



Course Syllabus

COURSE: HPRS 1471 Central Sterile Processing III
SEMESTER: Spring 2025 (January - May 16 weeks)
CLASS DAYS: Monday
CLASS TIMES: 6 pm to 9 pm

INSTRUCTOR: Lea Clift / Zach Pauda

OFFICE: Building 2 #223F

OFFICE HOURS: By Appointment: Monday 1:00 pm – 5:30 pm, Tuesday & Thursday 8:30am – 1:00 pm, Friday

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“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus, SPC Student Handbook, and Program Handbook. *

COURSE DESCRIPTION

Overview of Central Sterile Service, infection control, and regulations

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of central sterile processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends, in preparation for the certification exam.

Prerequisites: Central Sterile Processing 1, Central Sterile Processing 2

Corequisites: Clinical – Sterile Processing Technician

COURSE OBJECTIVES AND LEARNING OUTCOMES

Cognitive Domain Objectives

Psychomotor Domain Objectives

Affective Domain Objectives

OUTCOME ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

Formative assessments include:

- Lectures

- Questions and classroom discussion(s)
- Power Point presentations.
- Reading assignments
- Lab Skills

Summative assessments include:

- A comprehensive final exam.

Evaluation methods

Computer-based exams, written exams, written assignments, quizzes, skills base exams, and other projects as assigned.

Instructional methods

Methods of Instruction may include:

- Lecture
- Discussion
- Reading assignments
- Written assignments
- Exams

GRADING FORMULA

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Grades in this course will be determined using the following criteria:

The course grade will be determined by a combination of major exams, chapter homework, quizzes, and a comprehensive final exam. Exam dates will be announced. The following guidelines will be followed regarding coursework:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **NOT** be given.
2. Late assignments will not be accepted.
3. The final exam is comprehensive.

Assessment Tools	%
Lab Exams	15%
Lecture Exams	35%
Homework/Quizzes	10%
Final Exam	40%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass this course to proceed to the next semester. Failure to maintain grades will be a dismissal of the SRGT program.

Grading Policies

To successfully complete this course, students are required to achieve a grade of 75% or higher. Those who do not meet this passing requirement will not be permitted to proceed within the SPC program.

ASSIGNMENT SUBMISSION POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

Exam Policy

The majority of student 'written' exams will be administered via computer to prepare them for the National Registry exam and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam.

Additionally, many exam questions will be constructed in the same manner as national registry questions, allowing students to prepare for that testing format.

Please be aware that being more than 10 minutes late for an exam is not acceptable and students will not be allowed to test. Students will be given a zero grade and not be able to retes

SPC Campus Policies

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>



STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

Attendance:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of an "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 4th class day (or having equivalent tardies) in a course section. A student who meets these criteria will be administratively dropped from the course by the instructor.

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRGT Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

Drop and Schedule Change:

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

Syllabus Statements

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COMMUNICATION

Email

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. I will utilize Remind messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are required to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Cell Phone/Smart watch policy

Cell Phones – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

Social Media

FACEBOOK/INSTAGRAM

The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology> . In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

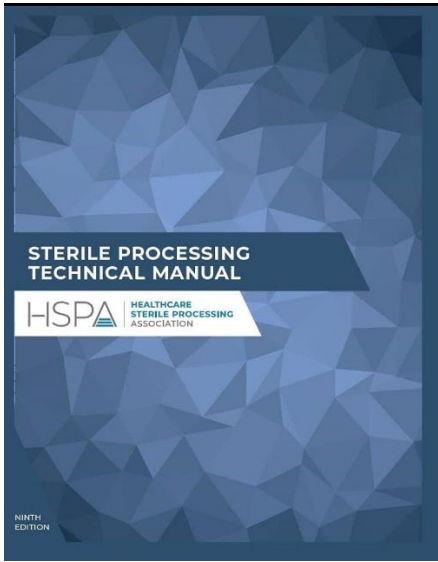
Students are NOT allowed to contact faculty (full-time or part-time) through ANY Social Media platforms. This form of contact is not acceptable and extremely unprofessional and could result in dismissal from the Surgical Technology Program.

RESOURCES

Blackboard

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

Text and Course materials:



Textbook(s):

Central Service Technical Manual, 9th edition, HSPA

Computer: Needed for all exams, homework, and assigned projects. While a personal computer is not mandatory, multiple computer labs are available for student use during school hours, and laptops can be borrowed for in-class exams.

