behavior in all electronic communications and online activities.

Students shall not post, share, transmit, or discuss confidential, sensitive, or identifiable information related to patients, clinical agencies, classmates, faculty, staff, or EVIT through social media, text messaging, email, websites, blogs, discussion boards, artificial intelligence platforms, or other electronic communication methods.

The use of photographs, screenshots, audio recordings, video recordings, or other electronic media in classroom, laboratory, or clinical settings is prohibited unless specifically authorized by faculty and the clinical agency.

Students remain accountable for professional conduct in online environments and may be subject to disciplinary action when electronic communications negatively impact patient privacy, program integrity, clinical partnerships, or the learning environment.

Professional Boundaries

Students are expected to maintain appropriate professional boundaries with patients, families, faculty, staff, healthcare personnel, and classmates.

Students shall not engage in relationships or behaviors that may compromise patient care, create conflicts of interest, exploit professional relationships, interfere with professional judgment, or otherwise violate professional healthcare standards.

Professional boundaries must be maintained in all educational and clinical settings and through all forms of communication, including social media and electronic communication.

Classroom, Clinical, and Laboratory Requirements

Professional Appearance and Dress Code

The Health Sciences Department at EVIT believes in preparing students for the workforce. Professionally presenting oneself is an employability skill. Students are expected to demonstrate professionalism at all times and represent their EVIT program positively, both on

campus and at any external site to which they are assigned. Failure to adhere to the dress code may result in disciplinary action, ranging from dismissal for the day to removal from the program. The EVIT Sterile Processing uniform consists of the dress code outlined in the Course Catalog with the following additions:

- Didactic
 - Students should be in full uniform every day. Full uniform is defined as EVIT scrubs in hunter green, medically appropriate shoes, a blue or black pen, an EVIT-issued ID, and a professional appearance.
 - Closed-toe, completely enclosed, medically appropriate, flat, nonslip shoes, such as tennis shoes or medical clogs with an enclosed back, are the only approved EVIT health science footwear. Croc-type shoes, Ugg-type shoes or boots, etc. are not permitted.
 - Scrubs should be clean, wrinkle-free, and well-kept.
 - Smartwatches are not permitted in the classroom, lab, or clinical setting.
 - Students are expected to maintain good personal hygiene. Offensive body odors, including odors associated with tobacco products, are not permitted.
 - Hair shall be worn neatly and professionally. Facial hair should be kept neat and trimmed.
- Clinical and Skills Labs (in addition to the above)
 - Hair and bangs that are longer than shoulder length must be pulled back and off the shoulders.
 - Nails should be kept clean and trimmed, extending no more than ¼ inch beyond the tip of the finger. No artificial nails or overlays, including gel, dip, polygel, acrylic, tips, wraps, or any other type of nail adornment, are permitted. Only clear nail polish is acceptable.
 - Acceptable jewelry that may be worn with the uniform includes wedding rings and engagement rings without protruding stones.
 - One pair of earrings, not hanging below the lobe, may be worn; one pair of small plain posts may be worn along the external perimeter of the ear; a small hoop daith piercing may be worn in the cartilage of the inner portion of the ear, but may not protrude outside of the ear. A small nose ring stud, not larger than 3mm, may be worn in one nostril. Other facial piercings may have a clear or flesh-toned piercing retainer, or must not be visible.
 - No artificial eyelashes are permitted.

Cell Phone Policy

See EVIT Postsecondary Course Catalog regarding the cell phone policy. Students may be dismissed from the class or program for persistent cell phone usage.

Clinical Compliance Requirements

Participation in clinical activities is contingent upon maintaining all required clinical compliance documentation. Students are responsible for obtaining, submitting, and maintaining all required documentation throughout the Sterile Processing Program. Failure to maintain required clinical compliance may result in exclusion from clinical.

Fingerprint Clearance Card

Students must maintain a valid Arizona Level One Fingerprint Clearance Card throughout enrollment in the Sterile Processing Program.

Immunization Requirements

All students entering the Sterile Processing Program must meet all immunization requirements to participate in clinical education experiences.

Students must provide documentation of the following:

- Measles, Mumps, Rubella
 - Proof of 2 vaccines or titers showing immunity to all 3 diseases
- Tetanus
 - Proof of Tdap or Td vaccine within 10 years
- Varicella
 - Proof of 2 vaccines or a titer showing immunity
- TB test
 - 2-step PPD skin test or Quantiferon/T Spot Blood test or Chest X-ray performed specifically for TB clearance to be completed annually
- Hepatitis B
 - Proof of 3 vaccine series or a titer showing immunity
- Influenza vaccination
 - Proof of annual vaccination is due by October 1st of each year the student is enrolled.
- COVID vaccination/COVID booster
 - At least 2 doses of any brand, OR 1 dose of the Bivalent vaccine, OR a COVID declination form

Students unable or unwilling to provide documentation of compliance with the immunization requirements will be withdrawn from the sterile processing program.

Clinical requirements may vary by partner site. Students will be notified of additional requirements as they occur.

Clinical Placements and Schedule Changes

Clinical placements are coordinated through the Sterile Processing Program in collaboration with clinical partner agencies.

Clinical schedules are generally distributed approximately one month prior to the start of the clinicals; however, schedule release dates may vary based on clinical agency availability, program needs, and scheduling requirements.

Clinical schedules are subject to change based on program needs, clinical agency requirements, facility availability, regulatory requirements, or other operational considerations.

