Central Service Technology
Application Booklet

Application Deadline
May 9, 2013

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu
INDIAN RIVER STATE COLLEGE is a public, comprehensive college serving Florida’s Research Coast with campuses in Fort Pierce, Okeechobee, Port St. Lucie, Stuart and Vero Beach. IRSC has earned a statewide and national reputation for quality, innovation and responsiveness to community needs, inspiring over 32,000 people to enroll in courses each year. Every aspect of IRSC is focused on enhancing student success with small classes, one-stop student services, convenient campuses and online courses, resulting in the College’s ranking as the 12th top public regional college in the South by U.S. News & World Report. Tuition is affordable, and IRSC students benefit from many opportunities for scholarships and financial aid. IRSC was designated as the 5th Most Affordable College in the country by the U.S. Department of Education.

IRSC offers Bachelor’s Degree programs, Associate in Arts Degree programs for university transfer, Associate in Science Degree, Associate in Applied Science Degree and short-term certificate programs to prepare students for careers in science, technology, health care, business, industry, education, public safety and many other fields.

Accreditation

The Indian River State College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME) Commission on Accreditation of Allied Health Education Programs. 1361 Park Street, Clearwater, Florida 33756. 727-210-2350

EE/EO

Indian River State College does not discriminate on the basis of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Dean of Minority Affairs
Indian River State College Main Campus
3209 Virginia Avenue
Fort Pierce, FL 34981
(772) 462-7606
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APPLICATION CHECKLIST
Necessary forms can be found in the back of this booklet.

1. Meet with an academic advisor to review program requirements and complete the Indian River State College Application for Admission online at www.irsc.edu.

2. Request high school and all former school and/or college(s) to forward transcript(s) to Admissions Office at IRSC. (Must be received by application deadline.)

3. Attend an information session – offered every 4th Tuesday at 4:00 p.m., Smith Center for Medical Education, Room FSU-223, Main Campus - by deadline date.

4. a. Take the Test of Adult Basic Education (TABE – Level A) at any IRSC campus. A minimum score of 11.0 in reading, math and language is required. Call (772) 462-7585 for details. The TABE is waived for those students who have completed an A.A., A.S., A.A.S., or higher degree from an accredited institution. All official transcripts must be on file with the IRSC Admissions office.

   b. Remediate in any subject areas falling below minimum requirements. (See page 2 for details)

5. Enroll in HSC V003 (Introduction to Healthcare) and HSC V405 (CPR). Individuals currently employed in health care are to meet with the Program Director prior to enrolling to determine exemption status.

6. Submit Health Science Program Application to cashier at any IRSC campus and pay $30 fee by application deadline date.

After acceptance based on completed application.

 I. Submit a non-refundable $100 check payable to IRSC to the Nursing Department (Main Campus, Fort Pierce, 2nd floor, H building) to cover mandatory drug screening and a FBI Criminal Background check (fingerprinting).

 II. Submit Physical Exam Form complete with immunizations documented.

Satisfactory results of these final requirements must be on file in the Health Science Division office by the first day of class in order to remain enrolled in the program.
CENTRAL SERVICE TECHNOLOGY
This 500 clock-hour certificate program teaches the student the skills needed to work in the sterile and central supply areas of a hospital. The student will learn: “best practice” standards; stockroom, warehouse, storage and inventory management; sterilization processes and related equipment operation; care of surgical instrumentation and proper repackaging and supply assembly for surgical cases. The student will learn departmental and personnel management. On the job training credit can be earned for part of the program. Graduates of this course are eligible to take national and international professional association exams for certification.

INTRODUCTION
Central Service Technology is offered through the IRSC Health Science Division. Applicants should carefully review the application procedures outlined in this booklet. Admission is on a selective admission basis. It is the applicant’s responsibility to ensure that the application process is complete.

APPLICATION PROCESS
Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures OUTLINED ON THE CHECKLIST ON PAGE ONE. It is the student's responsibility to see that admission requirements are met. No notices will be sent.