OneDrive: Each student must have a OneDrive account for the duration of the Sterile Processing Program. The Program Director or course instructor may request the uploading of files through this platform at various points throughout the course. This is FREE for every student.

SPC EMAIL – Students are required to have their SPC email in working order at all times.

Remind – Students are required to sign up for Remind for the duration of the Surgical Technology Program, this is used for program communication. Students may use Remind system to alert the instructor after 7:00 am and before 8:00 pm. This system is NOT for use on testing, assignment or project questions please email the course instructor.

Additional Classroom Requirements:

METHODS OF TEACHING

- Lecture
- PowerPoint Presentation
- Question and Discussion
- Review
- Quizzes
- Examinations

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

Computer Usage:

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

Computer Lab Usage:

The computer lab(s) on any campus may be used by students during scheduled hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

COURSE SCHEDULE

Course Outline is subject to change by the instructor.

DATE	Topic	Objective	In-Classroom
<p><i>Week 1</i> <i>1/13 – 1/19</i></p>	<p>Chapter 7 Decontamination: Point of Use Preparation and Transport</p>	<p>Chapter 7</p> <ul style="list-style-type: none"> – Review the three priority goals of soiled item transport – Identify the sources of contaminated items – Explain point-of-use preparation procedures. – Review basic procedures to transport soiled items from user areas to the central service decontamination area. – Discuss safety guidelines for transporting soiled items to the central service decontamination area. – Provide basic sources for education and training information applicable to the transport of contaminated items. – Understand the appropriate dress code and the role of PPE as it relates to OSHA regulations and employee health and safety. – Identify the cleaning methods and equipment used in the reprocessing of medical devices. 	

<p><i>Week 2</i> <i>1/20 – 1/26</i></p>	<p>Chapter 8: Cleaning and Decontamination</p>	<p>Chapter 8</p> <ul style="list-style-type: none"> - Discuss the basic factors that impact cleaning and decontamination - Describe important selection and usage concerns for cleaning agents and lubricants. - Explain details about cleaning and decontamination, and review manual procedures and mechanical methods to complete both processes. - Discuss procedures to clean basic types of instruments, - Review procedures to manage infectious waste. - Define the term “disinfection”, and explain how disinfection differs from sterilization. - Review factors that impact the effectiveness of disinfectant. - Discuss the relationship between the risk level (intended use) of the device to be disinfected and the selection of a disinfectant. - Explain disinfectant activity levels as they relate to the resistance of microorganisms to germicidal agents. - Review factors which affect the chemical action of and other important selection considerations for disinfection. - Provide basic information about the types of disinfectants used in health care facilities. - Review safety requirements that should be followed when using chemical disinfectants - Explain the importance of using purified water in the cleaning process, and review procedures to test for water purity. - Discuss factors that impact water purity - Provide an overview of components and products that are important in water purification systems - Explain the basics of distillation, deionization, and reverse osmosis water purification systems. - Identify common cleaning chemicals, and review basic protocols for their use. - Understand the importance of brushes, cloths, and sponges in an effective cleaning process. 	<p>Lecture – School Holiday No In-Person Class</p>
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<p>Week 3 <i>1/27 – 2/2</i></p>	<p>Chapter 9: Disinfection</p> <p>Ch. 7&8 Exam</p>	<p>Chapter 9</p> <ul style="list-style-type: none"> - Review factors that impact the effectiveness of a disinfectant. - Discuss the relationship between the risk level (intended use) of the device to be disinfected and the selection of a disinfectant. - Explain disinfectant activity levels as they relate to the resistance of microorganisms to germicidal agents: <ul style="list-style-type: none"> - o High-level disinfection - o Intermediate- level disinfection - o Low- level disinfection - Review factors which affect the chemical action of and other important selection consideration for disinfections. - Provide basic information about the types of disinfectants commonly used in healthcare facilities: quaternary ammonium compounds, phenolics, alcohol, halogens, glutaraldehyde, orthophthalaldehyde, and formaldehyde. - Review safety requirements that should be followed when using chemical disinfectants. - Define the term, “terminal disinfection,” and note key points to ensure that it is occurring. - Review the process by which surgical instruments are manufactured. 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>
<p>Week 4 <i>2/3 – 2/9</i></p>	<p>Chapter 12: Assembly and Packaging</p> <p>Ch. 9 Exam</p>	<p>Chapter 12</p> <ul style="list-style-type: none"> – Explain the basic objectives of the packaging process, review selection factors for materials to be used with specific sterilization methods – Provide an overview of reusable and disposable packaging materials – Discuss basic package closure methods – Review basic procedures to prepare pack contents for packaging – Explain basic packaging procedures for peel pouches and flat wrapping materials – Review general packaging concepts <ul style="list-style-type: none"> – Provide basic information about sterile packaging, storage and transport. 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>

