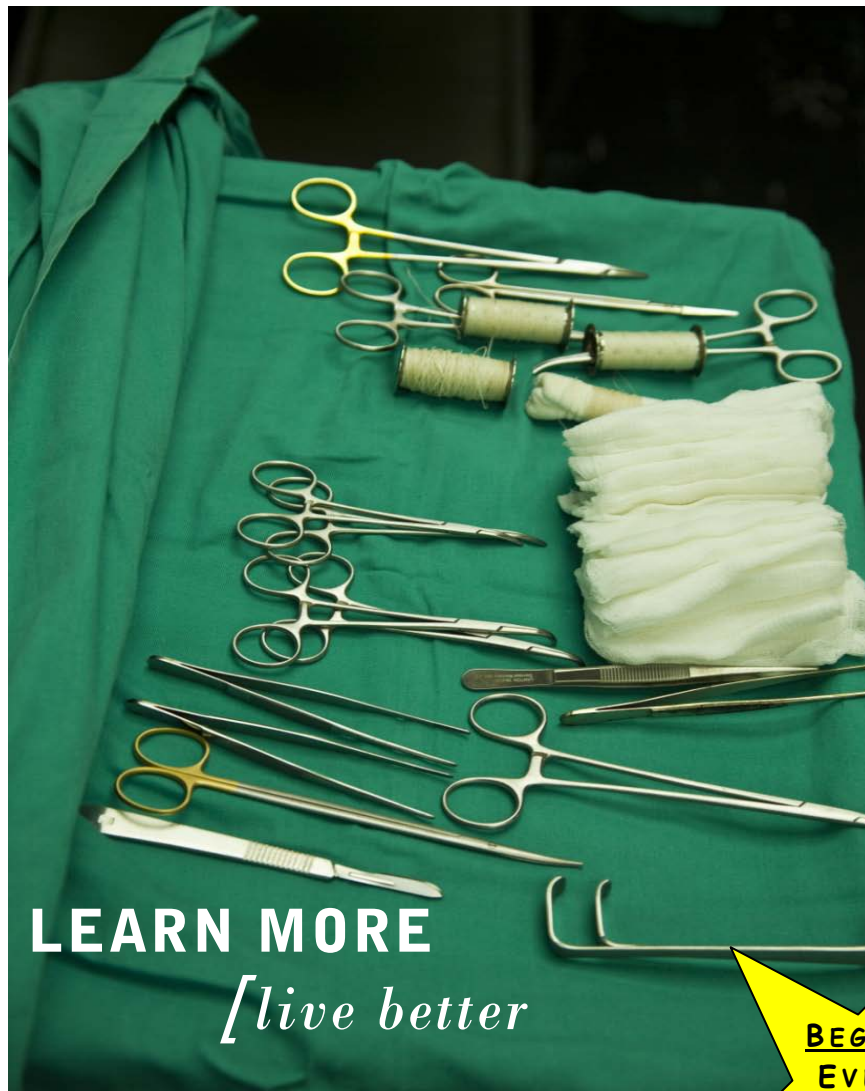


HOSPITAL CENTRAL SERVICE TECHNOLOGY

- Certificate of Completion



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Dear Prospective Student:

Thank you for your interest in the **Hospital Central Service Technology** program at GateWay Community College. As a Hospital Central Service Technician, you will be an integral part of the hospital's daily operations. If you enjoy working with technology and people, being hands-on, and like being on the move this is the field for you.

The **Hospital Central Service** program is open each spring and no prerequisites are required. The program of study includes classroom instruction and 120 hours of clinical (in-hospital) education.

To find out more about GateWay Community College, please visit our website at www.gatewaycc.edu.

Enrollment is limited, so get your seat today by contacting a healthcare academic advisor at 602.286.8183 or 602.286.8176.

Sincerely,

Susan Wallen

Susan Wallen, RN, MS

602.286.8515

Director of Hosp. Cent. Service Program

susan.wallen@gwmail.maricopa.edu

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CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Susan Wallen, Program Director / Phone: 602.286.8515 /
Email: susan.wallen@gwmail.maricopa.edu

Caroline Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183 /
Email: carolyn.delgado@gwmail.maricopa.edu

Ruth Major, Health Sciences Academic Advisor / Phone: 602.286.8176 /
E-mail: ruth.major@gwmail.maricopa.edu

CAREER DESCRIPTION

Hospital Central Service Technology is an excellent route to begin your hospital career. Technicians provide vital support to all patient care services in a healthcare facility and are responsible for knowing all of the tools used in an operating room, as well as sterilizing and packaging instruments used during surgery. Technicians also decontaminate, clean, process, assemble, store and distribute medical devices and supplies used in patient care.

