

Reese Campus

## Course Syllabus

COURSE: HPRS1470 Central Sterile Processing I (2:1:2)  
SEMESTER: Fall 2022 (August – December 16 weeks)  
CLASS TIMES: Lecture: 5pm to 7pm  
LAB: Monday – 7 pm to 9 pm  
INSTRUCTOR: Lea Clift / Zach Pauda  
OFFICE: RC 509  
OFFICE HOURS: By appointment only  
OFFICE PHONE: 806-716-4646  
E-MAIL: [lclift@southplainscollege.edu](mailto:lclift@southplainscollege.edu) , [zpauda@southplainscollege.edu](mailto:zpauda@southplainscollege.edu)  
PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

**The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.**

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester

## GENERAL COURSE INFORMATION

*\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.\**

### COURSE DESCRIPTION

Introduction to Central Sterile Service, infection control, and regulations

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of central sterile processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends.

### STUDENT LEARNING OUTCOMES

This course will help students be able to perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Also, to perform other duties as assigned or required. It will prepare the student the knowledge needed to work with chemicals, blood/body fluids, and infectious diseases. This course teaches basic knowledge needed for an entry level central service technician in a medical setting.

### COURSE OBJECTIVES / COURSE OUTCOMES

Programmatic Student Learning Outcomes are listed below:

#### Introduction to Central Sterile Supply.

- Recognize central sterile supply processing technicians as professionals.
- Explain the certification process and its importance to the profession.
- Discuss the work task performed by central sterile supply processing technicians.
- Discuss departmental organizational structures.
- Review career opportunities.

#### Basic Sciences

- Identify the main components of cell.

- Describe the structure, function, activities, and the role of cells in physiology.
- State the function and main components of each major body system.
- Describe how each body system helps in maintaining normal life routines.
- Identify and define basic terminology related to each body system.
- Describe types of microorganisms.
- Define pathogen and pathogenicity.
- Discuss factors involved in disease transmission.
- Identify portals of entry and exit for pathogens.
- Describe environment requirements for bacterial growth.
- Describe algae, fungi, and viruses.
- Discuss bioterrorism and the ability to infect a target group.
- Discuss the application of microbiology principles in Central Sterile Processing.

### Infection Control and Aseptic Technique

- Describe the origins of the germ theory of disease.
- List the six components in the chain of infection.
- Explain the significance of hand hygiene in the control of infections.
- Explain basics of the Bloodborne Pathogens Standard.
- Define employer responsibilities in the following Standard Precautions.
- List items to be used as personal protective equipment.
- State five principles of asepsis.
- Describe methods to prevent cross contamination during transportation.
- Explain proper handling of liquids.
- Define terminology related to the decontamination process.
- Discuss the relationship of decontamination to the sterilization process.
- Describe methods for inspection of instruments and equipment.
- List levels of disinfection required for specific items.
- Discuss and demonstrate manual decontamination.
- Explain differences in chemical agents used in decontamination.
- Describe the types of equipment available for mechanical cleaning and decontamination.
- Define the term disinfection.
- Discuss factors that impact the effectiveness and chemical action of a disinfectant.
- Define and discuss high, intermediate, and low- level disinfection and disinfectant selection for each level.
- Review record keeping requirements important to monitor the use of high- level disinfectants.
- Discuss the history of endoscopes.
- Discuss reprocessing details specific to rigid and semi- rigid endoscopes.
- Define present regulations/guidelines applicable to endoscopic reprocessing.
- Demonstrate basic steps to cleaning/reprocessing a flexible endoscope.

### Equipment Management

- Define factors involved in the effective management of equipment.
- Define scope of service and asset management.
- Discuss the processes involved in the effective manual and automated equipment management systems.
- Review planning and analysis principles required to purchase and manage technology.
- Discuss basic information about equipment and technology leasing/rental alternatives.
- Discuss advantages and disadvantages of outsourcing and insourcing an equipment management system.
- Review regulatory issues in managing equipment.

### Sterilization

- Describe types of steam sterilizers.
- Explain the principles of steam sterilization.
- Identify factors that affect steam sterilization.
- Define special purpose pressure sterilizers.

