

**Nashville State Community College
Healthcare Professions
Central Sterile Processing**

Master Syllabus

CSPT 1511 Central Processing Practicum II (First eight weeks)

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course Information:

Course Title: Central Processing Practicum II

Credits: 5

Clinical Hours: 18

Course Description:

Course consists of one eight-week supervised clinical rotation during which students will complete comprehensive orientation to clinical practica, practice the skills necessary to perform the duties of a central processing technician, develop professional behaviors while in the surgical and central service environment, and learn to adequately document their experiences in their Practica. CSPT 1310 provides rationale and concepts to support experiences in this course. Prerequisite(s): Program application, interview and instructor permission, completed health and program documentation including background check. Also, BIOL 1000, SURG 1304, SURG 2310, CSPT 1401, and CSPT 1102

CSPT 1511 is the first of two eight-week supervised clinical rotations. During this courses, students will complete a comprehensive orientation to clinical practica, practice the skills necessary to perform the duties of a central processing technician, develop professional behaviors while in the surgical and central service environment, and learn to adequately document their experiences in their Practica. CSPT 1310 provides rationale and concepts that support experiences in this course.

COREQUISITES: CSPT 1310, CSPT 1412

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Course Delivery Method

Required Textbook(s) & Other Materials:

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course

information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Digital Course Materials (DCM): These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Demonstrate adequate documentation skills to meet documentation standards below
- Correctly document 250 hours of supervised clinical experience including Evaluations, Caseload Verification Forms, and a Weekly Caseload submission in Platinum Planner.

DOCUMENT PROFICIENTLY AFTER THE THIRD WEEK

- MEET DOCUMENTATION STANDARDS SET OUT BELOW
- SCORE 75% OR HIGHER ON FORMAL STAFF AND INSTRUCTOR EVALUATIONS.
- BASIC PSYCHOMOTOR ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.

Course Competencies:

The successful student will demonstrate the following skills and behaviors:

- GENERAL CLEANING
- WRAPPING/ PACKING
- ASSEMBLE INSTRUMENT/ PROCEDURE TRAYS
- STERILIZATION
- STORAGE CLEAN AND STERILE/DISTRIBUTION
- Comply with all Clinical Participation Requirements as a condition of being present at clinical sites. Failure to comply with the above will result in the immediate removal of the student from the clinical site and may result in removal from the program.
- Demonstrate that the patient's wellbeing is the highest priority at all times.
- Abide by the policies of the hospital to which he or she is assigned.
- Accept direction appropriately from supervisors, managers, staff, and instructors in a clinical setting.
- Successfully complete the entire eight weeks of clinical practice to receive a grade. (The student must successfully complete the entire 16 weeks of clinical practice and CSPT 1310 to complete the program).
- Work as a team member with honesty, integrity, and professionalism in different clinical settings.

ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY AFTER THE END OF THE THIRD WEEK OF THE ROTATION

- WEEK 1 Orientation, sterile processing observation and some assistance
- WEEKS 2-3 Solo/first processor and some processing with assistance
- WEEKS 4+ Solo/first processor all areas except where assistance is necessary

Topics to Be Covered:

Orientation, sterile processing observation and some assistance

Solo/first processor and some processing with assistance
Solo/first processor all areas except where assistance is necessary

Course Assessments:

Clinical Documentation submissions: 40% of final grade
Staff Evaluation Submission: 30% of final grade
Instructor Evaluations: 30% of final grade

EVALUATIONS:

YOUR INSTRUCTORS AND THE HOSPITAL STAFF WILL EVALUATE YOU EVERY TWO WEEKS THROUGHOUT YOUR ROTATIONS.

- o Students will be evaluated based on preparation, clinical skills and professionalism.
 - Instructor's evaluations will make up 30% of your grade.
 - Manager/Staff evaluations will make up 30% of your grade.
- o Daily Clinical Verification & Evaluation submissions are graded based on completion only when you have submitted in Platinum Planner.
- o All evaluations must be signed by staff at the hospital completing the form. Verification & Evaluations lacking any signature will not be accepted.
- o Verifications & Evaluations scores of 75% or below may require remediation. Repeated evaluation scores of 75% or below may require withdrawing from clinical and retaking core classes.