One of the most important skills required of Hospital Central Service technicians is manual dexterity. They must perform tasks quickly and be adept at handling instruments. Additionally, in order to provide the best possible patient care, technicians use written and verbal communication skills to interact with nurses, surgical technologists and the surgical support team.

Most employment opportunities are available in hospitals, outpatient surgical centers and clinics.

EMPLOYMENT OUTLOOK

In Arizona, Hospital Central Service technician positions expect to increase 10% or more in the next 10 years. Hospital Central Service technicians earn an hourly range of \$14.00 to \$21.00 for an annual salary range of \$29,000 to \$44,000.

FREQUENTLY ASKED QUESTIONS

When is the program available?

GateWay is the only community college that offers this day program every spring semester.

Are there prerequisites required?

No, however, having good basic English, Reading, and Math skills before you start the program will provide skills that will make you more successful in the program and then on the job. HCC 130, Fundamentals of Health Care, HCC 146, Medical Terminology, and a 1-credit BPC101AA computer course may be taken as co-requisites.

If I have a criminal record, will that prohibit me from being successful in this career?

Possibly, our clinical agreements with the healthcare facilities require that our students receive a Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending their clinical experience.

Is the Hospital Central Service Technology program transferable to other health programs?

Only the HCC credits from the Health Unit Coordinator program are transferable to any of the health programs offered at the Maricopa Community Colleges.

What is the HCS120 clinical?

Clinical is the last portion of the program where the student is in the hospital on the nursing unit getting real experience. The student works with Hospital Central Service employees at the hospital for a total of 120 hours.

Which clinical sites are used?

Most of the area hospitals offer clinical experience to the hospital central service students.

Do you help with job placement?

An effort is made to place students on nursing units that have job openings. Hospitals often call to inquire if we have students ready for jobs. We then direct students to the hospitals that are hiring.

Is there a certification exam available for a Central Service Technologist?

Yes, the GateWay program maintains high standards, that will prepare the student for a certification exam administered by IAHCSSMM, the International Association of Healthcare Hospital Central Service Materials Management, post graduation. Arrangements for completion of this exam are the sole responsibility of the student, the cost is \$105.00.

HEALTH AND IMMUNIZATION REQUIREMENTS

A negative urine drug screen, two TB skin tests, a fingerprint clearance card and an updated immunization record is required prior to clinical placement. The cost for these tests will be the responsibility of the student. If the drug test is positive for illegal drugs, the student will be dropped from the program. For consideration for readmission to the program, contact the Program Director for the process.

ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

Tuition* (17.5 credit hrs @ \$71 a credit hr)*	\$	1,242.50
Registration Fee (per semester)		15.00
Books **		165.00
Supplies		15.00
DPS Fingerprint Clearance Card Process		95.00
Drug Testing		45.00
Clinical Health Requirements - Immunization and Testing#		330.00
Total Estimated Costs	\$	1,907.50

*Tuition and fees are set by the Maricopa Community College District Governing Board and subject to change. All other fees are also subject to change. All Tuition and fees are the responsibility of the student

** Book cost may change without notice

Costs may be less or more than listed above based on a student’s individual health record in respect to being in compliance with the immunization requirements for the clinical experience.

ADMISSION CRITERIA

Students must meet the following criteria to be admitted to the program:

1. High School diploma or GED
2. Current Healthcare Provider CPR card
3. Current Arizona DPS Fingerprint Clearance card

PROGRAM OF STUDY

Students with other related health care experiences, not listed on the following Program Prerequisites options, may request an evaluation for course competency equivalence through the Integrated Competency Assessment Network (ICAN) by calling 480.731.8924.

Prerequisites/ Requirements

High school diploma or GED

		<u>CREDITS</u>
+HCC109	CPR for Health Care Provider (must be current throughout the duration of the program)	0.5
+HCC146	Common Medical Terminology for Health Care Workers	2.0
+HCC130	Fundamentals in Health Care Delivery (3) OR	
+HCC130AA	Health Care Today (0.5) and	
+HCC130AB	Workplace Behaviors in Health Care (0.5) and	
+HCC130AC	Personal Wellness and Safety (0.5) and	
+HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) and	
+HCC130AE	Legal Issues in Health Care (0.5) and	
+HCC130AF	Decision Making in the Health Care Setting (0.5)	3.0
BPC101AA	Intro to Computers I	1.0
HCS101AA	Introduction to Hospital Central Service	3.0
HCS104AA	Basic Surgical Instrumentation	0.5
HCS104AB	Specialty Surgical Instruments	0.5
HCS110	Packaging and Sterilization	4.0
HCS120	Hospital Central Service Practicum	3.0

Total Credit Hours 17.5

NOTE: A grade of C or better in required courses is necessary to attain a Certificate of Completion.

Please see the college catalog for full description of program requirements.

