



## Course Syllabus

**COURSE:** HPRS 1663 (6:0:24) Clinical – Sterile Processing Technician

**SEMESTER:** Spring 2025

**CLASS DAYS:** Monday - Friday (Lab only course, no lecture)

**CLASS TIMES:** Varies by clinical facility

**INSTRUCTOR:** Zach Pauda, CST, AAS

**OFFICE:** Building 2 #223F

**OFFICE HOURS:** By Appointment: Monday 1:00 pm – 5:30 pm, Tuesday & Thursday 8:30am – 1:00 pm, Friday 8:30am – 12pm

**OFFICE PHONE:** (806) 716-4646

**EMAIL:** zpauda@southplainscollege.edu

**“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

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow in the clinical environment. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty or preceptor, generally in a clinical setting. Clinical education is an unpaid learning experience unless employed by training facility. This is an intermediate clinical experience

**Prerequisites:** Central Sterile Processing 1, Central Sterile Processing 2

**Corequisites:** Central Sterile Processing 3

### COURSE OBJECTIVES AND LEARNING OUTCOMES

#### **Cognitive Domain Objectives**

- Explain the general usage of various surgical instruments
- Effective Communication
- Apply Information Tool
- Differentiate between different sterilization procedures
- Explain proper utilization of decontamination and sterilization equipment
- Explain universal precautions
- Master Program Learning Outcomes

## **Psychomotor Domain Objectives**

- Function as a sterile processing team member
- Assist in gathering all necessary supplies and equipment
- Exercise precautions against exposure
- Demonstrate Proper Cleaning, decontamination, and processing of invasive medical equipment, supplies, and instruments
- Demonstrate proper assembly, preparation, and wrapping of items for sterilization
- Assemble surgical and medical procedure instrument trays according to facility policy
- Apply principles of sterilization to the processing of surgical instrumentation and supplies
- Operate medical device disinfection and sterilization equipment according to facility policy and manufacture's recommendations
- Demonstrate knowledge of materiel management and medical device storage concepts
- Adhere to policies, procedures, and recommended standards of practice for central service and sterile processing to ensure personal and patient safety
- Identify patient care equipment used in the healthcare setting
- Prepare and assemble items needed for surgical intervention according to the surgeon's preference card
- Transport and distribute medical devices, such as surgical instrumentation and supplies, according to facility policy

## **Affective Domain Objectives**

- Process sterile instrumentation and equipment

## **OUTCOME ASSESSMENT METHODS**

Assessment methods for this course are both formative and summative.

### **Formative assessments include:**

- Daily preceptor evaluations
- SPC faculty evaluation
- Weekly self evaluations
- Weekly paperwork such as hours log and preceptor evaluations

### **Summative assessments include:**

- Faculty evaluation- this evaluation is performed at the conclusion of the semester, and is inclusive of both behavior and performance. The evaluation will include a faculty-student conference.

### **Evaluation methods**

Computer-based logger, written assignments, skills evaluation.

### **Instructional methods**

Methods of Instruction may include:

- Observation
- Question and Answer
- Clinical skills application

## 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	%
Instructor Evaluation (1)	15%
Daily Preceptor Evaluations	25%
Weekly Documentation	25%
Weekly Self Evaluation	35%

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

There are no exams. Grade will reflect clinical experience including self studies, clinical documentation, and clinical evaluation. Please refer to Grading Formula.

### Proctorio Policy

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

#### Before Using Proctorio

- In order to use Proctorio, you must have a **basic webcam or built-in camera with microphone** enabled on your laptop or desktop computer.
- You must have the **Chrome browser** on your computer. [Download Chrome](#).
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.
- You will also be required to show a **government or school issued ID** before accessing the **Student Learning Contract** (next page). You will also need to show your ID if your instructor is requiring Proctorio for any quizzes/exams.

#### Proctorio FAQs

**Q: Do I need a password to get into the exam?**

A: NO, if you are getting a password alert, you will need to make sure ALL TABS are closed, and you are following the proctorio instructions.

**Q: Can I listen to music while taking the exam?**

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

**Q: Is someone watching me take the test since it is proctored (via Proctorio)?**

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

**Q: What if I have to get up to use restroom during the quiz/exam?**

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Canvas Inbox) letting them know that your quiz/exam attempt might be “flagged.” Please do your best to plan ahead and “go” before beginning the quiz/exam!

