



Health Professions Division

Sterile Processing and Distribution Program Student Handbook

2026-2027

Elgin Community College
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Accessible Version: [SPD Handbook](#)

Table of Contents

I. Welcome	9
Welcome to the Sterile Processing & Distribution Program.....	9
II. Program Foundations	10
Health Professions Division Mission and Vision	10
Program Philosophy.....	11
Professional Organizations for Certification.....	12
III. Program Overview	13
Program Description	13
Program Curriculum.....	13
Program Expenses.....	14
Essential Functions/Technical Skills and Potential Risks	15
Health and Clinical Compliance Requirements	16
Program Completion Requirements.....	17
Program Goals.....	18
National Certification.....	18
IV. Admission to the Sterile Processing Program	19
Admission Requirements.....	19
Acceptance into the Program.....	19
Waitlist.....	19
Acceptance and Confirmation of Seat.....	19
V. Academic Policies.....	20
Academic Standards.....	20
Academic Integrity.....	20
Grading Policy	22
Testing and Examination Policy	23
Attendance	25

Remediation	30
Readmission	31
Withdrawal/Course Failure	32
VI. Course Progression	32
Laboratory Competency Requirements	33
Clinical Education Progression	34
VII. Clinical Education.....	35
Purpose of Clinical Education	35
Clinical Assignments.....	35
Clinical Documentation.....	36
Clinical Documentation System	36
Clinical Evaluations	37
Clinical Site Policies	38
Clinical Compliance Requirements	38
Clinical Compliance Management System.....	39
Health Status and Fitness for Clinical Participation	40
Extended Absence from Clinical Education	40
Student Work Policy.....	41
Bloodborne Pathogen Exposure.....	41
Clinical Incident Policy.....	42
VIII. Professional Conduct and Expectations.....	42
Student Rights.....	42
Student Responsibilities.....	43
Professional Behavior.....	45
Professional Appearance and Dress.....	46
Professional Communication	46
Cell Phone and Electronic Device Use	47

Social Media and Digital Professionalism	47
Patient Confidentiality	48
Professional Boundaries.....	48
Respectful Learning Environment	49
Disciplinary Action and Program Dismissal	49
Causes for Program Dismissal	50
Due Process / Student Appeal.....	52
IX. Student Resources	52
Campus Safety.....	52
Additional Resources	56
X. Appendices.....	58
SGT Notice of Probation.....	60
SGT Notice of Probation and Remediation Form.....	61
SPD Program Student Handbook Agreement.....	62
Statements and Releases.....	63
Voluntary Assumption of Risk and Release of Liability	64

I. Welcome

Welcome to the Sterile Processing & Distribution Program

Congratulations on taking the next step toward a rewarding career in healthcare. By choosing sterile processing as your profession, you are entering a field that plays a critical role in patient safety, infection prevention, and the delivery of quality surgical and procedural care. Every properly cleaned, inspected, assembled, sterilized, and distributed medical device contributes directly to positive patient outcomes.

The Sterile Processing & Distribution Program has been designed to prepare students for entry-level employment through a combination of classroom instruction, laboratory practice, and supervised clinical education. Throughout the Program, you will develop the knowledge, technical skills, critical thinking abilities, and professional behaviors expected of sterile processing professionals.

Faculty are committed to providing a supportive learning environment that promotes academic achievement, professional growth, integrity, accountability, and lifelong learning. Students are encouraged to actively participate in their education, seek assistance when needed, communicate professionally, and accept responsibility for meeting Program expectations.

Successful completion of this Program requires dedication, professionalism, and consistent effort. Students are expected to demonstrate respect for patients, classmates, faculty, clinical preceptors, and healthcare professionals while maintaining the highest standards of ethical conduct and patient safety.

We are pleased to welcome you to the Sterile Processing & Distribution Program and look forward to supporting your success throughout your educational journey.

Purpose of This Handbook

The Sterile Processing & Distribution Program Handbook serves as a guide to the policies, procedures, expectations, and resources that govern student participation in the Program. It is intended to supplement, not replace, the Elgin Community College Catalog, Student Handbook, and Health Professions Division policies.

Students are responsible for becoming familiar with the information contained in this handbook and for complying with all Program, college, and clinical site policies throughout their enrollment.

Because healthcare regulations, accreditation standards, certification requirements, and clinical affiliate expectations may change, the Program reserves the right to revise policies and procedures when necessary. Students will be notified of substantive changes that affect Program requirements.

Questions regarding the interpretation of policies contained in this handbook should be directed to the Program Director.

II. Program Foundations

Health Professions Division Mission and Vision

Mission

The mission of the Health Professions Division is to provide quality education that supports the development of health and wellness practitioners.

Vision

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and

nurture an appreciation for lifelong learning.

Sterile Processing & Distribution Program Mission

The mission of the Elgin Community College Sterile Processing & Distribution Program is to prepare competent, entry-level sterile processing professionals who demonstrate the knowledge, technical skills, ethical standards, and professional behaviors necessary to support safe, effective patient care. Through classroom instruction, laboratory practice, and supervised clinical education, graduates are prepared to contribute to the delivery of high-quality healthcare by ensuring the proper cleaning, inspection, assembly, sterilization, storage, and distribution of reusable medical devices and surgical instruments.

Program Philosophy

The Sterile Processing & Distribution Program believes that quality patient care begins long before a patient enters the operating room or procedure suite. Sterile processing professionals play a vital role in preventing surgical site infections and supporting positive patient outcomes through meticulous attention to detail, adherence to evidence-based practices, and commitment to quality assurance.

The Program is committed to fostering an educational environment that promotes critical thinking, professionalism, accountability, teamwork, ethical decision-making, and lifelong learning. Students are encouraged to develop technical competence while recognizing the significant responsibility entrusted to sterile processing professionals in maintaining the safety and integrity of reusable medical devices.

Faculty believe that learning is an active process requiring student engagement, self-reflection, and continuous improvement. Through progressively challenging classroom, laboratory, and clinical experiences, students develop the confidence and competence necessary to meet the expectations of today's healthcare environment.

Graduates are expected to demonstrate professional integrity, effective communication, respect for diversity, and a commitment to excellence while contributing to the multidisciplinary healthcare team.

Professional Organizations for Certification

The Sterile Processing & Distribution Program encourages students to participate in professional organizations as part of their commitment to lifelong learning and professional development.

Students will become familiar with the standards, recommended practices, educational resources, and continuing education opportunities provided by the following organizations:

Healthcare Sterile Processing Association (HSPA) formally known as International Association of Healthcare Central Service Materiel Management (IAHCSMM)

55 West Wacker Drive, Suite 501

Chicago, IL 60601

(800) 962-8274

mailbox@myhspa.org www.myhspa.org

The Certification Board for Sterile Processing and Distribution, Inc. (CSPSD)

1392 US Hwy 22W, Suite 1

Lebanon, NJ 08833

(908) 236-0530

mailbox@sterileprocessing.org www.cbspd.net

III. Program Overview

Program Description

The Elgin Community College Sterile Processing & Distribution Program prepares students for entry-level employment as sterile processing professionals in hospitals, ambulatory surgery centers, and other healthcare facilities. Through classroom instruction, hands-on laboratory experiences, and supervised clinical education, students develop the knowledge, technical skills, critical thinking, and professional behaviors necessary to safely clean, disinfect, decontaminate, inspect, assemble, package, sterilize, store, and distribute reusable medical devices and surgical instruments. Emphasis is placed on infection prevention, quality assurance, regulatory compliance, patient safety, effective communication, and professional accountability while applying nationally recognized standards and recommended practices. Upon successful completion of all course requirements, graduates are prepared for entry-level employment and eligible to pursue national certification in sterile processing.

Program Curriculum

The ECC Sterile Processing and Distribution curriculum is designed to help the student accomplish program goals and expectations. The organizing framework includes unifying concepts, core abilities, and program outcomes. Each module in the course contributes to the knowledge and skills needed in the development of a Sterile Processing and Distribution technician employed in today's medical facility.

Unifying Concepts

- Incorporate the essential components of the curriculum. These concepts include human needs, caring, and the environment.
- A need is an individually defined deficiency with complex components. Major categories include needs for survival, closeness, and freedom.

- Caring is a moral imperative, comprehensive, incorporating commitment, compassion, conscience, competence, and confidence.
- The environment is recognized as having a tremendous impact on health needs.

Core Abilities

- Incorporate critical thinking and use of problem-solving techniques.
- Act responsibly.
- Demonstrate honesty and integrity.
- Interpret and communicate information.
- Recognize patient rights, needs, and values.