- Describe procedures for the maintenance of a steam sterilizer.
- Describe the principles of dry-heat sterilization.
- Discuss advantages and disadvantages of dry-heat sterilization.
- Discuss sterilization procedures for solutions.
- Demonstrate use of a steam sterilizer.
- Discuss ethylene oxide, hydrogen peroxide and liquid peracetic acid sterilization.
- Discuss effectiveness, safety, monitoring, quality assurance, penetration, material compatibility, adaptability, and approval of each system.
- Describe basic pre-sterilization preparation requirements for surgical trays and surgical supplies.
- Define the purposes and requirements of packaging materials.
- Select the appropriate packing materials for items to be processed and type of sterilization being used.
- Demonstrate procedures for correct use of sterilization pouches and wraps.
- Demonstrate all packing/wrapping techniques using woven, nonwoven, and peel packaging materials.
- Demonstrate and describe sealing and labeling of packages.
- Explain advantages and disadvantages in the use of the rigid container systems.
- Discuss packing and placement techniques for rigid containers.
- Demonstrate basic cleaning and inspection procedures applicable to rigid containers.
- Describe appropriate storage conditions.
- Define event-related sterility maintenance.
- Describe how sterile products can be contaminated.
- Discuss transportation of sterile packages from Receiving to Central Sterile Processing.
- Discuss transportation of sterile packages from central sterile supply processing to the site of use.
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#### Surgical Instrumentation

- Discuss the fundamental processes of manufacturing a surgical instrument.
- Identify basic instrument structure.
- Discuss how instruments are classified.
- Identify instrumentation from each classification.
- Discuss and demonstrate importance of instrument inspection.
- Explain marking techniques.
- Discuss instrument damage from specific solutions.
- Discuss special considerations for powered and endoscopic instruments.

#### Legal Issues

- Identify the three major federal regulatory agencies that govern Central Sterile Supply Processing.
- Review the role and responsibilities of each regulatory agency.
- Discuss reprocessing of single use devices and rules that govern this type of reprocessing.

#### Inventory Management

- Discuss the financial impact of inventory control on the facility and the users.
- Discuss basic pricing concerns applicable to purchasing. 3. List factors that influence good inventory management.
- Define and discuss capital equipment.
- Discuss methods of distribution of supplies and equipment.
- Describe storage and space utilization issues.
- Define reorder point and par levels.

#### Safety

- Discuss common safety and occupational hazards in the central sterile supply processing area.
- Define preventative measures taken to prevent employee injuries in central sterile supply processing.
- Define ergonomics and discuss its application to central sterile supply processing.
- Discuss procedures for reporting employee accidents and injuries.

- Explain basic procedures which address fire, hazardous substances, and bloodborne pathogens.

### Quality Assurance

- Define quality and its importance to central sterile supply processing.
- Explain basic quality models.
- Review three categories of quality control indicators used in Central Service administrative, customer satisfaction, technical.

### Professional Development

- Recognize the importance of education for central sterile supply processing technicians.
- Discuss the importance of certification and current requirements for certification.

### Healthcare Trends

- Discuss managed care and its impact on the central sterile supply processing.
- Discuss new trends in sterilization, infection control, education, and outsourcing.
- Relate knowledge and skill requirements needed by central sterile supply processing personnel as new trends develop.

## **EVALUATION METHODS**

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

The student upon successful completion of this course be able to read and understand medical literature and communicate with other medical professionals with at least 75% proficiency.

1. Lecture will be one mode of instruction.
2. Questions and classroom discussion(s) will be used in cooperative learning experiences. Participation is expected.
3. Power Point presentations will be used. Other types of technology will be used when appropriate. Each lecture will be posted as a PowerPoint on portal for individuals who missed class or need to review the lecture.
4. Reading assignments from the text and from external sources including the internet may be required. Summaries of pertinent articles are usually required.
5. Learning will be enhanced by "hands on" laboratory experiments selected to reinforce concepts presented in the lectures.
6. Unknowns will be given in the laboratory requiring the student to apply existing knowledge, to seek additional information if required and to make decisions on their own.
7. Laboratory experiments will be recorded and turned in for grading. This is designed to reinforce the need to record and report data carefully

## **ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books,

encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

## **VARIFICATION OF WORKPLACE COMPETENCIES CAPSTONE EXPERIENCE**

### **BLACKBOARD**

**Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.**

### **FACEBOOK**

**The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, and South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.**

### **SCANS and FOUNDATION SKILLS**

Refer also to Course Objectives. Scans and Foundation Skills attached

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## **SPECIFIC COURSE INFORMATION**

### **TEXT AND MATERIALS**

Central Service Technical Manual, 7<sup>th</sup> edition, IAHCSSM

### **ADDITIONAL CLASSROOM ITEMS**

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

### **ATTENDANCE POLICY (\*READ CAREFULLY)**

#### **Class Attendance**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

**Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 3rd class day (or having equivalent tardies) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.**

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRTG Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

### **ASSIGNMENT POLICY**

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

**A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL**, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X' or 'F'. Administrative withdrawal may occur if the student has excessive absences.

### **COMPUTER USAGE**

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.**

### **COMPUTER LAB USAGE**

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

### **EXAMS**

The majority of student 'written' exams will be administered via computer to prepare them for the National Registry exam and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam.

Additionally, many exam questions will be constructed in the same manner as national registry questions, allowing students to prepare for that testing format.

