

## Central Processing and Service

### *Program Length (On ground):*

1100 Total Hours  
 200 Lecture Hours  
 500 Lab Hours  
 400 Externship Hours

### *Program Description:*

This program will help students gain knowledge in the field of Central Services and learn about International Association of Healthcare Central Service Management (IAHCSMM), educational opportunities, professional development, workflow, processing cycles, basic job knowledge, job responsibilities, compensation, Central Service concerns, career growth, and certifications. This program will teach students how to create a resume and help them build up a proper skillset for the industry. This includes written and verbal communications, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies. This program will also help students achieve a CRCST certificate after they graduate.

### **Central Processing and Services Program**

Course/Number		<u>Clock</u>	<u>Hours</u>	
Lesson	Title	Lecture	Lab	Clock Hours
CPS001	Introduction to Central Processing and Service	22	6	28
CPS002	Anatomy, Physiology, Microbiology	6	54	60
CPS003	Regulations and Standards	20	4	24
CPS004	Infection Prevention	6	17	23
CPS005	Tools for Cleaning	11	36	47
CPS006	Decontamination, Preparation and Transport	7	8	15
CPS007	Cleaning & Decontamination	7	28	35
CPS008	Disinfection	7	25	32
CPS009	Surgical Instruments	6	82	88
CPS010	Sterile Packaging and Storage	9	24	33
CPS011	Use of Processing	12	24	36
CPS012	Sterilization	22	45	67
CPS013	Inventory and Equipment Management	20	26	46
CPS014	Tracking Systems	6	10	16
CPS015	Quality Assurance	12	24	36
CPS016	Safety	4	36	40
CPS017	Communication and Services	5	8	13
CPS018	Sterilization Process	16	25	41
CPS019	Interview, Teamwork & Management	2	18	20
CPS020	Externship	0	400	400
<b>Total:</b>		<b>200</b>	<b>900</b>	<b>1100</b>
<b>Total:</b>		<b>200</b>	<b>900</b>	<b>1100</b>

### *Program Subjects:*

1. Introduction to Central Processing and Service
2. Anatomy, Physiology, Microbiology
3. Regulations and Standards
4. Infection Prevention
5. Tools for Cleaning
6. Decontamination, preparation and transport
7. Cleaning and Decontamination
8. Disinfection
9. Surgical Instruments
10. Sterile Packaging and Storage
11. Point of Use Processing
12. Sterilization
13. Inventory and Equipment Management
14. Tracking Systems
15. Quality Assurance
16. Safety
17. Communication and Services
18. Sterilization Processing and Other Practices
19. Job Application Skills
20. Externship

### *Certification:*

A diploma of completion will be given to each student upon completing the Program. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the Central Processing industry. A successful candidate would also achieve a CRCST certificate while all students would be able to take the test once during their training in PTTI.

### **Course Descriptions – Central Processing and Service Program**

#### **CPS001- Introduction to Central Processing and Service**

In this course, an introduction will be given to the field of Central Services and its importance to the medical field. The student will learn about the International Association of Healthcare Central Service Management (IAHCSMM), educational opportunities, professional development, workflow, processing cycle, basic job knowledge, job responsibilities, compensation, Central Service concerns, career growth, and certifications. The student will also learn medical terminology that will be used in the field of Central Services, and special terminology such as the word elements in medical terminology, analysis of medical terms, common abbreviations, and how these terms are utilized in the Central Service environment.

#### **CPS002-Anatomy, Physiology, Microbiology**

Upon successful completion of this course, the student will be able to review the structure, function activities, and role of cells, tissues, and organs in the body, identify and describe the structure and roles of each major body system, and indicate common surgical procedures that involve each system. Define the term microbiology and tell why central service technicians must know about it. Describe how microorganisms are transmitted between persons and places. Review basic procedures to control and kill microorganisms.

Prerequisite: CPS001

### **CPS003-Regulations and Standards**

Upon successful completion of this course, the student will be able to tell the difference between regulations and voluntary and regulatory standards; provide basic information about the US Food and Drug Administration and review its regulations applicable to different conditions.

Prerequisite: CPS001, CPS002

### **CPS004-Infection Prevention**

This course would make the students be able to explain the role of central service technicians in a healthcare facility's infection prevention and control efforts, discuss personal hygiene and personal protective equipment precautions that enable central service technicians to protect patients and themselves, define the term, standard precautions, and review its role in preventing the transmission of infectious organisms, list key elements in the Blood borne Pathogens Standard published by OSHA and describe basic environmental concerns as Central Service work areas are designed.

Prerequisite: CPS003

### **CPS005-Tools for Cleaning**

The students will learn about how to explain the importance of using purified water in the cleaning process, and review procedures to test for water purity, discuss factors that impact water purity, provide an overview of components and products that are important in water purification systems, explain the basics of distillation, deionization, and reverse osmosis water purification systems, identify common cleaning chemicals, and review basic protocols for their use and note the importance of brushes, cloths , and sponges in an effective cleaning process.

Prerequisite: CPS003

### **CPS006- Decontamination, Preparation and Transport**

Upon successful completion of this course, the student will be able to review the three priority goals of soiled item transport, identify the sources of contaminated items, explain point of use preparation procedures, review basic procedures to transport soiled items from user areas of the central service decontamination area, discuss safety guidelines for transporting soiled items to the central service decontamination area and provide basic sources for education and training information applicable to the transport of contaminated items.

