

# MASTER SYLLABUS

## Nashville State Community College CSPT 1511/1412 SYLLABUS

**COURSE NAME:** Central Processing Practicum

**CREDIT HOURS:** 5, 4

**INSTRUCTORS:**

**OFFICE NUMBER:**

**OFFICE HOURS:**

**OFFICE PHONE:** )

**EMAIL :**

**PREREQUISITES:** Program Application, interview and instructor permission, completed health and program documentation including Background Check and drug screening. Also BIOL 1000, SURG 1304, SURG 2310, CSPT 1401, and CSPT 1102.

**COREQUISITES:** CSPT 1310

### **COURSE DESCRIPTION:**

Course consists of one five-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.

### **COURSE OUTCOMES:**

- The student will 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.
- The student will demonstrate that the patient's well being is the highest priority at all times.
- The student will abide by the policies of the hospital to which he or she is assigned.
- The student will accept direction appropriately from surgeons, operating room staff, and instructors in a clinical setting.

- The student will successfully complete the entire ten weeks of clinical practice to receive a grade.
- The student will work as a team member with honesty, integrity, and professionalism in different clinical settings.
- The student will complete and correctly document 300 hours of supervised clinical experience and 10 Volunteer Hours. Documentation will include Evaluations, Morning Assignment Worksheets, Caseload Verification Forms, and a Weekly Caseload Workbook.
- In addition to the objectives above, each student will be expected to progress according to the following set of goals:

#### **CSPT 1511 PROGRESS GOALS:**

- WEEK 1 Orientation, sterile processing with assistance and some solo
- WEEKS 2-3 Solo/first processor and some processing with assistance
- WEEKS 4-10 Solo/first processor all areas except where assistance is necessary

#### **ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY AFTER THE THIRD WEEK**

- **BASIC PSYCHOMOTOR ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.**
- **BASIC STERILE TECHNIQUE ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.**

#### **REFERENCE TEXTS:**

*Central Service Technical Manual 7<sup>th</sup> ed; IAHCMM; ISBN: 978-1-60530-930-9*

#### **GRADING CRITERIA AND GRADING SCALE:**

Grades for each clinical rotation will be calculated as follows:

Instructor Evaluations	40%
Staff Evaluations:	30%
Documentation:	30%

#### **METHOD OF EVALUATION:**

##### **EVALUATIONS:**

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

##### **DOCUMENTATION:**

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

- YOU WILL PREPARE FOR THE FIRST CASE OF EACH DAY BY FILLING OUT AN **ASSIGNMENT WORKSHEET**.

## CLINICAL EXPERIENCE REQUIREMENTS:

- ALL CLINICAL EXPERIENCE MUST BE DOCUMENTED.

## PARTICIPATION:

- ALL CLINICAL PARTICIPATION MUST BE DOCUMENTED.

### **CLINICAL HOURS:**

300 clinical hours including:

- Hospital orientation
- Patient Care Equipment
- General Cleaning
- Wrapping/ Packaging
- Assemble Instrument/ Procedure Trays
- Sterilization
- Storage Clean and Sterile / Distribution

### **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 practice 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.**
- Please refer to the *Clinical Participation Requirements for Surgical Technology 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 SURGICAL TECHNOLOGY PROGRAM WITH A GRADE OF F.**

### **ESSENTIAL SAFETY PROTOCOLS:**

- FAILURE TO OBSERVE ESSENTIAL SAFETY PROTOCOLS (E.G. PROPERLY WEARING P.P.E., LABELING MEDICATIONS PROPERLY, KEEPING STERILE SETUP UNTIL PATIENT HAS LEFT ROOM, REMOVING SHARPS FROM FIELD BEFORE CASE IS BROKEN DOWN, SAFE HANDLING OF SHARPS, ETC.) 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.**

## **ATTENDANCE:**

- Unless otherwise specified, each student will be expected to arrive at his or her clinical site at least 20 minutes before you are to report to the O.R. board.
- Students will be expected to be dressed according to hospital dress code and to report to the OR board by no later than 06:45 (or fifteen minutes prior to beginning of hospital's first shift, whichever is earlier).

**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 O.R. DESK 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 may 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 dressed out at the board 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 board runner, clinical educator, 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'.

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

## 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.

## CLINICAL ROTATION DATES

- You must successfully complete your hospital orientation to attend your first day of clinical.
  - Orientation materials will be posted on the Surgical Technology web shell
  - Look for a 'Hospital Orientation Materials' module
  - 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 (confidentiality policy, proof of online orientation, etc.) to your on-ground orientation.
- Know the policies from your NSCCST Orientation Manual and CSPT 1011/1012 syllabus that refer specifically to clinical participation:
  - Code of Conduct
  - Code of Ethics
  - Statement of Responsibility
  - Protected Health Information, Confidentiality, and Security Agreement
  - Dress Code

- Clinical Participation Requirements

- Attendance policy

**PRE-CLINICAL CLASS MEETING**

- There will be a pre-clinical meeting of the entire class.

**CASELOAD ORIENTATION**

- THERE WILL BE A CASELOAD ORIENTATION FOR THE ENTIRE CLASS.

