

**HOUSTON COMMUNITY COLLEGE
COLEMAN COLLEGE FOR HEALTH SCIENCES
STERILE PROCESSING PROGRAM**

SRGT 1560 - CLINICAL-STERILE PROCESSING

Spring 2019

Womans Hospital of Texas/Memorial Hermann TMC/Methodist TMC/TOH
8 Hour Clinical course / 40 hours per week

INSTRUCTORS: **Melissa Bruton, LVN, CST** EMAIL: melissa.bruton@hccs.edu

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OFFICE HOURS: Thursdays 9am-1200pm and Fridays 0100PM-0300PM

COURSE SYLLABUS

COURSE DESCRIPTION

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

The learner will:

COURSE GOALS

1. Describe key terms in and around the sterile processing and central service area.
2. Perform basic task that include preparation, decontamination, and sterilization of instrumentation for surgical procedures.
3. Demonstrate appropriate task that are required within a central service unit

REQUIRED TEXTBOOKS:

IAHCSMM- Central Service Technician Manual

Reference Material: Web CT

ASSIGNMENT OF GRADE

Grade Assignments Grade Scale

Attendance	10%
Portfolio	50%
Instructor Evaluation	25%
Preceptor Evaluation	10%
Weekly Questions	5%

GRADE:

90-100 = A

80 – 89 = B

70- 79 = C

60- 69 = D

0- 59 = F

A GRADE OF "C" IS REQUIRED TO PASS THE COURSE. COURSE REQUIREMENTS

The major requirements are:

1. Reading the assigned readings prior to class
2. Completion of all exams within one week of the time given
3. Class and lab attendance according to catalog requirements
4. Mandatory practice of all techniques presented in the lab
5. Completion of all assignments
6. Attendance monitored (3) absents or less
7. Tardies (3) equal (1) day of absent

CONFERENCE TIME

Instructor's conference time is posted in SRGT department and by appointment.

POLICIES AND PROCEDURES

The student may find the following information in the student handbook, college catalogue, and syllabus:

Withdrawal Policy

Refund Policy

Plagiarism Policy

Grading Scale

Attendance Requirements

Letter of Acceptance of Policy (sign and return to instructor) Weekly Progress Report

PRESENTATION OF COURSE MATERIAL

The classroom instructor will be available to facilitate learning by giving lectures, leading class discussion, and giving assignments as well as administering assessment tools (exams and quizzes). The student will be expected to participate in the presentation of the material taught in the class by being prepared for each class presentation.

ADA CONSIDERATIONS

The Houston Community College System does not discriminate on the basis of disability in the recruitment and admission of students or the operation of any of its programs and activities. The designated office for compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 is the HCCS Access and Equity office at 713-718-8606. In order to serve you better, Disability Support Services \Counselors (DSSC) recommend that you meet with them at least 60 days prior to the beginning of the term. Qualifying individuals under the Americans with Disabilities Act (ADA) guidelines who require reasonable accommodations should report to the ADA counselor at the campus within the first week of the start of the semester. If the course instructor believes you can benefit from ADA counseling, after informing you, he/she may refer you to the ADA office or inform the ADA office. Students must have had recent contact with the ADA office and documented ADA support for reasonable accommodations to occur in the course.

SCAN SKILLS- SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS

In 1988, the American Society for training and development conducted a study with the U.S. Department of Labor to identify skills that employers want to see in entry-level employees. This course incorporates the following SCAN competencies: Interpersonal, Information, Systems, Technology, Basic Skills, Thinking Skills and Personal Qualities. Resources: the student will Time: review the class agenda and test schedule and prepare a study schedule that allows them to study consistently in preparation for each test.

I. Resources: the student will: review the class agenda and test schedule and prepare a study schedule that allows them to study consistently in preparation for each test.

II. Interpersonal: the student will: Participates as member of a team: form study groups and show up at appointed times to study with the group. Works with diversity: study with fellow students regardless of sexual orientation, race, religion, or gender.

III. Information: the student will use computers to process information: take lecture notes from computer generated class presentations. Use computers to process information, download class syllabus, course supplements and other information from the program web page and internet.

IV. Basic Skills: the student will: Listening: receive the lecture, presentation material and record this information in proper note taking format. Speaking: properly phrase questions and responses during class. Reading: complete reading assignments according to the syllabus. Writing: complete written assignments.

V. Thinking Skills: the student will: Creative Skills: adept basic positions to non-routine positions when called for during practical exams. Decision Making: Determine the appropriate sequencing of multiple procedures. Seeing Thing in the Mind's Eye: be able to conceptualize how the internal body part will look when the body is manipulated (turned/rotated).