<p>Week 5 2/10 – 2/16</p>	<p>Chapter 13: Point of Use Processing</p> <p>Ch. 12 Exam</p>	<p>Chapter 13</p> <ul style="list-style-type: none"> – Describe the structure, use, and testing of rigid sterilization container systems. – Understand the organization of instrument sets and the preparation of basins and textile packs. – Identify the various types of patient care equipment in use in healthcare facilities. – Describe the processes needed to effectively clean, disinfect, store, and distribute patient care equipment. – Define the term “flash sterilization”, and review industry standards for the process. – Explain the need for and basic procedures to perform flash sterilization. – Describe quality control monitoring procedures for flash sterilizers. – Review concerns about point-of-use processing of heat-sensitive medical devices. – Discuss the use of oxidative agents for low-temperature point of use processing. – Define the “shelf life” of a sterile product and to identify the factors that affect shelf life and sterility maintenance – Describe proper stock rotation mechanisms 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>
<p>Week 6 2/17 – 2/23</p>	<p>Chapter 17: Monitoring and Record Keeping for Central Service</p> <p>Ch. 13 Exam</p>	<p>Chapter 17</p> <ul style="list-style-type: none"> – Monitoring Water quality – Mechanical Cleaning Equipment – Monitoring Chemical Disinfection – Monitoring Manual Disinfection – Monitoring Automated Endoscope Repressor – Monitoring Process Indicators, Physical and Biological Indicators. – Process Challenge Devices and Implants – Sterilizer Printouts, load control numbers and validation and verification – Monitoring sterilizer 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>
<p>Week 7 2/24 – 3/2</p>	<p>Chapter 14: High Temperature Sterilization</p> <p>Ch. 17 Exam</p>	<p>Chapter 14</p> <ul style="list-style-type: none"> – Discuss factors that impact the effectiveness of sterilization and the methods of heat transfer associated with high temperature sterilization. – Discuss the advantages of steam sterilization – Explain the anatomy of steam sterilization – Provide basic information about the types of steam sterilizers – Provide basic information about the phases in a steam sterilizer cycle – Describe the conditions necessary for an effective steam sterilization process. – Explain the basic work practices for steam sterilization. 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>

Week 8 3/3 – 3/9	Chapter 15: Low Temperature Sterilization Ch. 14 Exam	Chapter 15 <ul style="list-style-type: none"> – Explain specific requirements for the three low temperature sterilization methods – Compare important parameters of the three low temperature sterilization methods commonly used by healthcare facilities <ul style="list-style-type: none"> – Review the importance of effective inventory management, and explain basic inventory management concepts. – Explain common inventory replenishment systems <ul style="list-style-type: none"> – Review the use of bar codes and radio frequency identification to track inventories. – Describe procedures for effectively distributing supplies to clinical units and the operating room – Review important inventory management concepts. 	Lecture, Lab – 6 pm to 9 pm Monday Night
Week 9 3/10 – 3/16	Chapter 22: Safety and Risk Management for Central Service Ch. 15 Exam	Chapter 22 <ul style="list-style-type: none"> – Discuss common safety hazards applicable to central service functions and work areas, and explain how employee injuries can be prevented. – Describe special safety precautions for handling Ethylene Oxide. – Review procedures to report employee accidents and injuries <ul style="list-style-type: none"> – Explain the importance of ergonomics and health awareness. – Discuss procedures to prevent patient accidents and injuries and report them if they occur. <p>Discuss the basics of internal and external disaster plans for a healthcare facility.</p>	Lecture, Lab – 6 pm to 9 pm Monday Night
3/17 – 3/23	Spring Break	Spring Break	
Week 10 3/24 – 3/30	Chapter 16: Sterile Storage and Transport Ch. 22 Exam	Chapter 16 <ul style="list-style-type: none"> – Provide an overview of reusable packing materials. – Provide an overview of disposable packaging material Discuss basic package closure methods. – Review basic procedures to prepare pack contents for packaging 	Lecture, Lab – 6 pm to 9 pm Monday Night