## **GRADING POLICY**

The course grade will be determined by a combination of major exams, quizzes, homework, lab work and a comprehensive final exam. Exam dates will be announced. The following guidelines are provided regarding exams:

The student is expected to complete the exam at the scheduled time. Make-up exams will not be given.

Late assignments will not be accepted.

The didactic final exam is comprehensive.

The final instrument exam is comprehensive.

LAB TESTS	15%
LECTURE TESTS	35%
HOMEWORK/QUIZ	10%
FINAL (Lab and Lecture)	40%

Lab tests will be a demonstration in which the student will be required to perform select tasks as defined by the objectives while the instructor observes and evaluates the performance.

Grading Scale	90-100 = A
	80-89 = B
	75-79 = C
	Below 75 is failing

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass all courses to proceed to the next semester.

The course grade will be determined by a combination of major exams and the comprehensive final exam. The number of exams may vary depending on the progress and pace of the class. Exam dates will be announced. The following guidelines will be followed regarding exams:

1. The student is expected to complete the exam at the scheduled time.
2. No makeup exams will be given unless it is discussed prior to exam day and accepted at instructor's discretion.
3. Late assignments will not be accepted.
4. The final exam is comprehensive.

## **COMMUNICATION POLICY**

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize text messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

## **STUDENT CONDUCT**

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

## Dropping a class

Students should submit a [Student Initiated Drop Form](#) online.

**Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

## Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

## Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#)

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## ACCOMMODATIONS

### 4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### 4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate



arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

#### **4.1.1.5 Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### **COVID Policy**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

## FOUNDATION SKILLS

### **BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing–communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking–organizes ideas and communicates orally.

### **THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking–generates new ideas.

F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving–recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye–organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty–chooses ethical courses of action.

## SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

### **INTERPERSONAL–Works With Others**

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

**SYSTEMS—Understands Complex Interrelationships**

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY—Works with a Variety of Technologies**

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

## COURSE OUTLINE

DATE	Topic	Objective	In-Classroom/LAB
Week 1	Chapter 2: Medical Terminology	<ul style="list-style-type: none"> <li>- Define the purpose of a procedural manual and the difference between policies and procedures.</li> <li>- Define the word elements “prefix” “root” and “suffix”</li> <li>- Analyze medical terms by their word elements</li> </ul> <p>Identify common abbreviations in healthcare</p>	
Week2	<b>NO CLASS</b>	<b>NO CLASS</b>	Holiday – NO SCHOOL
Week 3	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments	<p style="text-align: center;">Chapter 10</p> <ul style="list-style-type: none"> <li>- Review the process by which surgical instruments are manufactured.</li> <li>- Define basic categories of surgical instruments based upon their functions, and identify the points of inspection, anatomy (features) of, and procedures to measure certain types of instruments.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 4	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments	<ul style="list-style-type: none"> <li>- Identify solutions that can damage stainless steel instruments</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 5	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments	<ul style="list-style-type: none"> <li>- Explain procedures to test instruments for sharpness, and to identify (mark) them.</li> <li>- Emphasize the importance of instrument lubrication, and review tray assembly safeguards.</li> </ul> <p style="text-align: center;">Chapter 11:</p> <ul style="list-style-type: none"> <li>- Provide an overview of and discuss procedures to care for and effectively process powered surgical instruments.</li> <li>- Explain basic concerns important when handling and processing endoscopic instruments.</li> <li>- Discuss detailed information about flexible endoscopes.</li> <li>- Review general processing and inspection requirements for rigid and semi-rigid endoscopes and laparoscopic instruments.</li> <li>- Identify basic protocols important at each step in the loaner instrumentation process.</li> <li>- See above</li> <li>- See above</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 6	Chapter 7 Decontamination: Point of Use Preparation and Transport Chapter 8: Cleaning and Decontamination	<p style="text-align: center;">Chapter 7:</p> <ul style="list-style-type: none"> <li>- Review the three priority goals of soiled item transport</li> <li>- Identify the sources of contaminated items</li> <li>- Explain point-of-use preparation procedures.</li> <li>- Review basic procedures to transport soiled items from user areas to the central service decontamination area.</li> <li>- Discuss safety guidelines for transporting soiled items to the central service decontamination area.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 7	Chapter 7 Decontamination: Point of Use Preparation and Transport Chapter 8: Cleaning and Decontamination	<ul style="list-style-type: none"> <li>- Provide basic sources for education and training information applicable to the transport of contaminated items.</li> <li>- Understand the appropriate dress code and the role of PPE as it relates to OSHA regulations and employee health and safety.</li> </ul>	LAB – 5 pm to 7 pm Monday Night