VI. Personal Qualities: the student will: responsibility: follow the Program Student Handbook code of ethics and the AST scope of practice. Sociability: work as a part of the class in study and practical situations. Self-Management: determine how long the semester is, how many tests and practical exams they have and how to quantify their time to be prepared for all of it. Integrity/honesty: Sign- in/Sign out only for self, not cheat on practical or written exams, bring personal mistakes to the attention of the instructor.

COURSE OBJECTIVES

Introduction to Central Service

1. Define and briefly describe the area(s) observed.
2. Identify Central Services Areas
3. Identify Service work flow identify the following areas

Decontamination Preparation/ Package/Sterilization

Sterile Storage

The Processing Cycle

4. Make a diagram, which shows the physical environment of the central service area: label each item shown.
7. Define the term central service team; briefly state own observation of the performance of the central service team.
8. Briefly state personal feelings experienced during or after observation of surgery.
9. State any questions you might have.

Central Service and Infection Prevention and Control.

1. State the those items needed for infection prevention and control
 - a. Before Work Practices
 - b. Hand Hygiene Practices
 - c. Use of Personal Protective Attire and Equipment
2. Define and briefly describe the procedure(s) utilizing infections prevention control observed.
3. Environmental Concerns in Central Service Areas
 - a. Identify Physical Design.
 - b. Environmental Controls
 - c. Other Requirements
4. Identify those areas that maintain Central Service Environment.
 - Traffic Control
 - Work Area Cleanliness
 - Workflow

Function in the Decontamination and Processing Area

1. Describe the physical layout of the area; state why it is necessary to have a specific decontamination area in the O.R. plan.
2. State why personnel actively involved in surgical procedures bring soiled equipment to the decontamination area.
3. Explain how each of the following is processed:
 - a. Instruments
 - b. Basins, pans, and trays
 - c. Rubber goods (drains, catheters, tubing, Cautery cords)
4. Observe methods used in handling sharps, such as blades, needles and sharp points on instruments.
5. Describe method used as items leave decontamination area to be prepared for sorting and packaging.
6. State which guidelines you used in sorting instruments, etc., into specific sets or groups
7. Name the types of indicators which may be used to indicate an item has been in a sterilizer. Describe the methods of closing and sealing packages and how this indicates the sterilizing agent to be used.
8. Name materials used for wrapping, and give one example of an item sterilized in each.
9. Assist in the process of sterilization with:
 - Loading phase
 - Heating phase
 - Cooling and drying phase
10. Describe sterilizer(s) used. State the time and temperature used.

11. Assist with the placement of sterile supplies in appropriate areas.
12. Name the biological indicators utilized for steam and gas sterilization and sterrad.

Tools for cleaning

1. Identify Common Cleaning Chemicals, and review basic protocols for their use.
2. Cleaning Tools note the importance of brushes, cloths, and sponges in an effective cleaning process.
3. Explain the basis of distillation, deionization, and reverse osmosis water purification system.

Decontamination Point of use Preparations and Transportation

1. Review the three priority goals for soiled transport.
2. Identify the sources of contaminated items in the clinical setting
3. Explain point-of –use preparation procedures
4. Review basic procedures to transport soiled items from user areas to the Central Service decontamination area.
5. Discuss safety guidelines for transporting soiled items to the Central Service decontamination area.

Cleaning and Decontamination

1. Discuss basic factors that impact cleaning and decontamination:
 - a. Design and location of decontamination area.
 - b. Environmental design and controls
 - c. Housekeeping concerns
 - d. Staff safety and personal attire
 - e. Staff education and training

Sterile Packaging and Storage

1. Explain the basic objectives of the packaging process, and review basic selection factors for material to be used with alternative sterilization methods.
2. Identify different types of packaging materials
3. Demonstrate use of disposable packaging material
4. Review general packaging concerns:
 - a. Packaging labeling
 - b. Special concerns
 - c. Sterility Maintenance

Task 9#- Point of use Processing

1. Define **“Immediate Sterilization”** and its use in the hospital setting

2. Explain the basic procedures to perform flash sterilization.
3. Describe quality control monitoring procedures for flash sterilizers.
4. Discuss the use of oxidative agents for low-temperature point of use processing.

