

Course Syllabus - Capstone

COURSE: HPRS 1563 (5:0:24) Clinical – Sterile Processing Technician
SEMESTER: Spring 2022
CLASS TIMES: **Monday through Thursday hours vary** (Lab only course, no lecture)
INSTRUCTOR: Paul Landsman, CST
OFFICE: RC 512
OFFICE HOURS: By Appointment only
OFFICE PHONE: Paul Landsman 806-716-4642
CELL PHONE: Paul Landsman 806-928-8813 (For clinical communication only)
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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.

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.

STUDENT LEARNING OUTCOMES

Students will:
1. Demonstrate clinical proficiency to an employment-acceptable level in general surgical procedures and commonly performed specialty procedures: F-1, F-5, F-6, F-8, F-9, F-10, F-17, C-1, C-3, C-5, C-6, C-7, C-8, C-9, C-11, C-14, C-15, C-16, C-17, C-18, C-19
2. Demonstrate assertiveness and professionalism in the field: F-13, F14, F-15, F-16, F17, C-13, C-17
3. Continue to expand knowledge of surgical procedures: F-7, F-11, F-12, C-12
4. Build a detailed knowledge of surgical intervention and perioperative procedures: F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17, C-1, C-3, C-4, C-5, C-6, C-7, C-9, C-11, C-12, C-13, C-14, C-15, C-16, C-18, C-19, C-20

COURSE OBJECTIVES -

The 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

The Psychomotor Domain Objectives:

- Function as a surgical 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

The Affective Domain Objectives:

- Process sterile instrumentation and equipment

EVALUATION METHODS

Evaluations are completed on a daily basis by your individual preceptors.

Formative assessments:

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

Summative assessments:

- 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.

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.

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.

FACEBOOK

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 South Plains College EMS Program Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

VERIFICATION OF WORKPLACE COMPETENCIES

Refer to course objectives

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

There is no textbook needed for this course

METHODS OF TEACHING

- Observation
- Question and answer
- Clinical skills applications

Attendance policies and Procedures: Refer to Student Clinical Handbook

ASSIGNMENT POLICY

Students must have all documentation updated online, and elevations turned in by midnight SUNDAYS.

If all documentation is submitted on time, it will be graded as a 100.

If late, a zero (0) will be given for the documentation.

It is the student's responsibility to obtain all necessary documentation forms online and have them available daily. Credit will not be given for hours that are not recorded properly and on the appropriate signature forms.

All forms must be signed and initialed in correct spaces.

It is the student's responsibility to have preceptors sign off and grade daily performance and cases. Without case documentation, there cannot be any credit given and cases cannot be logged.

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 user name and password.

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

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open 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.

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

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

Grading Scale

90-100 = A

80-89 = B

75-79 = C

Below 75 is failing

Weekly documentation grade consists of turning in evaluations and hours logger updated weekly by Sunday at midnight. This grade will be either a 100(turned in on time), or a ZERO (not turned in by Sunday at midnight)

A final grade average of C (75) must be maintained in all Surgical Technology classes. Students must pass all courses to proceed to the next semester.

EXAMS

There are no exams. Grade will reflect clinical experience including self studies, case documentation, and clinical evaluations. Please refer to [Grading Policies](#).

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

INSTRUCTOR CELL PHONE NUMBER UTILIZATION POLICY:

Absences/issues must be reported no earlier than 5:30am, 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.

CAMPUS CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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.

SPECIAL REQUIREMENTS

Appointments for doctor visits or any other reason not relevant to clinical rotations are to be made outside of scheduled clinical time.

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

CLINICAL DOCUMENTATION

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

1. Clinical Case 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 Dropbox folders (by MIDNIGHT 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.

Case Participation Requirements: See Course Outline Below

STUDENT CONDUCT

While representing South Plains College, Surgical Technology students will be expected to conduct themselves in such a manner as to reflect favorably on themselves as individuals, as well as the Surgical Technology Program and the college. If a student acts in such a manner as to reflect immature judgment and disrespect for others, action can be taken by the instructors. This action can range from dismissal for the day resulting in an absence to being called before the Chairperson of the Allied Health Department to determine their status in the program.

PROBATION

Probation is a trial period in which the student must improve their behavior and/or skills or be withdrawn from the program. A student may be placed on probation in the Surgical Technology Program for any of the following reasons:

- Inappropriate conduct - behavior that reflects unfavorably on the student, program or college.
- Excessive absences or tardies
- Falsification of records
- Use of obscene or abusive language, or acting in a disrespectful manner to any faculty member, patient, visitor, staff member, or classmate (at the hospital or school)
- Unsatisfactory performance

DISMISSAL

A student may be dismissed for violation or refusal to submit to drug screening, gossip, mistreatment of patients, abusive or profane language to faculty, staff, fellow students, or supervisors, lack of cooperation, habitual tardiness, absenteeism, uncleanliness, violation of confidentiality of patient information, patient abandonment, request by clinical site staff (in writing by staff member) that a student is not permitted to return to that site (even if the student is not scheduled to return), or any violation on the Student Dismissal form which student signed at orientation. Dismissal from the program will result in the event that the issues are not resolved in the timeframe specified in the probation documentation.

UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

The Sterile Processing Program Director and/or the Clinical Coordinator and Instructor may remove the Sterile Processing student from clinical setting, and subsequently placed on probation if the student demonstrates unsafe/unsatisfactory clinical performance as evidenced by the following:

1. Violates previously mastered principles and learning objectives in carrying out Sterile Processing Technician skills.
2. Assumes inappropriate independence in action or decisions in the sterile processing areas.
3. Fails to recognize own limitations, incompetence and or ethical legal responsibility.

4. Student fails to use standard precautions, safety equipment, and fails to use standard protective protocols such as the use of safety eyewear, aprons, gloves, etc.
5. Fails to accept moral or legal responsibility for his/her own actions thereby violating the professional integrity of the hospital, student, and college. This includes gossip. Student shows unsatisfactory sterile processing techniques.

ACCIDENTS AND INCIDENTS THAT OCCUR WHILE ON CLINICAL ROTATIONS

If a student is involved in any kind of an accident, during the clinical day, the sterile processing supervisor and the clinical instructor should be **notified immediately**. Procedures for filing an incident/accident report will be followed according to hospital policy. A copy of the accident/incident report is given to the instructor for the student's file. The student is responsible for filing any claims and use of their own personal medical insurance, if necessary. If an incident report is filled out, regardless of student's role, an instructor must be notified immediately. Failure to do so may result in disciplinary actions or dismissal from the program.

EXPOSURE TO INFECTIOUS DISEASES REQUIRING MANAGEMENT/PROPHYLAXIS

Please refer to the Sterile Processing Technician Student Handbook

The following are potential hazards that may be encountered by the student while assigned to a clinical rotation:

- Body fluids, communicable diseases
- Flammable gases, chemicals
- Electricity, extreme heat
- Possibility of blades, needles, hypodermic needles, sharp instrumentation

All contaminated needle sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture wound:
 - a. Withdraw the needle or other object immediately.
 - b. Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
 - c. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
 - d. Wipe away any blood.
2. If a student receives a spray of splash of body fluids:
 - a. To eyes, nose or mouth – irrigate with a large amount of water.
 - b. To a break in the skin, follow procedure for puncture wound (above).
3. The student will report the incident immediately to the clinical instructor and Program Director. The student will be directed to the employee health department of the clinical site.
4. The student will follow the clinical facility's procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from their primary care physician.

FACE COVERING COURSE SYLLABUS STATEMENT

It is the policy of South Plains College for the SPRING 2022 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while at the clinical

sites until further notice. This policy is set forth by the clinical hospital sites and must be followed in order to continue working within the hospital site.

EMERGENCY MESSAGES

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

Dropping a class

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.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

CLINICAL GUIDELINES

In an effort to maintain a professional image, students are required to abide by the following dress and personal appearance code while in the clinical area. Failure to abide by the clinical guidelines will result in a written warning and can result in dismissal for the day with an absence. In addition to the appropriate hospital policies, the following program clinical policies will apply:

1. The student must be clean and neat.
2. Students must wear school name badge to each clinical site. (This is an OSHA requirement. If student does not have name badge, they may be sent home with a tardy in order to retrieve student's name badge)
3. No caps or hats of any kind, unless approved by program faculty.
4. The approved program scrubs must be worn to the facilities.
5. The approved hospital scrubs must to worn within the facilities.
6. Student is responsible for checking out and returning scrubs. If scrubs are not returned, students are required to incur the fee per facility to replace them. **DO NOT check out scrubs for anybody except yourself** and make sure that the scrub machine gives credit when returned. If it does not, contact clinical coordinator as soon as possible.
7. Hospital scrubs are hospital property. Checked out scrubs must NOT be removed from the facility.
8. A separate pair of clean tennis shoes is required for use only in the operating room suite and sterile processing areas.
9. Tennis shoes worn to and from clinical sites are to be clean and are to be either

100% white or 100% black.

