



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Technical College of the Lowcountry  
921 Ribaut Rd.  
PO Box 1288  
Beaufort, SC 29901-1288

Michael Lane  
4/204  
843-525-8296  
[mlane@tcl.edu](mailto:mlane@tcl.edu)

**SUR 125**  
**Sterile Processing Practicum**  
**Spring 2019**

**Course Description**

SUR 125 Sterile Processing Practicum  
5 credits

This course presents the application of sterile processing theory in the clinical setting.

Prerequisites: SUR 123

Co-requisites: AHS 130

**Course Focus**

This course provides a clinical setting for experience and application in all aspects of performing the duties required of a sterile processing technician.

**Text and References**

No text required.

**Course Goals**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (\*designates a CRUCIAL goal)

1. \*Demonstrate proper manual cleaning of surgical instruments.
2. Demonstrate the proper use of microbiological, anatomy, and physiology terminology as it relates to SPD.
3. \*Demonstrate the work principles and practices related to Standard and Transmission based Precautions.
4. Perform proper handwashing.
5. Perform the functions of the chemical disinfection process.
6. \*Demonstrate the proper use of personal protective equipment (PPE) as it relates to OSHA regulations and employee safety and health.
7. Demonstrate the procedures that must be followed and the precautions that must be observed during the preparation and use of the variety of disinfecting agents used in the decontamination process.
8. \*Perform the proper methods and equipment used in the high-level disinfection of medical devices.
9. \*Demonstrate mechanical cleaning through the proper use of the washer/decontaminator and ultrasonic cleaner.
10. Identify various types of patient care equipment (PCE) and demonstrate the processes needed to clean, disinfect, store and distribute patient care equipment.
11. Demonstrate the use of the various types of packaging materials and rigid sterilization container systems.

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12. \*Demonstrate the organization of instrument sets, tray assembly, preparation of basins and textile packs.
13. Perform inspections on surgical instruments to ensure proper working order.
14. \*Demonstrate the sterilization method used for various medical devices.
15. Monitor and document the different parameters used in the SPD for the various sterilization processes used in healthcare facilities.
16. \*Demonstrate the proper use of chemical and biological indicator monitoring systems.
17. Perform the proper selection, handling, and transport of supplies and sterile items.
18. Demonstrate the environmental controls and cleaning protocols used in the SPD.

### Student Contributions

Classes are designed to employ a variety of teaching techniques. In order to maximize learning, required readings and Web enhanced sections should be done prior to class. If a student is falling behind in clinical performance and/or academic achievement, it is imperative to seek immediate assistance from the instructor.

### Course Evaluation

Evaluation on Professional Characteristics	100 points x 13 weeks
Evaluation of Clinical Performance	<u>100 points</u> x 13 weeks
Total	2600 points

### Course Schedule

Clinical – Mondays and Wednesdays 6:45 – 2:45pm

### ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

### ATTENDANCE

1. The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
4. Reinstatement requires the signature of the division Dean.
  - a. In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

- b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance

*Or*

- c. Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
  - d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
5. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
  6. Students are expected to be in class *on time*. Arrival to class after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise.
  7. It is the student's responsibility to sign the roll/verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student’s responsibility to insure that attendance is marked. **The student is responsible** for all material/ announcements presented, whether present or absent.
  8. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all clinical experiences.
  9. If student is ill or an emergency occurs that requires the student to be absent from the clinical course, the student must contact the course instructor by telephone no later than 30 minutes prior to the start of the scheduled clinical class time. Informing the instructor of clinical absence is the responsibility of the student. Messages sent via other students will not meet requirement.
  10. **IMPORTANT:** No call/no show policy for clinical courses – refer to page 16 in the Division of Health Sciences Handbook. Any student whose status is no call/no show for a clinical day is immediately withdrawn from the program and may not progress in co-requisite courses.

**A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.**

### **Student Accountability/Clinical Education Rotations**

*Students in the SP program must be eligible to complete their clinical education rotations at any available clinical site.* During clinical education rotations, each student is a representative of the TCL SP program. As such, students must comply with all TCL and SP program policies when participating in

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clinical education. In addition, when students are at a clinical site, every effort will be made to ensure that students receive a fair and equitable learning experience and students are responsible for abiding by all policies and procedures of that clinical site.

### **ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

### **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOG TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. <https://tcl.regroup.com/signup>

### **ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students' calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

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1. Copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. Completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. Viewing another student's computer screen during a quiz or examinations.
4. Talking or communicating with another student during a test.
5. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or an assignment.
6. Plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. Knowingly aiding a person involved in academic misconduct.
8. Providing false information to staff and/or faculty.
9. Entering an office unaccompanied by faculty or staff.
10. Misuse of electronic devices.

**All students are required to remove ALL watches and hats of any kind during exams and quizzes and place them in the front of the classroom with personal belongings and electronic devices.**

#### **Honorlock Online Proctoring and Technology Requirements**

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. You must have the ability to install the Honorlock extension on Google Chrome. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

1. A computer with access to a high speed Internet connection
2. A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
3. Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.

#### **GRADING POLICY**

Grading scale	
90% - 100% A	W withdraw
82% - 89% B	WP withdraw with passing grade
75% - 81% C	WF withdraw with failing grade
70% - 74% D	I Incomplete
Below 70% F	

**Grading Methodology.** The final grade must be 75.000 or more in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone. If the instructor

is not available, a message should be left on the instructor's voice mail AND with another member of the faculty or administrative assistant. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

**Instructor's Name:** Michael Lane, CST, CSPDT  
**Office Location:** Beaufort Campus, Bldg. 4/204  
**Phone Number:** 843-525-8296 (office)  
**Office Hours:** By appointment  
**Email:** [mlane@tcl.edu](mailto:mlane@tcl.edu)