+These courses may not be required if student has an Associate’s degree or higher in a healthcare discipline.

ASSET Test Reading, English and abilities test. It is recommended students who test below 0714 in English or 091 in Reading take remedial classes prior to beginning the program.

ACCREDITATION(S)

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools (30 North LaSalle St, Suite 2400, Chicago, IL. 60602-2504, Tel# 800.621.7440), and its courses are approved by the Social Security Administration for Veterans Training. This school is authorized under federal law to enroll nonimmigrant alien students.

STEP 1: APPLY FOR COLLEGE ADMISSION

- Go to the [MEID Account Wizard](#).
- Create an account.
- Follow the instructions to create a user ID & password. Keep this information to login to your account in the future.
- Login to MyMaricopa.edu at <http://my.maricopa.edu/student-center/index.php> using your new MEID & password to view class schedules, enrollment status, student resources and much more.

Please Note: [Help](#) is available upon request.

STEP 2: ASSESSMENT TESTING (IF APPLICABLE)

If you are planning to enroll in an English, Math or Reading course, you may be required to take Placement Tests at GateWay Central's [Testing Center](#), located in the [SO South Building](#) of campus. Test scores are used to decide which courses to take. Here is what you need to know before you go:

- Tests are free of charge.
- Separate tests for English, Math and Reading may be required.
- Testing times vary depending upon the user's pace.
- On average, each test takes approximately 25 minutes.
- Photo ID and Student ID number required.
- Walk-in appointments are accepted with a Student ID.
- Students may also contact a program advisor, faculty member or counselor to make an appointment.

The Testing Center's hours of operation are:

- Monday-Thursday, 8:00 a.m. - 7:00 p.m. (testing stops at 5:00 p.m.)
- Friday, 8:00 a.m. - 5:00 p.m. (testing stops at 3:00 p.m.)

STEP 3: REVIEW PROGRAM REQUIREMENTS

An American Heart Association Healthcare Provider CPR card is required for admission. There are no additional program requirements for admission, however, having good basic English, Reading, and Math before you start the program will provide skills that will make you more successful in the program and then on the job.

STEP 4: MEET WITH A HEALTH SCIENCE ADVISOR

We strongly encourage all new students to [contact a Health Sciences Academic Advisor](#) before your classes begin. The mission of our advisement team is to provide services that enhance student development & success, including:

- Exploration of educational & life goals
- Selection of academic/occupational programs
- Selection of sequencing of courses
- University transfer options
- General information on campus resources & classes

The Health Sciences Academic Advisors are available by phone, email, or in person at the [CHCE Center for Health Careers Education Building](#) on the north side of campus during the following business hours (no appointment necessary):

Monday - Thursday, 7:00 a.m. - 7:00 p.m. & Friday, 7:00 a.m. - 5:00 p.m.

Health Science Academic Advisors: 602.286.8183 or 602.286.8176.

Before you meet with an advisor, we recommend you check out the current [Catalog](#) to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare for your meeting if you bring a copy of your transcripts to review with your advisor and then:

- a. Request **ALL** official college transcripts be sent to the Admissions and Records Office.

Attn: Admissions & Records
108 N 40th Street
Phoenix, AZ 85034-1704

- b. Official transcripts must be sent from institution to institution, allow 2-4 weeks for receipt. Please request institution to include current name and student ID number used at GateWay Community College.
- c. Evaluations of Official College Transcripts **must be requested** by the student after their arrival at the college. To **verify** receipt of transcripts and evaluation, a **request for transcript evaluation** form must be filled out and submitted to Admissions and Records. This form can be obtained from any GateWay Community College Advisor.

NOTE: 70% of students start as "undecided." Your Advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

STEP 5: SELECT YOUR CLASSES & REGISTER

You will find there are many ways you can receive academic, financial, or career assistance to get involved in our community.

- Our intuitive [Schedule](#) allows you to find classes by semester, time, & date.
- Go to MyMaricopa.edu at <http://my.maricopa.edu/student-center/index.php>. Pick out the classes you want by logging in using your MEID & password to create your class schedule and register right on line.

You are able to build your schedule each semester before registering for class. E-mail and/or print your schedule to assist you during the registration process.

STUDENT SERVICES

The following are some of the services available to students.

Advising – contact a Health Sciences Academic Advisor at the Center for Health Careers Education (CHCE) at 602.286.8183, 602.286.8176 or 602.286.8181.

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: www.efollett.com and selecting "College Textbooks".

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment – Upon completion of the Health Unit Coordinator Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: <http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading ASSET or COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: www.gatewaycc.edu or call college information at 602.286.8000.

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE
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Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.

*Tuition and fees are set by the Maricopa Community College District Governing Board and approved by the State Board of Directors for Community Colleges and are subject to change.

Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.