DOCUMENTATION STANDARDS:

****REMEMBER, IF IT IS NOT DOCUMENTED PROPERLY, IT DID NOT HAPPEN****

- EVERY DAY YOUR SKILLS MUST BE VERIFIED AND YOU MUST BE EVALUATED BY EACH PRECEPTOR IN PLATINUM PLANNER ON THE CLINICAL VERIFICATION AND EVALUATION SHEET.

Complete one Skills Verification/Evaluation Form per preceptor.

You do this:

- o List all required information on each skill in Platinum Planner

Your Preceptor does this:

- o Indicate your role (definitions are at the top right of the form)
- o Evaluate you using the 1-5 scale at the bottom of the form
- o Sign your Skills Verification/Evaluation Form
- o All Skills Verification/Evaluation forms must be signed by staff at the hospital completing the form.
- o Evaluations lacking any signature will not be accepted
- o Skills on Unsigned Forms will NOT count toward your clinical experience requirements (below)

NOTE: All Evaluations and Skills Verification Sheets are to be kept in Platinum Planner and submitted DAILY for review by your clinical instructor and the Clinical Coordinator.

- YOU WILL KEEP A DAILY CLINICAL VERIFICATION & EVALUATION SHEETS FOR EACH WEEK YOU ATTEND CLINICAL PRACTICA
- Weekly verification & evaluation sheets are housed in Platinum Planner.
 - You Must Use Platinum Planner to report and submit all your clinical documentation.

TO RECEIVE FULL CREDIT FOR YOUR WEEKLY VERIFICATION & EVALUATION SUBMISSIONS ALL OF THE FOLLOWING MUST BE ACCURATELY COMPLETED:

NUMBER OF SERVICE HOURS, TARDIES, AND ABSENCES.

DAILY ENTRIES MUST INCLUDE:

- Date, Time In and Time Out of the site.
- Name (first and last) of the person which you reported In and Out to.

- All required information about the skills and or department in which you participated (from your Skills Verification/Evaluation form)
- The skills you participate in each day must be logged in Platinum Planner.
 - Totals must be entered according to Skill Set Specialty
- Hours, Caseload totals, and other important information will total on your progress report in Platinum Planner.
- **Weekly Clinical submissions are due by Midnight each Sunday.**
- Weekly Clinical Submission must be submitted in Platinum Planner

Weekly Clinical Submissions are not considered “Turned In” until they are correct.

- *Failure to complete the required documentation correctly and on time:
- Will result in a deduction of 10% from your documentation grade for each day they are late.
- Will result in your removal from the clinical site until your documentation is correct and up to date.
- May result in receiving an incomplete grade for the course if your documentation is not completed by the last day of regular classes.

CLINICAL EXPERIENCE REQUIREMENTS:

- ALL CLINICAL EXPERIENCE MUST BE DOCUMENTED IN PLATINUM PLANNER ON THE CLINICAL VERIFICATION AND EVALUATION SHEET.
- ALL SKILLS VERIFICATION/EVALUATION FORMS MUST BE SIGNED BY YOUR PRECEPTOR TO BE CONSIDERED VALID.
- EXPERIENCE DOCUMENTED ON UNSIGNED FORMS WILL NOT COUNT TOWARD CLINICAL EXPERIENCE REQUIREMENTS.