Program Outcomes

- Incorporate basic patient-care concepts related to infection prevention
- Integrate the principles of asepsis in practice to provide optimum patient care.
- Incorporate basic sterilization preparation skills and methods.
- Incorporate sterilization standards, guidelines, and best practices.
- Facilitate and promote infection prevention and infection control.
- Apply basic knowledge of surgical instrumentation.
- Integrate responsible behavior as a health care professional.

Required Course:

SGT 100 Sterile Processing & Distribution 5 Credits Program Total = 5 Credits

Program Expenses

In addition to tuition and college fees, students should anticipate expenses related to Program participation.

These may include, but are not limited to:

- Textbooks
- Scrub uniforms and shoes
- CastleBranch compliance tracking
- Criminal background check
- Drug screening

- Physician appointment, immunizations, and health records
- Parking and transportation
- Professional organization membership (optional)
- Certification examination (optional or required by employer)

Program costs are subject to change.

Essential Functions/Technical Skills and Potential Risks

Students must be able to perform the following essential functions, with or without reasonable accommodation, to successfully complete the Sterile Processing Program and fulfill the responsibilities of an entry-level sterile processing professional.

Physical Requirements

- Stand and walk for prolonged periods.
- Lift, carry, push, and pull instrument trays, equipment, and supply carts.
- Perform repetitive hand and wrist movements.
- Demonstrate sufficient manual dexterity to manipulate instruments and equipment.
- Reach, bend, stoop, and climb as required in the clinical environment.

Sensory Requirements

- Distinguish colors used in instrument identification and chemical indicators.
- Read labels, tray lists, and documentation.
- Hear alarms, verbal instructions, and equipment signals.
- Detect abnormalities in equipment and instruments through visual inspection.

Cognitive Requirements

- Apply critical thinking and sound judgment.
- Follow written and verbal instructions.
- Prioritize tasks in a fast-paced environment.
- Maintain concentration while performing repetitive processes.
- Accurately complete required documentation.

Behavioral Requirements

Students must consistently demonstrate professionalism, integrity, accountability, effective communication, emotional stability, adaptability, respect for others, and the ability to work collaboratively within the healthcare team.

Potential Risks of the Profession

- Physical (falls, body mechanics injury, allergies, and/or sensitivities)
- Electrical (from electrical cords and outlets)
- Mechanical (from equipment/device preparation and handling)
- Thermal burns (from steam, autoclave)
- Fire
- Chemical (from antiseptic agents, chemical agents, sterilization solutions)
- Bloodborne pathogens (from exposure to sharps, sharps injuries)
- Psychological (from physical, mental, and social well-being)

Health and Clinical Compliance Requirements

Students accepted into the Program must complete all required health, immunization, background screening, drug screening, and other clinical compliance requirements before participating in clinical experiences, as required by the Health Professions Division and affiliated clinical agencies.

Requirements may include, but are not limited to:

- Health Insurance
 - Students must carry personal medical insurance. A copy of the students' medical insurance card (front and back) is to be uploaded and kept on file with CastleBranch. Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event of an injury, or if a bloodborne exposure occurs, the Bloodborne Pathogens Exposure Report Form and the Clinical Incident Report Form must be completed and the student assumes the responsibility for testing, treatment, and any other expenses. The cost of medical care is the student's responsibility.

- Physical Exam
- Immunization documentation
- Tuberculosis screening
- Influenza vaccination
- Varicella, MMR, Tdap, Hepatitis B
- Criminal background check
- Drug screening
- Any additional documentation required by assigned clinical agencies

Students are responsible for all costs associated with compliance requirements.

Waivers for allergies or religious exemptions may be applied however, clinical sites may deny placement if waived.

Students who do not satisfy a clinical site's compliance requirements may remain enrolled in the Program; however, they will not be permitted to participate in clinical education at the clinical site. Because successful completion of the required clinical education experience is a Program graduation requirement, students who are unable to participate in clinical education may be unable to successfully complete the course or Program.

Failure to maintain compliance throughout the Program may result in the inability to attend clinical education and may prevent successful completion of the Program.

Program Completion Requirements

To successfully complete the Sterile Processing & Distribution Program, students must:

- Successfully complete all required Program courses with a minimum grade of 75% as outlined in the Program grading policy.
- Successfully complete all required laboratory competencies.
- Successfully complete all required clinical education requirements, including clinical hours, competency assessments, and satisfactory clinical evaluations.

- Meet all course and Program requirements as outlined in the Sterile Processing & Distribution Program Handbook and course syllabi.
- Satisfy all College graduation and financial obligations, as applicable.

Successful completion of the Sterile Processing & Distribution Program does not require national certification. Information regarding certification opportunities is provided in the National Certification section of this handbook.

Program Goals

Upon successful completion of the Sterile Processing & Distribution Program, graduates will be prepared to:

- Demonstrate safe and effective decontamination, inspection, assembly, packaging, sterilization, storage, and distribution of reusable medical devices.
- Apply principles of microbiology, infection prevention, and aseptic practice to support patient safety.
- Utilize critical thinking and problem-solving skills to ensure the quality and functionality of surgical instruments and medical equipment.
- Demonstrate professionalism, ethical behavior, effective communication, and collaboration within the healthcare environment.
- Qualify for entry-level employment in sterile processing and distribution departments.
- Be prepared to pursue national certification in sterile processing.

National Certification

National certification demonstrates professional competency and is valued throughout the healthcare industry. Although national certification is not required for successful completion of the Sterile Processing & Distribution Program, many healthcare employers prefer or require certification as a condition of employment or career advancement, even though Illinois does not currently mandate certification. Graduates are therefore strongly encouraged to obtain national certification early in their careers.

IV. Admission to the Sterile Processing Program

Admission Requirements

Admission to the Sterile Processing & Distribution Program is based upon the admission criteria established by Elgin Community College and the Health Professions Division. Applicants must satisfy all admission requirements published by the College before the application deadline.

Applicants are responsible for ensuring that all admission requirements, application materials, and supporting documentation are submitted by the published deadlines.

Current admission requirements are published on the Elgin Community College website and are subject to change.

Acceptance into the Program

Applicants selected for admission will receive written notification from the Program Director. Accepted students must complete all required enrollment steps by the deadlines provided in their acceptance materials. Failure to complete required enrollment requirements by the specified deadline may result in forfeiture of the student's seat, which may then be offered to another qualified applicant.

Waitlist

Applicants who meet the admission requirements but are not initially offered admission may be placed on an alternate (waitlist). If a seat becomes available before the beginning of the Program, admission offers will be extended according to the established waitlist process. Placement on the waitlist does not guarantee admission.

Acceptance and Confirmation of Seat

Applicants offered admission must confirm acceptance of their seat and complete all

required enrollment documents by the deadline specified in the acceptance letter. Failure to respond by the deadline may result in forfeiture of the applicant's seat, which may then be offered to the next eligible applicant on the waitlist.

V. Academic Policies

Academic Standards

Students are expected to demonstrate satisfactory academic progress throughout the Sterile Processing & Distribution Program. Academic success requires consistent attendance, preparation, active participation, professional conduct, and successful completion of all required classroom instruction, laboratory, and clinical learning activities.

Students are responsible for mastering the knowledge, technical skills, and professional behaviors necessary to safely perform the duties of an entry-level sterile processing professional. Because the Program prepares students to work in healthcare environments where patient safety is paramount, students are expected to meet established academic and clinical performance standards throughout the Program.

Students who experience academic difficulty are encouraged to seek assistance promptly. Faculty are available to provide guidance and may recommend academic support services, tutoring, or remediation when appropriate. Early communication with instructors often improves the opportunity for successful course completion.

Failure to meet the academic standards established by the Program may result in remediation, probation, course failure, or dismissal from the Program as outlined in this handbook.

Academic Integrity

Academic integrity is fundamental to the Sterile Processing profession and essential to

the development of safe, ethical, and competent healthcare practitioners. Students are expected to demonstrate honesty, accountability, and professionalism in all academic, laboratory, and clinical activities. These expectations extend beyond the classroom and reflect the ethical responsibilities of healthcare professionals entrusted with patient care.

Students are expected to comply with Elgin Community College's Academic Integrity Policy, [Academic Integrity | ECC](#) as well as all Program, clinical site, and professional standards governing ethical conduct.

