



For Admissions use only.

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

## Statement of Policy Regarding Acceptance for Clinical Training in the Following Programs at Durham Technical Community College

Central Sterile Processing

Phlebotomy  
Technician

Introduction to  
Cardiovascular  
Technician (Non-  
Invasive)

Patient Care Technician

Students accepted into the above programs must meet the standards of both the College and the affiliated clinical sites to participate in the appropriate clinical training for the program. Each clinical site where a student receives training reserves the right to refuse clinical training to any student found to be unacceptable according to that site's policies and regulations. **Clinical sites require a Criminal Background Check (CBC) prior to the student's placement for training at that site.**

Reasons for refusal could include, among other considerations, a documented criminal background check indicating convictions for drug or alcohol related charges, child abuse or molestation, burglary, larceny, or other convictions deemed inappropriate to the particular clinical setting. In addition, students may be required to submit to a 12-panel drug screening per the clinical site's requirement.

The student must conform to and be subject to all policies and regulations of the assigned clinical site. The site reserves the right to end clinical training of any student whose performance violates rules, policies, procedures or professional standards expected by the agency. Written justification from the clinical site will be provided to the college for such suspension. The clinical site and college personnel reserve the right to take appropriate immediate action, when necessary, to maintain the proper and safe operation of its facilities and the safety of clients in the clinical setting.

**Criminal Background Check and Drug Screening:** When students are admitted into the program of study, the student receives the CBC and drug screening information and directions: The criminal background check will include reports from all states where the student has lived, worked, or gone to school from the date that they turned eighteen (18) years of age. The CBC will include both felonies and misdemeanors. The National Sex Offender Registry is included in the CBC. Flagged reports are sent directly from the designated CBC vendor to the clinical sites. Durham Tech does not retain copies of the results. **Note: Please do not get this report from your local police department.** The drug screening is a 12-panel test.

**Students will pay a fee directly to a designated vendor for the CBC and drug screening.**

Additional information on the [Criminal Background Check requirement](#) may be obtained from the Durham Tech website.

*I verify that I have read and fully understand the Statement of Policy Regarding Acceptance for Clinical Training at Durham Technical Community College. I also understand that a criminal background check and/or drug testing will be required for placement in clinical training sites for Durham Technical Community College.*

**NAME (Print)** \_\_\_\_\_ **STUDENT ID#** \_\_\_\_\_

**\_ Program of Study** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ALLIED HEALTH PROGRAMS**  
**ESSENTIAL SKILLS FOR ADMISSION AND**  
**PROGRESSION**

**PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

Students applying to the workforce continuing education Allied Health Central Sterile Processing, Introduction to Cardiovascular Tech, Patient Care Tech, EKG Tech, and Phlebotomy Tech programs must demonstrate sufficient physical and emotional health to be considered fit to participate in academic education and laboratory experiences, and to practice clinically with the public in a safe and effective manner.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (not inclusive)
Critical Thinking	<ul style="list-style-type: none"> <li>• Possess critical thinking ability sufficient for problem solving &amp; clinical judgment</li> <li>• Ability to be oriented to time, place, and person, organize responsibilities, and make quick appropriate decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Organize and prioritize; arranging instrumentation or actions in a certain order/pattern according to specific rules; must be able to bring together and relate the similarities of surgical procedures &amp; situations to function on unfamiliar procedures.</li> <li>• Concentrate for prolonged periods of time in a sterile environment.</li> <li>• Need to quickly assess needs for surgical procedures, anticipate surgeon's needs.</li> <li>• Able to find missing instruments for surgical trays that are located on pegboards or drawers</li> <li>• Distinguish between same type instruments but of different vendors, handwashing versus mechanical washing, and steam versus low temp BIs.</li> </ul>
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>• Display patience, empathy, and concern for others.</li> <li>• Deal with fear and hostility in a calm manner.</li> <li>• Work with others in stressful situations.</li> <li>• Receive constructive feedback positively.</li> </ul>
Communication	Sufficient written and oral skills to communicate needs promptly and effectively, express and exchange ideas, and interact with patients, surgeons, peers, and other medical personnel.	<ul style="list-style-type: none"> <li>• Must be able to communicate in a concise manner via verbal and written.</li> <li>• Must be able to speak clearly, respectfully, and in a professional manner.</li> <li>• Must be able to restate, rephrase, and reframe ideas (paraphrase) to ensure clear understanding of orders/direction given by supervisors, preceptors, nurses, peers, and other medical personnel.</li> <li>• Must be able to communicate needs during an emergency situation.</li> </ul>
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	<ul style="list-style-type: none"> <li>• Move around in clinical area without contaminating sterile workspaces.</li> <li>• Must also be able to work in a small area without contaminating him/herself and the preceptor team.</li> </ul>

