

## WILCO AREA CAREER CENTER

500 Wilco Blvd, Romeoville, IL 60446  
815-838-6941

**Course Title:** CSPD-1111 Central Sterile Processing and Distribution

**Instructors:** Amanda Ramsden RN

**Length of Course:** Spring Semester 2025

### **Articulation/Relationship:**

Students that complete all requirements and receive a final score of 80% or above will receive 3.0 credit hours from College of Dupage.

### **Description/Content:**

Students will be introduced to the fundamentals of sterile processing supplies, services, and equipment. Instruction will include the theories and practices of sterile processing departments.

### **Credit and Contact Hours:**

Students will receive 1.5 high school credits for successful completion of this semester course. College of DuPage offers 3 credit hours for the successful completion of this course with a final grade of 80% or better.

### **Other:**

Students must be at least 16 years of age and must have completed at least 8 years of grade school or provide proof of equivalent knowledge. Students must be able to speak and understand the English language and be in good physical, mental and emotional health. American Heart Association (AHA) Basic Life Support (BLS) CPR certification must be completed prior to the clinical experience.

### **Books, Supplies & Supplemental Materials:**

#### **Required**

1. IAHCMM. *Central Service Technical Manual*. 8th edition
2. Study guides and homework as assigned.

### **Student Learning:**

1. Students will be able to summarize the purpose of the sterile processing department
2. Students will be able to discuss the roles and responsibilities of the regulatory agencies that impact Central Service Department functions.
3. Students will be able to discuss the chain of infection and the technician's role in breaking that chain.
4. Students will be able to describe the process of decontamination.
5. Students will be able to discuss the manual and mechanical methods used for cleaning surgical instrumentation and equipment.
6. Students will be able to summarize the concepts of disinfection.

7. Students will be able to define basic categories of surgical instruments based upon their function.
8. Students will be able to discuss general processing and inspection requirements for complex instruments.
9. Students will be able to identify principles related to preparing and packing instruments for sterilization.
10. Students will be able to identify the requirements for sterilizing items.
11. Students will be able to define the principles of sterile storage
12. Students will be able to identify the principles of distributing sterile supplies
13. Students will be able to discuss the need for monitoring and review of the sterilization process indicators that help assure quality control.
14. Students will be able to discuss the importance of safety and risk management in the Central Service Department.

#### **Supplemental Material:**

1. Students will need a working watch with a second hand.
2. Students will need a completed physical exam and a 2 step TB skin test (or equivalent chest x-ray or blood test) prior to the start of the clinical experience; **PLEASE NOTE:** some clinical sites may have additional requirements (flu shot, urine drug screen, COVID-19 vaccination, etc.)
3. Students should be current on all vaccinations
4. American Heart Association BLS – CPR certification will be available through Wilco Area Career Center prior to the start of clinical experience.
5. Scrubs will be provided by the hospital; however the student is expected to have a dedicated pair of non-slip shoes that are for sterile processing only.

#### **Methods of Instruction:**

1. Lecture (classroom theory presentation)
2. Skills laboratory
3. Clinical on-site rotation

#### **Beneficial Skill / Knowledge:**

The ability to perform basic math functions such as addition, subtraction, and fractions is required. Knowledge of biology and anatomy is beneficial.

#### **General Education Student learning outcomes:**

Students will demonstrate an ability to think critically and analytically.

#### **Graded assignments and policies:**

1. Chapter Exams (representing each chapter in the textbook) will be given.
2. One (1) comprehensive exam will be given at the end of the semester.
3. Clinical performance evaluation (based on clinical evaluation tool).
4. Chapter assignments / vocabulary related to each chapter's content.
5. Active participation in the skills laboratory and at the clinical site.
6. Four(4) special projects during the semester:
  - a. Infection Control
  - b. Surgical Instrument Identification
  - c. Assembly and Packing

#### d. Monitoring

#### **Grading Policy:**

1. An average of at least 80% is required in each of the following areas: chapter quizzes, the comprehensive final exam, and in clinical performance.

\*\*\* Not meeting one of more of these areas indicates that the student is not performing within the course requirements.