High Temperature Sterilization

1. Discuss factors that impact the effectiveness of sterilization and methods of heat transfer associated with high temperature sterilization process.
2. Discuss the advantages of steam sterilization.
3. Explain the anatomy of a steam sterilizer and identify the function of each major components
 - a. Jacket
 - b. Door, gasket, and Chamber Drain
 - c. Thermostatic Trap
 - d. Gauges and control
4. Provide basic information about the types of steam sterilizers
 - a. Table top
 - b. Gravity air Displacement
 - c. Dynamic Air Removal
 - d. Steam Flash and Pressure Pulse
 - e. Special Purpose Sterilizer (Flash)
 - f. Special Purpose sterilizer (instrument Washer Sterilizer)

Requirements Prior to Entering the Clinical Area SRGT 1560

1. Physical
2. Proof of personal insurance
3. Hepatitis B series started
4. CPR certified
5. Handbook signed & turned in
6. Scrubs
7. Eye wear – goggles
8. Picture ID, purchased through the program HOUSTON COMMUNITY COLLEGE

HOUSTON COMMUNITY COLLEGE-COLEMAN COLLEGE for HEALTH SCIENCES
SRGT1560 STERILE PROCESSING DEPARTMENT CONTRACT

I, understand my clinical hours are 6:30 A.M. or 6:45 A.M.-3:00 P.M. This means I will not leave my assigned area until 3:30 p.m. I understand if I leave the clinical area without permission or notifying the hospital, Clinical Instructor or preceptor, I will automatically be dropped from the program. Leaving the clinical site without permission will be interpreted as a self-initiated withdrawal from the program. I understand that my attendance is 10 % of my clinical grade. It is my responsibility to call my clinical site and my instructor if I am unable to attend clinical. I understand that I am expected to be on time for my clinical day. I understand that I will be counted absent if I am later than 15 minutes. All clinical absences must be made up at the end of the semester. My required papers for this course will be due on the Thursday following that clinical day of rotation. I also understand that any papers turned in later than two weeks will not be accepted and I will receive a grade of "0".

Student Signature _____ Date _____

Student Identification Number# _____

Instructor Signature _____ Date _____

GRADING

- 1. Accomplishes without supervision
- 2. Accomplishes with little supervision Hospital
- 3. Needs careful supervision
- 4. Fails in performance
- 5. Not applicable

Student: _____

Person Evaluating:

Date:

DECONTAMINATION AND PROCESSING AREA

- 1. Familiarization of area
- 2. Process instrument sets
- 3. Process endoscopes
- 4. Process rubber goods
- 5. Process miscellaneous equipment
- 6. Other HOUSTON COMMUNITY COLLEGE

SUPPLIES AND STERILIZATION

- 1. Sort instruments into specific sets or groups
- 2. Proper use of specific indicators
- 3. Wrap items in proper wrapping
- 4. Load sterilizer – set time
- 5. Unload sterilizer
- 6. Placement of sterile supplies in appropriate area
- 7. Other

Student

- 1. Accomplishes without supervision
- 2. Accomplishes with little supervision
- 3. Needs careful supervision
- 4. Fails in performance
- 5. Not applicable

Hospital: _____

Person evaluating: _____

Date: _____

CENTAL SERVICE ASSISTANT/ATTENDANT

1. Knows layout of operating room suite
2. Gathers supplies and equipment as requested
3. Restocks work area
4. Sanitation – Routine cleaning – Suction bottles, etc.
5. Follows instructions as indicated
6. Transports patients into operating room
7. Comforts patient
8. Restocks and cleans assigned area
9. Properly handles contaminated linen and trash
10. Assists in lifting and positioning patients

Student: _____

Hospital: _____

Person evaluating: _____

Date: _____

1. Accomplishes without supervision
2. Accomplishes with little supervision
3. Needs careful supervision
4. Fails in performance
5. Not applicable

**Instructor Criteria SURGICAL TECHNOLOGY PROGRAM COLEMAN COLLEGE FOR HEALTH SCIENCES
SRGT 1560**

CRITERIA FOR CLINICAL EVALUATION BY INSTRUCTOR

Your instructor is required to give you a letter grade in the clinical area after each Specialty rotation utilizing these criteria. There are 15 behaviors that will be evaluated. 5 is the highest score that can be obtained for each behavior. 75 is the maximum score that can be achieved.

Listed below is the grading scale and criteria.