10. Surgical Technology Students are not allowed to wear jewelry at the clinical sites during clinical rotations, this includes facial piercing. **Absolutely no fake nails or nail polish of any kind. Nails are to be kept short and clean.**
11. Any visible tattoo and/or hickey must be covered. If there are complaints associated with hickies, student will be sent home with an absence until hickies can be covered or healed.
12. All students must wear underwear.
13. Cell phones are not allowed in the sterile processing areas unless it is discussed with clinical coordinator or SPC instructor and permission is given. If a student is found to have **a cell phone in any area other than the employee lounge or dressing room, the student will be sent home with an absence and counseled. Upon second occurrence student will be dismissed from the program.**
14. Protective equipment must be worn at all times while working within the sterile processing areas. If a student is caught without proper PPE, student may be sent home and counted absent **regardless of time of day.**
15. Masks must be worn at all times while in areas they are required.
16. Student shall abide by **ALL** hospital policies and rules while in facility.
17. Student will conduct himself/herself in a professional manner at all times.
18. Student must accept constructive criticism while maintaining a positive attitude. He/she will avoid confrontational attitude with OR staff.
19. Student will handle concerns/complaints with the staff by speaking with clinical coordinator and clinical instructor and provide a written statement of the complaint. If not addressed to student's satisfaction, concerns may be brought to the Program Director's attention and grievance process will ensue only if necessary.

SYLLABUS AND SCHEDULE CHANGES

The program director or the clinical coordinator reserves the right to make reasonable changes to the syllabus OR schedule at any time during the semester. If this occurs, the students will be notified and furnished with a copy of all applicable changes or amendments.

CLINICAL COURSE OUTLINE

Clinical rotations require the student to function in the operating room Monday through Thursday (hours may vary). Students are required to be properly attired and at assigned area by start of shift.

To be eligible for graduation, the student must fulfill all clinical hour requirements listed below.

CLINICAL HOURS REQUIREMENTS

Clinical Hours: 15 Weeks – 32 hours per week for a total of minimum of 400 total.

The student central processing technician must complete specific requirements as outlined by the International Association of Healthcare Central Service Materiel Management (IAHCSSM). These include completion of a 400-hour clinical rotation. Hours are to be earned as follows:

- **Decontamination (120 Hours)**
 - Blood-Borne Pathogens, Soiled Item Transport, Safety (e.g. Chemical Handling, Sharps), Manual Instrument Cleaning, Mechanical Cleaning (e.g. Washers, Ultrasonic Cleaners), Decontamination Area Disinfection Processes, Interpreting Manufacturer's IFUs (e.g. Device Cleaning, Equipment Operation, Chemical, Enzymatics/Detergents, Current Measurements/Concentration, Soak Time), Item Receiving & Traceability

- **Preparing & Packaging Instruments (120 Hours)**
 - Identification, Inspection/Testing of Instruments, Inspection/Testing of Containers & Wrapping Material, Assembly, Packaging Techniques (e.g. Pouches, Flat Wraps, Rigid Containers), Labeling
- **Sterilization & Disinfection (96 Hours)**
 - High Temperature Sterilization Processes, Low Temperature Sterilization Processes, Logging & Record Keeping (e.g. Sterilization/HLD, Biologicals/Incubation), Handling & Putting Away of Sterile Supplies, Automated/Manual Disinfection, Trouble Shooting (e.g. Aborted/Failed Cycles, Wet Loads, Repairs)
- **Storage & Distribution (24 Hours)**
 - Clean & Sterile, Handling & Putting Away of Sterile Supplies, Rotating Supplies, Inventory & Restocking Carts/Shelves (e.g. Inventory Systems, Par Levels), Event Related Shelf Life / Expiration Dating, Cleaning Storage Shelves, Case Carts (e.g. Assembly, Pick Lists & Locator Systems)
- **Quality Assurance Processes (24 Hours)**
 - Interpreting Manufacturer's IFUs (e.g. Devise Inspection & Testing, Sterilizers), Standards, Regulations, Policies & Procedures, Documentation & Record Keeping (e.g. Management, Area Cleaning), Quality/Functionality Testing Processes (e.g. Sterilizer, Washer Testing, HLD)
- **Equipment (16 Hours)**
 - Cleaning, Inspection and/or Preparation of Patient Care Equipment, Equipment Functionality Check (e.g. Autoclaves, Sterilizers, Washers), Familiarity with Routine Maintenance Guides for Equipment, Equipment Tracking

ACCOMMODATIONS

IVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

COVID STATEMENT

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. **Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.** Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

- F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

- F-7 Creative Thinking—generates new ideas.
- F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- F-9 Problem Solving—recognizes problems, devises and implements plan of action.
- F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

- F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.
- F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.
- F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.
- F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.
- F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

- C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.
- C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.
- C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves Clients/Customers—works to satisfy customer’s expectations.
- C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works with Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.



SRGT – SRGT2661 Clinical II

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

___ Syllabus SRGT1560

___ SPC SRGT Program Handbook

___ SPC SRGT Clinical Handbook

___ South Plains College Grievance Policy

___ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date