#### **Wilco ACC grading scale**

90-100 = A

80-89 = B

70-79 = C – student will be removed from clinical

60-69 = D

#### **COD Dual Credit grading scale**

90-100 = A

80-89 = B

70-79 = C

70 or below student will be dropped

#### **Major Tests & Exams**

1. Chapter quizzes account for 30% of the student's overall grade.
2. Chapter assignments account for 10% of the student's overall grade.
3. Active participation in skills lab accounts for 20% of the student's overall grade
4. Clinical site performance accounts for 20% of the student's overall grade.
5. Four (4) Special Projects account for 20% of the student's overall grade.

*Averages will be evaluated at the half semester. Not meeting one or more of these areas indicates that the student is not performing within the course requirements. Any students evaluated as not meeting the course requirements may result in the student being ineligible for COD credit. Exams or comprehensive final exam retakes will be considered under special circumstances (i.e. hospitalization) by the instructor in consultation with Wilco's principal to determine a student's eligibility for a retake.*

#### **Classroom Policies & Procedures: General Information**

Methods of instruction include lecture, discussion, videos, role playing, special projects, interactive computer applications and laboratory practice sessions along with supervised clinical experience in a local hospital. Homework assignments will be determined by each individual instructor. Homework assignments are due on the date established by each instructor. Late work will incur a 50% reduction in points available for that assignment.

Electronic devices are to be silenced and put away. This includes cell phones, texting devices, iPod, iPad and other items that the instructor finds inappropriate to the learning environment. These electronic devices may be used during break times, at the discretion of each individual instructor. Failure to comply with this policy will result in disciplinary action as deemed appropriate by the instructor. This may include removal of the item from the student, as per Wilco handbook. Multiple violations may result in a parent pickup of the device from the Wilco office.

#### **Instructional Integrity:**

Any student that is found to have cheated on daily classwork, quizzes, exams or midterm/final will receive a "0%" as the grade for the assignment or exam.

**Incomplete Grades:**

An incomplete grade is generally not an option for this course. Only on rare occasions (i.e. serious illness with a doctor's verification or other extreme emergencies) will the instructor in consultation with Wilco Area Career Center's principal take an incomplete into consideration.

**Expectations of Professional Conduct:**

Students are expected to interact with classmates, instructors, residents and facility staff in a polite and respectful manner. Uncooperative, disrespectful, argumentative, rude or other disruptive behavior will result in disciplinary action which may include removal from the clinical experience. The goal is to create a positive learning environment of teamwork among students and instructors and meet the needs of the department.

Any student who is under the influence of alcohol / illegal drugs / controlled substances will be immediately removed from the clinical rotation. Students must exhibit emotional maturity and stability in both the classroom and clinical settings to participate safely and competently.

**Classroom / Lab:**

Students are expected to arrive on time (including return from break time) and be prepared to participate. Dress is casual but must be suitable for classroom and laboratory experience; no low-cut tops, low rise pants or short shorts. All equipment and supplies are the property of Wilco Area Career Center and should be handled with care and remain in the classroom. It is the responsibility of the student to effectively utilize all delegated class time for reading, studying, group projects, skill practice and other assignments. Sleeping or other behavior which distracts others and interferes with the learning process will be addressed by the instructor.

**Lab Practice:**

Lab practice is a necessary component that helps prepare the students for their clinical experience. Skills will be learned and practiced in a simulated environment with demonstrations and guided practice. Students will also be required to show mastery of multiple skills during the school semester. \*\* The student must be able to competently perform each skill during the entire school year and at the request of the theory / clinical instructor at any time. Skill testing will be performed at both Wilco Area Career Center and in the clinical setting to ensure skill mastery. Any student unwilling to participate in classroom skill and / or testing may be prevented from attending clinical experience.

**Clinical:**

It is important to remember that students are representing Wilco Area Career Center and are guests in the clinical facilities. If at any time a student has a concern related to a fellow student, facility staff member or facility policy / procedure, he / she should report immediately to the clinical instructor. Patient confidentiality and rights must be maintained always. Students must demonstrate professionalism through teamwork, communication, respect, and compassion in the clinical and classroom setting. Any incident will be reviewed by the theory / clinical instructor in consultation with Wilco Area Career Center's administration. Depending on the severity of the safety issue, disciplinary action may result in a warning or immediate removal from the clinical experience.

