

# HOSPITAL CENTRAL SERVICE

GATEWAYCC.EDU/HOSPITAL-CENTRAL-SERVICE

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE



MARICOPA  
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <https://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)

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Dear Prospective Student:

We are glad that you have taken the first step towards choosing your future career in the exciting field of Hospital Central Service (sterile processing). This program offers opportunities for you to advance into an exciting field of healthcare that involves all areas of the hospital.

We are proud to be able to offer a Hospital Central Service program that provides students with a working knowledge of standards established by the Healthcare Sterile Processing Association, HSPA. This program is unique as it follows the guidelines of an internationally recognized organization and curriculum, as well as being supported by the leaders in the healthcare community.

Certification is highly regarded for practice in this field. This program prepares the student for advancement as a Certified Registered Central Service Technician (CRCST). The program further prepares the student for certification as a Certified Instrument Specialist (CIS). HSPA also offers a Certification in Healthcare Leadership (CHL) for those at the supervisory and management levels as well as a Certified Central Service Vendor Partner (CCSVP) for those who wish to move to the vendor side of surgical instrumentation.

Students learn how to use technology necessary to manage equipment, develop diverse skills in handling supplies and safety with processing instrumentation, as well as inventory management and delivery of instruments and supplies while working in a team setting. The community offers many opportunities for graduates from this program.

Future rewards from the Hospital Central Service program include the ability to pursue academic goals by choosing a pathway into the Hospital Central Service program or transferring credits for an advanced healthcare related degree.

Learn more and begin by transferring your transcripts to the Admissions and Records office and by contacting a Health Science Academic Advisor at 602.286-8200. Here is a link address to attend virtual information sessions Mondays @5:00pm or Thursdays @12:30pm: [GateWay Virtual Credit Hour Information Sessions - Health Sciences](#).

Program outcomes are available on the GateWay Community College website under Surgical Services and further under Hospital Central Service.

Graduates receive a CCL from GateWay Community College in Hospital Central Service. Upon passing the national exam, students acquire the CRCST credentials from the Healthcare Sterile Processing Association.

Visit us at [GateWay Community College Surgical Services](#).

Sincerely,

**Brandy Thompson**

Brandy Thompson, RN, M.Ed., CNOR, CST

Director Surgical Technology, Operating Room Nurse  
Hospital Central Service & Endoscopy Programs

602.286.8516

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## CAREER DESCRIPTION

Hospital Central Service Technicians provide vital support to all patient care services in a healthcare facility. They are responsible for knowing all of the instrumentation, equipment and supplies used in an operating room, as well as sterilizing and packaging of instruments and supplies used during surgery. . Hospital Central Service Technicians also decontaminate, clean, process, assemble, store and distribute many items used in patient care.

Most employment opportunities are available in hospitals, outpatient surgical centers and clinics. The job responsibilities include:

- Disinfect, wash, and sterilize equipment using decontaminates, bactericidal agents, and sterilizing machinery.
- Arrange and organize instrumentation for patient surgeries
- Gather and place instruments with supplies on case carts to support operating room staff
- Clean and test sterilizing equipment
- Operate computers and electrical equipment in the sterile processing unit
- Exhibit manual dexterity and good eye-hand coordination

Requirements for physical and mental endurance include:

- Critical thinking skills
- Show the ability to accurately listen and assess situations
- Show that you can handle the demands of interfacing with all departments of the hospital
- Prioritizing requests
- Communicate to the department lead and team members
- Be responsive and punctual with requests
- Visual acuity and ability to see color
- Be able to work independently
- Demonstrate ability to stand for long periods of time in one location
- Positive coping skills under stress
- Demonstrate calm and effective responses
- Manage emergency responses with a team effort
- Demonstrate compassion at all times for patients, staff and faculty
- Be able to lift 20 pounds and carry the weight 40 feet
- Demonstrate the ability to endure constructive criticism with a positive attitude
- Be compliant with random drug screens.

