

Course Syllabus

COURSE: HPRS1201.151 Introduction to Health Professions
SEMESTER: Fall 2022 (August-December 16 weeks)
CLASS TIMES: Online (Lecture only course; no lab)
INSTRUCTOR: Zach Pauda CST, AAS
OFFICE: RC509
OFFICE HOURS: By appointment only
OFFICE PHONE: 806-716-4646
E-MAIL: zpauda@southplainscollege.edu
PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

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.

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION

COURSE DESCRIPTION

This course is a transition into the professional role of the sterile processing. This course includes professional readiness for employment, attaining certification, and maintaining certification status.

STUDENT LEARNING OUTCOMES

Students will:
1. Describe each behavior as it relates to the role of the surgical team member: F-6, F-9, C-5, C-15
2. Analyze activities that reflect positive examples of each behavior: F-13, F-15, F-16, F-17, C-9, C-14
3. Integrate ethical behaviors into professional practice: C-9, C-11, C-14
4. Assess current trends and employment opportunities for the surgical technologist: F-1, F-8, F-9, C-16
5. Develop a professional resume and cover letter: F-2, F-14, C-8, C-18

COURSE OBJECTIVES

The Cognitive Domain Objectives:

- Define scope of practice
- Identify need for HIPAA
- Recognize components of a professional resume
- Certification exam review
- Define employability
- Define autonomy
- List different leadership styles
- Differentiate between assertive and cooperative behavior

The Psychomotor Domain Objectives:

- Write a resume and cover letter
- Fill out a job application
- Participate in teamwork exercises
- Apply critical thinking to clinical roles
- Apply leadership qualities to daily life
- Certification exam review
- Apply HIPAA guidelines to the role of the surgical technologist
- Explain commitment, self-direction and work ethic
- Evaluate different conflict management techniques

The Affective Domain Objectives:

- Discuss positive qualities of a health care professional
- Discuss ways to advance the profession of sterile processing
- Discuss the skills needed during a job interview
- Discuss the transition from student to Sterile Processing Technician
- Discuss the role of the sterile processing in the OR
- Evaluate related career opportunities
- Describe affective behaviors and leadership skills
- Certification exam review

OUTCOMES ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

Formative assessments include:

- discussions
- homework
- exams
- classroom activities

Summative assessment includes:

- student developed portfolios

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.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached

SPECIFIC COURSE INFORMATION

Book: Instructor will provide all resource materials.

METHODS OF TEACHING:

- Lecture
- PowerPoint Presentations
- Role playing
- Question/discussion
- Review
- Examinations

ATTENDANCE POLICY (*READ CAREFULLY)

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least TWO (2) days per week. **THIS IS A MINIMUM.** Since this is an online course your attendance is measured by logins.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be a 'F'. Administrative withdrawal may occur if the student has not logged into the course over a four (4) day period, consistently fails to meet deadlines, or if the student fails to log into the course two times a week. I also reserve the right to determine excessive absences based on your progress throughout the course. **IF YOU FAIL TO COMPLETE YOUR WORK I WILL DROP YOU WITH A "F"**.

ASSIGNMENT POLICY

No late work will be accepted. Work is considered late after the end of the day of which the assignment is due. Assignments are not to be completed in class unless given permission by the instructor; should a student be observed to be working on an assignment in class without permission, the student will receive a zero for the assignment.

Make-up exams will not be given. If a student is more than 30 minutes tardy, or an exam has already been completed by the rest of the class, the student will not be allowed to begin the exam due to the delay it will cause in instruction. Students are not allowed to leave the room while exams are still being given. All personal business must be taken care of before the exam begins, or after all exams have been turned in.

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.

EXAMS

Exams will be online via blackboard.

GRADING POLICY

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

The course grade will be determined by a combination of major exams and a comprehensive final exam. Exam dates will be announced. The following are guidelines regarding exams and assignments:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **not** be offered. If a student is late on an exam day, the student will not be permitted to take the exam, and a grade of zero (0) will be given.
2. Late assignments will not be accepted.
3. Discussion Posts are due Sunday nights at midnight
4. All course work will be open at the same time. You are allowed to work ahead of schedule.

