



Health & Human Services Division  
 Lansing Community College  
 LCC-HHS@star.lcc.edu  
 Phone: (517) 483-1410

# Advising Guide for Sterile Processing (STPR)

## CONTENTS

GENERAL PROGRAM INFO .....	1	IMMUNIZATION & CLINICAL REQUIREMENTS:.....	4
REGISTRATION PROCESS .....	2	ALLERGIES: .....	5
CRIMINAL BACKGROUND CHECK .....	3	INSURANCE: .....	5
ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS .....	4	CHOSEN/PREFERRED NAME .....	5
AGE RESTIRCTIONS: .....	4	NON-DISCRIMINATION STATEMENT .....	5
		CONTACT INFORMATION .....	6

## GENERAL PROGRAM INFO

This **Certificate of Completion** is designed to prepare individuals to function competently in the central service department of a healthcare facility. No healthcare experience or previous college education is needed to enroll in these courses. Duties include, but are not limited to, processing of patient care equipment, supplies, and instruments for use in all departments. Sterile Processing Technicians play a crucial role in decontamination, cleaning, disinfection, sterilization, and distribution of medical/surgical supplies. Those who successfully complete this curriculum may **become a certified Sterile Processing Technician** by taking the National Certification Board for Sterile Processing & Distribution exam. Students will complete approximately 128 externship hours in STPR 148.

Certificate Length & Courses	Course Format	Entrance Requirements	Semesters Offered	Approximate Cost 2024-2025
<u>1 semester:</u> STPR 145 <i>Runs 1<sup>st</sup> 8-weeks of semester</i> STPR 148 <i>Runs 2<sup>nd</sup> 8-weeks of semester</i>	Face-to-Face	<u>Placement Levels</u> READING 5 WRITING 4  <u>Age Restriction:</u> 18+	Spring	\$1,452.50 <i>*in-district tuition rates</i>

*\*For a detailed look at course costs including tuition rates for all residencies, check out LCC's [Tuition Cost Estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html)*

All courses must be passed with a minimum grade of 2.5 to earn the certificate. Students must comply with the guidelines outlined in the [Environmental Conditions-Standard Precautions](#) section of this document.

## REGISTRATION PROCESS

You must be an LCC student to be eligible to complete these courses. Enrollment is on a first-come-first-serve basis. Due to legal requirements of our clinical partners, some programs require a minimum age of 18 to participate; please inquire with the program director before registering for classes to ensure that you will be able to proceed with all program requirements. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, apply to the college ([www.lcc.edu/get-started/](http://www.lcc.edu/get-started/)). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
  - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(https://my.lcc.edu/\)](https://my.lcc.edu/) and looking in the "Profile" tab.
  - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).

\*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
  - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **REGISTER FOR CLASSES:** LCC has 3 semesters – Fall, Spring, and Summer. Students can view class offerings and enroll in courses using the Banner system. Go to LCC's Registration site to view Academic Calendars and for instructions on how to sign-up for classes (<https://www.lcc.edu/registrar/registration/index.html>).

**\*\*\*When searching for a course in Banner, STPR classes are in the "Sterile Processing" subject area.\*\*\***

***ACADEMIC ADVISORS*** are available in the Gannon building StarZone. To schedule an appointment visit the [advising website \(www.lcc.edu/services/advising/\)](http://www.lcc.edu/services/advising/).

## CRIMINAL BACKGROUND CHECK

In order for these courses and programs to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given once classes begun. Please note digital fingerprinting may also be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, clinical/externship privileges will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
  - Abuse, neglect, assault, battery
  - Criminal sexual conduct
  - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing these courses – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program \(www.miltcpartnership.org/documents/legalguide.pdf\)](http://www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after courses have started, must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.



## ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in these courses and profession will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in these courses and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

### ***AGE RESTRICTIONS:***

Due to the nature of legal requirements of some of our clinical partners, some of our programs require a minimum age of 18; please inquire with the program director before registering for classes to ensure that you will be able to proceed with all program requirements.

### ***IMMUNIZATION & CLINICAL REQUIREMENTS:***

Students participating in STPR courses with clinical and/or externship components are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

- Hepatitis B
- Influenza (flu)
- Tdap
- MMR (Measles, Mumps, and Rubella)
- Varicella

Participants must also provide the following documentation:

- TB test results showing they are free from infection
- PRN health care provider release form
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

These requirements are in accordance with professional standards and third-party clinical/externship site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical/externship eligibility. Clinical/Externship hours must be completed in-full in order to successfully complete the course and/or certificate. Students who have not met all of the required clinical/externship requirements, including vaccinations, are not eligible to participate in these courses and certificates.

**More information about these requirements and how to submit them will be provided once the course begins; do not submit these documents prior to being instructed to do so by program administration.** Contact the Program Director for questions regarding clinical/externship requirements.

For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal \(https://mcir.org/public/\)](https://mcir.org/public/) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are**

**encouraged to consult with their healthcare provider before pursuing these courses to ensure they can meet the immunization and physical requirements.**

### ***ALLERGIES:***

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in these courses.

### ***INSURANCE:***

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

## **CHOSEN/PREFERRED NAME**

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Chosen Pronoun initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

## **NON-DISCRIMINATION STATEMENT**

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR

Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](#) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](#) website.

## CONTACT INFORMATION

Danielle Rachilla, MBA, CST  
Surgical Technology Program Director  
517-483-1432  
rachilld@star.lcc.edu

Keiston Wirick  
Administrative Support  
517-483-1411  
WIRICKG@star.lcc.edu

*Check out all of the Health Career [Advising Guides](#)  
([www.lcc.edu/hhs/advising-guides.html](http://www.lcc.edu/hhs/advising-guides.html))*