Students should arrive at least 15 minutes prior to clinical beginning to allow for changing into scrubs. Shoes must not be worn outside the clinical setting to reduce the spread of germs. Shoes must be non-skid, no crocs,

or open backed shoes. Hair must be pulled back and students must comply with wearing buffants while in the clinical setting. Make-up should be minimal; no strongly scented perfume or deodorant. Facial hair on male students must be clipped, short and well-groomed. Gum chewing is not allowed. Items NOT allowed; sweat pants, stretch pants, colored socks, hats, **NO jewelry. No visible facial or body piercing allowed. No nail polish is permitted.** Nails must be short, filed nails; no sculptured or artificial nails. Body tattoos must be covered while in the clinical setting. These are examples but may not be inclusive of facility guidelines.

### **General Attendance:**

To maximize the student's learning experience, attendance is required. Students may miss no more than twelve (12) Wilco school days for the entire year. On the thirteenth (13) day the student will be removed from the clinical portion of the class and will not be eligible for the state certification exam. They will remain eligible for high school credit if they achieve a passing grade in accordance with the Wilco grading scale.

Students who are absent on days when chapter tests, module exams, or the comprehensive final exam are given will be allowed to make up the test or exam ONLY if the absence is EXCUSED by the student's home school. An UNEXCUSED absence given by the home school will result in a zero (0%) for any test or exam given on the day of the absence.

### **Clinical Attendance:**

Clinicals must be attended by the students. An absence MUST be made up by the student by the end of the semester the clinical day was missed. **After four (4) hours of clinical absences, the student will be subject to clinical withdrawal.**

### **Retake Policy:**

Under special circumstances (i.e. hospitalizations), the instructor in consultation with Wilco Area Career Center's principal may determine that a student will be eligible for a retake. Only one retake will be allowed per year.

### **Comprehensive Final Examination Information:**

A comprehensive final examination will be at the end of the semester.

### **Academic Honor Code:**

The objective of the academic honor code is to sustain a learning centered environment in which all students are expected to demonstrate integrity, honor and responsibility, and recognize the importance of being accountable for one's academic behavior.

### **Intellectual Property:**

Students own and hold the copyright to the original work they produce in this class. It is a widely accepted practice to use student work as part of Wilco Area Career Center's internal self-evaluation, assessment procedures or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the classroom instructor.

## Student Handbook:

Wilco Area Career Center's student handbook is available online. Each student and parent are responsible for understanding and adhering to the information found in the handbook. If a student or parent has any questions, please see the classroom instructor.

## Sexual Harassment:

Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons' respect and trust each other, there is no place for sexual harassment. Wilco Area Career Center has a strong policy prohibiting the sexual harassment of any member of the Wilco Area Career Center community by another. \*\* See student handbook.

## Safety:

Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing laboratory procedures. Students / family are responsible for reporting to their instructor any condition that would impair the ability to concentrate.

## WILCO INSTRUCTIONAL AGENDA

Chapters	Topics
1. Introduction to Central Service	<ul style="list-style-type: none"><li>● Role of central service in the hospital</li><li>● Workflow in central service</li><li>● Attributes of central service technicians</li><li>● Role and responsibilities of central service technicians</li></ul>
5. Regulations and Standards	<ul style="list-style-type: none"><li>● OSHA, FDA, and other regulating agencies role in central service</li><li>● Medical device classifications</li><li>● Reporting required by regulating agencies</li></ul>
2. Medical Terminology	<ul style="list-style-type: none"><li>● Medical terminology in surgical procedures</li><li>● Medical terminology for quality service in the operating room</li></ul>
3. Anatomy	<ul style="list-style-type: none"><li>● Structure and function of body systems</li><li>● Common surgical procedures</li></ul>
6. Infection Prevention	<ul style="list-style-type: none"><li>● Role of Central Service in preventing Healthcare associated infections (HAIs)</li><li>● Personal protective Equipment</li><li>● Blood borne pathogens and Standard precautions in Central Service</li><li>● Breaking the chain of infection in Central</li></ul>