Note:
Students should report any change of address in person or by telephone to the Educational Services Division and the Nursing Department at (772) 462-7570. Address records must be kept up to date.

APPLICATION DEADLINE DATE
May 9, 2013

APPLICANT REVIEW
The CST program is selective admission. All applicants must contact the Program Director for application review. This review includes present health care experience (if any), articulated credit or competency evaluation needs.
Contact the Nursing Office at (772) 462-7570.

PRE-ADMISSION TESTING
The Central Service Technology program requires applicants to demonstrate their competency in math, reading and language at the 11.0 level on the Test of Adult Basic Education given at IRSC. The result of this testing is a component of the admissions process. Tutorial service is available at the Academic Support Center. Call the ASC at (772) 462-7585 for the schedule. Study guides and books are also available in the campus and area bookstores to help in preparation for these examinations. A picture ID is required for admission to test.

Applicants may waive the TABE test if they possess an A.A.S., A.S., A.A., Baccalaureate or graduate level degree which is documented with Educational Services.
The TABE must be completed in each area (reading, math, and language) prior to registration. TABE test scores are valid for two years.

**ACCEPTANCE INTO THE PROGRAM**
Final acceptance into the program is contingent upon satisfactory results from a physical examination with immunizations, drug screen and Federal Bureau of Investigation National Background Checks (FBI/NBC).

**Drug Screening**
Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

**Criminal Background Check**
Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resources box, select Drug/Background Checks.

**Health/Medical Record**
A completed physical exam form must also be submitted and approved by the program chairperson. This health record will contain results from a physical examination and laboratory tests including immunization records.

**NON-ACCEPTANCE INTO PROGRAM**
Applicants who do not qualify for the program will be notified and should remediate (call the ASC at (772) 462-7625, for remediation information) or call the Office (772) 462-7570 for clarification on how to strengthen their application. Applicants may also choose to discuss options with an advisor or counselor in Education Services.

**TRAINING EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Insurance, Lab fees (2011-2012 FL resident rate)</td>
<td>$1245.00</td>
</tr>
<tr>
<td>Health Science Application Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Physical Examination, Drug Screen and FBI/NBC Background Check</td>
<td>$200.00</td>
</tr>
<tr>
<td>Books</td>
<td>$100.00</td>
</tr>
<tr>
<td>Name tag, duty shoes, hose, blue pants, health science shirt</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,725.00</strong></td>
</tr>
</tbody>
</table>

In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses. Costs are subject to change.
FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the FAFSA and IRSC Supplemental Financial Aid Application to determine eligibility. For more information contact the IRSC Financial Aid Office at (772) 462-7450.

Scholarships designated for students in the Health Science programs may be available. Complete the new IRSC “STARS” ONLINE Scholarship Application, available at https://www.irsc.edu/stars/.

The application deadline for all IRSC Health Science Scholarships is in May. See “STARS” for the exact deadline date for each scholarship.

CURRICULUM

500 Clock-Hours

Pre/corequisites:

HSC V003 Introduction to Health Care ................................................................. 82 hours
   Individuals currently employed in healthcare, must meet with the Program Director prior to enrolling to determine exemption status
HSC V405 Cardiopulmonary Resuscitation (CPR) ............................................. 8 hours

Program Courses:

HSC V431C Central Service Technology Theory ............................................... 205 hours
HSC V811L Central Service Technology Practicum ........................................ Variable 100-205 hours
   Up to 100 hours of competency credit can be given for verified on the job trained skills. Final competency credit approval is given by the Program Director.

FREQUENTLY ASKED QUESTIONS

When do classes begin?
Classes begin Summer II. A minimum number of students is required for any class to be offered.

Where are classes held?
Theory lecture and lab experience are held at the Main Campus in Fort Pierce, FS-223.

