

The Certification Board for Sterile Processing and Distribution, Inc.

TITLE: REPORTING UNETHICAL OR UNPROFESSIONAL BEHAVIOR TO THE CBSPD

Policy Number: E- 040
Approved By: Certificant Board
Changes Authorized By: Certificant Board
Date Approved: 11-30-17; 3-31-2021
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Date(s) Reviewed: 4/2019, 2/2021

POLICY: To protect the public, anyone with substantiated information about a certificant who has demonstrated unethical and/or unprofessional behavior, is encouraged to report the information to the CBSPD immediately.

PROCEDURE:

1. Any CBSPD certificant can have their credential removed and/or suspended; be denied the right to register for any and all of the certification exams for just cause such as; a criminal record or unethical practices. Individuals with information about any certified personnel or individuals looking to register for one of the certification exams should contact the CBSPD.
2. All calls will remain confidential and all complaints will be thoroughly investigated. (See the CBSPD Ethics Policy (E- 03).
3. Any individual whose credential is suspended/removed or has been denied the right to register for any of the certification exams can appeal the CBSPD's decision in writing within 5 business days of notification.
 - a) The Board of Trustees will review the appeal and issue a final decision, in writing, within 10 days of receipt of the appeal.
4. Cheating - The Certificant Board of the CBSPD considers any of the following activities (occurring during or after the administration of any of the CBSPD certification examinations) as cheating: verbal and non-verbal communication(s) in which discussion of any of the questions on the exam are made, use of cell phones and/or pagers with text messaging, use of textbooks, reference materials, crib sheets, writing information and removal from the room, removal of exams from the room, discussions on social media, etc.
 - a) Any instances of cheating or alleged cheating will result in a thorough investigation.
 - b) Anyone who is found to have cheated will face strict disciplinary action up to and including non-scoring of their examination and possible legal action for theft of copyrighted property.
 - c) If someone has cheated or allegedly cheated during the exam, the candidate will be precluded from taking any CBSPD exam for a period of no less than six (6) months as determined by the Board of Directors based upon the results of the investigation of the incident.

REFERENCES: National Commission for Certifying Agencies (NCCA), NCCA Standards for the Accreditation of Certification Programs, 2016, S