



School of Health
and Public Safety

Medical Device Competitive Entry – Seven Step Process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: Review the selection information to understand the process and deadlines

In the selection process, applicants will be ranked according to the composite score of the following selection criteria:

- Admission Requirements: course average and post-secondary education / training: 50%
- Related Work / Volunteer Experience: 20%
- Career Investigation (20%)
- Program Information (10%)

Failure to meet anticipated final grades will result in offers being rescinded.

Applicants will be reviewed monthly according to the criteria outlined above.

- For the Full Time Program – The first round of selection will start Dec. 1 (fall intake) or July 1 (winter intake). Applications will be reviewed monthly and selection is done on a continuous basis.
 - Applicants with a selection score of 60% or above will be offered admission in the program until the program is full.
- For Online Program – The selection process is continuous and you will require a minimum 60% on your selection package.

Step 4: Apply to Medical Device Reprocessing program and submit your **transcripts** and/or anticipated final grade form.

Step 5: Log in to mySAIT.ca to check your admission status. If eligible, your status will indicate that you are "In Selection."

Step 6: Complete the **selection package** that is emailed to you.

Step 7: Continue to monitor changes to your application status through mySAIT.ca.



School of Health
and Public Safety

Medical Device Reprocessing Technician Selection Package

Dear Applicant:

Thank you for applying to the Medical Device Reprocessing Technician (MDRT) Program at SAIT. We are pleased that you have considered SAIT School of Health and Public Safety as your provider of your career training. Due to the number of qualified applicants we have a second part to the application process which requires additional documentation from you to complete the program selection process.

It is very important that you understand what is involved as a student in the program, and also, have a clear understanding of the duties and responsibilities involved in the career of a MDRT.

You will require a minimum passing score of 60% on your selection package in order to continue in the selection process. Failure to meet anticipated final grades will result in offers being rescinded.

SAIT will not be able to disclose any information about your status or ranking during the selection process. Should you be offered a seat or placed on the wait list, the Registrar's Office will contact you either by letter or by email.

We offer the program by day and by distance (on-line) and you need to be aware of deadlines and who to contact for each program.

For DAY Students

If you have any further questions or wish to confirm our receipt of your documentation, please contact Debbie McCluskey, Administrative Assistant for the program at SAIT at (403) 210-4210 or email debbie.mccluskey@sait.ca.

Complete the package and attach all documents in 1 PDF document and email the package to:

Southern Alberta Institute Of Technology
School of Health and Public Safety
Attention: Debbie McCluskey
Room NR417, 1301 16 Avenue NW, Calgary, Alberta T2M 0L4
Fax: 403.210.4295 Email: debbie.mccluskey@sait.ca

For DISTANCE (on-line) Students

If you have any further questions or wish to confirm our receipt of your documentation, please contact Jocelyn Litke, Administrative Assistant for the program at SAIT at (403) 210-5654 or email jocelyn.litke@sait.ca

Complete the package and attach all documents in 1 PDF document and email the package to:

Southern Alberta Institute Of Technology
School of Health and Public Safety
Attention: Jocelyn Litke
Room NR516, 1301 16 Avenue NW, Calgary, Alberta T2M 0L4
Fax: 403.210.5654 Email: jocelyn.litke@sait.ca

We look forward to receiving your documents and wish you the best in the selection process!

Medical Device Reprocessing Technician Program Document Checklist

Name	SAIT ID Number (if available)
Telephone	Email
Please select the program session you are applying for. Fall Intake (September) - Daytime Winter Intake (January) - Daytime Distance (Online) - Open Start Date	

Program Application

Use the following checklist to ensure you have included all documents in the package before mailing.

Unofficial Post-Secondary Transcripts provided (photocopies or print-outs from the college/university website). You do not have to submit partial degrees or diplomas. *Include your overall GPA if applicable*

Work / volunteer experience form completed

Career Investigation and Program Awareness forms completed

Practicum Awareness form completed

IMPORTANT- If you have indicated that you are currently registered in courses or you are upgrading as required for admission to the MDRT program, you need to provide Admissions with an Anticipated Grade form. For Day-time students, you are required to provide a final grade by December 1st (winter intake) and August 1 (fall intake).

For Day-time and Distance students, failure to meet anticipated final grades will result in offers being rescinded.

For office use only		
PART 1	Educational Background (50)	
A	MDRT Academic Average	
B	Formal Computer Training	
C	Formal Customer Service &/or Communication Courses	
PART 2	Work/Volunteer Experience (20)	
A	Employable Skill Sets	
B	Clinical or Medical Experience	
C	Volunteer Experience	
PART 3	Career Investigation (20)	
PART 4	Program Investigation and Practicum Awareness form (10)	
	Total (100)	

The selection form is comprised of four (4) parts

Part 1: Post-Secondary Academic Achievements (worth 50%)

The program is able to access your admission requirement grades from the SAIT database so there is no need to resubmit them with this selection package. If you have taken other post-secondary education or training, please complete the following information.

If you have prior post-secondary education indicate the name of Certificate, Degree or Diploma and educational institution:

Name of certificate, diploma or degree: _____

GPA for certificate, diploma or degree: _____

- Provide a photocopy or print-out from the post-secondary website of your unofficial Post-Secondary Transcripts. You do not have to submit partial degrees or diplomas.
- Include a copy of your international assessment (e.g. IQAS) if you have an international credential.

Indicate if you have completed a formal course for the following skills? State the course name and where you took the course. Provide evidence of the course concepts.

Communications or professional development courses

Computers related courses or keyboarding

Customer Services Training

Phone etiquette

FOR REFERENCE ONLY

Part 2: Related Work/Volunteer Experience (worth 20%)

The career skills required of a medical device reprocessing technician include: teamwork, customer service, professional, phone etiquette, communication, conflict management, computers and typing.