CLINICAL EXPERIENCE MUST BE DOCUMENTED IN TWO AREAS:

- CLINICAL SKILLS HOURS
- PARTICIPATION
- REQUIREMENTS IN EACH AREA ARE OUTLINED BELOW:

CLINICAL SKILLS HOURS

A TOTAL (FOR THE SEMESTER) OF 250 HOURS MUST BE COMPLETED IN THE AREAS AND SKILLS BELOW

- HOSPITAL ORIENTATION
- PATIENT CARE EQUIPMENT
- GENERAL CLEANING
- WRAPPING/ PACKING
- ASSEMBLE INSTRUMENT/ PROCEDURE TRAYS
- STERILIZATION
- STORAGE CLEAN AND STERILE/DISTRIBUTION

PARTICIPATION:

- PRECEPTOR MUST DOCUMENT STUDENT ROLE ON CASELOAD VERIFICATION FORM.
- SOLO- THE STUDENT NEEDS NO HELP WITH THIS SKILL.
- ASSIST- THE STUDENT NEEDS HELP WITH THIS SKILL LESS THAN HALF THE TIME.
- OBSERVE- THE STUDENT NEEDS HELP WITH THIS SKILL MORE THAN HALF THE TIME.

HOSPITAL POLICIES:

- YOU ARE REQUIRED TO LEARN AND OBEY THE POLICIES OF THE HOSPITALS TO WHICH YOU ARE ASSIGNED.
- Examples include, but are not limited to the following:
 - You may only wear program scrubs or street clothes to and from your clinical site.
 - Your lab jacket is also to be worn to and from your site.

- You may wear hospital-issued scrubs only while participating in clinical practica at the site that issued you the scrubs; YOU ARE NOT TO LEAVE
 - ANY SITE WITH HOSPITAL-ISSUED SCRUBS
- Appropriate PHOTO IDENTIFICATION must be worn any time you are on the grounds of your clinical site
- NO CELL PHONES are allowed in patient care areas of clinical sites. As many hospitals have policies against this as well, so taking your phone in to these areas may result in dismissal. The only exception to this policy is for clinical documentation. You may use your cell phone to complete clinical documentation while at your clinical site.
- Please refer to the Clinical Participation Requirements and Dress Code you signed as part of your New Student Orientation Manual for further details.
- VIOLATION OF HOSPITAL POLICY MAY RESULT IN YOUR IMMEDIATE REMOVAL FROM THE CLINICAL SITE AND YOUR REMOVAL FROM THE CENTRAL STERILE PROCESSING PROGRAM WITH A GRADE OF F.

ESSENTIAL SAFETY PROTOCOLS:

- FAILURE TO OBSERVE ESSENTIAL SAFETY PROTOCOLS MAY RESULT IN LOWERING YOUR GRADE ONE LETTER FOR THE FIRST OCCURRENCE.
- REPEATED FAILURE WILL RESULT IN DISMISSAL FROM THE PROGRAM. **PROFESSIONALISM:**
- PROFESSIONALISM IN THE CLINICAL SETTING IS ESSENTIAL TO GOOD PATIENT CARE.
- Guidelines for professional conduct are outlined in the Program’s Code of Conduct and Code of Ethics
- INTERACTION WITH HOSPITAL STAFF IN ANY UNPROFESSIONAL MANNER MAY RESULT IN LOWERING YOUR GRADE ONE LETTER PER OCCURRENCE.

REPEATED FAILURE TO DEMONSTRATE PROFESSIONAL BEHAVIOR WILL RESULT IN DISMISSAL FROM THE PROGRAM.

Grading Policy:

Grades for each clinical rotation will be calculated as follows:

Classes must be completed with a C (75%) or higher to count toward the Surgical Technology or the Central Processing Technology Programs.

Grading Scale:

93-100 %	A
84-92 %	B
75-83 %	C
66-74 %	D
65 and below	F

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Clinical due dates are reflected on the course web shell. For each day clinical documentation is late, a deduction of 10% from the total grade will be deducted each day. For example, a three day late submission cannot receive a grade higher than a 70%.

Attendance Policy

- Unless otherwise specified, each student will be expected to arrive at his or her clinical site at least 15 minutes before you are to report to your assigned unit.
- Students will be expected to be dressed according to hospital dress code and to report to their assigned unit 15 minutes before scheduled start time. Example: If your shift begins at 9:30 a.m., you should be at your clinical site by 9:00, get dressed out (if hospital requires you do so), and be at your assigned unit by 9:15 awaiting the supervisor/manager to give you direction.

