

STERILE PROCESSING LOYALIST CERTIFICATE PROGRAM MANUAL

www.loyalistfocus.com



STERILE PROCESSING – LOYALIST CERTIFICATE

Contents

| | |
|-------------------------------------------------------------------|----|
| Revision Log | 2 |
| Introduction | 3 |
| Contact Information | 3 |
| Program Description | 3 |
| MTCU Program Vocational Learning Outcomes | 3 |
| Admission Requirements..... | 4 |
| Delivery Type | 4 |
| What you need to be Successful | 4 |
| How to Login to Online Theory Courses..... | 4 |
| How to Login to HLTH8539 Sterile Processing – Applied..... | 5 |
| Navigating an Online Course | 5 |
| Technical Support for Online Theory Courses | 5 |
| Technical Support for HLTH8539 Sterile Processing – Applied | 5 |
| Textbooks..... | 6 |
| Grading System | 6 |
| Withdrawing from Courses | 6 |
| Program Map | 6 |
| Transcripts, Receipts, T2202A and Records | 7 |
| AccessAbility Centre | 7 |
| Academic Appeal Process..... | 8 |
| Academic Integrity..... | 8 |
| Transfer Credits and Exemptions | 9 |
| Prior Learning Assessment and Recognition (PLAR)..... | 9 |
| Graduation | 9 |
| Student ID Cards | 10 |
| eLab Services..... | 10 |

Revision Log

Original Created: July 2020

STERILE PROCESSING – LOYALIST CERTIFICATE

Introduction

Welcome to the Sterile Processing Certificate program with Loyalist College.

Please read your program manual carefully each semester. This contains information and any program changes. If you have outstanding questions after reviewing your program manual, please do not hesitate to contact us.

Visit www.loyalistfocus.com for course registration and course listings.

Contact Information

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registration and/or Withdrawals 1-866-344-9944 or 613-969-7900 | Program Inquiries 613-969-1913 or 1-866-569-2547 Ext. 2318 distance@loyalistcollege.com |
| Accounting Inquiries 613-969-1913 or 1-888-569-2547 Ext. 2301 accounts@loyalistcollege.com | Financial Aid 613-969-1913 or 1-888-569-2547 Ext. 2425 FinancialAidOffice@loyalistcollege.com |
| Distance Education Department 376 Wallbridge-Loyalist Road, Box 4200 Belleville, Ontario K8N 5B9 613-969-1913 or 1-866-569-2547 Ext. 2318 | |

Program Description

Acquire the knowledge and skills related to the sterilization, preparation and storage of equipment, instruments and sterile supplies for career opportunities in hospitals and health care settings. The program included eight online courses that provide theoretical knowledge in the safe handling of instrumentation, infection control and aseptic techniques. Note: Some hospitals may also require reprocessing staff to have the MDRO Certification and/or CSA membership. Learn more at <https://mdrao.ca> and <https://csagroup.org>.

MTCU Program Vocational Learning Outcomes

1. Apply the principals of basic microbiology and infection prevention and control to decrease risk to patients and staff during routine reprocessing procedures.
2. Inspect instruments and devices for cleanliness, function, and damage, ensuring they are in good working order for use during procedures and will not case tissue damage.
3. Select and use appropriate agents and reprocessing equipment for decontamination and high level disinfection of soiled medical devices to ensure infection control.
4. Sort, inspect, test and package single use, multi-use, and disposable medical devices for sterilization.
5. Select, manage load, and operate steam sterilizers following critical parameters for each method and quality assurance processes to ensure infection control.
6. Store, inventory, transport, and distribute medical devices following quality assurance practices to maintain sterile package integrity.
7. Recognize and respond appropriately to occupational health and safety hazards or events.
8. Recognize non-compliant reprocessing outcomes, and respond appropriately to non-compliant reprocessing events.
9. Troubleshoot common problems with respect to function and use of equipment, processes, and the parameters of sterilization.

Admission Requirements

The minimum requirements for admission to any post-secondary program in an Ontario Secondary School Diploma (OSSD) or an Ontario Secondary Graduate Diploma or equivalent, with credits at the college of general level, or mature student status as defined. Applicants who are 19 years of age on the first day of classes in the year of admission, and who do not have an OSSD, are considered as mature applicants. Such applicants must complete the required subjects for admission. If they lack the required subjects, they may be requested to write a diagnostic test. Note: Applicants who are not Canadian citizens or who do not have permanent residence status are not considered under this clause.