Students will be notified of schedule changes as soon as practicable. It is the student's responsibility to monitor EVIT email, Canvas, and other approved communication platforms for schedule updates and program communications.

Clinical assignments and schedules are determined by the Sterile Processing Program. Requests for specific clinical placements, shifts, or locations cannot be guaranteed.

Students are responsible for arranging reliable transportation to all assigned educational and clinical activities.

Flexibility and adherence to revised schedules are essential components of professional healthcare practice and are expected of all health science students.

Attendance and Participation Requirements

Attendance Expectations

Students are expected to attend all scheduled didactic, laboratory, and clinical experiences. Attendance requirements outlined in the EVIT Postsecondary Catalog remain in effect.

Absence Notification

If a student misses educational time due to illness or an extreme personal emergency, the student should notify the instructor or program administration at least fifteen (15) minutes before the scheduled activity begins.

No Call/No Show

Failure to communicate prior to the start of a scheduled clinical experience will be considered a no-call/no-show and may result in disciplinary action, administrative withdrawal, or program dismissal.

Tardiness

Students are expected to arrive on time for all scheduled educational activities. Classroom doors may be secured once instruction begins. Students who arrive after class begins may be required to wait until the next scheduled break before entering the classroom.

Students are responsible for obtaining any information, assignments, or materials missed as a result of tardiness.

Clinical Attendance Requirements

Attendance at all assigned clinical experiences is mandatory. Failure to complete required clinical hours may result in failure of the laboratory/clinical portion of the course and may prevent program completion.

There will be no admittance to the clinical day for students who arrive late. Students are expected to arrive on time and be prepared for all scheduled educational activities.

Early Departure from Clinical

Early departure from clinical experiences is prohibited unless approved by the clinical instructor.

Students who leave a clinical experience without instructor approval may be placed on clinical attendance probation and may be subject to disciplinary action, including administrative withdrawal from the program.

Students are expected to arrive prepared for the duration of the clinical experience. Leaving the clinical site to obtain food or beverages or arranging food delivery during clinical hours is prohibited.

Clinical Makeup Opportunities

Clinical make-up opportunities are not guaranteed. Make-up experiences may be offered at the discretion of the Sterile Processing Program, based on clinical site availability and program requirements.

Clinical Removal

Students who arrive at the clinical site in violation of the code of conduct or dress code, or who engage in unsafe or unprofessional behavior, may be removed from the clinical site. This dismissal will count as an unexcused absence and cannot be made up, which may result in failure of the clinical/laboratory component of the program.

Skills Laboratory Requirements

The skills laboratory provides students with the opportunity to develop and demonstrate competency in sterile processing skills in a controlled learning environment. Students are expected to participate safely and professionally, in accordance with instructor guidance.

Skills Validation and Check-Offs

Students must pass each skill. This is a pass or fail grade.

Skills Remediation

If a student demonstrates unsatisfactory or unsafe skill performance, the student will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the skills laboratory with an instructor
- Evaluation of skill performance by another qualified sterile processing faculty member
- Skills probation
- A failing grade if remediation attempts fail

Skills remediation is required before any subsequent skill check-off attempts. Students will be allowed up to 3 attempts per skill before a failing grade is recorded, and they will need to repeat the course.

Drug Testing

Drug testing requirements are outlined in the EVIT Postsecondary Catalog and apply to all sterile processing students.

Students are required to complete a drug screening prior to participating in clinical education experiences. Students must complete the drug screening within seventy-two (72) hours of receiving the authorization form.

Refusal to Test

Refusal to submit to a required reasonable suspicion drug screen will be treated as a positive result and may result in dismissal from the Sterile Processing Program.

Academic Requirements and Progression

Academic Standards

Students must meet all grading and academic requirements outlined in the EVIT Postsecondary Catalog.

In addition to institutional grading requirements, sterile processing students must satisfy all program-specific academic, laboratory, and clinical requirements to receive a certificate or program completion.

Course Grading

Course grades are calculated using the grading categories and weight distributions identified in the course syllabus.

Grades will be weighted based on the following categories:

- Assignments: 20%
- Lab/Practical Applications: 20%
- Summative Assessments: 60%

Students must successfully meet all course, laboratory, and clinical requirements to advance through the Sterile Processing Program.

Certification Information

The Sterile Processing Program prepares students for entry-level employment as Sterile Processing Technicians and for eligibility to pursue national certification.

Upon successful completion of the program, graduates may be eligible to sit for a national sterile processing certification examination, subject to the eligibility requirements established by the certifying organization. Certification requirements, application procedures, examination fees, and eligibility criteria are determined by the certifying organization and are subject to change.

Successful completion of the EVIT Sterile Processing Program does not guarantee certification, examination success, or employment. Students are responsible for completing all certification application requirements and associated fees.

Sterile Processing Program Handbook
ACKNOWLEDGMENT AND AGREEMENT FORM

I acknowledge receipt of the East Valley Institute of Technology Sterile Processing Program Handbook.

By signing this acknowledgment and agreement form, I acknowledge that I have received and read the Sterile Processing Program Handbook, the EVIT Postsecondary Course Catalog, and the course syllabus. I understand the policies and procedures outlined in these documents and agree to comply with all applicable requirements during my enrollment in the program.

Furthermore, I understand that this agreement shall remain in effect throughout my enrollment in the Sterile Processing Program.

Student Signature

Student Print Name

Date