Academic dishonesty includes, but is not limited to:

- Cheating on examinations, quizzes, competency assessments, or other academic assignments.
- Plagiarism or submitting another person's work, ideas, or intellectual property as one's own.
- Unauthorized collaboration on assignments intended to be completed independently.
- Falsification, fabrication, or alteration of academic, laboratory, or clinical records.
- Falsification of clinical documentation, competency records, attendance records, clinical hours
- Forging or obtaining unauthorized signatures or verification of competencies, clinical experiences, or Program records.
- Unauthorized possession, reproduction, distribution, or disclosure of examinations, competency assessments, or instructional materials.
- Unauthorized use of electronic devices, artificial intelligence (AI), or other technology in a manner that violates course expectations or College policy.
- Violating patient confidentiality or improperly accessing, recording, sharing, or disclosing protected health information.
- Violations of academic integrity may result in disciplinary action in accordance with College policy and may also result in Program-specific consequences, including failure of an assignment, competency assessment, course, clinical removal, probation, dismissal from the Program, or other corrective action, depending upon the nature and severity of the violation.
- Students are expected to seek clarification from Program faculty whenever there is uncertainty regarding appropriate academic conduct or the acceptable use of

technology, electronic resources, or artificial intelligence in completing course requirements.

Grading Policy

Student performance is evaluated through a variety of assessment methods designed to measure knowledge, technical competency, critical thinking, professionalism, and clinical performance.

Course grades may include evaluation of:

- Written examinations
- Laboratory competency assessments
- Practical skills evaluations
- Assignments and learning activities
- Quizzes
- Clinical performance evaluations
- Professional behavior
- Other assessments identified in the course syllabus

Final course grades are assigned according to the following grading scale:

Grade Percentage

A	92–100%
B	85–91%
C	75–84%
F	Below 75%

Specific grading categories and assignment values are published in the course syllabus. Students must successfully complete all required classroom, laboratory, and clinical requirements to successfully complete the course.

Minimum Passing Standard

A minimum final course grade of **75% (grade of C)** is required to successfully complete **SGT 100** and earn the Elgin Community College Sterile Processing & Distribution Certificate.

Students who do not achieve the minimum required final course grade or who fail to meet required laboratory or clinical competencies will not successfully complete SGT 100. Students who wish to complete the Sterile Processing & Distribution Program must reapply for admission to a future cohort in accordance with the Program's Readmission Policy.

D2L Course Communication and Gradebook

D2L serves as the official learning management system for the Sterile Processing Program. Students are responsible for regularly monitoring D2L for grades, course announcements, assignments, due dates, instructional materials, and other course-related communications. Faculty will make reasonable efforts to post grades in a timely manner; however, the D2L gradebook is intended to provide students with an ongoing estimate of academic progress and may not reflect the official final course grade until all assessments have been completed and verified.

Testing and Examination Policy

Examinations, quizzes, laboratory competency assessments, and other graded activities are designed to evaluate students' knowledge, comprehension, critical thinking, technical competency, and readiness to safely apply course concepts in the laboratory and clinical settings. Students are expected to complete all required assessments according to the established course schedule and are responsible for knowing all testing dates, deadlines, and course requirements. Students are expected to arrive on time and prepared for all scheduled assessments.

Students are expected to complete all examinations, quizzes, laboratory competency assessments, and other graded activities independently unless otherwise authorized by the instructor. Unauthorized materials, electronic devices, or communication with others during an assessment are prohibited unless specifically permitted by the instructor. Any violation of testing procedures or evidence of academic dishonesty may result in disciplinary action in accordance with the Program Academic Integrity Policy, the Health Professions Student Policy Handbook, and Elgin Community College policies.

Late Arrival for Assessments

Students who arrive after a quiz or examination has begun will not be permitted to complete the assessment during the scheduled class period. At the instructor's discretion, the student will be required to complete the assessment after class under instructor supervision or through the Elgin Community College Testing Center. The established due time for the assessment will not be extended because of late arrival. Students who arrive late and are permitted to complete the assessment outside the scheduled class period must do so within 24 hours of the original administration.

Absence from a Scheduled Assessment

Students who are unable to complete a scheduled examination, quiz, laboratory competency assessment, or other graded activity because of an unavoidable absence must notify the instructor as soon as possible. Approval of make-up examinations or assessments is at the discretion of the instructor and will be based on the circumstances of the absence and the student's compliance with Program attendance policies.

Approved make-up examinations or assessments may be administered through the Elgin Community College Testing Center, within D2L using approved proctoring methods, or at another location designated by the instructor. Students are responsible for scheduling and completing approved make-up examinations or assessments within the timeframe established by the instructor. Unless otherwise approved, make-up

examinations or assessments should be completed upon the student's return to class or clinical and no later than one week after the original assessment date. Failure to complete an approved make-up examination or assessment within the designated timeframe will result in a grade of zero.

Electronic Devices During Testing

To maintain the integrity of the testing environment, cell phones, smart watches, earbuds, headphones, tablets, and other unauthorized electronic devices are prohibited during examinations, quizzes, laboratory competency assessments, and other graded assessments unless specifically authorized by the instructor. Electronic devices must be silenced and stored in the location designated by the instructor before testing begins. Possession or unauthorized use of electronic devices during an assessment may be considered a violation of the Program Academic Integrity Policy and may result in disciplinary action in accordance with College and Program policies.

Attendance

Attendance Philosophy

- Consistent attendance and punctuality are essential to successful completion of the Sterile Processing Program. Classroom, laboratory, and clinical instruction are integrated components of the curriculum and are designed to progressively develop the knowledge, technical skills, critical thinking, and professional behaviors required for entry-level Sterile Processing practice.
- Professional reliability and accountability are essential characteristics of a Sterile Processing professional. Dependability, accountability, and timely attendance contribute to patient safety, effective teamwork, and the development of professional habits expected in the perioperative environment.
- Students are expected to attend all scheduled classroom, laboratory, and clinical learning experiences, arrive prepared to participate, and remain for the entire scheduled instructional period.

- Each instructional component builds upon the others to support competency development. Absences from any educational setting may adversely affect student learning, competency development, and progression within the Program.

Attendance Expectations

Students are expected to:

- Attend all scheduled classroom, laboratory, and clinical experiences.
- Arrive on time and prepared to participate.
- Remain for the entire scheduled instructional or clinical experience unless excused by the instructor or Program Director.
- Notify Program Director and the appropriate (lecture, lab, clinical) instructor and, when applicable, the assigned clinical site one hour prior when an absence, tardiness, or early departure is unavoidable.
- Complete all assigned coursework and educational requirements associated with missed instructional activities.

Attendance is considered a professional responsibility as well as an academic expectation. Students remain responsible for all required course objectives regardless of the reason for an absence.

Attendance alone does not constitute successful completion of course requirements, nor does an absence relieve students of responsibility for mastering required course content, laboratory competencies, clinical experiences, or program requirements.

Tardiness and Early Departure

- Students are expected to arrive on time and remain for the entire scheduled classroom, laboratory, and clinical experience. Students should be prepared to begin instructional activities or clinical duties at the designated start time.
- A student is considered tardy when not present and prepared to begin the scheduled instructional or clinical activity at the designated start time.
- Repeated tardiness or unauthorized early departure disrupts instruction, interferes with patient care and clinical operations, and is inconsistent with the professional expectations of the Sterile Processing profession.

- Students who anticipate being late or needing to leave early are expected to notify the appropriate (lecture, lab, clinical instructor and, when applicable, the assigned clinical site as soon as possible.
- Repeated tardiness and/or unauthorized early departure may result in progressive attendance intervention and may be considered in the application of the Program Attendance Policy.

Absences

- Students are responsible for notifying the Program Director, appropriate (lecture, lab, clinical) instructor and, when applicable, the assigned clinical site at least one hour before schedule time of arrival.
- Because the Sterile Processing curriculum is competency-based, repeated absences may prevent successful completion of required course objectives, laboratory competencies, clinical contact hours regardless of whether an absence is excused or unexcused.
- Excused absences do not eliminate the student's responsibility to successfully complete all required academic, laboratory, and clinical course requirements.
- Repeated absences may result in progressive attendance intervention as outlined in this handbook.

Attendance Make-up Requirements

Students remain responsible for successfully completing all required learning activities and course objectives missed because of an absence. Attendance intervention and attendance make-up are separate processes. Attendance intervention addresses repeated attendance concerns, while attendance make-up addresses the completion of missed instructional requirements.