Please note:

Students have seven years to complete the certificate. In addition, external credit will not be granted for courses that were completed more than seven years ago.

Delivery Type

Online:

- Internet-based
- Course is delivered within an LMS (Learning Management System)
- Students submit assessments within the LMS
- Students can email their facilitator and connect with classmates within the LMS
- On the course start date, login to the course by visiting www.loyalistfocus.com

What you need to be Successful

Technology:

- The use of a reliable PC or laptop
- A connection with reliable internet service
- Download Chrome as your primary web browser

Computer Skills:

- Basic use and knowledge of using Microsoft Word, saving, creating and uploading documents, sending and receiving emails

Other:

- Time management (approximately 5-8 hours per course per week)

How to Login to Online Theory Courses

For information regarding how to login to online theory courses visit www.loyalistfocus.com

Note: Students are unable to access their course prior to the course start date.

Username will be your Loyalist email address. An email will be sent to your Loyalist email with directions on how to log in and provides students with their initial generic password.

STERILE PROCESSING – LOYALIST CERTIFICATE

How to Login to HLTH8539 Sterile Processing – Applied

To log into you HLTH8539 Sterile Processing – Applied course:

1. Go to <http://www.myloyalist.com>
2. Username: firstnamelastname
3. Password: your birthday in YYMMDD format
4. Click on the Blackboard icon
5. When Blackboard opens, choose Sterile Processing – Applied that is underneath the My Courses tab

Navigating an Online Course

When you log into an online course, this is an example of a screen you would see:

Welcome to Medical Terminology

Posted on: Wednesday, May 6, 2020 1:39:38 PM EDT

Welcome to Medical Terminology (LO-HLTH 8007)

My name is xxxxxxxx and I am your instructor. I have posted my profile in the **Instructor Information** area of the course
This 14 week course officially begins on **May 12, 2020** and ends on **August 18, 2020**

In this course, you will be required to submit **4 assignments** and complete a **closed-book final exam**.

Please review the other announcements and follow the instructions for updating your personal information. **Your personal information must be updated in order for you to receive communication from me and your classmates.**

Next you should go to the **Course Information** area of the course where you will find important information on how to get started in your course. Be sure to read the **Course Outline**, and print a copy for your records. The **Course Calendar** will give you an overview of the course structure and schedule, including due dates for all assessments.

The **FAQ** folder contains important information on how to communicate with me and your classmates, information about the course policies, and communicating with technical and administrative support. Also included in this document is the required textbook information. It is important to purchase or order your textbook immediately so that you get off to a quick start.

Once you have read through the **Course Outline**, **Course Calendar** and **FAQ** documents you should post your personal profile on the **Discussion Board**.
To ensure that you have completed all the required tasks, review the information posted in the **Getting Started** folder also found in the **Course Information** area of the course.
Your weekly lessons can be found in the **Lessons** section of the course

I look forward to working with you this semester!

Facilitators post announcements that are relevant to the course, which may include reminders about course assignments and answers to commonly asked questions.

During the first week, students should familiarize themselves with Instructor and Course Information by clicking on those buttons within the left hand menu.

Note there are also buttons for Lessons, Assignments, and Discussion Board. It is important to click through these links to access your course information and to interact with your fellow students.

Technical Support for Online Theory Courses

The help desk support team is available 24 hours a day, 7 days a week, 365 days a year (Monday to Friday, 8:00 a.m. to 8:00 pm). Contact a technical expert directly on the telephone, submit a ticket describing your problem or chat online with someone who can help you right away.

Visit <https://www.ontariolearn.com/helpcenter/> or call 1-800-695-5008.

Technical Support for HLTH8539 Sterile Processing – Applied

For technical support for this course, please send an email to servicedesk@loyalistcollege.com or call 1-888-569-2547 ext. 2420.

Alternatively, you can email distance@loyalistcollege.com if you are not able to reach the above.

STERILE PROCESSING – LOYALIST CERTIFICATE

Textbooks

Textbooks are not included in the course fees. Students are responsible for arranging to have the required textbooks for each course. To determine the textbooks required for your course please visit, www.efollett.com, contact the Loyalist College Bookstore at bstore@loyalistcollege.com or 1-888-569-2547 ext. 2218, or review your course outline on the course start date.

Textbooks are subject to change with new editions. Students that choose to use outdated editions need to find the corresponding page numbers and material that has been changed. It is important to purchase your textbooks at the beginning of each semester to ensure a successful start to your course.