Maintain a calendar, adhere to it and share it with your family and friends.

## CERTIFICATE OF COMPLETION REQUIREMENTS - HOSPITAL CENTRAL SERVICE

### ADMISSION CRITERIA

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

1. Formal application and admission to the program.
2. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD background check policy.
3. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD clinical health and safety policy.
4. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes may result in cancellation of enrollment.

### TRANSFER STUDENT INFORMATION

The GateWay Community College Hospital Central Service program will not accept hospital central service/sterile processing program specific transcripts from other institutions. Transcript evaluation from a hospital central service/sterile processing program of any type to include clock hour or for by credit will not be accepted.

Credit by Evaluation from another hospital central service/sterile processing program is not acceptable within this program. Lab check-offs for each of the 2 semesters and didactic examinations are extensive, in depth and length, as per the HSPA curriculum. Faculty is not available to provide the required length of individual examination for lab or didactic examination of equivalence to that of the GWCC Hospital Central Service program graduate.

### CERTIFICATE OF COMPLETION IN HOSPITAL CENTRAL SERVICE

#### PROGRAM NOTES

There are eighteen to twenty-six and a half semester credit hours required for the Hospital Central Service Certificate at GateWay.

Competency based education format means that all courses required in the program have course competencies that will be realized after the student has successfully completed the course. The student must master all course competencies before they can move on to the next required course.

The program begins each fall session with a new block of students and is based on two semesters of full-time study. If a student does not meet a competency for one of these courses the student will be withdrawn. Equal consideration will be given to students who reapply to the program during the next enrollment period, but it is the student's responsibility to initiate the process (See Seat-Filler Policy). The clinical requirement for the Hospital Central Service program is 400 total hours. Due to the requirements of the program accrediting body, the course of study requires many hours of classroom and clinical time.

Students must earn a grade of C or better for all courses required within the program.

Please see the Center for Curriculum & Transfer Articulation for the full descriptions of program requirements and recommended sequence: [Certificate of Completion \(CCL\) in Hospital Central Service, 18-26.5 credits.](#)

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

REQUIRED COURSES:

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HCC130 Fundamentals in Health Care Delivery (3) OR

OR

Permission of GateWay Health Core Curriculum Coordinator 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR

HCC146 Common Medical Terminology for Health Care Professionals (2) OR

Permission of GateWay Health Core Curriculum Coordinator 0-3

HCC/RES109 CPR for Health Care Provider (0.5) OR

Proof of Current American Heart Association Health Care Provider CPR Certification (0) 0-0.5

+ HCS/SGT100 Fundamentals of Surgical Services 5

+ HCS/SGT102 Basic Surgical Instrumentation for Surgical Services 2

+ HCS/SGT107 Equipment and Supplies for Surgical Services 1

+ HCS/SGT152 Advanced Surgical Instruments for Surgical Services 2

+ HCS154 Hospital Central Service Practicum 7

## ESTIMATED PROGRAM COSTS

The estimated cost for the Program is outlined below. The student is responsible for providing transportation, housing, and uniforms. In the last semester, the student will be responsible for costs of his/her national board exam and state licensing.

<b><i>Certificate of Completion</i></b>	
Tuition* (18.00-26.5 credit hrs @ \$97 a credit hr) <sup>1</sup>	\$1,750 – \$2,600
Registration fees (\$15 per semester)	\$30
Course / Lab Fees	\$620
Books	\$500 - \$535
Other Costs: License/Certification, Pre-Clinical Health & Safety Requirements, etc. <sup>2</sup>	\$200 – \$1,500
<b>Total Estimated Costs</b>	<b>\$3,100 - \$5,285</b>

Out-of-County Residents pay \$537 / Out-of-State Residing in Arizona pay \$372\*\* a credit hr <sup>1</sup>

\* Rates are set according to the Arizona Revised Statute. Applies only to counties with no community colleges.