Classroom Instruction Make-up

Lecture and classroom instruction generally cannot be recreated. Students are responsible for obtaining missed course content, announcements, assignments, and instructional materials. Make-up quizzes, examinations, and other graded assessments will be administered in accordance with the course syllabus and Program policies.

Laboratory Instruction Make-up

There are approximately 15 hours of lab time held during the first three weeks of the course. Students must attend and complete ALL lab hours. If a lab is missed, the student must arrange a make-up day with the lab instructors. Call in procedure: Students must email or text the lab instructor and Program Director no later than 1 hour before the start of lab class. At that time, make-up lab arrangements should be made.

Laboratory make-up experiences are scheduled at the discretion of Program faculty and are dependent upon instructor availability, laboratory availability, and successful completion of required competency assessments.

Clinical Education Make-up

Clinical education provides learning experiences that cannot always be duplicated. Clinical make-up experiences require approval by both the Program Director and the assigned clinical site and are dependent upon clinical site approval. Clinical make-up experiences cannot be guaranteed. Students remain responsible for completing all required clinical contact hours and course objectives.

Clinical Absences Make-up Procedure

First Absence	Required make-up day (subject to clinical site availability). Documented absence.
Second Absence	Required make-up day (subject to clinical site availability), Documented absence, verbal counseling with the Program Director, and documentation of the attendance intervention.
Third Absence	Required make-up day (subject to clinical site availability), Documented absence and written attendance probation.
Fourth Absence	Documented absence and review for course failure and/or

	dismissal from the Program.
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Attendance intervention is separate from Attendance Make-up Requirements.

Completion of make-up activities does not remove an attendance violation or alter the progressive attendance intervention process.

Extended Absences

- Students who are absent for more than three (3) consecutive scheduled instructional days because of illness, injury, or other extenuating circumstances should notify the Program Director as soon as possible to discuss their ability to continue in the Program. Supporting documentation may be required.
- Depending on the timing and duration of the absence, the student may be unable to complete course requirements within the semester despite attendance make-up opportunities. In such cases, options including course failure, withdrawal, or readmission may be discussed in accordance with Program and College policies.
- Students who experience an extended absence due to illness, injury, pregnancy-related complications, military obligations, family emergencies, or other significant circumstances should notify the Program Director as soon as possible. Students should also refer to Elgin Community College Administrative Procedure 4.104, [Extended Absence Notification for Students | ECC](#) also available on the College website, for information regarding notification procedures and available student support.

Jury Duty and Bereavement Leave

- Students called for jury duty or experiencing the death of an immediate family member should notify the Program Director as soon as possible.
- Jury duty and bereavement leave are considered excused absences when appropriate documentation is provided.
- Immediate family includes a spouse, domestic partner, parent, stepparent, child, stepchild, sibling, grandparent, grandchild, parent-in-law, sibling-in-law, or another individual residing in the student's household who has a relationship equivalent to an immediate family member.

- Students remain responsible for completing all missed coursework, laboratory competencies, clinical requirements, and course objectives associated with the excused absence.
- Approval of an excused absence does not waive Program or course completion requirements.

No Call/No Show

- A no call/no show occurs when a student fails to notify the Program Director, instructor, and, when applicable, the assigned clinical site of an absence in accordance with the Program Call-in Procedure.
- A first no call/no show will result in a meeting with the Program Director, documentation of the incident, and may result in attendance probation or remediation.
- A second no call/no show demonstrates a serious breach of professional responsibility and may result in course failure and/or dismissal from the Program.

Inclement Weather and College Closures

- When Elgin Community College closes or cancels classes because of inclement weather or another emergency, students are not required to attend scheduled classroom, laboratory, or clinical experiences.
- Clinical education is considered a scheduled instructional activity of the Surgical Technology Program. Therefore, when the College cancels classes, students will not report to their assigned clinical site.
- Students are responsible for monitoring official College communications regarding campus closures, delays, and emergency notifications.
- Missed instructional activities resulting from a College closure may be rescheduled or made up at the discretion of the Program Director when necessary to meet course objectives, clinical contact hours, competency requirements, or accreditation standards.

Remediation

The purpose of remediation is to assist students in achieving competency while maintaining the educational standards and patient safety expectations of the Sterile

Processing Program. Remediation is intended to support student learning by identifying deficiencies, providing additional educational guidance, and allowing students an opportunity to improve their performance.

Remediation may be required whenever a student demonstrates deficiencies in academic knowledge, laboratory performance, clinical competency, or professional behavior.

Remediation activities may include, but are not limited to:

- Individual faculty consultation.
- Additional supervised laboratory practice.
- Assigned readings, videos, or learning activities.
- Skills review and demonstration.
- Repeat competency assessments.

Successful participation in remediation does not guarantee successful completion of a competency assessment, course, or progression within the Program.

Students are responsible for actively participating in all assigned remediation activities and demonstrating satisfactory improvement within the timeframe established by Program faculty.

Readmission

Students requesting readmission must:

- Submit a new Sterile Processing Program application by the published application deadline.
- Submit a written request for readmission to the Program Director.
- Meet all admission and curriculum requirements in effect for the academic year in which readmission is requested.
- Meet all Program and clinical compliance requirements before returning to the Program, including required health documentation, immunizations, background check, drug screening, and any other applicable compliance requirements.

Withdrawal/Course Failure

Students who withdraw from the Sterile Processing Program, fail a required Sterile Processing course, or are otherwise unable to continue in the Program must follow the College withdrawal procedures, notify the course instructor and Program Director, and complete the Program's Withdrawal/Failure Process.

The Withdrawal/Failure Process includes:

- Meeting with the Program Director.
- Completing the Sterile Processing Withdrawal/Failure Contract.
- Returning all clinical affiliate identification badges, parking permits, and any other Program or clinical affiliate property, as applicable.
- Dropping any future registered Sterile Processing courses through the College registration system.
- Meeting with the Health Professions Academic Advisor.
- Submitting a new Sterile Processing Program application during the next eligible admission cycle if seeking readmission.

VI. Course Progression

Progression through the Sterile Processing Program is based upon successful completion of each required course and demonstration of the academic knowledge, psychomotor skills, clinical competency, and professional behaviors necessary for continued advancement. Progression is competency-based and reflects the Program's commitment to preparing graduates who are capable of providing safe and effective patient care.

Successful completion of one component of a course does not constitute successful completion of the course. Students must demonstrate competency in all required areas to successfully complete the course and continue in the Program.

Students who are unable to successfully complete course requirements may be required to repeat the course or apply for readmission in accordance with Program and College

policies.

Progression decisions are based upon successful completion of course objectives, laboratory competency assessments, clinical education requirements, clinical performance evaluations, and professional conduct. The following sections describe the specific progression requirements for laboratory and clinical education.

Laboratory Competency Requirements

Laboratory competency assessments evaluate each student's ability to demonstrate the knowledge, technical skills, and professional behaviors required for safe Sterile Processing practice.

Students must successfully demonstrate all required laboratory competencies before participating in clinical education. Successful completion of all required laboratory competencies demonstrates that the student has achieved the minimum competency necessary to safely progress to clinical education.

Students who do not successfully demonstrate competency may be required to complete remediation and successfully repeat the competency assessment before progressing. Failure to successfully complete required laboratory competencies may delay progression within the course or Program.

Laboratory Sessions

The on-campus laboratory provides a supervised learning environment in which students practice and demonstrate required Sterile Processing skills prior to clinical education. Active participation in all laboratory sessions is expected.

Students are provided opportunities to practice and develop competency before formal evaluation. Additional laboratory practice ("Open Lab") and faculty office hours may be available to support skill development.

Students must successfully demonstrate competency in all required laboratory skills before participating in the clinical education experience. Students who have not successfully completed the required laboratory competencies are not eligible to begin clinical education until all competency requirements have been satisfactorily completed.

ECC Sterile Processing Program scrubs, appropriate footwear, and required personal protective equipment (PPE) must be worn during all laboratory sessions. PPE is provided by the College.

SGT 100 Laboratory Competencies

Students must successfully demonstrate competency in the following skills:

1. Basic hand hygiene
2. Donning and doffing personal protective equipment
3. Assembly of a surgical instrument tray
4. Assembly and disassembly of a rigid container system
5. Peel pouch packaging technique
6. Envelope fold wrapping technique
7. Identification of basic surgical instrumentation

Faculty will document laboratory competency performance throughout the course.

Laboratory competency forms will be signed by both the student and instructor, maintained in the student's Program file, and successful competency assessments will be recorded in the D2L gradebook.

