Nashville State Community College
Central Processing Technology Capstone
CSPT 1010

Instructor:
Times:
Classroom:
Office/Office Hours:
Phone:
Email:

Course Description:
An overview of the surgical and central service environment, clinical management and documentation skills, and CRCST certification exam preparation. CSPT 1010 concepts are reinforced by experiences in CSPT 1011 and CSPT 1012.

Prerequisite(s): Program application, interview and instructor permission, completed health and program documentation including background check and drug screening. Also BIOL 1000, BIOL 1004, SURG 1005, CSPT 1001, and CSPT 1002.

Corequisites: CSPT 1011 and CSPT 1012

Credits: 3

Course Outcomes:
Upon successful completion of this course, students will:

1. The student will demonstrate knowledge of common inventory management and tracking systems for management of patient care instrumentation and equipment.
2. The student will demonstrate knowledge of quality assurance and safety standards and procedures
3. The student will demonstrate knowledge of interpersonal and conflict resolution skills
4. The student will demonstrate knowledge of employability skills for job seeking and acquisition

Course Competencies:
1. The student will demonstrate knowledge of sterile processing skills for all common types of surgical facilities and all common specialties
2. The student will present an overview of a given sterile processing procedure and its expected outcome

Required Text:
Other Supplies/Required Software/Etc:
Sterile Processing and Distribution Technician Exam
- Found at www.sterileprocessing.org; click on 'Books' link
- Cost $40; will need access codes before class takes exam

Certification Board for Sterile Processing and Distribution Examination
- Found at www.sterileprocessing.org; click on 'Examinations' link

Software:
Assignments and other class materials will be provided in common software formats including:
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Adobe Acrobat Reader
You will need a memory device (flash drive or similar) to save materials from the web delivery system.

Grading, Examinations and Papers:
Tests will be objective, consisting of multiple choice, matching, and fill in the blank questions unless otherwise stated. To receive credit for your test grades, you must correct, annotate, and return each graded test. The test average for the semester will constitute 70% of the grade for CSPT 1010.

Grand Rounds Presentation:
Weekly Grand Rounds meetings will be organized and conducted by students.
The grade for this presentation will constitute 5% of the overall grade for CSPT 1010.

Final Exam:
The final exam for CSPT 1010 will be comprehensive and will constitute 20% of the overall grade for CSPT 1010.

Make-Up Tests:
Tests will be taken as a class at the time specified on the schedule unless other arrangements are made PROIR TO the regularly scheduled time. If a student fails to take a test without making such arrangements, the score for that test will be recorded as ZERO. Any make-up test scheduled will require documentation for being absent on the regularly scheduled test day.

Grading Policy:

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<th>Component</th>
<th>Weight</th>
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<tr>
<td>Test average</td>
<td>70%</td>
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<td>Grand Rounds presentation</td>
<td>5%</td>
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<td>Comprehensive Final</td>
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Grading Scale:

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<td>66-74</td>
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<td>F</td>
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Attendance/Withdrawal Policy:
Two excused absences will be permitted without penalty. Arriving late to class two times will be counted as one absence. Unexcused absences in excess of three will result in a failing grade for the class. Excuses will require documentation including student name, date, time, and reason for absence on letterhead and may require third party verification. Failure to attend class will result in a final course grade of “FA” or “FN”

- FA – Failure – attendance related (last date of attendance required)
- FN – Failure – never attended class

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

Accommodations:
Nashville State complies with the Americans with Disabilities Act. Consult with the office of Student Disability Services. If you need any accommodation(s) for this class, notify the instructor by the second class meeting. Student Disabilities Coordinator: Gina Jones (615) 353-3721 Office: S-114.

Classroom Misconduct and Procedures:
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Each student should refer to the current Nashville State Student Handbook for guidelines for student conduct.
**Academic Dishonesty:**
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your works" (A Writer’s Reference, 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors’ permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper or examination, or to assign an “F” for the course.

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures.

### CSPT 1010 100
**TENTATIVE SCHEDULE**

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**NOTE:**
This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.