\*\* According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one's own private transportation vehicle is necessary.

<sup>1</sup> Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit [www.gatewaycc.edu](http://www.gatewaycc.edu) for more information.

<sup>2</sup> Other Program Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

**IMPORTANT – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>**

Students who are dropped due to non-payment will not be readmitted to the program.

# IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

## HEALTH AND SAFETY

### Immunization and Testing Requirements

All health and safety is now completed digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

For the protection of students, employees, and patients, students enrolled in Maricopa Community Colleges Healthcare programs that include assignment to patient care facilities require that students comply with the health and safety requirements listed in the Health and Safety Checklist.

### [HEALTH AND SAFETY REQUIREMENTS](#)

### [HEALTH AND SAFETY CHECKLIST](#)

## BACKGROUND CHECK

### MCCCD Background Check Policy Requirements

Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCD Background Check. Students bear the financial costs for both the MCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCD Background Check after admission, but prior to the beginning of the program.

**We encourage students to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card.** The card is valid for six years from the date of issue.

Once students are admitted, they will undergo a background check clearance that includes the following:

- A check of the [List of Excluded Individuals/Entities \(LEIE\) database](#)
- An identification check

Other background checks may be required per healthcare agency contracted with Maricopa Community Colleges. Any costs associated with such checks are the responsibility of the student.

If you would like to perform a self-assessment first, [download this document](#). Students who have been admitted to a Healthcare Education program are required to sign a Maricopa Community Colleges Criminal Background Check Disclosure Acknowledgement form.

If a student receives a failed background check or believes they may receive a failed background check. It may be helpful to research Arizona laws that allow for "setting aside" of prior convictions under certain circumstances and also Arizona laws that allow for "expungement," which is the sealing of criminal records.



## DRUG SCREENING

### Drug Screening Requirements

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all students is mandatory. The cost for this test is the responsibility of the student. The urine drug screen will test for alcohol; illegal drugs, or drugs that may impair judgment while working with patients at the clinical site. If the drug test is positive for the illegal drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the Program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites, but are not excluded from the Program. This will be done once accepted into the program on a random day prior to start of clinical.

## REQUIRED TEXTBOOKS

The classroom or didactic training follows traditional and virtual (asynchronous/not live) lecture format in delivering course content. Instructional techniques include review in labs with hands-on skill developments and assessments.

Many hours of this program are spent in our fully-equipped laboratory gaining hands-on experience, utilizing decontamination, sterilization and packaging equipment, instruments and supplies.

### Required

**Sterile Processing Technical Manual, latest Edition**  
HSPA

**Sterile Processing Technical Manual Workbook, latest Edition**  
HSPA

**The World of Surgical Instruments: The Definitive Inspection Textbook, latest Edition**  
Rick Schultz

**Surgical Instrumentation: An Interactive Approach, latest Edition**  
Renee Nemitz

## FREQUENTLY ASKED QUESTIONS

### Can I apply previously earned college credits to this program of study?

Previously earned college credits may be acceptable towards degree/certificate requirements however they should be checked for equivalency by the GateWay Community College Program Adviser.

### If I am a military veteran what will GateWay Community College do for me to accept me into the Hospital Central Service program?

The first two seats of each program start will be held for military veterans. A copy of the DD214 is required.

### If I have a criminal record will that prohibit me from being able to enroll?

It is possible that without proper clearance you may not be able to enroll with a criminal record. Our clinical agreements with the healthcare facilities require that our students receive a Level-One 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 who are unable to obtain either of these clearances will be prohibited from attaining their clinical experience. Appeals to the appropriate clearances may be considered by each Health and Safety regulatory agency or department.

**How many students are admitted into the program?**

The Hospital Central Service program admits 20 students each fall & summer semester.