Clinical Education Progression

Clinical education provides students with supervised experiential learning in an affiliated

healthcare facility where classroom knowledge and laboratory competencies are applied in patient care settings.

Students must successfully complete all required clinical education requirements to progress within the Program. Clinical progression is based upon:

- Completion of approximately 104 hours (112 in summer semester) of required clinical education.
- Satisfactory clinical performance as documented through clinical evaluations.
- Demonstration of safe practice, technical competency, and professional behavior.
- Compliance with all Program, College, and clinical site policies.

Failure to successfully complete clinical education requirements or demonstrate satisfactory clinical competency may result in remediation, delayed progression, course failure, or other action in accordance with Program policies.

VII. Clinical Education

Purpose of Clinical Education

Clinical education provides students with supervised experiential learning in an authentic healthcare environment where they integrate classroom and laboratory knowledge into clinical practice. Under the guidance of qualified preceptors and faculty, students progressively apply sterile processing principles, develop technical proficiency, strengthen critical thinking, and demonstrate professional behaviors while contributing to safe patient care.

Clinical Assignments

Clinical assignments are made by the Program Director to provide a variety of learning experiences that support achievement of course objectives, development of entry-level sterile processing competencies, and successful completion of the Program.

Clinical assignments are based on the following educational considerations:

- Achievement of course objectives.
- Individual student learning needs
- Clinical site availability, scheduling, departmental operations, and availability of qualified preceptors.
- Students are assigned to a clinical site for their clinical experience. Clinical assignments may be changed as needed based on student learning needs or changes in clinical site availability.
- Students are responsible for their own transportation to assigned clinical agencies and for any associated transportation, parking, or related expenses.

Clinical Documentation

Accurate clinical documentation is an essential component of the clinical education experience. Students are responsible for maintaining complete, accurate, and timely records of clinical attendance, evaluations, and other required clinical records using the Program's designated documentation system.

Students are expected to:

- Record clinical information accurately and honestly.
- Submit required documentation by established deadlines.
- Obtain required signatures or approvals when applicable.
- Regularly review documentation for completeness and accuracy.
- Promptly report documentation discrepancies or concerns to Program faculty.
- Clinical documentation is considered part of the student's professional responsibility and may be reviewed for accuracy, evaluation of skills performance, and timely submission throughout the Program to verify progression toward course and graduation requirements.

Clinical Documentation System

The Sterile Processing Program utilizes Platinum Planner, a secure web-based clinical education management system, to document student clinical experiences and monitor progression toward Program completion.

Platinum Planner is used to:

- Record daily clinical attendance.
- Monitor student progression toward Program completion
- Students are expected to accurately and promptly complete all required clinical documentation in accordance with Program requirements.

Platinum Planner Access and Fees

- Students are required to maintain an active Platinum Planner account throughout the clinical portion of the Program. The cost of Platinum Planner is included in the Program's required instructional materials and fees, unless otherwise communicated by the Program.

Geolocation Verification

- Platinum Planner utilizes geolocation technology to verify student attendance at assigned clinical education sites. When students clock in and clock out using the Platinum Planner mobile application, the system records the device's location solely for the purpose of verifying attendance at the assigned clinical site.
- By using Platinum Planner for clinical attendance, students acknowledge and consent to the collection and use of geolocation data for attendance verification and Program administration. Geolocation data is not used to continuously monitor or track student movement outside of the attendance verification process.
- Students are responsible for ensuring that location services are enabled on the device used for Platinum Planner attendance verification while clocking in and clocking out of clinical experiences.
- Students who falsify attendance records or otherwise misuse the Platinum Planner system may be subject to disciplinary action in accordance with Program and College policies.

Clinical Evaluations

Student performance is evaluated throughout the clinical experience using established Program evaluation tools. Assessments measure technical skills, professional behaviors, communication, safety practices, critical thinking, and achievement of course objectives. Feedback from clinical preceptors and faculty is intended to reinforce strengths, identify opportunities for improvement, and guide continued professional development.

Clinical Site Policies

Students are required to comply with the policies, procedures, and professional expectations of each assigned clinical site in addition to the policies of Elgin Community College and the Sterile Processing Program.

Clinical site requirements may include, but are not limited to:

- Identification badges.
- Confidentiality requirements.
- Infection prevention practices.
- Personal protective equipment.
- Electronic device restrictions.
- Parking and facility access.
- Dress code requirements.
- Security procedures.
- Other clinical site policies.
- Failure to comply with clinical site policies may affect a student's ability to participate in clinical education.

Clinical Compliance Requirements

Clinical education requires students to satisfy all clinical site onboarding and compliance requirements, which may include immunizations, health screenings, background checks, drug testing, CPR certification, and other requirements established by the clinical site.

Refer to Health and Clinical Compliance Requirements under Program Overview.

The College and the Sterile Processing & Distribution Program do not waive or modify clinical site compliance requirements, as these requirements are established and enforced by each clinical site.

Students who do not satisfy a clinical site's compliance requirements may remain enrolled in the Program; however, they will not be permitted to participate in clinical education at the clinical site. Because successful completion of the required clinical

education experience is a Program graduation requirement, students who are unable to participate in clinical education may be unable to successfully complete the course or Program.

Clinical Compliance Management System

The Sterile Processing Program utilizes CastleBranch, a secure, third-party compliance management system, to collect, verify, and monitor clinical compliance requirements required by affiliated healthcare facilities.

CastleBranch provides a centralized system for students to securely upload and maintain required documentation for participation in clinical education. Students are responsible for establishing and maintaining a CastleBranch account as directed by the Program.

Clinical compliance requirements may include, but are not limited to:

- Immunization and vaccination records
- Tuberculosis (TB) screening
- Physical examination and medical clearance
- Criminal background check
- Drug screening
- Additional documentation required by clinical affiliates
- Clinical requirements are established by the participating healthcare facilities and are subject to change. Students are responsible for submitting all required documentation by established deadlines and maintaining compliance throughout the Program.

Student Responsibilities

Students are responsible for:

- Maintaining an active CastleBranch account throughout the Program.
- Uploading complete, accurate, and legible documentation.
- Monitoring their CastleBranch account for notifications regarding expiring or deficient records.

- Completing annual renewal requirements before previously submitted documentation expires.
- Paying all applicable CastleBranch fees.
- Failure to maintain current clinical compliance may result in the inability to participate in clinical experiences and may delay progression or completion of the Program.
- CastleBranch serves as a secure repository for student compliance documentation. Student records are reviewed only for the purpose of determining clinical eligibility and meeting Program and affiliated healthcare facility requirements.

Health Status and Fitness for Clinical Participation

- Students are responsible for maintaining the physical, cognitive, and emotional ability to safely participate in classroom, laboratory, and clinical education.
- Students who experience a change in health status, including illness, injury, pregnancy, surgery, hospitalization, or any condition that may affect their ability to safely meet or perform the Program's Technical Standards/Essential Functions (listed on page 6) and are expected to notify the Program Director as soon as practicable.
- Early communication allows the Program to review available options, determine whether medical documentation is required, and identify any additional clinical site requirements that may apply.
- The Program may require documentation from an appropriately licensed healthcare provider verifying the student's ability to safely participate in educational activities and identifying any temporary restrictions or accommodations, when applicable.
- Students are responsible for meeting all Program and clinical site requirements before returning to laboratory or clinical education.
- Clinical agencies may establish additional participation requirements following illness, injury, pregnancy, or other significant changes in health status. Students are responsible for complying with those requirements.

Extended Absence from Clinical Education

- Clinical education is competency-based and requires successful completion of clinical contact hours, competency assessments, and course objectives. Extended absences may affect a student's ability to successfully complete these requirements within the scheduled semester.

- Students who experience an extended absence due to illness, injury, pregnancy-related complications, military obligations, family emergencies, or other significant circumstances should notify the Program Director as soon as possible. Students should also refer to Elgin Community College Administrative Procedure 4.104, [Extended Absence Notification for Students | ECC](#) also available on the College website, for information regarding notification procedures and available student support.
- The Program Director will evaluate the student's progress toward completion of required clinical hours, competency requirements, and course objectives to determine whether the course can be successfully completed within the scheduled semester.
- Although every reasonable effort will be made to assist students in completing course requirements when circumstances permit, the Program cannot guarantee that missed clinical experiences can be rescheduled or replaced.
- If required clinical objectives cannot reasonably be achieved within the scheduled semester, the student may be required to withdraw from the course and, if eligible, apply for readmission in accordance with the Program's Readmission Policy.

