

**Miami Technical Institute**  
**Sterile Processing and Distribution Technician Syllabus**  
**Official Course Description**  
**Subject Area: Sterile Processing and Distribution Technician.**  
**Course Rubric and Number: SPD 1400**  
**Course Title: Sterile Processing and Distribution Technician**  
**Course Contact Hours: Theory 100 Hours. Practicum. 160hrs**

**I- Catalog Description**

**Sterile Processing and Distribution Technician Program 260 hrs.**

The Sterile Processing and Distribution Technician decontaminates, inspects, assembles, and sterilizes instruments and surgical trays. The technician also manages inventory control, order and supplies, inspects, maintains, delivers and retrieves equipment and instruments for the surgery suite, emergency room and intensive care units, thus ensuring the efficient management storage and maintenance of medical devices. Physicians' offices, clinics, surgical centers, and hospitals are just some of the organizations in which Sterile Processing Technicians are providing services. The Miami Technical Institute Sterile Processing and Distribution Technician Program combines online and traditional classes. This program prepares the graduates for eligibility to test for the certification provided by the Certification Board for Sterile Processing and Distribution Program (CBSPD). In addition, The Miami Technical Institute has an affiliation with local hospitals for clinical training. The Sterile Processing and Distribution Technician Program is offered in two terms.

**II Course Objectives**

Describe the organizational structure and objectives of the SPD  
Define Medical Terminology  
Describe the basic function of SPD  
Understand how knowledge of anatomy and physiology relates to the work done in SPD  
Explain differences between bacteria and viruses and how they affect the body  
Define healthcare-associated (nosocomial) infection and modes of disease transmission and safety precautions.  
Define decontamination, antiseptic, disinfectant, cavitation and pH  
Describe the functions performed during chemical disinfection  
Understand OSHA regulations and employee safety.  
Identify the broad categories of surgical instruments and their uses  
Identify the basic functional groups of commonly used instruments  
Identify proper packaging for surgical instruments  
Identify the various types of sterilization performed in healthcare facilities  
Identify the methods for monitoring the sterilization process  
Identify the conditions that will compromise the sterility of a package  
Describe the major sources of contamination of sterile supplies  
Describe the principle types of inventory systems.

### III-Methods of Instruction

Students will learn Theory and Application of Principles through the following methods: Lectures, Discussions, Multimedia Presentations, Online Classes and Collaborations, Handouts, and Assignments. Also, On hand training at the Lab, Clinical Practice, Tests and Quizzes.

### III - Evaluations

**a - Quizzes and Tests:** There will be a quiz given at the start of each class or on line for every chapter. Quizzes could be for diagnosis or for regular evaluation. A minimum score of 70% is required for passing. Students who fail any quiz will be allowed to make-up that particular quiz ONCE if it is part of the Chapter evaluation. Online quizzes might be taken several times. Students that are absent on the day of a quiz will be allowed to make-up that quiz. Every chapter will have a test. A final test will be done at the end of the program.

### b- Remediation

The instructor will provide individual procedures for students needing remediation after an individual conference has been scheduled. Such procedures may include, but are not limited to, supplements, tutorial assistance, etc.

### IV-Text and Required Supplies

The Basics of Sterile Processing, 6th Edition by Sterile Processing University LLC.

To order this book please go to: <https://www.sterileprocessing.org/bookform.htm>

### Course Content

SPD 1401- Roles and Responsibilities	5hrs
SPD 1402- Anatomy and Physiology	5hrs
SPD 1403- Microbiology	5hrs
SPD 1404- Infection Prevention	5hrs
SPD 1405- Decontamination	20hrs
SPD 1406- Disinfection Processes	5hrs
SPD 1407- Processing Patient Care Equipment	5hrs
SPD 1408- Preparation and Packaging of Instruments and Devices	15hrs
SPD 1409 - Types of Surgical Instruments and Specialty Devices	5hrs
SPD 1410- Sterilization	20hrs
SPD 1411- Inventory Control, Storage, and Distribution	5hrs
SPD 1412- Sterile Storage	5hrs
SPD 1413 Clinical Practicum	160hrs

## **V - Course Description**

### **SPD 1401**

#### **Roles and Responsibilities**

It describes the various functions of the Sterile Processing and Distribution Technician within an organizational structure. Identify the health and safety regulations to apply to the processing of medical instrumentation and devices according to the standards of practice. Theory 5 hrs.

### **SPD1402**

#### **Anatomy and Physiology**

This is a simple course for the students to understand how Anatomy and Physiology relate to the work performed in the Sterile Processing and Distribution Program. Theory 5 hrs.

### **SPD1403**

#### **Microbiology**

At the end of this course the students will be able to understand the basic factors in disease transmission and how microorganisms impact our lives as well as the natural body defense mechanisms. Theory 5 hrs.

### **SPD1404**

#### **Infection Prevention**

Provides the knowledge about the principles and practices related to standard precautions in the health care and disease transmission. Theory 5 hrs.

### **SPD1405**

#### **Decontamination**

After the completion of this course the students will have a thorough understanding of the specific functions performed in the decontamination area of the Sterile Processing Department, the specific cleaning methods and equipment used in the reprocessing of different categories of medical devices, and how the required dress code/Personal Protection Equipment (PPE) relates to the Occupational Safety and Health Administration (OSHA) regulations. Theory 20 hrs.

### **SPD1406**

#### **Disinfection Processes**

Describes the functions performed during chemical disinfection and the standards for a quality disinfection process. It emphasizes in the OSHA regulations and the methods and equipment used in the disinfection of medical devices. Theory 5 hrs.

