

MASTER SYLLABUS

CSPT 1002 100

Central Processing Skills Laboratory Syllabus

Instructor:

Times:

Classroom:

Office/Office Hours:

Phone:

Email:

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 1001 provides rational and concepts to support exercises in this course.

Prerequisite(s): Program application, interview and instructor permission, completed health and program documentation including background check and drug screening.

Corequisite(s): CSPT 1001, BIOL 1000, BIOL 1004, SURG 1005.

Failure to pass this course will result in disqualification of the student from subsequent Surgical Technology courses (CSPT 1010, CSPT 1011, and CSPT 1012).

COURSE OBJECTIVES:

- 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 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.
- The student will demonstrate the ability to perform a proper hand scrub, properly gown and

glove him/herself as well as another person, drape O.R. furniture, and open sterile supplies without contamination.

- The student will demonstrate the ability to complete case setups in common surgical specialties based on procedure and location of incisions (i.e. abdominal, extremity, etc.) and work efficiently from those setups.
- The student will demonstrate the ability to identify type and number of suture by package markings, and safely handle and properly load suture needles.
- The student will demonstrate the ability to identify and accurately count sponges, sharps, instruments and other countable items and will initiate counts at appropriate times.
- The student will demonstrate safe handling of medications in and out of the sterile field.
- 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 surgical technologist in the scrub 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.

REFERENCE MATERIALS:

Alexander's Care of the Patient in Surgery 13th ed.; Rothrock/Tinghe; Mosby

- ISBN 0.323.03927.8

Surgical Technology for the Surgical Technologist 3rd ed.; AST; Delmar

- ISBN

OTHER SUPPLIES/REQUIRED SOFTWARE/ETC:

Student Handbook

- Students are responsible for obtaining, reading, and understanding the Nashville State Community College Student Handbook.
- If you have trouble locating a copy or understanding its contents, please see your instructor as soon as possible to avoid any misunderstandings.

Sterile Surgical Gowns

- A minimum of 8 gowns will be necessary to complete graded skills exercises
- Gowns are available in the Bookstore
- Student supplies may be kept in assigned bins in the lab

Sterile Surgical Gloves

- A minimum of 1 box of gloves will be necessary to complete graded skills exercises
- Gloves are available in the Bookstore (DO NOT PURCHASE GLOVES UNTIL YOU HAVE BEEN SIZED BY AN INSTRUCTOR)
- Student supplies may be kept in assigned bins in the lab

Flash drive, Thumb drive, disk, or comparable storage device

Software

- Assignments and other class materials will be provided in common software formats including:
 - Microsoft Word
 - Microsoft PowerPoint

- Microsoft Excel
- Adobe Acrobat Reader
- The use of this software is available to students of NSCC in the library and in the Computer Lab

NSCC Live!

NSCC Live! is a virtual desktop available to all students enrolled at Nashville State

- The following software is provided at no charge at NSCC Live!:
 - Microsoft Outlook—in NSCC Live! is Nashville State’s ‘official’ email for sharing information with enrolled students
 - All Microsoft software listed above is also available at NSCC Live!
 - 25 gigabytes of storage may be found in your ‘SkyDrive’
- To log into NSCC Live!:
 - Click on one of the MyNSCC links from the school homepage (www.nsccl.edu)
 - Log into MyNSCC with you’re A# and PIN
 - Click the ‘Email’ link at the top right of the MyNSCC homepage

NS Online

Students must log into the Web Shell (in NS Online) for this course frequently to:

- Communicate with the instructor and classmates
- Access material referred to in class
- Complete and submit assignments

To access NS Online:

- Click on one of the MyNSCC links from the school homepage (www.nsccl.edu)
- Log into MyNSCC with you’re A# and PIN
- Click the ‘NS Online’ link at the top right of the MyNSCC homepage

GRADING CRITERIA:

| | |
|---------------|-----|
| Test average | 20% |
| Mid term exam | 25% |
| Final exam | 55% |

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

METHOD OF EVALUATION:

TESTS will be objective, consisting of multiple choice, matching, and fill in the blank questions, unless stated otherwise.

- **The test average will count for 20%** of the student’s final grade.

SKILLS EXERCISES (checkoffs, Mid Term, Final Exam) will be completed regularly throughout the semester. Grading of skills exercises will follow these general guidelines:

| | |
|-----------------------|------------|
| Protocol Errors | -2 points |
| Essential Errors | -5 points |
| Critical Errors | -10 points |
| Life-Affecting Errors | -26 points |

Time deductions:

- 1 point per minute for the first ten minutes over the time limit for the exercise
- 26 points after ten minutes over the time limit

PROFESSIONALISM will be expected of each student at all times. Professionalism includes (but is not limited to) the demonstration of the following traits:

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- Promptness
- Honesty
- Communication
- Appropriate Conflict Resolution skills
- Cooperation and teamwork
- Respect for others as well as yourself
- Proper attire and hygiene
- Personal control
- Acceptance of criticism with a positive attitude

Failure to demonstrate professionalism will result in deductions from the student's grade and may result in disciplinary action.

- Repeated failure to maintain professional protocol will result in the student being removed from class.
- **Minor breaches** of professional protocol during a graded exercise **will result in a 5 (five) point deduction each.**
- **Major breaches** of professional protocol (characterized by aggression, anger, abusive behavior, loss of personal control, or repeated minor breaches) **will result in a 26 (twenty-six) point deduction.**

There will be a **MID-TERM EXAM** to determine each student's level of progress with respect to basic skills and concepts of sterile technique. The mid-term exam will:

- Include skills and information covered in the first half of the semester
- **Determine 25% of the final grade.**

The **FINAL EXAM** 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 55% of the grade** for the course.

Both the Mid term and Final exams 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

OPEN LAB:

- Lab space and supplies will be available for students to practice outside of class time **ONLY** when an instructor is on campus and has granted permission.
- A weekly Open Lab schedule must be submitted prior to participating in Open Lab
- **Each student must be accompanied by at least one lab partner in order to participate in OPEN LAB.**

Our ability to have open lab is in part dependent on us to police ourselves. We must be responsible for the lab and what happens there individually and as a group.

- During Lab, the lab rooms, substerile room, and student closet must be accessible for lab practice to occur.
- Bins in the student closet are not lockable and are intended only for the supplies you have brought to use in lab—not for valuables or other personal belongings.
- Any valuables you bring to campus or to clinical sites should be kept on your person or in a secure (locked) location at all times.
- Be aware of your surroundings at all times.
- Be aware that if you have valuables (like money, wallets, or electronics) out in a public setting (like class or lab) you must take particular care not to leave them in and unattended accessible location where they can be taken.

Please be reminded that stealing and misrepresentation constitute a violation of the Surgical Technology Program's Code of Ethics and may result in immediate dismissal from the program. Also be reminded that veracity (truthfulness) is required by our Code of Ethics.

MAKE-UP TESTS:

Tests and graded exercises will be completed at the time specified unless other arrangements are made PRIOR TO the regularly scheduled time.

- If a student fails to make such arrangements, the score for that test will be recorded as ZERO.
- A maximum of one makeup tests may be given.
- **Make-up tests must be made up within 48 hours of the time the original exam was given.**

GRADING SCALE:

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

CHEATING:

- The use of books, notes, or any materials other than those specified at the time of testing
- Exchange of information with another individual during a test or graded exercise
- Knowingly submitting inaccurate documentation
- Knowingly communicating false information
- **Failure to abide by these rules will result in receiving a failing grade for the course.**

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.