Student Work Policy

- Clinical education is an educational experience designed to develop competency under the supervision of designated clinical personnel. Students participating in clinical education are learners and are not employees of the affiliated clinical facility while functioning in the role of a student.
- Students shall not be substituted for employed personnel or used to satisfy staffing requirements. Clinical assignments are intended solely to achieve the educational objectives of the Program and must be performed under the supervision of the assigned clinical preceptor or designee.
- Students are not compensated for clinical experiences completed as part of the educational Program.

Bloodborne Pathogen Exposure

- Students are required to follow Standard Precautions and bloodborne pathogen safety practices throughout all laboratory and clinical education experiences. In the event of a bloodborne pathogen exposure, students must immediately follow the

clinical affiliate's exposure control procedures, notify the appropriate clinical personnel, and inform the Program Director within 24 hours.

- Patient safety is the highest priority during all laboratory and clinical education experiences. A clinical incident is any event involving unsafe patient care, a violation of professional standards, a breach of Program or clinical affiliate policies, or any other occurrence that may compromise patient, student, or staff safety.
- All required documentation, including the Bloodborne Pathogen Exposure Report Form, must be completed and submitted to the Program Director in addition to any documentation required by the clinical affiliate.

Clinical Incident Policy

- A clinical incident occurs when there is a violation of professional standards, requirements, and/or an incident of unsafe patient care. Following safety practices and professional behavior at the clinical sites and at Elgin Community College, is the responsibility of health professions faculty and students to recognize and inform if an incident(s) occurs. All incidents must be reported immediately to the appropriate personnel and the Clinical Incident Report Form must be completed. The Clinical Incident Procedure can be found in the Health Professions Policies and Procedures Manual.
- The complete Clinical Incident Policy and reporting procedures are contained in the Health Professions Policies and Procedures Manual and must be followed in their entirety.
- Students are required to complete the Clinical Incident Report Form, as well as any documentation required by the clinical affiliate, before leaving the clinical site unless otherwise directed by the clinical supervisor or Program Director.

VIII. Professional Conduct and Expectations

Student Rights

The Sterile Processing Program is committed to providing a learning environment that promotes academic excellence, professionalism, mutual respect, and equitable treatment. Students are entitled to the rights and protections established by Elgin Community College, the Health Professions Division, applicable laws, and Program

policies.

Students have the right to:

- Learn in an environment that supports academic inquiry, professional growth, and mutual respect.
- Be treated fairly and without discrimination in accordance with College policies and applicable federal and state laws.
- Receive fair, objective, and consistent academic and clinical evaluation based upon established course and Program requirements.
- Receive clear information regarding Program expectations, policies, procedures, grading criteria, and standards of conduct.
- Express questions, concerns, and differing viewpoints in a respectful and professional manner without fear of retaliation.
- Access educational records and have those records maintained in accordance with applicable privacy laws and College policies.
- Expect that Program faculty, staff, and clinical educators will maintain appropriate confidentiality regarding educational records and other protected information.
- Learn in classroom, laboratory, and clinical environments that promote health, safety, and patient well-being.
- Request reasonable accommodations through the College's Office of Accessibility Services in accordance with applicable laws and College policy.
- Utilize established College procedures to seek clarification, resolve concerns, or appeal academic or disciplinary decisions.

Student Responsibilities

Enrollment in the Sterile Processing & Distribution Program carries responsibilities beyond those expected in many traditional academic programs. As future healthcare professionals, students are expected to demonstrate accountability, professionalism, integrity, and a commitment to patient safety throughout every aspect of the educational experience.

Students are responsible for becoming familiar with and complying with the requirements of the Sterile Processing & Distribution Program, the Health Professions

Division, Elgin Community College, and assigned clinical agencies. Successful progression through the Program requires active participation, personal responsibility, professional judgment, and consistent professional conduct.

Students are expected to:

- Become familiar with and comply with all Program, College, and clinical site policies and procedures.
- Monitor College email and the learning management system for official Program communications.
- Attend and actively participate in scheduled classroom, laboratory, and clinical learning experiences.
- Arrive prepared, on time, and ready to participate in all educational activities.
- Complete assigned coursework, laboratory competencies, clinical documentation, and other Program requirements by established deadlines.
- Maintain current health, clinical compliance, and other Program requirements throughout enrollment.
- Promptly report changes that may affect clinical eligibility or Program participation.
- Demonstrate honesty, integrity, accountability, and professionalism in all academic and clinical settings.
- Communicate respectfully and professionally with faculty, classmates, clinical personnel, patients, and members of the healthcare team.
- Protect the confidentiality and privacy of patients, classmates, faculty, and clinical agencies.
- Accept constructive feedback and demonstrate a willingness to learn and improve.
- Seek assistance promptly when academic, clinical, or personal concerns may affect successful progression through the Program.
- Represent Elgin Community College and the Sterile Processing profession in a professional and ethical manner.
- Take an active role in professional growth by preparing for learning opportunities, demonstrating initiative, seeking feedback, and striving for continuous improvement throughout the Program.

Failure to meet Program requirements may delay progression or prevent successful completion of the Program.

Professional Behavior

Professional behavior is an essential component of safe patient care and is expected throughout all classroom, laboratory, clinical, and Program-related activities. Students are expected to conduct themselves in a manner that reflects the ethical standards of the Sterile Processing profession and promotes confidence, respect, and trust among patients, faculty, classmates, clinical personnel, and members of the healthcare team.

Professional behavior extends beyond technical competence. It includes the ability to exercise sound judgment, accept responsibility for one's actions, demonstrate emotional maturity, respond appropriately to stressful situations, and maintain professional relationships while placing the needs and safety of the patient first.

Students are expected to demonstrate professional behaviors including:

- Accountability for personal actions, decisions, and professional conduct.
- Integrity, honesty, and ethical decision-making in all academic and clinical activities.
- Respect, courtesy, and civility toward patients, faculty, classmates, clinical personnel, and members of the healthcare team.
- Reliability, dependability, and professional judgment appropriate to the student's level of education and clinical experience.
- Receptiveness to constructive feedback and a commitment to continuous learning and self-improvement.
- Emotional maturity, adaptability, and professionalism when responding to challenges, conflict, or stressful situations.
- Recognition of personal limitations and the willingness to seek assistance whenever patient safety, learning, or professional performance may be affected.
- Respect for diversity, cultural differences, and the dignity and rights of every individual.
- Consistent adherence to patient safety principles, surgical conscience, and ethical perioperative practice.

Professional behavior is evaluated throughout the Program and is considered an essential component of student success. Behaviors that are inconsistent with

professional standards may result in remediation, disciplinary action, clinical removal, course failure, or dismissal from the Program in accordance with Program, College, and clinical site policies.

Professional Appearance and Dress

- Professional appearance contributes to patient confidence, infection prevention, workplace safety, and the professional image of the Sterile Processing Program.
- Students are expected to maintain appropriate personal hygiene and comply with Program and assigned clinical site requirements regarding attire, identification, jewelry, artificial nails, cosmetics, fragrances, and other appearance standards while participating in classroom, laboratory, and clinical activities.
- Specific dress requirements are communicated through the Program and applicable course materials. Failure to comply with required dress and appearance standards may result in removal from the educational activity until deficiencies have been corrected.

Professional Communication

Effective communication is essential to patient safety, teamwork, and successful learning. Students are expected to communicate respectfully, professionally, and promptly with faculty, classmates, clinical personnel, patients, and members of the healthcare team.

Students are expected to:

- Use professional language and respectful communication in all verbal, written, and electronic interactions.
- Monitor their Elgin Community College email account and the College's designated learning management system regularly, as these are the official methods of Program communication.
- Respond to Program communications in a timely manner when a response is requested.

- Notify the Program Director and instructor or when on a clinical day the clinical instructor and the assigned clinical site promptly regarding absences, tardiness, emergencies, or other situations affecting Program attendance and participation.
- Follow the established chain of communication when seeking assistance or resolving concerns.
- Address questions or concerns respectfully and at the lowest appropriate level whenever possible.
- Professional communication extends to email, text messaging, social media, and online learning platforms. Students are expected to exercise sound judgment and maintain professionalism in all Program-related communications.