Grading Scale:

68-75 = A

60-67 = B

53-59 = C

45-52 = D

Below 45 = F

Alertness in Clinical:

- 5 - consistently alert and responsive in clinical
- 4 - generally alert, seldom non-responsive in clinical
- 3 - occasionally seems pre-occupied
- 2 - often seems pre-occupied and mind wanders during clinical

Rate of Progress:

- 5 - progressed far above expectations
- 4 - progressed above expectations
- 3 - progressed as expected
- 2 - not progressing as expected; even with repeated exposure to tasks

Understanding of Theoretical Concepts:

- 5 - Communicated in depth knowledge of each procedure
- 4 - communicated above average knowledge of each procedure
- 3 - communicated average knowledge of most procedures
- 2 - communicates below average knowledge of basic concepts
- 1 - communicates consistently inadequate understanding of basic knowledge

Understanding of Clinical Application:

- 5 - easily and quickly relates theory to all clinical procedures
- 4 - transfers theoretical knowledge to most clinical procedures
- 2 - can usually relate theory to repeated clinical procedures
- 1 - consistently exhibits the inability to apply theory to general clinical application HOUSTON

COMMUNITY COLLEGE

Follows Procedures as Instructed:

- 5 - consistently completes delegated tasks or assignments as instructed
- 4 - generally completes assignments or tasks delegated and described 3
 - completes the assignment or task usually as instructed
- 2 - often does not follow instructions and/or does not complete task
- 1 - habitually disregards/misunderstands instructions and fails to perform delegated task

Surgical Team Communication and Feedback:

- 5- possesses excellent team communication skills and consistently displays consideration, support, empathy, and professionalism
- 4 - possesses very good communication skills and displays consideration support, and professionalism
- 3 - possesses adequate communication skills and usually establishes good team rapport
- 2 - possesses only fair communication skills and often fails to gain team confidence or trust
- 1 - possesses poor communication skills and often shows disrespect, discourtesy, and impatience

Safety:

- 5 - work is essentially flawless, student has the instructor's complete trust in his/her ability to practice safe patient care
- 4 - work is relative error-free and does not require re-checking; student demonstrates good safety judgments
- 3 - work is acceptable, non-critical errors are occasional but patient safety is never overlooked
- 2 - demonstrated negligence or carelessness fairly often, requires close supervision
- 1 - habitually shows disregard for patient safety; student is careless and exhibits poor judgment with regard to patient safety in clinical situations

Personal and Professional Appearance:

- 5 - consistently maintains a professional appearance that perfectly meets the requirements of the school
- 4 - always presents a neat, tidy, well groomed appearance
- 3 - usually presents a neat, tidy, well groomed appearance
- 2 - occasionally presents an untidy appearance, has been counseled for inappropriate attire or uncleanliness more than once
- 1 - often appears in clinical setting unclean or inappropriately dressed

Verbal Communication:

- 5 - communication is consistently positive, goals oriented, and clear as to meaning and intent
- 4 - receives constructive criticism well or verbally expresses thought well
- 3 - communicates thoughts and ideas satisfactorily with clarity Instructor Criteria
- 2 - often communicates comments angrily, negatively and/or unclear as to intent
- 1 - generally communicates negatively or destructively

Instructor Criteria**Judgement:**

- 5 - consistently displays correct and sound decision making
- 4 - generally makes sound and correct decisions
- 3 - demonstrates good decision making in most situations
- 2 - often makes poor decisions; cannot or does not assimilate proper information and sound judgment
- 1 - consistently makes poor decisions based on inaccurate information or poor attitude

General Attitude:

- 5 - always enthusiastic, pleasant and tactful; is positive towards peers and hospital staff
- 4 - generally pleasant, tactful and courteous and is generally positive towards peers and hospital staff
- 3 - occasionally tactless when provoked but usually courteous and pleasant; satisfactorily relates with peers and hospital staff
- 2 - Often defensive, rude, or uncooperative, requires occasional counseling by the instructor
- 1 - consistently rude, uncooperative, hostile, or tactless requires frequent counseling by the instructor

Dependability:

- 5 - assumes full responsibility for self and is consistently self-directed and dependable; requires little direct supervision or rechecking
- 4 - is highly dependable in most situations; assumes full responsibility for actions, requires minimal supervision
- 3 - dependable and knows his/her limitations; asks for assistance when necessary
- 2 - Often undependable; does not assume self-responsibility for actions, requires fairly close and constant supervision
- 1 - consistently undependable, requires continuous and direct observation

Initiative:

5 - consistently seeks new learning experiences above those required, enthusiastically performs assignments

4 - generally seeks new learning experiences, readily accepts assignments

3 - displays an average/adequate enthusiasm for assignments; does what is expected

2 - does only what is expected; often wastes time

1 - consistently does not use time constructively; must be coached to produce

Punctuality:

5 - no tardies

4 - 1 tardy

3 - 2 tardies

2 - 3 tardies

1 - 4 or more tardies

Attendance:

5 - no absences

4 - 1 absence

3 - 2 absences

2 - 3 absences

1 - 4 absence