### **SPD1407**

#### **Processing Patient Care Equipment**

This course is designed to identify the various types of movable patient care equipment and to make the students understand the methods of cleaning and delivery of these devices to the Patient Units. Theory 5 hrs.

### **SPD1408**

#### **Preparation and Packaging of Instruments and devices**

This course covers the fundamental of preparation and packaging of surgical instrumentation and trays preparation according to the specific procedures and specialties. Theory 15hrs.

**SPD1409****Types of Surgical Instruments and Specialty Devices**

This is an important chapter of the program because it prepares the students in understanding the different materials to manufacture surgical instrumentation, classes and categories and the proper inspections to ensure the functionality of advance instruments and surgical devices. Theory 5hrs.

**SPD1410****Sterilization**

This course builds up on courses 1405 to 1408 to provide a thorough knowledge of different sterilization methods parameters and equipment used in modern healthcare facilities. It also covers the documentation and process for a recall and the regulations from different government organizations like Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) pertaining to the process of sterilization. Theory 20 hrs.

**SPD1411****Inventory Control, Storage, and Distribution**

This course covers the final cycle of the sterilization process which is the inventory and distribution of supplies and devices within the facility. It educates the students on different methods of inventory control, stock distribution and patient charge mechanisms. Theory 5 hrs.

**SPD1412****Sterile Storage**

This course builds up on 1411 as it further details sterility maintenance of instruments and trays in the Sterile Storage area of the Sterile Processing Department. Students will learn cleaning protocols, stock rotation and the correct handling/care techniques that are important in extending the items "shelf live" Theory 5 hrs.

**SPD1413****Clinical Practicum**

This "hands-on" training practicum provides the student with individual instruction and practice at a real Sterile Processing and Distribution Department. The students will have the opportunity to work under the direct supervision of a certified Sterile Processing and Distribution Technician.

The course includes the following number of contact hours. Clinical Practicum 160 hours.

**Sterile Processing and Distribution Program Totals**

Clock Hour	100
Practicum Hours	160
<b>Total</b>	<b>260</b>

## **VI - Tuition**

The cost for the Sterile Processing and Distribution Technician Program is \$ 850.00.00. A \$100.00 nonrefundable fee is due at registration.

## **VII - Grading**

A Cumulative Grade Point Average (CGPA) of 2.00 is required for the issuance of a Diploma. A grade report is issued at the end of each Term for evaluation and counseling purposes. Any student receiving an incomplete (I) which requires documentation of extenuating circumstances will be required to attend a mandatory counseling session with their Instructor and will have a two-week period from the end of the Term to complete the coursework from the course in which they received an Incomplete. All students failing to complete their coursework within this two-week period will have their grade automatically changed to an F.

## **VIII - Academic Probation**

Any student receiving an F will be placed on probation, and will be required to attend a mandatory counseling session with the instructor, he/she will be required to retake the course during the next Term. If a passing grade for the course is not achieved at the end of the next Term, the student will be dismissed from the institution.

## **IX- Grading Criteria**

Grades are assigned by course instructors according to the individual course requirements as detailed in the course syllabus.

A marking period grade average is determined by adding the numerical equivalent of all grades received during that marking period and dividing the total numerical value by the number of courses taken. A Cumulative Grade Point Average is determined by adding the numerical equivalent of all grades received from all courses attempted while enrolled in the school and dividing the total numerical value by the total number of courses attempted. Transcripts are issued to graduates who have met all institutional requirements. All students will be notified of any changes in the school policies.

Students must receive a grade of C in each of the tests in the program and on internship. If they fail an exam, they are permitted to retake the Term exam once in an effort to receive a passing grade. Failure to do so will result in dismissal from the institution. A subsequent passing grade on a Term exam will replace the original grade. No re-take exams for Mid Term or Final exams will be allowed.

- 1- All unit exams will be weighted equally.
- 2- Quizzes and other type of evaluations will be computed as part of Chapters/Modules exams.
- 3- All Chapters/Modules exams will be averaged together and computed towards the final grade.
- 4- The comprehensive final exam will be computed and average towards the final grade.
- 5- All grades are rounded.

**a- Grading Scale**

GRADING CHART		
GPA	GRADE	Numerical Equivalent in %
4.00	A	90-100
3.00	B	80-89
2.00	C	70-79
1.00	D	60-69
0.00	F	Below 60

**X - Attendance, Assessment of Substantive Interaction & Make-Up Hours.**

This Institution is preparing students for employment. Employers will not tolerate excessive absence, and being present and prepared is critical for academic and professional success. Attendance will be taken within the first 15 minutes of period 1 and within the first 10 minutes of all other periods of class. Only students present during this time will be marked Present. All others will be marked absent.

**a - Make-Up Hours & Late Work Policy**

Students who have missing work should complete their missing work within 2 weeks from the end of the week in which work was missed. Students should contact their instructor for instructions on making up hours or assignments/assessments. We encourage students to not miss any classes or tests. For emergencies that could affect your assistance refer to the School Catalog for guidance.

**XI- Disability Statement (Americans with Disabilities Act) (ADA)**

OR Learning Institute offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Program Director to discuss your needs. All discussions and documentation are kept confidential. Offices located: Main Campus. Revised by Discipline: 2014.

**XII- Drop Rule**

As for other part of the Program Catalog.

**Disclaimer:**

To accommodate unusual circumstances, the instructor reserves the right to make reasonable changes in the syllabus while the course is in progress. Questions about the interpretation of the syllabus and course requirements will be resolved by the instructor.