Provide a list of your experiences, volunteer, or extracurricular activities for the last 5 years.

The selection committee reserves the right to contact any organizations listed below. False information will result in removal from the selection process. If you require an additional page, please make another copy of this page.

Work/Volunteer Experience			
Start & End Dates	Full-time (F/T), Part-time (P/T) or Volunteer (Vol.)	Organization Name & Telephone Number	Indicate all duties and specifically those which reflect healthcare, teamwork, customer service, professional, phone etiquette, communication, conflict management, computers and typing skills.
	Full-time Part-time Volunteer F/T Volunteer P/T		
	Full-time Part-time Volunteer F/T Volunteer P/T		
	Full-time Part-time Volunteer F/T Volunteer P/T		
	Full-time Part-time Volunteer F/T Volunteer P/T		
	Full-time Part-time Volunteer F/T Volunteer P/T		

Part 3: Career Investigation (worth 20%)

The next section provides you with websites for you to review and answer the following questions. Use these questions as a guide to investigate both the program and the career. Your investigation must be completed in your own words and if any part of the document is plagiarized, you will forfeit your admission to the Program.

Selection materials are part of a student's academic record, and therefore, subject to academic misconduct (e.g. plagiarism, falsifying data) procedures as outlined in the Student Code of Conduct and will be followed as outlined in policy [AC.3.4.1](#).

- Review SAIT program information <http://www.sait.ca/programs-and-courses/continuing-education/courses-and-certificates/medical-device-reprocessing-technician-certificate>
- Review Alberta Learning Information Services for Sterile Processing Technician <https://occinfo.alis.alberta.ca/occinfopreview/info/browse-occupations/occupation-profile.html?id=71011099>
- Review the international website: <https://www.iahcsmm.org/>
- Watch the Sterile Processing Video - The Unsung Heroes of Infection Control : <https://www.youtube.com/watch?v=8xlw3u5RAek>
- Watch the CRCST Central Service Technician (IAHCSMM) https://www.youtube.com/watch?v=LvHDAUXEoDM&list=PLch8a4_XqjJT6tUoOJJsL3kyQeTW1U5h1
- Attending SAIT Open House [sait.ca](http://www.sait.ca) scheduled in October and or student for the day is a valuable place to learn about the program and or career.

Type your answers in the space provided and answers will be listed in the websites stated above. Spelling, grammar, sentence and paragraph structure will be reviewed as part of the evaluation.

1) In five sentences or less, tell us why you want to become a MDRT?

2) Which of the follow titles also apply to the role of a Medical Device Reprocessing Technician. Check all responses that apply.

- Central Supply Aides
- Surgical Processor
- Sterile Processing Technician
- Medical Assistant

3) What is the primary duty of a MDRT?

- Use computers to store equipment
- Infection Prevention and Control
- Work with blood, fluids, and body tissues
- Provide clean sterile surgical instruments

4) State two duties other than the primary duty of an MDRT?

5) Use three words that state the working conditions for this role?

6) State three of the many personal characteristics that make a good MDRT.

Part 4: Program Investigation (worth 5%)

Please select your answers.

1) Do you have access to a personal computer and the Internet to facilitate completion of required courses through electronic delivery?

Yes No

2) In order to be successful in the program and profession, a MDRT must be able to lift up to:

- A) 0-5 pounds
- B) 0-15 pounds
- C) 0-30 pounds
- D) 0- 40 pounds

3) In order to be successful in the program and profession, a MDRT must be able to push:

- A) 0-50 pound carts
- B) 0-100 pound carts
- C) 0-150 pound carts
- D) 0-250 pound carts

4) Which of the following are required to enter the program?

- A) Up-to-date immunization
- B) Police Information Check & Vulnerable Sector Check
- C) Health & Wellness Status

5) Which of the following may be required by graduates to write after the program in order to work in provinces?

- A) International Association of Healthcare Central Service Material Management (IAHCSMM)
- B) Canadian Standards Association (CSA)
- C) Or both may be required

For Reference Only

Practicum Awareness

Name: _____ (please print)

MDRT practicum placements are extremely limited as outlined to you in the SAIT's Academic Calendar. Please read and sign the following agreement as part of the selection process.

- I understand practicum sites located in Calgary are highly limited and dedicated to the day program only at this time. Note: Less than half of the day program students may be assigned a placement in Calgary.
- I understand that each practicum site will provide me with an experience that will address the program requirements and may offer different learning opportunities from other students.
- I may have to move outside of the city and outside of the province.
- I am responsible for all moving related expenses associated with practicum.
- I am aware that I may work different shifts (e.g. evening shifts) during the practicum.
- I will work with the SAIT program instructor to try to determine a possible practicum site.
- I understand Students are not allowed to talk to the practicum sites and this is completed by the educational institute.
- I understand SAIT will try their best to allocate placements at my desired clinical site and there is no guarantee that SAIT will be able to provide you your desired clinical site.
- I understand practicum placement process and working through agreements and negotiations with partnering sites takes time. I will demonstrate patience through this process. SAIT will confirm the practicum and the site may not be confirmed until the final week in the program.
- I will be provided more information about practicum placements and allocations of placements at orientation to the program.

In the following section please indicate possible practicum locations where you might have family or friends to assist you in your living expenses. The program will communicate whether they are possible for a placement.

Note: Calgary sites include all hospitals. Calgary is considered one location and you must identify other sites as part of the process.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I _____ **(Legal Hand Written Signature here)** understand and agree to the above information regarding the practicum. Candidates who do not sign and return this practicum awareness letter will forfeit continuation in the selection process.