	<p>Service</p> <ul style="list-style-type: none"> <li>● Environmental requirements for Central Services to maintain clean and dirty spaces</li> </ul>
8. Cleaning and Decontamination	<ul style="list-style-type: none"> <li>● Challenges to cleaning surgical instruments</li> <li>● Set up and purpose of decontamination area</li> <li>● Use of PPE, standard precautions and blood borne pathogen standards in decontamination</li> <li>● Common cleaning tools and mechanical cleaners</li> <li>● Chemicals in decontamination</li> <li>● Steps in cleaning</li> <li>● Manual cleaning process</li> </ul>
9. Disinfection	<ul style="list-style-type: none"> <li>● Disinfection or sterilization</li> <li>● Spaulding Classification System</li> <li>● Disinfectants used in healthcare facilities</li> <li>● Automated equipment for disinfection</li> </ul>
10. Surgical Instrumentation	<ul style="list-style-type: none"> <li>● Role of Central Service Technician in caring and handling surgical instruments</li> <li>● Categories of surgical instruments</li> <li>● Caring for stainless steel instruments</li> <li>● Testing for sharpness</li> <li>● Maintenance of instruments</li> </ul>
11. Complex Surgical Instruments	<ul style="list-style-type: none"> <li>● Care for and process powered surgical instruments</li> <li>● Concerns about caring for endoscopic instruments</li> <li>● Infection prevention, cleaning, and inspection of endoscopic instruments</li> <li>● Protocols for loaner equipment</li> </ul>
12. Assembly and Packing	<ul style="list-style-type: none"> <li>● Set-up and function of assembly area</li> <li>● Procedures needed for packing</li> <li>● Packing materials</li> <li>● Reusable and disposable packing</li> <li>● Packing closure methods</li> <li>● Package labeling, special concerns, and maintaining sterility</li> </ul>
14. High-Temperature Sterilization	<ul style="list-style-type: none"> <li>● Factors that impact sterilization</li> <li>● Advantages of steam sterilization</li> <li>● Anatomy and function of a steam sterilizer</li> <li>● Steam sterilizer cycles</li> </ul>

	<ul style="list-style-type: none"> <li>● Conditions necessary for steam sterilization</li> <li>● Quality control and process indicators</li> </ul>
15. Low-Temperature Sterilization	<ul style="list-style-type: none"> <li>● Basic requirements for low-temperature sterilization</li> <li>● Specific requirements for: Ethylene oxide, Hydrogen peroxide, and Ozone</li> <li>● Parameters for low-temperature sterilization</li> </ul>
16. Sterile Storage and Transport	<ul style="list-style-type: none"> <li>● Basic sterile storage considerations</li> <li>● Shelving</li> <li>● Moving sterile items into storage</li> <li>● Event related sterility</li> <li>● Basic storage guidelines</li> <li>● Cleaning sterile storage</li> <li>● Transporting sterile items and guidelines</li> </ul>
17. Monitoring and Recordkeeping	<ul style="list-style-type: none"> <li>● Importance of monitoring work areas in Central Service</li> <li>● Importance of recordkeeping</li> <li>● Types of monitoring in Central Service</li> <li>● Sterilization process indicators for quality control – physical and mechanical monitors, Bowie Dick tests, Biological Indicators, Chemical Indicators</li> <li>● Employee training</li> </ul>
22. Safety and Risk Management	<ul style="list-style-type: none"> <li>● Importance of safety and risk management in Central Service</li> <li>● Three common workplace hazards– fire, hazardous substances, and bloodborne pathogens</li> <li>● Ergonomics</li> <li>● Preventing safety hazards and injuries</li> <li>● Safety precautions for Ethylene oxide</li> <li>● Internal and external disaster plans</li> <li>● Importance of reporting injuries</li> </ul>
23. Success through Communication	<ul style="list-style-type: none"> <li>● Effective communication</li> <li>● Customer service skills</li> <li>● Common workplace communication issues</li> </ul>
24. Personal and Professional Development	<ul style="list-style-type: none"> <li>● Personal development and career paths</li> <li>● Goal setting</li> <li>● Resume</li> <li>● Interviews</li> </ul>



HealthCare – CSPD 1111 Sterile Processing and Distribution

I have received the syllabus for the and it has been reviewed with me. I have had all my questions answered and understand the requirements for this class.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_