**Q: Can I take the quiz/exam from any location?**

A: You may take the quiz/exam from any location as long as you have a strong Internet connection. You should be in a quiet environment and strive to limit your outside distractions as well.

**Proctorio Technical Support**

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)

Email: [support@proctorio.com](mailto:support@proctorio.com)

**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](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

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>



## 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.

## INSTRUCTOR CELL PHONE NUMBER UTILIZATION POLICY:

Absences/issues must be reported no earlier than 6:00am, no later than 9:00pm.

**Instructor cell phone numbers must absolutely not be utilized on school breaks, weekends or between the hours of 9pm and 5:30am!**

- Instructors will not respond to texts or calls during these times, and texts or calls outside of designated appropriate hours will not be returned during business hours.

\*\*Please keep ALL communications appropriate and professional. Unprofessional communications may result in disciplinary actions.

### 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.

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.

### **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.

## **CLINICAL DOCUMENTATION**

**The student is required to document their clinical experience in five types of records:**

### **1. Clinical Hour Log:**

The Clinical Hours Log is available online through the Dropbox system, to record each case the student observes or participates in for the entirety of the clinical experience. The student will document:

- A. The clinical site (hospital location)
- B. Date worked
- C. The amount of hours worked within a given area such as
  - a. Decontamination
  - b. Preparing instrumentation
  - c. Sterilizing and disinfection
  - d. Storage and distribution
  - e. Quality Assurance Procedures
  - f. Equipment
- D. **A signature is required by a supervisor in the department that will document hours worked.** The staff member who signs for this case must also initial in the appropriate category for your role in the procedure. The student will not receive credit for a case if there is no signature and/or initial is not present. **Falsification of documentation is cheating.** The first occurrence will receive a written warning. The second occurrence will result in dismissal from the program.

### **2. Self Studies**

The student is responsible for this document once a week for the entire clinical experience. In this documentation the student will discuss the areas worked within the week, skills learned, and self-evaluation of performance.

**\*\*Maximum points can only be obtained for each section by incorporating thorough and detailed explanations.**

### **3. Daily Preceptor Evaluation: (Daily Clinical Evaluation Form)**

The student is responsible for having this document completed for every clinical day during the entire clinical experience.

It is the student's responsibility to turn evaluations in every Sunday by midnight via Dropbox upload.

This daily evaluation is crucial to the evaluation grade. It is a fundamental tool to help assess strengths and weaknesses.

**The completed form will include your name, the date, clinical site, the preceptor's name in print so that their name can be clearly read, the preceptor's signature and the procedures applicable to that evaluation.**

If a preceptor is reluctant to complete these forms, notify a clinical instructor within 24 hours. It is the student's responsibility, and also in best interest to encourage preceptors to include comments (both positive and negative) which explain the scores given. Preceptors may need to be reminded that the evaluation is a useful tool for them as well. You are not only a potential fellow employee to the preceptor, but ultimately a future health care professional. Their feedback is instrumental in your clinical development.

### **4. Total Hours to Date:**

The student is responsible for entering participation data into OneDrive folders (by 11:59pm EVERY SUNDAY) in order to maintain an accurate count of the number of hours participated in each week, and the categories to which they belong.

## **Confidentiality and Medical records**

Students are not allowed access to patient medical records.

Maintaining **PATIENT CONFIDENTIALITY** is a number one priority in the operating room.

1. Medical Records may **NOT** be removed from a nursing station or from the Medical Records Department at any time.
2. **SURGERY SCHEDULES ARE CONSIDERED MEDICAL RECORDS DUE TO INCLUSION OF PATIENT NAMES. THESE SHOULD NOT BE REMOVED FROM THE HOSPITAL.**

•Students found with medical records, OR schedules, or pictures of anything containing patient information outside of the clinical sites will be dismissed from the Sterile Processing program due to HIPPA violations.

3. **Social Media:** It is never acceptable for information about patients or clinical activities to be placed on any social media such as Facebook, Twitter, etc. Information of this type is considered a violation of HIPAA and will lead to dismissal from the program and possibly a fine and/or jail time. Employers have been known to search a potential employees Facebook pages.
4. Students found in possession of anything containing patient information will be sent home immediately and dismissed from the Sterile Processing program.

**BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE STERILE PROCESSING PROGRAM. PATIENTS, THEIR PROCEDURES, AND THEIR PHYSICIANS ARE NOT TO BE DISCUSSED**



# 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).