- IF YOU WILL BE ABSENT OR LATE, the following procedure must be followed.
- FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN PROBATION FOR THE FIRST INCIDENT AND MAY RESULT IN DISMISSAL FROM THE PROGRAM FOR THE SECOND.
- THE UNIT SUPERVISOR/MANAGER MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT.
 - Identify yourself.
 - Explain that you will be late or absent and why.
 - Get the name of the person with whom you speak.
- YOUR CLINICAL INSTRUCTOR MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT TO THE CLINICAL SITE.
 - If you are unable to contact the instructor directly, you must leave a voice mail message for that instructor.
 - The message must include your name, the date, time, and reason for the absence or tardiness.
 - The message must also include the time you called the hospital and the name of the person at the hospital with whom you spoke.
- DOCUMENTATION IS REQUIRED TO EXCUSE AN ABSENCE.
- Documenting an absence excuses the absence
 - Excusing an absence does NOT mean that the absence does not 'count'.
 - All absences 'count' (you are allowed five for the entire semester).
- Only excused absences are eligible to be made up
 - Unexcused absences are NOT ELIGIBLE for make-up time.
 - Documentation must include the date, time, reason, and possibly require third party verification.

TARDINESS:

- THREE LATES AT THE SAME CLINICAL SITE MAY BE CAUSE FOR DISMISSAL.
 - Removal from a clinical site for tardiness will disqualify the student from placement at another clinical site.
 - Tardiness at the clinical site includes, but is not limited to:
 - Arriving to assigned unit after designated time (06:55 at most hospitals)
 - Arriving late to your assigned room (at any time during the day)
 - Leaving the clinical site before your regular dismissal time without prior approval of unit supervisor/manager, and instructor.
- Each tardy will count 1/3 (.3) of an absence.
- Five absences will be permitted FOR THE ENTIRE SEMESTER.
- Excused absences will be made up during or at the end of each rotation.
- Unexcused absences will not be eligible for make-up time.
- Unexcused absences in excess of two may result in dismissal from the Program with a grade of 'F'.

MAKE UP DAYS

- There will be several make up days during Spring Break to make up missed time.
- Students wishing to take advantage of make-up days are required to arrange these days with their instructors and with the clinical site at which the time will be made up
- ONLY EXCUSED ABSENCES are eligible for makeup time.

ORIENTATION TO CLINICAL SITES

Orientations may occur any time before the first day of spring 2021 clinical practica based on the hospitals' orientation schedules.

1. Once you have successfully completed your pre-clinical courses, you will be permitted into your last three classes: CSPT 1310 (lecture), CSPT 1511 (1st clinical), and CSPT 1412 (2nd clinical)—YOU MUST ENROLL YOURSELVES
2. All prerequisites must be successfully completed to enroll in your final-semester courses. Prerequisites include:
 - o All pre-clinical coursework (BIOL 1000, SURG 1304, SURG 1410, CSPT 1401, CSPT 1102,)
 - o Your profile (MyRecordTracker) must be complete and in order.
 - o NOTE: Even though you have submitted a Tb Skin Test as part of your file, you may need another one prior to January.
3. You must successfully complete your hospital orientation to attend your first day of clinical.
 - o Orientation materials will be posted on the Central Processing Clinical Practica web shell or Look for a 'Hospital Orientation Materials' module
 - o Most hospitals have a lengthy online orientation procedure
 - You must complete the online orientation prior to your on-ground orientation to the facility
 - You must bring hard copies of certain documents (e.g. confidentiality policy, proof of online orientation, etc.) to your on-ground orientation.
4. Know the policies from your NSCCSTCP Orientation Manual and CSPT 1511/1412 syllabus that refer specifically to clinical participation:
 - o Code of Conduct
 - o Confidentiality and Security Agreement
 - o Code of Ethics
 - o Dress Code
 - o Statement of Responsibility
 - o Clinical Participation Requirements
 - o Protected Health Information
 - o Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - o *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - o *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nsc\)](https://www.getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.