Motor Skills	Gross and fine motor abilities are sufficient to provide safe and effective patient care, as well as providing a safe and effective environment for the surgical team or clinical preceptors.	<ul style="list-style-type: none"> <li>• Pass surgical knives, hypodermic needles, and sharp instrumentation without causing injury to the patient, him/herself or to the remainder of the team; handle delicate instrumentation; position and transport patients.</li> <li>• Must be able to do 30 venipunctures sticks and 10 capillary sticks before clinical rotation.</li> <li>• Must be able to stick other students and other students must be able to stick you during lab instructional.</li> <li>• Respond promptly to the patient's needs.</li> <li>• Manipulate CSP, EKG, Patient Care Tech, Introduction to Cardiovascular Tech, and Phlebotomy equipment</li> <li>• Lift a minimum of 50 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds.</li> <li>• Stand in sterile scrub attire for prolonged periods.</li> <li>• Walk an equivalent of 5 miles per day.</li> <li>• Ability to don and doff PPE independently and it must be worn during lab, and clinical rotation.</li> <li>• Must have the ability to stand or sit for 8 to 12 hours per clinical rotation.</li> <li>• Must be able to push and or pull equipment.</li> </ul>
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ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (not inclusive)
Tactile Skills	<p>Shall possess tactile ability to sufficiently handle all the microscopic supplies, needles, Phlebotomy, Patient Care Tech, ICVT, CSP, EKG equipment, and other office equipment as deemed necessary.</p> <p>Students will be required to allow other students to stick them and each other as part of the Phlebotomy Program.</p> <p>Students are required to perform EKG's and Stress Tests on each other.</p>	<ul style="list-style-type: none"> <li>• Identifying and loading CSP equipment and decontamination and sterilization processes; proper technique handling and disposing of needles, proper technique using Dialysis machining; good hand eye coordination; good communication and knowledge of patient etiquette in performing EKGs.</li> <li>• Skills to process patient information, health insurance coverage, office policies and procedures to include HIPAA and Confidentiality.</li> <li>• Students must stick others and allow others to stick student a minimum of 30 times before student can be approved for clinical rotation.</li> </ul>
Visual	Visual ability and acuity sufficient for observation and assessment necessary during a clinical rotation.	<ul style="list-style-type: none"> <li>• Handling of instruments, needles, EKG equipment, Dialysis machines, safely and efficiently in response to the needs of the preceptor, supervisor, or nurse being able to visualize and follow procedures, and working with small supplies and instruments that may require adjustments.</li> <li>• Must have the ability to distinguish different colors of chemicals and chemical indicators.</li> <li>• Must have the ability to look under a magnifying glass to inspect instruments.</li> <li>• Must be able to visualize instruments labels, preference cards and computerized instrument inventory modules.</li> </ul>
Hearing	Auditory ability sufficient to monitor and access health needs of the patient & maintain facility safety.	<ul style="list-style-type: none"> <li>• Hear monitor alarms, emergency signals, &amp; commands given by the preceptor, and the circulating nurse or supervisor.</li> <li>• Must have the capability to hear the machines and sounds differences.</li> </ul>
Weight Bearing	Should possess the ability to maneuver/move/lift 40-50 pounds, daily.	<ul style="list-style-type: none"> <li>• Lift a standard 25 pound tray of surgical instruments; position patients and move equipment.</li> <li>• Lifting extremity.</li> <li>• Standing for a surgical procedure that may last several hours.</li> </ul>
Occupational Exposures	The CSP student is at high risk for exposure to blood and body fluids, toxic substances, anesthetic preparations, and chemical sterilization practices at all times.	<ul style="list-style-type: none"> <li>• Pathogens (HIV, AIDS, HBV, MRSA, TB)</li> <li>• Bone cement, ethylene oxide, radiation, electricity, gases.</li> <li>• Sharp instrumentation.</li> </ul>

Emotional	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> <li>• Patient death.</li> <li>• Different personalities.</li> <li>• Physical stressors as room temperatures, noises, odors, patient conditions, and standing for a long period of time either in an ergonomically or non-agronomical position).</li> <li>• The student must be able to cope effectively with stress in the workplace; cope with patient &amp; colleague emotions calmly; while demonstrating a high degree of patience.</li> </ul>
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A prospective student with a disability which may impact upon their ability to provide patient care, should contact [Accessibility Services](#).

I certify that I have read the Essential skills for Admission and Progression form. I certify that I understand the physical and psychological requirements needed for providing safe care. I have assessed my ability to perform these skills and am able to demonstrate these essential skills.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_