Grading System

Students will receive a percentage grade for all theory courses and a pass/fail grade for the Applied course. Grades are submitted to the Registrar's Office by facilitators.

Withdrawing from Courses

To withdraw from a course, you must call 1-866-344-9944/613-969-7900. For withdrawal dates, please see www.loyalistfocus.com.

Program Map

| PREREQUISITE | COURSE CODE | COURSE TITLE |
|--------------------------------------------------------------------------------|-------------|---------------------------------------------------|
| | HLTH8007 | Medical Terminology |
| | HLTH8054 | Working & Communicating in a Medical Setting |
| | HLTH8174 | Microbiology & Infection Control |
| HLTH8174 | HLTH8172 | Identification and Care of Instruments |
| HLTH8174, HLTH8172 | HLTH8173 | Decontamination Principles & Procedures |
| HLTH8007, HLTH8174, HLTH8172, HLTH8173 | HLTH8171 | Assembly, Wrapping & Packaging |
| HLTH8007, HLTH8174, HLTH8172, HLTH8173, HLTH8171 | HLTH8170 | Disinfection, Sterilization Concepts & Techniques |
| HLTH8007, HLTH8174, HLTH8172, HLTH8173, HLTH8171, HLTH8170 | HLTH8175 | Storage, Inventory Control & Resource Management |
| HLTH8007, HLTH8054, HLTH8174, HLTH8172, HLTH8173, HLTH8171, HLTH8170, HLTH8175 | HLTH8539 | Sterile Processing – Applied |

Transcripts, Receipts, T2202A and Records

It is the student's responsibility to:

- Verify your transcript and request updates if any grades or course information is incorrect
- Retain course outlines for potential future need such as credit transfers
- Monitor your progress
- Ensure that you are meeting program requirements
- Notify the Registrar's Office of any changes in name, mailing address, telephone number, email address

To view your receipt, grades, or print an unofficial transcript please go to:

- Go to www.myloyalist.com
- Your username is: **firstnamelastname**
- Your password is your birth date in the form of **YYMMDD**
- For example: John Smith, birthday October 20, 1985, **johnsmith 851020**.
- Click on the Banner icon and click 'Enter Secure Area'
- Your user ID is your student number
- Your PIN number is your birth date in the form of YYMMDD or the PIN you have previously created
- The first time you log into Banner it will state your PIN expired – you will need to create a new PIN
- Select 'Student Services'
- From the myLoyalist portal, you will be able to access your student email, and Banner.

Questions about tax receipts? Email us at T2202A@loyalistcollege.com or phone 613-969-1913 ext. 2187. Please leave a message and your call will be returned within 24 business hours.

To view any applied transfer credits, you must print off an unofficial transcript. Transcripts can be ordered online or you may contact our Admissions Department at 613-969-1913 ext. 2209.

AccessAbility Centre

The [AccessAbility Centre](#) team is committed to providing academic supports to students with documented disabilities. Services are free, voluntary and confidential.

The mission statement of the [AccessAbility Centre](#) is to foster a supportive and accessible environment. Loyalist College upholds this principle of service provision to all students with disabilities which may include learning disabilities, ADHD, deaf, hard of hearing, blind, low vision, mobility, medical, brain injury, ASD/Aspergers, and mental health.

It is the student's responsibility to self-identify in regards to any academic supports and accommodations that may be required. Students are encouraged to contact the [AccessAbility Centre](#) well in advance of attending to discuss individualized academic accommodations and supports. Loyalist College is mandated by the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Academic Appeal Process

A student can discuss a grade with their instructor at any time during the semester with the intent of clarifying the reasons for the grade. A student can also appeal a grade at any time during the semester as per the process below. Any appeal related to marks or grades must be initiated within ten (10) working days from the issuance of final grades to initiate an academic grade appeal.

This policy works in collaboration with Academic Operating Policy AOP 231: Evaluation of Student Performance. For the steps to an appeal please visit: <http://www.loyalistcollege.com/about-loyalist/policies/aop-231-academic-appeal-process-3/>.

Academic Integrity

All Loyalist students must comply with the manual regarding the Student Code of Conduct located at <http://www.loyalistcollege.com/about-loyalist/policies/aop-209-student-code-of-conduct-positive-learning-living-environment/>.

Loyalist College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental to the learning process. The establishment and maintenance of professional behaviour is the responsibility of all members of the Loyalist College community.