**Can I get financial aid or scholarships?**

Financial assistance is available to eligible GateWay Community College students in the form of grants, scholarships, employment or loans. Students may receive assistance from only one funding source, or aid may be offered in a package from multiple sources. This depends on students eligibility, level of need, packaging policy and availability of funds. Additional information is available from the Office of Financial Aid Services (602) 286-8300).

**I live outside Maricopa County. Is it possible for me to go to a clinical site closer to where I live?**

The Hospital Central Service program does have clinical partners outside Maricopa County. The Clinical Coordinator at GateWay Community College must solely arrange the student's clinical experience. Arrangements other than those made by the Clinical Coordinator will not be acknowledged due to the policy of the program and associated accreditation in the Surgical Technology program. All students interested in a clinical site location outside of Maricopa County may submit a written request for a specific hospital clinical practicum site through the Clinical Coordinator.

**When is the program available?**

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

**Are there prerequisites required?**

You must complete the admission criteria. There are no formal prerequisites to this program. You may complete all HCC classes before or during the program to graduate with successful completion of the program.

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

Yes, it may affect your ability to enroll because 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 program transferable to other health programs?**

Students who successfully complete the Hospital Central Service program may elect to enroll in the Surgical Technology program. Maximum enrollment varies according to the community and enrollment is determined per the Selective Admissions Department of Admissions and Records. The student, prior to enrollment in the Surgical Technology program must complete the prerequisites for the program. Completion of an AAS degree will allow the HCS program courses to transfer to NAU.

**What is the HCS154 clinical?**

Clinical is the last portion of the program. The student is placed in the hospital to work side-by-side with a Hospital Central Service employee for a total of 400 hours. These hours are transferred to HSPA upon completion for the student to receive an International Certification for the Certified Registered Central Service Technician (CRCST) certification. This certification is designed to recognize individuals who have demonstrated the experience, knowledge and skills necessary to provide competent services as a Central Services Technologist.

**Which clinical sites are used?**

Clinical sites are offered to students per community request. The Clinical Coordinator will arrange for clinical placement and offer sites available to the student.

The Hospital Central Service program may have a clinical agreement with a hospital outside Maricopa County. The student's clinical experience must be solely arranged by the clinical coordinator at GateWay Community College. Arrangements other than those made by the Clinical Coordinator will not be acknowledged due to the policy of the program. If students are interested in a specific clinical site location they may submit a written request through the Clinical Coordinator.

**Do you help with job placement?**

The Job Placement Center on campus is available to assist students with resume building and locating search engines. The clinical sites often offer employment to the student. Networking with the Pacific West Sterile Processing Association (PWSPA) meeting members and internet searches are all helpful to gain opportunities to interview for a position.

### **Is there a certification exam available for the Hospital Central Service Technician?**

The GateWay Community College Hospital Central Service program will prepare the student for a certification exam administered by HSPA, and a certification from GateWay Community College upon successful completion of the program. Arrangements for completion of this exam are the sole responsibility of the student; the cost is \$140.00 (provisional). You may view the exam application at "provisional exam." This will include the current rate.

The CRCST certification program is designed to recognize entry-level and existing technicians who have demonstrated the experience, knowledge and skills necessary to provide competent services as an SP technician. CRCSTs are integral members of the healthcare team who are responsible for decontaminating, inspecting, assembling, disassembling, packaging and sterilizing reusable surgical instruments or devices in a healthcare facility. While the CRCST program is based on US practice and standards, it is in harmony with international ISO standards and open to all candidates in the US and abroad who meet the eligibility requirements.

## **ACCREDITATION**

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu).

The Hospital Central Service program is not accredited by a specific organization within HSPA. The program does follow the HSPA guidelines for instruction and some courses cross-linked to the Surgical Technology program follow guidelines for that program.

### POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- ❖ 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.
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.
- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/hospital-central-service>
- ❖ *Consumer Information about gainful employment disclosures can be found at the following link:* <https://cdn.maricopa.edu/ged/GWC03/GWC03-5311/51.0799.pdf>

## EEO STATEMENT

- ❖ *The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District*
- ❖ *The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.*

## DRS AND TITLE IX

### **Classroom Accommodations for Students with Disabilities**

- ❖ In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.
- ❖ If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed here. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

### **Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking**

- ❖ In accordance with Title IX of the Education Amendments of 1972, MCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.
- ❖ District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCD will provide on its Title IX Coordinators web page, a link to all the Title IX Coordinators in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

## COLLEGE COMMUNICATION

### **The following information is very important so you do not miss any notices:**

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal email to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at [my.maricopa.edu](http://my.maricopa.edu). 1st section "Student Communication Center".

Go to [my.maricopa.edu](http://my.maricopa.edu) & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

## CONTACT INFORMATION

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

### **Brandy Thompson, RN, M.Ed., CNOR, CST**

Program Director

Phone: 602.286.8516

Email: [thompson@gatewaycc.edu](mailto:thompson@gatewaycc.edu)

### **Michele Romero, M.Ed., CST, CRCST, CIS, CER**

Clinical Coordinator

Phone: 602.286.8518

Email: [michele.romero@gatewaycc.edu](mailto:michele.romero@gatewaycc.edu)

### **Maureen Murphy, AAS, CST, FAST, CRCST, CIS, CER**

Faculty

Phone 602.286.8121

Email: [maureen.murphy@gatewaycc.edu](mailto:maureen.murphy@gatewaycc.edu)

Questions regarding **Health and Safety Requirements**; email [clinicalrequirements@gatewaycc.edu](mailto:clinicalrequirements@gatewaycc.edu)

## HOW TO ENROLL WITH GATEWAY & APPLY FOR THE HOSPITAL CENTRAL SERVICE PROGRAM

- 1. Attend Mandatory Virtual Healthcare Information Session**
  - a. Sessions are held every Monday at 5:00 p.m. and Thursday at 12:30 p.m., unless closed for a holiday
  - b. Click [HERE](https://www.gatewaycc.edu/virtual-sessions) to register for an upcoming session (<https://www.gatewaycc.edu/virtual-sessions>)
- 2. Review Program Information Packets & Curriculum**
  - a. Access and review the information/application packet for your program of interest by selecting your intended program website from <https://www.gatewaycc.edu/degrees-certificates>
  - b. Expand the "Program Links" section on the left hand side of the program website and select the **Information Packet** link
  - c. **Review program requirements regularly, as requirements can change:** <https://curriculum.maricopa.edu/>
- 3. Apply to GateWay Community College**
  - a. Attend a Virtual "How to Apply" Session <https://www.gatewaycc.edu/events/2022/virtual-how-apply-sessions>
  - b. Application: <https://www.maricopa.edu/become-a-student>
  - c. Authenticate identification: <https://my.maricopa.edu/services/admissions-records-registration/how-submit-your-id-authentication>
  - d. Check Student Center for Tasks: <https://my.maricopa.edu/>
- 4. Send Transcripts**
  - a. If institutions will be emailing transcripts, must send directly from institution to [transcripts@gatewaycc.edu](mailto:transcripts@gatewaycc.edu)
  - b. For more information or for the mailing address: <https://www.gatewaycc.edu/enroll/transfer-course-credits>
  - c. To view potential transfer credit from a non-Maricopa institution before sending official transcripts, use the [Transfer Evaluation System](#)
- 5. Complete Placements**
  - a. If new to college or do not have transfer credit for English, reading, or math courses, complete placements: <https://maricopa.edready.org/home>
  - b. View placement measures and placement chart at: <https://www.maricopa.edu/future-students/assessment-placement>
- 6. Apply for Financial Assistance (if needed)**
  - a. GateWay's Financial Aid Website: <https://www.gatewaycc.edu/financial-aid>
- 7. Attend Gecko Gear Up Pre-Enrollment Session (Required for brand new college students)**
  - a. Register for a Gecko Gear Up session: <https://www.gatewaycc.edu/gecko>
- 8. Schedule an Academic Advising Appointment**
  - a. It is recommended to meet with/check in with your advisor at least once per semester
  - b. Maricopa students with an active MEID/Student ID will be added to the GateWay Health Science Student Hub to schedule their appointment directly with an advisor after they have attended a virtual Healthcare Information Session
  - c. If you are not a current Maricopa student, schedule your appointment with a Health Science advisor at: <https://www.gatewaycc.edu/advisement>
- 9. Enroll for Any Remaining Application Required Courses or General Education Courses and Pay Tuition and Fees**
  - a. Explore Payment Options: <https://maricopa.edu/paying-for-college>
  - b. Monitor your Student Center for current balance and pay on or before due date
- 10. Submit Program Application to Selective Admissions**
  - a. Many of GateWay Community College's Health Science programs have a special admissions procedure. The Hospital Central Service program admits students on a first come first serve basis. Students must complete the general education application requirements of the program with an overall GPA of 3.0 or higher before they may submit their application and be placed on the waitlist. This program does currently have a waitlist. For the most up to date waitlist numbers, please email [selectiveadmissions@gatewaycc.edu](mailto:selectiveadmissions@gatewaycc.edu).
  - b. Submit application found at the back of this packet.