Cell Phone and Electronic Device Use

- Personal electronic devices should support learning without disrupting the educational environment.
- Students are expected to silence and appropriately store personal electronic devices during classroom, laboratory, and clinical activities unless otherwise permitted by Program faculty.
- The use of cell phones, smart watches, earbuds, or other electronic devices during quizzes, examinations, laboratory competency assessments, or other evaluative activities is prohibited unless specifically authorized by the instructor. Cell phone use is not permitted at the clinical site except in designated staff lounge or locker room area on an authorized break. Keep cell phones in student locker.
- Students arriving after a quiz has begun may be required to complete the quiz in the College Testing Center in accordance with course and Program policies.
- Audio or video recording of lectures, laboratory instruction, classmates, faculty, clinical personnel, patients, or clinical activities is prohibited without prior authorization from the instructor and, when applicable, the clinical site. Approved accommodations authorized through the College's Accessibility Services Office are exempt from this restriction.
- Unauthorized use of electronic devices or recording may constitute unprofessional conduct and may result in disciplinary action.

Social Media and Digital Professionalism

- Students are expected to demonstrate the same standards of professionalism, confidentiality, and ethical conduct in digital environments as they do in classroom, laboratory, and clinical settings.
- Students shall not post, share, transmit, or otherwise disclose confidential or identifying information regarding patients, classmates, faculty, clinical personnel, clinical agencies, or Program activities through social media or other electronic platforms.
- Students are responsible for ensuring that personal online conduct reflects positively upon themselves, Elgin Community College, the Sterile Processing Program, assigned clinical agencies, and the profession.
- Violations of patient privacy, confidentiality, the Health Insurance Portability and Accountability Act (HIPAA), professional standards, College policies, or clinical site policies through electronic communication or social media may result in disciplinary action.

Patient Confidentiality

- Respect for patient privacy and confidentiality is a fundamental professional responsibility and an essential component of ethical Sterile Processing practice.
- Students are expected to maintain the confidentiality of all patient information encountered during classroom discussions, laboratory activities, simulation exercises, clinical education, and Program documentation in accordance with applicable laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as College and clinical site policies.
- Patient information shall be accessed, discussed, documented, and disclosed only as necessary for legitimate educational or patient care purposes.
- Failure to maintain patient confidentiality may result in removal from the clinical setting, disciplinary action, failure of a course, dismissal from the Program, and/or additional action by the clinical site.

Professional Boundaries

- Students are expected to maintain appropriate professional boundaries with patients, faculty, classmates, clinical personnel, and members of the healthcare team.
- Professional boundaries promote patient safety, preserve therapeutic relationships, and foster mutual respect within the educational and clinical environments. Students

are expected to exercise sound professional judgment, avoid conflicts of interest, and conduct themselves in a manner consistent with the ethical standards of the Sterile Processing profession.

- Students should promptly seek guidance from faculty whenever uncertainty exists regarding professional roles, responsibilities, or ethical concerns.
- The development of surgical conscience, accountability, and professional judgment is an essential component of becoming a competent entry-level sterile processing technician.

Respectful Learning Environment

- The Sterile Processing Program is committed to fostering a learning environment characterized by professionalism, mutual respect, civility, inclusion, and collaboration.
- Students share responsibility for creating an environment that supports learning, values diverse perspectives, encourages respectful communication, and promotes positive interactions among classmates, faculty, clinical personnel, and members of the healthcare team.
- Behavior that is disruptive, intimidating, discriminatory, harassing, retaliatory, or otherwise inconsistent with a safe and respectful learning environment will be addressed in accordance with College and Program policies.

Disciplinary Action and Program Dismissal

Students are expected to adhere to the academic, clinical, and professional standards established by the Sterile Processing Program, the Health Professions Division, Elgin Community College, assigned clinical sites, and the policies and procedures contained in this Student Handbook, the Health Professions Policies and Procedures Manual, and the Elgin Community College Administrative Procedure 4.402 – Student Code of Conduct.

[Student Code of Conduct | ECC](#)

Failure to meet these expectations may result in progressive disciplinary action, including verbal counseling, written warning, remediation, probation, course failure, dismissal from the clinical site, dismissal from the Program, or other corrective action, depending upon the nature, severity, and frequency of the concern.

Program officials will review all relevant facts and available documentation before determining the appropriate disciplinary action.

While progressive discipline is appropriate in many situations, certain behavioral, ethical, academic, or patient safety concerns may warrant immediate dismissal from the Program without prior warning.

Health Professions Dismissal Policy

Students are expected to comply with the standards of professional conduct established by the Sterile Processing Program, the Health Professions Division, Elgin Community College, and assigned clinical agencies. Students are responsible for maintaining professional behavior consistent with this Student Handbook, the Health Professions Policies and Procedures Manual, and Elgin Community College. [Administrative Procedure 4.402 Student Code of Conduct](#) found in the ECC College Catalog and in the Health Professions Policies and Procedures Manual.

Causes for Program Dismissal

The following examples illustrate behaviors or circumstances that may result in disciplinary action, including dismissal from the Sterile Processing Program. This list is representative and is not intended to be all-inclusive.

- Conduct that jeopardizes patient safety or the safety of others.
- Academic or clinical failure to meet Program progression requirements.
- Unprofessional, unethical, dishonest, or fraudulent behavior.
- Cheating, plagiarism, falsification of academic records, attendance records, clinical documentation, competency documentation, or other Program records.
- Violations of patient confidentiality or privacy, including unauthorized disclosure of protected health information (HIPAA) or confidential information regarding patients, classmates, faculty, clinical personnel, or clinical agencies.
- Violations of the Program's Social Media and Digital Professionalism Policy, including the unauthorized posting, sharing, transmission, or disclosure of confidential,

identifying, or otherwise protected information regarding patients, classmates, faculty, clinical personnel, clinical agencies, or Program activities.

- Violations of the Program's Cell Phone and Electronic Device Use Policy, including unauthorized photography, audio recording, video recording, or electronic communication in classroom, laboratory, or clinical settings.
- Failure to comply with Program, College, or clinical site policies and procedures.
- Failure to follow reasonable instructions or direction from Program faculty, clinical instructors, preceptors, or clinical personnel.
- Removal from a clinical site or loss of eligibility to participate in required clinical education.
- Harassment, intimidation, bullying, retaliation, discrimination, threats, abusive conduct, or violence toward patients, classmates, faculty, College employees, clinical personnel, or visitors.
- Possession or use of alcohol, illegal drugs, controlled substances without authorization, or reporting to class or clinical under the influence of drugs or alcohol.
- Possession of unauthorized weapons on college or clinical site property.
- Theft, vandalism, destruction, or unauthorized use of college or clinical site property.
- Disorderly conduct, fighting, malicious gossip, or other behavior that disrupts the educational or clinical environment or undermines a respectful learning environment.
- Repeated violations of Program policies following documented corrective action, remediation, or probation.
- Excessive absenteeism or failure to satisfy attendance requirements as outlined in this Handbook.
- Failure to maintain required clinical compliance requirements, including health requirements, background checks, drug screening, or other Program requirements.
- Any conduct determined to be inconsistent with the ethical, professional, or legal standards expected of a Sterile Processing student.

Dismissed from Clinical Site or Agency

Students who are removed from a clinical site or whose participation is terminated by the clinical site may be unable to meet Program requirements and may therefore be subject to course failure or dismissal from the Program.

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of Program regulations or professional standards
2. If warranted, the Program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal
3. The Program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Sterile Processing Program will not be permitted to attend any further Sterile Processing classes and clinical assignments. The student will receive a failing grade in the Sterile Processing course(s) in which they are enrolled.

Due Process / Student Appeal

Students have the right to appeal disciplinary or academic decisions in accordance with the applicable Elgin Community College Administrative Procedures: [Administrative Procedure 4.408 Appeal for Complaint Procedure](#) or [Administrative Procedure 4.403 Appeal of Final Grade Policy](#) as outlined in the ECC College Catalog.

IX. Student Resources

Campus Safety

ECC Police

[ECC Police](#) offer assistance, safety tips, and emergency response. You can call them if you need assistance with your vehicle or feel unsafe for any reason.

Academic Resources

Tutoring

The Tutoring Center offers free online tutoring, drop-in sessions, math and writing

support, and study skills sessions. For more information, visit the [ECC Tutoring web page](#).

ECC Library

The library offers several in-person and online services and resources. Library resources include books, CDs, and DVDs available for checkout; a print collection of magazines, journals, and newspapers; public computer access; and study rooms. Reference librarians can help you with research projects by assisting with topic selection, finding resources, citing sources, and more. For information regarding the ECC Library, please visit: [ECC Library](#).