Sanctions for non-compliance range from a written warning to expulsion from the College. All students are expected to conform to the following behaviour:

- Represent themselves honestly in all communications, applications, assignments, examinations, and other correspondence;
- This includes the inappropriate use or possession of unauthorized aids or assistance in connection with any form of academic work. It is expected that all work submitted must be one's own or clearly cited;
- Foster a positive learning environment for all individuals and respect the views of others during class discussions;
- Use computer resources, including the internet, in accordance with Loyalist College policy and not store or transmit offensive material through computer resources;
- Respect and adhere to all policies of Loyalist College relating to student conduct.

Loyalist College will penalize acts that demonstrate disregard for the standards or academic integrity. At minimum, a student will be graded zero on any material thought to be dishonest, but the College may reserve the right to impose a full range of sanctions including suspension or expulsion.

Plagiarism involves submitting work that is substantially copied from the work of another person and representing that work as your own. All answers must be answered in your own words. In order to avoid plagiarism, you must document all your sources both within the text of the written documents and in the reference section at the end of the document.

The Academic Integrity Protocol process is available at, <http://www.loyalistcollege.com/about-loyalist/policies/aop-216-academic-honesty/>.

STERILE PROCESSING – LOYALIST CERTIFICATE

Transfer Credits and Exemptions

Transfer credits occur when a student is transferring credit from another accredited post-secondary institution to Loyalist. There is a \$25.00 fee charged per transfer credit up to a maximum of \$250.00. Students may not be exempt/transfer more than 75% of the program requirements and must meet the 25% residing requirements to graduate from Loyalist College.

Exemptions are courses that have been taken at Loyalist College in a different program that may transfer over into another program. Exemptions for courses are not guaranteed. There is no cost for exemptions.

To apply for transfer credits or exemptions, your post-secondary education must have been completed within the last 7 years to be considered for assessment. Private College transcripts are not accepted for transfer credits; you may be eligible for PLAR (see section below).

Once the assessment process is completed you will be contacted via email. If awarded transfer credit/exceptions, payment must be made prior to the student record being updated. To view the addition, you can view your unofficial transcript from Banner or request an official transcript from the Registrar's Office.

Prior Learning Assessment and Recognition (PLAR)

The PLAR process is available for learners seeking formal credit for related experience or informal education. A full resume and supporting documentation is required. To begin the PLAR process, please submit a detailed resume and an explanation of the course you wish to challenge to Program Inquiries via email at distance@loyalistcollege.com.

For further information concerning the PLAR process, please review the [Loyalist College Website](#).

Graduation

It is the responsibility of the student to track their progress through the program. Please visit www.loyalistfocus.com, to request your certificate when you can view all your final grades posted in Banner and have completed all program requirements.

Sterile Processing Certificate

OFFERED ONLINE
Loyalist College Certificate

Have you completed this credential? Request your official copy: [Click Here](#)

PROGRAM DESCRIPTION:

Acquire the knowledge and skills related to the sterilization, preparation and storage of equipment, instruments and sterile supplies for career opportunities in hospitals and health care settings. The program includes eight online courses that provide theoretical knowledge in the safe handling of instrumentation, infection control and aseptic techniques.

Note: Some hospitals may also require reprocessing staff to have the MDRO Certification and/or CSA membership. Learn more at <https://mdrao.ca> and <https://csagroup.org>.

This program has changed. Students who began the program prior to Fall 2019 would complete the OLD program: [Sterile Processing Certificate](#)

STERILE PROCESSING – LOYALIST CERTIFICATE

Convocation for Loyalist College takes place in June of each year. To be included in convocation, your request to graduate must be received before April 30th. You will then be invited to attend the convocation ceremony and your name will be printed in the graduation booklet for that year.

Please allow 4-6 weeks of processing once your certificate has been requested.

Students must successfully complete all courses. All courses must be completed within seven years.

Student ID Cards

As a Distance Student, you do not receive a Student ID card. Student ID cards are provided to full time day time students who are charged the compulsory ancillary fees in the Fall and Winter semesters.

eLab Services

Are you looking to complete a Certificate or Diploma online? Part-time studies become full-time through eLab. Many eLab certificates and programs are eligible for funding through Second Career, an Ontario Government program that offers training for a new job, and other sources for those who qualify.

eLab provides students with access to many learning resources. Complete your college certificate or diploma in a learning environment that is friendly, supportive and equipped with all of the software and hardware needed.

With increased course availability and flexible programming, monthly intake is available for many courses, providing increased opportunity for adult learners.

Financial assistance may be available through a wide variety of programs, including Ontario Government's Second Career.