Homework	30%
Quiz/Exams	20%
Participation/Discussion	30%
Resume/Cover letter	<u>20%</u>
	100%

<i>Grading Scale</i>	<i>90 – 100 = A</i>
	<i>80 – 89 = B</i>
	<i>75 – 79 = C</i>
	<i>Below 75 is failing</i>

A final grade average of C (75) must be maintained in all Sterile processing classes. You must pass all courses to proceed to the next semester.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. I will utilize text messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

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.

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 29th) and before the census date (September 14th), 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](#).

SPECIAL REQUIREMENTS

Cell Phones – Cell phones are permitted in class. They MUST be turned to silent. A student whose phone sounds during class, or is observed to be using the phone in any way without permission from the instructor will be sent home for the day with an absence.

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

4.1.1.2. Disabilities 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 Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

4.1.1.5 Campus Concealed Carry Statement

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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

COVID Policy

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere

(clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

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.

COURSE CONTENT OUTLINE

Course Outline is subject to change by instructor.

Weekly Dates	Assignments
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WEEK 10	<i>PowerPoint Presentation</i>
WEEK 1 11/31 Coursework Opens Monday: 8/29 Coursework Opens Sunday: 11/6 Coursework DUE by 11:59 pm Sunday: 9/4 Coursework DUE by 11:59 pm	Syllabus: HPRS 1201 HIPPA Syllabus Acknowledgement DUE SUNDAY @ 11:59 pm
WEEK 2 Monday: 11/7 Coursework Opens Monday: 9/5 Coursework Opens Sunday: 9/13 Coursework DUE by 11:59 pm Sunday: 9/11 Coursework DUE by 11:59 pm	PowerPoint Presentation Personal and Professional Development Entering the Healthcare Profession DUE SUNDAY @ 11:59 pm: EXAM
WEEK 3	<i>PowerPoint Presentation</i>
WEEK 10 11/12 Coursework Opens Monday: 11/14 Coursework Opens Sunday: 9/18 Coursework DUE by 11:59 pm Sunday: 11/20 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Role in the Hospital Setting Resume DUE SUNDAY @ 11:59 pm
WEEK 4 Monday: 9/19 Coursework Opens Monday: 11/21 Coursework Opens Sunday: 9/25 Coursework DUE by 11:59 pm Sunday: 11/27 Coursework DUE by 11:59 pm	PowerPoint Presentation Thanksgiving WEEK Ethics and Attitudes DUE SUNDAY @ 11:59 pm
WEEK 14	PowerPoint Presentation
WEEK 5 11/28 Coursework Opens Monday: 9/26 Coursework Opens Sunday: 12/4 Coursework DUE by 11:59 pm Sunday: 10/2 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Resume Ethics and Attitudes DUE SUNDAY @ 11:59 pm: EXAM
WEEK 15 & WEEK 16 WEEK 6 Monday: 12/5 Monday: 10/3 Coursework Opens Coursework Opens Sunday: 10/9 Coursework DUE by 11:59 pm Sunday: 12/13 Coursework DUE by 11:59 pm	PowerPoint Presentation Comprehensive FINAL <i>PowerPoint Presentation</i> Stress Management DUE SUNDAY @ 11:59 pm
	DUE SUNDAY @ 11:59 pm
WEEK 7 Monday: 10/10 Coursework Opens Sunday: 10/16 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm
WEEK 8 Monday: 10/17 Coursework Opens Sunday: 10/23 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm: EXAM
WEEK 9 Monday: 10/24 Coursework Opens Sunday: 10/30 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Goals and Time Management DUE SUNDAY @ 11:59 pm

****Weekly assignments are subject to change, thanks in advance**



HPRS1201.151 Introduction to Health Professions

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 HPRS1201

____ SPC SPT Program Handbook

____ South Plains College Grievance Policy

____ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date