**Clinical Rotation Dates**

Rotation One

Rotation Two

Make Up Days

Weekly Schedule

Each week will follow this schedule:

## WHAT IS EXPECTED OF YOU AT YOUR CLINICAL SITE.

- SHOW EVERYONE AT YOUR SITE THAT YOU WANT TO LEARN.
  - Ask questions when appropriate
  - Take advantage of opportunities to do new things
  - Offer to help with anything and everything
- BE PREPARED FOR YOUR CASE BEFORE YOU ARRIVE.

Know the basics about your first case of the day:

  - Where will the incision be made?
  - How will you be draping?
  - What kinds of instruments will you need?
  - What anatomic structures will you be working on?
- EXHIBIT PROPER ATTIRE
  - You must wear program scrubs or street clothes to and from your clinical sites
  - You must wear your lab jacket to and from your clinical sites
  - You must wear photo identification any time you are on the grounds of your site
- GET TO YOUR CLINICAL SITE EARLY.
  - Even if it is only 5 minutes early, that can make the difference between a day that goes smoothly and a really bad day for everyone.
  - Always allow extra time to account for the unexpected (traffic, forgot something, etc.)
- BE THE FIRST PERSON TO GET TO YOUR ASSIGNED ROOM.
  - Don't wait to find your assigned preceptor before you check out your room.
  - Even if it is not the first case of the day, get there as soon as possible.
  - You will need extra time to find out all you can about your case.
- CHECK TO SEE THAT EVERYTHING IS READY.
  - Do you have all of the suture on the preference card?
  - Did your case cart have all the instruments you need?
  - Is there a back table, Mayo stand, ringstand, etc. in your room?
- DON'T RUN YOUR MOUTH!
  - You will be nervous; there is a tendency to talk when you're nervous
  - You may not think you are talking a lot, but YOU ARE
  - Ask and answer only questions that pertain to doing your case
  - Keep casual conversation to a minimum
- HELP YOUR TEAM GET STARTED.
  - Open supplies onto your table.
  - Help pull together equipment for the case.
  - Help to flash instruments.
  - Don't be caught standing around with your arms crossed
  - Don't be caught in the lounge while your team is doing your work for you
- OFFER TO SCRUB IN EARLY.
  - You will need the extra time.

- Your preceptor has done this for a while; he or she might be able to wait until the last minute, *you cannot!*
- If you offer to scrub in early you are less likely to annoy your preceptor by making them wait on you.
- TREAT THE HOSPITAL STAFF WITH RESPECT.
  - Even if the staff on your case just started to work, they still have much more experience than you do.
  - If the staff on your case has a couple of bad habits, don't pick up the bad habit but look for other things you can learn from them.
  - Don't join in gossip or criticism of other staff; you are a visiting student, not an employee.
- ACCEPT SUGGESTIONS FROM YOUR PRECEPTOR.
  - Remember, you are there to learn.
  - Be careful not to come across as if you know everything; you do not.
  - You can show that you want to learn by listening to what your preceptor has to say and then using it.
  - If you fail to acknowledge your preceptors' suggestions, don't expect their support and understanding later.
- FOCUS ON THE WOUND.
  - Focusing on the wound lets the surgeon know you are paying attention.
  - One of the most important things you are to learn is how to anticipate.
  - What is happening up there determines what you need to be ready for.
- RECOGNIZE PATTERNS AND SEQUENCES.
  - You will find that similar patterns and sequences are used in several surgeries.
  - The sooner you recognize them the more quickly you can move on.
- HAVE CLOSING SUTURE LOADED AHEAD OF TIME.
  - Identify closing suture at the beginning of the case.
  - Remember, you will need to count while you are closing. GET READY.
- STAY STERILE UNTIL THE PATIENT IS OUT OF THE ROOM.
  - Keep basic instruments sterile on a Mayo or table in case there are postoperative complications.
  - You can break down some of your setup, but keep a knife, a few clamps, retractors, and forceps sterile.
  - If you break down what you can and remain organized, this will not delay room turnover.
- HELP CLEAN UP.
  - If everyone pitches in, you'll be finished much more quickly; then everyone can take a break.
- DON'T DISAPPEAR
  - REPORT TO YOUR PRECEPTOR AND THE BOARD RUNNER WHEN YOU TAKE A BREAK.
  - If you are reassigned, share that with the room you are leaving (so they know where you went)
  - Someone must know where you are at all times.
  - Few things are more frustrating than 'disappearing students'.



- COME BACK ON TIME FROM LUNCH AND FROM BREAKS.
  - There will be a major problem if you fail to do this.
  - Report to the board, your preceptor, or your circulator when you return.
  - Come back on time even if your preceptor does not.
- STAY BUSY ALL THE TIME.
  - There is ALWAYS something to do in the O.R.
  - If your case cancels or if it is a slow day or if you run out of things to do, go to the board runner and ask what you can do to help.
  - Once one of you becomes known as a 'lounge lizard' your classmates will earn the same reputation.

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 Access Office at (615) 353-3721. If you need any accommodation(s) for this class, notify the instructor by the second class meeting

#### **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. Failure to abide by these rules will result in dismissal from the program with a grade of F.

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.

**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.*

3/2/2016