- c. You may submit your completed application via in-person, mail, or email to [selectiveadmissions@gatewaycc.edu](mailto:selectiveadmissions@gatewaycc.edu). Once you submit your program application, you will receive confirmation via e-mail. This will arrive through the Maricopa email account set up when you received your MEID. All correspondence regarding the waitlist, program updates, and admissions into the program will be sent to this email address, so you will want to check this account regularly or have it forwarded to an account which you do check often. Keep your contact information current with GateWay Community Colleges Admissions and Records department.

#### 11. Program Admission

- An acceptance letter and acknowledgement forms to applicants will be sent. The acknowledgement form must be returned by the date stated in the acceptance letter.

#### 12. Program Orientation

Attendance to new student orientation is MANDATORY for all Hospital Central Service program students. We will notify you of the date, time, and location of your new student orientation via your Maricopa email.

## STUDENT SERVICES

The following are some of the services available to students.

**Advising** - Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals: <https://www.gatewaycc.edu/advisement>.

**Meet with a Health Careers Academic Advisors every semester prior to class registration.**

The Health Careers Academic Advisors are available by virtual appointments only. More information can be found at the following links:

If you are currently not enrolled in one of GateWay Community College's Healthcare Programs you are **required** to attend one of the Healthcare Programs Information Sessions before meeting with an advisor. Please visit <https://www.gatewaycc.edu/virtual-sessions> to find out more about information sessions.

If you are a new student, you must complete the Student Information Form found at <https://admissions.maricopa.edu/> before scheduling an appointment with Advising.

**Advisor Appointments** - For student inquiries or appointments, please email your specific question/need and your Student ID number to the following <https://www.gatewaycc.edu/advisement>, and the appropriate advisor will contact you within 24 hours.

**\*Please note that ALL appointments will be conducted virtually, NOT in person at the campus\***

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 if you have your official transcripts (from all colleges & schools previously attended) sent to:

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

Bring a copy of your transcripts to review with your advisor. Your advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

**Bookstore** - Current and most up to date information can be found at the following website

<https://www.gatewaycc.edu/bookstore>

**Counseling** - Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** - 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](http://www.gatewaycc.edu) or call college information at 602.286.8000.





## DISCLAIMER - HOSPITAL CENTRAL SERVICE

Your admission to GateWay Community College Hospital Central Service program is no guarantee that you will receive a Certificate of Completion from the college. Completion of the Hospital Central Service program is not the criterion for obtaining National Certification.

I have read and understand the Admissions Application Disclaimer.

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Signature

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Date

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Student ID Number

This disclaimer will become a part of your Hospital Central Service program records.