Week8	Chapter 7 Decontamination: Point of Use Preparation and Transport Chapter 8: Cleaning and Decontamination	<ul style="list-style-type: none"> <li>- Identify the cleaning methods and equipment used in the reprocessing of medical devices.</li> </ul> <p style="text-align: center;">Chapter 8:</p> <ul style="list-style-type: none"> <li>- Discuss the basic factors that impact cleaning and decontamination</li> <li>- Describe important selection and usage concerns for cleaning agents and lubricants.</li> <li>- Explain details about cleaning and decontamination, and review manual procedures and mechanical methods to complete both processes.</li> <li>- Discuss procedures to clean basic types of instruments,</li> <li>- Review procedures to manage infectious waste.</li> <li>- Define the term “disinfection”, and explain how disinfection differs from sterilization.</li> <li>- Review factors that impact the effectiveness of disinfectant.</li> <li>- Discuss the relationship between the risk level(intended use) of the device to be disinfected and the selection of a disinfectant.</li> <li>- Explain disinfectant activity levels as they relate to the resistance of microorganisms to germicidal agents.</li> <li>- Review factors which affect the chemical action of and other important selection considerations for disinfection.</li> <li>- Provide basic information about the types of disinfectants used in health care facilities.</li> <li>- Review safety requirements that should be followed when using chemical disinfectants</li> <li>- Explain the importance of using purified water in the cleaning process, and review procedures to test for water purity.</li> <li>- Discuss factors that impact water purity</li> <li>- Provide an overview of components and products that are important in water purification systems</li> <li>- Explain the basics of distillation, deionization, and reverse osmosis water purification systems.</li> <li>- Identify common cleaning chemicals, and review basic protocols for their use.</li> <li>- Understand the importance of brushes, cloths, and sponges in an effective cleaning process.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 9	Chapter 9: Disinfection	<p style="text-align: center;">Chapter 9</p> <ul style="list-style-type: none"> <li>- Review factors that impact the effectiveness of a disinfectant.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 10	Chapter 9: Disinfection	<ul style="list-style-type: none"> <li>- Discuss the relationship between the risk level (intended use) of the device to be disinfected and the selection of a disinfectant.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 11	Chapter 9: Disinfection	<ul style="list-style-type: none"> <li>- Explain disinfectant activity levels as they relate to the resistance of microorganisms to germicidal agents: <ul style="list-style-type: none"> <li>o High-level disinfection</li> <li>o Intermediate- level disinfection</li> <li>o Low- level disinfection</li> </ul> </li> <li>- Review factors which affect the chemical action of and other important selection consideration for disinfections.</li> <li>- Provide basic information about the types of disinfectants commonly used in healthcare facilities: quaternary</li> </ul>	LAB – 5 pm to 7 pm Monday Night

		<p>ammonium compounds, phenolics, alcohol, halogens, glutaraldehyde, orthophthalaldehyde, and formaldehyde.</p> <ul style="list-style-type: none"> <li>- Review safety requirements that should be followed when using chemical disinfectants.</li> <li>- Define the term, “terminal disinfection,” and note key points to ensure that it is occurring.</li> <li>- Review the process by which surgical instruments are manufactured.</li> </ul>	
Week 12	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments	<p>Chapter 10</p> <ul style="list-style-type: none"> <li>- Review the process by which surgical instruments are manufactured.</li> <li>- Define basic categories of surgical instruments based upon their functions, and identify the points of inspection, anatomy (features) of, and procedures to measure certain types of instruments.</li> <li>- Identify solutions that can damage stainless steel instruments</li> <li>- Explain procedures to test instruments for sharpness, and to identify (mark) them.</li> <li>- Emphasize the importance of instrument lubrication, and review tray assembly safeguards.</li> </ul> <p>Chapter 11:</p> <ul style="list-style-type: none"> <li>- Provide an overview of and discuss procedures to care for and effectively process powered surgical instruments.</li> <li>- Explain basic concerns important when handling and processing endoscopic instruments.</li> <li>- Discuss detailed information about flexible endoscopes.</li> <li>- Review general processing and inspection requirements for rigid and semi-rigid endoscopes and laparoscopic instruments.</li> <li>- Identify basic protocols important at each step in the loaner instrumentation process.</li> </ul>	LAB – 5 pm to 7 pm Monday Night
Week 13	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments		HOLIDAY – NO School
Week 14	Chapter 10: Surgical Instrumentation Chapter 11: Complex Surgical Instruments		LAB – 5 pm to 7 pm Monday Night
Week 15	Chapter 7 Decontamination: Point of Use Preparation and Transport Chapter 8: Cleaning and Decontamination	*See Week 6 for details.	LAB – 5 pm to 7 pm Monday Night
Week 16	Finals	Monday 5pm-7pm	Monday 5pm- 7pm



HPRS1470.200 Central Sterile Processing I

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

\_\_\_\_ Syllabus HPRS1370

\_\_\_\_ Sterile Processing Technician Handbook

\_\_\_\_ South Plains College Grievance Policy

\_\_\_\_ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date