Academic and Transfer Advising Services

[Advising Services](#) offers assistance in developing an educational plan. Your advisor will help you plan your courses and create a development plan to reach your goals.

Success Coaching

Student Success Coaches can assist you in various aspects of your academic journey, from setting goals and managing your time effectively to honing your study skills, mastering test-taking strategies, advocating for yourself, staying motivated, and cultivating a positive mindset. For more information, visit the [Success Coach page](#).

D2L Help

Distance Learning staff can help you navigate and troubleshoot using the D2L online learning management system for our course and any course at ECC. For contact information and to login to D2L, visit the [Distance Learning page](#). To electronically submit a request for help, visit the [ECC Requests Portal](#).

Accessibility and Disability Accommodations

The Student Access & Disability Services office collaborates with students who have

disabilities to provide and arrange reasonable accommodations to foster full participation in courses and campus experiences. If you have a disability, please visit elgin.edu/ada and complete the "Registration Form" under "New to Student Disabilities Services," gather documentation on your disability, and schedule an intake appointment. If you have received accommodations in the past at ECC and need accommodation letters for your courses this semester, please visit elgin.edu/ada and complete the "Request Form" under "Returning Student" as soon as possible.

The laws state that students do not need to disclose a disability, but if reasonable accommodations are needed, the students must disclose a disability to the Student Access & Disability Services office and provide documentation on the disability during the intake appointment.

TRiO

The mission of [TRiO](#) is to encourage and assist traditionally underrepresented students in preparation for the completion of a college education. TRiO offers one-on-one assistance and support for students who are first in their family to attend college, have financial need, or have a documented disability.

Veterans' Assistance

Elgin Community College has additional supports for veterans whether you are starting college for the first-time or re-entering college. Please contact Anitra King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu. Find more information on the [Veteran Services web page](#).

Holistic Support

Wellness Services

The mission of [Wellness Services](#) is to provide support for personal well-being so

students can focus on academic success. They offer students individual and group support. Students may drop in and/or make an appointment in the Student Success office, Building B, room 120. Office hours at Mon-Thurs: 8 am - 7 pm and Friday: 8 am - 4 pm. Support is also available via the AID Crisis Hotline 24 hours a day, 7 days a week. Text 833-AID-TEXT (833-243-8398) or call 630-966-9393.

Spartan Food Pantry

The Spartan Pantry, located in B175, is open regularly each week. All ECC students regardless of financial need can access various grocery items and toiletries for free. Please visit the [Spartan Pantry web page](#) for specific hours and more information including how to donate and volunteer.

Career Development Services

[Career Development Services](#) helps you with everything related to your future career. They can help you explore career options, define your professional goals, and look for a job.

Student Life

[Student Life](#) provides opportunities to get involved in clubs and organizations on campus and is where to get your Student ID.

Financial Aid and Scholarships

[Financial Aid](#) can help you apply for and obtain financial assistance. They can also help you explore scholarship opportunities.

Student Accounts

[Student Accounts](#) is the centralized billing and collection point for ECC. If you would like to explore payment plans and options or pay any fees, go to Student Accounts in B151.

Child Care

[Child Care](#) is offered to students and staff for children ages 6 weeks to 5 years. For more information, go to elgin.edu/childcare.

Transportation

ECC has a stop on the [Pace Suburban Bus Service](#).

Additional Resources

Additional resources not highlighted in this syllabus to support your well-being and academic success can be found on the [Student Resources webpage](#).

Resources (Column 1 of 2)	Resource (Column 2 of 2)
Academic and Transfer Advising Services Location: B120 Phone: 847-214-7390 advising@elgin.edu elgin.edu/advising	Student Accounts Location: B151 Phone: 847-214-7380 Se Habla Español, 847-214-7380 elgin.edu/studentaccounts
Accessibility and Disability Accommodations Location: B105/B125 Phone: 847-214-7717 Email: sds@elgin.edu elgin.edu/ada	Student Life Location: B173 Phone: 847-214-7352 Email: studentlife@elgin.edu elgin.edu/studentlife
Career Development Services	Success Coaching

Location: B120 Phone: 847-214-7390 Email: careerservices@elgin.edu elgin.edu/careerservices	Location: B120 Phone: 847-214-7390 Email: coachappt@elgin.edu https://elgin.edu/student-services/success-coach/
Child Care Location: M137 Phone: 847-214-7376 Email: ECLS@elgin.edu elgin.edu/childcare	Transportation Pace Phone: 847-364-7223 RTA Travel information 312-836-7000 elgin.edu/maps
D2L Help Location: C210 Phone: 847-214-7620 Email: d2lhelpdesk@elgin.edu https://distancelearning.elgin.edu/ECC Requests Portal	TRIO Location: B155 Phone: 847-214-6959 Email: trio@elgin.edu elgin.edu/trio
ECC Library Location: Building C Phone: 847-214-7337 (Circulation Desk) 855-523-3225 (Reference Desk) Email: circdesk@elgin.edu (Circulation	Tutoring Location: C230 Phone: 847-214-7256 Email: tutoring@elgin.edu elgin.edu/tutoring

Desk) libref@elgin.edu (Reference Desk) library.elgin.edu	
ECC Police Location: D136 Phone: 847-214-7777 (emergencies) 847-7778 (non-emergencies) Email: eccpolice@elgin.edu elgin.edu/police	Veterans' Assistance Phone: 847-214-7531 Email: aking@elgin.edu elgin.edu/veterans
Financial Aid and Scholarships Location: B156 Phone: 847-214-7360 Se Habla Español 847-214-7360 Email: financialaid@elgin.edu elgin.edu/financialaid elgin.edu/scholarships	Wellness Services Location: B120 Phone: 847-214-7390 Email: studentwellness@elgin.edu elgin.edu/student-services/wellness
Spartan Food Pantry Location: B175 elgin.edu/spartanpantry	

X. Appendices

Program Forms

- Voluntary Assumption of Risk and Release of Liability
- Confidentiality Statement / Photography Release / Permission to Survey Future Employer
- Sterile Processing Handbook Agreement

The faculty and staff of the Elgin Community College Sterile Processing Program are committed to supporting your academic success and professional growth. We look forward to partnering with you as you develop the knowledge, technical skills, and professional behaviors necessary to become a safe, competent, and ethical Sterile Processing professional.

SGT Notice of Probation

Surgical Technology is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the Surgical Technology Program will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions. Please review your Surgical Technology Program Student Handbook for more detailed information.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor and clinical facility with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that are beyond the surgical technologist scope of practice.
- Violates professional and/or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on facility policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Surgical Technology Program.
- Displays insubordinate behavior.
- Other: _____

This probation contract will be placed in the student's file in the Health Professions Office.

Student Signature: _____ Date: _____

Program official signature: _____ Date: _____

Cc: Student File



SGT Notice of Probation and Remediation Form

Student's name: _____ ECC ID Number: _____

Program: _____ Course: _____

A verbal warning took place on _____.

Description of infraction(s) of program policy/regulations/professional standards:

Infraction 1:

Infraction 2:

Remediation Plan and Deadline(s):

Consequences for Failure to Meet Remediation Plan:

I understand that any other documented complaint regarding _____ will result in dismissal from the program.

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing SGT _____.

Student Signature: _____ Date: _____

Program official signature: _____ Date: _____

Cc: Student File



Elgin Community College Associate Degree Sterile Processing Program Student Handbook

Handbook Receipt

- ☐ I acknowledge that I have received and reviewed the Elgin Community College Sterile Processing Program's Student Handbook for the 2026-2027 School year.

Syllabus Acknowledgement

- ☐ I have read the Syllabi for each class (either in print or online), and I understand the Sterile Processing Program policies, expectations, and rules as stated in the syllabi and handbook of the Sterile Processing Program.
- ☐ I understand that I am responsible to comply with policies, expectations, and rules as stated in the syllabi and handbook of the Sterile Processing Program.
- ☐ If I have any questions or concerns, I will contact the instructor for further explanation.

Signature

Print/Type Name: Click or tap to edit text.

Signed:

Student Signature

Date: August 31, 2026

Statements and Releases

A12 Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Sterile Processing and Distribution Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Sterile Processing and Distribution Program Director.

Student (signature)

Date

Student (print name)

A13 Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Sterile Processing and Distribution Program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

A14 Permission to Survey Future Employer

I give permission to survey my future employer as part of the Sterile Processing and Distribution Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

Student (signature)

Date

Student (print name)

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____,freely choose to participate in the (print your program name)

_____program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Student Signature

Date

Witness Signature

Date