Prerequisite: CPS004, CPS005

### **CPS007-Cleaning and Decontamination**

In this course, the student will be taught about the basic factors that impact cleaning and decontamination; the important selection and usage concerns for cleaning agents (water, detergents, enzymes, and enzymatic detergents) and for lubricants. They would also be able to explain details about cleaning and decontamination and review manual procedures and mechanical methods to complete both processes.

Prerequisite: CPS006

### **CPS008-Disinfection**

Upon successful completion of this course, the student will be able to define the term disinfection and explain how disinfection differs from sterilization, review factors that impact the effectiveness of a disinfectant and discuss the relationship between the risk level of a device to be disinfected and the selection of a disinfectant.

Prerequisite: CPS007

### **CPS009-Surgical Instruments**

This course would talk about the surgical instruments related to the central processing industry, including the process by which surgical instruments are manufactured, the basic categories of surgical instruments based upon their functions, and identify the points of inspection, anatomy (features) of, and procedures to measure different types of instruments.

Prerequisite: CPS008

### **CPS010-Sterile Packaging and Storage**

Upon successful completion of this course, the student will be able to explain the basic objectives of the packaging process and review basic selection factors for materials to be used with specific sterilization methods; provide an overview of reusable packaging materials and disposable packaging materials. This course would also teach basic package closure methods and pack contents.

Prerequisite: CPS009

### **CPS011- Use of Processing**

This course would help the students to define the term flash sterilization and review industry standards for the process. It would also explain the need for and basic procedures to perform flash sterilization. Students would learn about the quality control monitoring procedures for flash sterilizers. They would also review concerns about point of use processing of heat sensitive medical devices.

Prerequisite: CPS010

### **CPS012-Sterilization**

This course would talk about the factors that impact the effectiveness of sterilization and the methods of heat transfer associated with elevated temperature sterilization, the advantages of steam sterilization, the anatomy of a steam sterilizer and identifying the function of each major component. This course would also provide basic information about the types of steam sterilizers, the phases in a steam sterilizer cycle, the conditions necessary for an effective steam sterilization process and the basic work practices for steam, dry heat sterilization.

Prerequisite: CPS011

### **CPS013-Inventory and Equipment Management**

This course helps students to gain knowledge about the inventory and equipment in the central processing industry. Students would understand the importance of effective inventory management and explain basic inventory management concepts. They would be able to identify the purposes of commonly used patient care equipment, understand the handling requirements and concerns for common patient care equipment.

Prerequisite: CPS011

### **CPS014-Tracking Systems**

This course lists the primary reasons for tracking equipment, instruments, and supplies, discuss the use of computers and information systems to support application within the facility and central service department. Students would be able to recognize that tracking systems enhance central service operations.

Prerequisite: CPS013

### **CPS015-Quality Assurance**

Upon successful completion of this course, the student will be able to define Quality in the context of central service operations and tell how to identify it, describe components in a quality central service

program, discuss quality control indicators and explain the basics of failure mode and effects analysis and root cause analysis. This course would also discuss common quality programs and review quality procedures in the central service department.

Prerequisite: CPS014

### **CPS016-Safety**

This course talks about the common safety hazards applicable to central service functions and work areas and explain how employee injuries can be prevented. Students would be taught about special safety precautions for handling ethylene oxide and review procedures to report employee accidents and injuries. This course would also talk about the importance of ergonomics and health awareness for central service technicians.

Prerequisite: CPS015

### **CPS017-Communication and Services**

This course explains the need for central service technicians to utilize effective communication and human relation skills, defines the term professionalism, lists traits of professional central service technicians, and describes their fundamental beliefs and behaviors, use basic tactics of effective communication in the workplace. This course will make students practice procedures to enhance and maintain effective working relationships.

Prerequisite: CPS016

### **CPS018-Sterilization Process**

This course explains basic standards and practices used for sterile processing in ambulatory surgical centers. This course also talks about the basic standards and practices used for sterile processing in dental facilities.

Prerequisite: CPS017

### **CPS019-Interview, Teamwork and Management**

This course would talk about the job searching and interviewing processes. It makes students feel confident and perform well in an interview setting. After this course they would be able to effectively communicate with co-workers and supervisors.

Prerequisite: CPS018

### **CPS020-Externship**

Students will acquire working skills on the job as a component of their education and hands-on training at the PTT School. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive, higher quality and increased quality standards of work.

1100 hours are required to graduate from the Central Processing and Sterilization program. If you do not have an externship after completing 700 hours of theory, you can continue your studies at PTTI to meet the 1100 hours required for graduation. However, 400 hours of externship at an approved medical facility is required to obtain full certification.

You will receive a provisional CRCST (Certified Registered Central Service Technician) certification once you pass the international certification exam governed by (IAHCSMM) International Association

of Health Central Service Material Management. You will receive a full certification once you complete the 400 externship hours at an approved medical facility. Once your externship is completed, the IAHCMM Provisional Certification form must be completed by your manager or supervisor and submitted to IAHCMM. See Appendix A at the end of the catalog.

Prerequisite: CPS019