Who can apply for the Central Service Technology program?
Anyone who is 18 years of age with a high school diploma or GED
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION *  
IRSC CENTRAL SERVICE TECHNOLOGY

Central Service Technology involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of these functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport with clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain and evaluate implied or real needs related to department services.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in work spaces and storage areas.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective instrument reprocessing.</td>
<td>Calibrate and use equipment.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess needs.</td>
<td>Hear equipment alarms, emergency signals, cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary related to central sterile processing department supply assembly.</td>
<td>Read sterility monitoring equipment results.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for basic supply assembly.</td>
<td>Identify items by touch.</td>
</tr>
<tr>
<td>Strength/Stamina</td>
<td>Sufficient stamina to perform task related responsibilities for extended periods of time (8-12 hours).</td>
<td>Adapt to shift work. Lift without restrictions from standing position. Able to lift 16 pounds.</td>
</tr>
</tbody>
</table>

LATEX ADVISORY – Latex based products are used in all health care facilities.
This page intentionally left blank
All applicants must have this student advisement form completed by an Educational Service staff member, branch campus counselor or advisor by the application deadline date.

**IMPORTANT NOTE:** Any NO responses to the questions below may prevent your application from being considered for selection into the program.

### HAVE THE FOLLOWING REQUIREMENTS BEEN MET?

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>YES</th>
<th>NO</th>
<th>If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong> are complete</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If YES, Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TABE Test - Level A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading – 11.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 2 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TABE Test – Level A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language – 11.0 recommended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 2 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TABE Test – Level A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math – 11.0 recommended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 2 years old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted <strong>Health</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt #_______________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Aware of FDLE</strong>*/Drug Screen*/Physical Process**</td>
<td>*</td>
<td></td>
<td>*Do not forward this Student Advisement Form to Health Sciences until response to this item is YES.</td>
</tr>
<tr>
<td><strong>See Background Check Items listed in Application Booklet.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant Review done with Program Director</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to the list above, student has had the opportunity to discuss all related topics outlined in the Central Service Technology Application booklet, including program expenses, time commitment to the program, etc.

**Educational Services Staff:**

Print Name / Signature

**Student:**

Signature / Today’s date
INSTRUCTIONS - NO APPLICATION WILL BE PROCESSED UNLESS THE FOLLOWING ARE COMPLETED:

All documents required by the Health Science Department must be submitted by the appropriate deadline dates to the Admissions Office in order to be given consideration for selective admission into a Health Science program.

1. Complete an Indian River State College Application for Admission online@ www.irsc.edu.
2. Take the Test of Adult Basic Education (TABE Level - A).
3. Complete this Health Science Program Application (print clearly in ink or type), and return it with a non-refundable/non-transferable application fee. Submit to the Cashier at the Main Campus (W-Building) or any IRSC campus.

Student ID#: ___________________________ Date of Birth ________________________

Name _________________________________________________________________
   Last (print) __________________________ First ___________________________ M.I. and/or Maiden Name

Email Address __________________________________________________________

List any other names under which record of your education, tests, or work experience may be recorded:

Name _________________________________________________________________
   Last (print) __________________________ First ___________________________ M.I.

Mailing Address _________________________________________________________
   Number and Street __________________________ City __________________________ State ____________ Zip ____________

Home Phone ( ) __________________________ Cell Phone/other ( ) ________________

Ethnic Origin: (Required by U.S. Department of Health, Education and Welfare)
☐ 1. White  ☐ 3. Asian or Pacific Islander  ☐ 5. Hispanic
☐ 2. American Indian or Alaskan Native  ☐ 4. Black, non-Hispanic

DISCLAIMER: I have reviewed the course requirements outlined in the Health Science Program Admission Booklet and understand that this does not guarantee admission into a program. I certify that the above information is correct and I understand that falsification of information could lead to my dismissal if accepted into the program.

_________________________________ DATE

STUDENT SIGNATURE

9 12-6952