

**Nashville State Community College  
Health Care Professions  
Central Processing**

**Master Syllabus**

**CSPT 1102 -Central Processing Skills Lab**

The purpose of the syllabus is to tell you how the 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 semester, you will be notified.

**Course information:**

**Course Title:** Central Processing Skills Lab

**Credits:** 1

**Lab Hours:** 3

**Course Description:**

A study of Sterile Technique and basic techniques necessary to function as a Central Processing Technician in the surgical central service environment. Topics include principles of sterile technique, cleaning, assembly, and testing of equipment, wrapping and packaging techniques, inspecting and folding of linens, assembling instrument/procedure trays, operating sterilization equipment, storage of clean and sterile supplies, preparing case carts, pulling for cases, distributing supplies, and inventory control. CSPT 1102 provides rational and concepts to support exercises in this course.

Prerequisites and co-requisites: Program application, interview and instructor permission, completed health and program documentation including background check and drug screening. Co-requisite (s): CSPT 1401, BIOL 1000, SURG 1304 SURG 2310.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**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/nsccestore/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@nscce.edu](mailto:accesscenter@nscce.edu)

**Digital Course Materials:** 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.nscce.edu/dcm](http://www.nscce.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:** At the end of the semester, this is what you should know and/or be able to do:

The student will demonstrate sterile conscience at all times and demonstrate concern for the patient as the highest priority.

The student will demonstrate the ability to work in an appropriate role as a team member.

The student will demonstrate professional behaviors, conflict resolution and communication skills adequate to prevent opinions, personal disagreements, or other factors arising from interpersonal interactions from adversely affecting his or her ability to deliver quality patient care.

The student will demonstrate the ability to recognize, name and properly use common O.R. equipment and instrumentation.

The student will demonstrate the ability to identify sterile and unsterile areas in the O.R.

The student will demonstrate the ability to recognize contaminations in the sterile field and to correct them.

### **Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

The student will read, understand, and abide by the Ground Rules for Participation in Lab as a condition for attending Basic Skills.

The student will demonstrate the ability to work in an appropriate role as a team member.

The student will demonstrate professional behaviors, conflict resolution and communication skills adequate to prevent opinions, personal disagreements, or other factors arising from interpersonal interactions from adversely affecting his or her ability to deliver quality patient care.

The student will demonstrate the ability to recognize, name and properly use common Central Sterile Processing equipment and instrumentation.

The student will demonstrate the ability to identify sterile and unsterile areas in the O.R.

The student will demonstrate the ability to remain calm and appropriately focused while under stress in all three domains of learning (cognitive, psychomotor, and affective).

The student will demonstrate ability to draw conclusions about sterile technique based on facts, reasons, observations, and evidence.

The student will demonstrate the ability to think clearly and to consistently perform the skills performed by Central Sterile Processing Technician role while under pressure.

The student will demonstrate the ability to accurately simultaneously perform several of the skills performed by surgical technologist in the scrub and assistant circulator roles.

The following are general education competencies intended to support the course outcomes:

- CSPST 1401 (Introduction to Central Sterile)

**Topics to Be Covered:**

Introduction to OR Demonstrate check-off 1 (PPE /decontamination) Censitrack GEN instrument tray
Practice skills for check-off 1 Censitrack GEN instrument tray (introduce demonstration of tray assembly with Censitrack)
Censitrack GYN instrument tray Demonstrate check-off 2 (Tray assembly/rigid container closure)
Practice skills for check off 2 Censitrack GYN instrument tray
Demonstrate check off 3 (Wrapping & peel packs; sterilizer/autoclave) Censitrack Plastic & ENT instrument trays
Practice skills for check off 3 (Wrapping & peel packs; sterilizer/autoclave knowledge) Demonstrate Proper OR attire & opening a sterile pack (while unsterile) Censitrack Plastic & ENT trays

<p>Practice Proper OR attire &amp; opening a sterile pack (while unsterile)</p> <p>Practice for Final</p> <p>Censitrack Orthopedics tray</p>
<p>Practice for Final</p> <p>Censitrack Orthopedics tray</p>
<p>Clinical Experience</p>

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

**METHOD OF EVALUATION:**

Each skills assessment will be graded differently

**SKILLS EXERCISES**

(Checkoffs, Final) will be completed regularly throughout the semester.  
 Grading of Skills Exercises and Skills Final will follow these general guidelines:  
 Specific time and point values will be set for each assessment  
 Skills assessments will be added to the web shell for the class

**\*A PASSING GRADE (75%) ON THE FINAL ASSESSMENT IS MANDATORY TO PASS THIS CLASS\*\***

Both the SKILLS ASSESSMENTS and Final ASSESSMENT will not only measure a student's ability to perform individual skills but will also measure the student's ability to:

Perform accurately and consistently under stress

Perform accurately and consistently in a timed exercise

Adapt to unexpected situations with accuracy and consistency

Maintain accuracy and consistency while performing many skills simultaneously

The FINAL ASSESSMENT will

Require the successful completion of all skills learned during the course

A minimum grade of C (75%) must be made on the Final Exam to pass this course.  
 The Final Exam will determine 60% of the grade for the course

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Check offs =25%  
Pre lab assignment 5%  
Secondary check offs =10%  
Final Assessment =60%

**Grading Policy:**

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Check offs =25%  
Pre lab assignments 5%  
Secondary check offs =10%  
Final Assessment =60%

**Grading Scale:**

Letter Grade	Percentage Range
A	93-100
B	84-92
C	75-83
D	66-74
F	65

**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:**

Coursework will be carried out as a class at the time specified on the schedule unless other arrangements are made PROR TO the regularly scheduled time. If a student fails to complete coursework without making such arrangements, the score for that work will be recorded as ZERO

## 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.*
  - *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.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

### Instructor's Policy

The attendance policy for this course is:

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences.

Tardiness may also affect a student's final grade.

Students are expected to be on time, attend all scheduled classes, and stay for the entire class.

An absence is defined as non-attendance for any reason, including illness or emergency.

Arriving late to class or leaving early three times will be counted as one absence.

Arriving more than 30 minutes late or leaving more than 30 minutes early will be considered an absence.

Absences in excess of three (3) will result in a failing grade for the class.

Students are responsible for any work or presentation miss

**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 this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

### **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 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto: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 semester 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: <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: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- 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: <https://www.nsc.edu/current-students/student-online-resources>



- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

### **Equity Statement**

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu). 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/NSOnline 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.