		<ul style="list-style-type: none"> - Explain basic packaging procedures for peel pouches and flat wrapping materials. <ul style="list-style-type: none"> - Review general packaging concepts: <ul style="list-style-type: none"> o Package labeling o Special concerns o Sterility maintenance - Provide basic information about sterile packaging, storage, and transport. - Define the key term “flash sterilization,” and review industry standards for the process. 	
<p>Week 11 3/31 – 4/6</p>	<p>Chapter 19: Managing Inventory within the Central Service Department</p> <p>Ch. 16 Exam</p>	<p>Chapter 19</p> <ul style="list-style-type: none"> - Discuss the responsibilities of central service technicians for managing patient care equipment. - Identify the purposes of commonly-used patient care equipment. - Identify handling requirements and concerns for common patient care equipment. - Describe the differences and explain advantages and disadvantages of purchase, lease, rent, and loan options for patient care equipment. - Review other basic patient care equipment concerns: maintenance and repair and outsourcing. - List the primary reasons for tracking equipment, supplies and instruments. - Discuss the use of computers and information systems to support applications within the facility and central service department. - Recognize that tracking systems enhance central service operations - Explain that tracking systems must address the specific needs of the healthcare facility and central service department. <ul style="list-style-type: none"> - Review the features of available instrument and equipment tracking systems. - Understand cost containment and the importance of a well-managed inventory system 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>
<p>Week 12 4/7 – 4/13</p>	<p>Chapter 5: Regulations and Standards</p> <p>Ch. 19 Exam</p>	<p>Chapter 5</p> <ul style="list-style-type: none"> - Differentiate between regulations and voluntary and regulatory standards - Provide basic information about the U.S. Food and Drug Administration (FDA), and review its regulations - Explain the roles and responsibilities of other federal governmental agencies that impact central service, and discuss important aspects of the regulations and standards they administer. - Discuss the assistance provided by professional associations that develop regulations and standards affecting central service. 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>

<p>Week 13 4/14 – 4/20</p>	<p>Chapter 6: Infection Prevention</p> <p>Ch. 5 Exam</p>	<p>Chapter 6</p> <ul style="list-style-type: none"> – Explain the role of central service technicians in a healthcare facility’s infection prevention and control efforts. – Discuss personal hygiene and personal protective equipment precautions that enable central service technicians to protect patients and themselves. – Define the term, standard precautions, and review its role in preventing the transmission of infectious organisms. – List key elements in the bloodborne pathogens standard published by OSHA. <ul style="list-style-type: none"> – Describe basic environmental concerns as central service work areas are designed. – Review environmental aspects of central service work procedures that impact infection control. – Define the term “asepsis” and “aseptic technique”, and review the five basic principles of asepsis. <ul style="list-style-type: none"> – Discuss transmission-based precautions. 	<p>Lecture, Lab – 6 pm to 9 pm Monday Night</p>
<p>Week 14 4/21 – 4/27</p>	<p>Chapters 7, 8 & 9</p> <p>Ch. 6 Exam</p>	<p>See Above</p>	<p>Lecture – 6 pm to 9 pm Monday Night</p>
<p>Week 15 4/28 – 5/4</p>	<p>Chapters 12 & 13</p> <p>Review</p>	<p>See Above</p>	<p>Lecture – 6 pm to 9 pm Monday Night</p>
<p>Week 16 5/5 – 5/6</p>	<p>Finals</p>	<p>Finals</p>	<p>Lecture – 6 pm to 9 pm Monday Night</p>

SYLLABI ACKNOWLEDGEMENT STATEMENT

Required completion by the end of Week 1, Sunday, by 11:59pm.

After reading and understanding the contents of this syllabus:

- Go to SPC’s Blackboard, <https://southplainscollege.blackboard.com>
- Choose the _____ course

- Click on the Course content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:

I, (fill in your first and last name), student ID (xxxxxxx), have received, read, and understand the contents of the syllabus for the (Course title and number), Spring 2024. Date (today's date).