

### Course Syllabus

COURSE: HPRS 1001.800 Introduction to Health Professions  
SEMESTER: Fall 2023 (August-December 15 weeks)  
CLASS TIMES: Online (Lecture only course; no lab)  
INSTRUCTOR: Zach Pauda CST, AAS  
OFFICE: Building 2 #223F  
OFFICE HOURS: By appointment only  
OFFICE PHONE: 806-716-4646  
E-MAIL: zpauda@southplainscollege.edu  
PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

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.

Students are expected to log in each week in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

**Due to the importance of the medical information being taught, the instructor of this course defines excessive absences as missing the 3rd class day (or 3<sup>rd</sup> weekly assignment/exam) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.**

- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRTG Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

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 seven (7) 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 by the designated due date.
2. No makeup exams will be given unless it is discussed prior to exam day and accepted at instructor's discretion.
3. Late assignments will not be accepted.
4. All Exams, Discussions, and Assignments are due Sunday nights at 11:59pm

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](mailto: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** – This is an online course

## ACCOMMODATIONS

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

### 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](mailto: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](mailto: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.

<b>Weekly Dates</b>	<b>Assignments</b>
<b>WEEK 1</b> Monday: 9/1 Coursework Opens Sunday: 9/10 Coursework DUE by 11:59 pm	Syllabus: HPRS 1001 Syllabus Acknowledgement Entering the Healthcare Profession <b>DUE SUNDAY @ 11:59 pm</b>
<b>WEEK 2</b> Monday: 9/11 Coursework Opens Sunday: 9/17 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Role in the Hospital Setting <b>DUE SUNDAY @ 11:59 pm</b>
<b>WEEK 3</b> Monday: 9/18 Coursework Opens Sunday: 9/24 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes <b>DUE SUNDAY @ 11:59 pm</b>
<b>WEEK 4</b> Monday: 9/25 Coursework Opens Sunday: 10/1 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes <b>DUE SUNDAY @ 11:59 pm: EXAM</b>
<b>WEEK 5</b> Monday: 10/2 Coursework Opens Sunday: 10/8 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Stress Management <b>DUE SUNDAY @ 11:59 pm</b>
<b>WEEK 6</b> Monday: 10/9 Coursework Opens Sunday: 10/15 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication <b>DUE SUNDAY @ 11:59 pm</b>
<b>WEEK 7</b> Monday: 10/16 Coursework Opens Sunday: 10/22 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication <b>DUE SUNDAY @ 11:59 pm: EXAM</b>
<b>WEEK 8</b> Monday: 10/23 Coursework Opens Sunday: 10/29 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Goals and Time Management <b>DUE SUNDAY @ 11:59 pm</b>

<p><b>WEEK 9</b></p> <p>Monday: 10/30 Coursework Opens</p> <p>Sunday: 11/5 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>HIPPA</p> <p><b>DUE SUNDAY @ 11:59 pm</b></p>
<p><b>WEEK 10</b></p> <p>Monday: 11/6 Coursework Opens</p> <p>Sunday: 11/12 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Personal and Professional Development</p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b></p>
<p><b>WEEK 11</b></p> <p>Monday: 11/13 Coursework Opens</p> <p>Sunday: 11/19 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Resume</p>
<p><b>WEEK 12</b></p> <p>Monday: 11/20 Coursework Opens</p> <p>Sunday: 11/26 Coursework DUE by 11:59 pm</p>	<p><b>Thanksgiving WEEK –</b></p>
<p><b>WEEK 13</b></p> <p>Monday: 11/27 Coursework Opens</p> <p>Sunday: 12/3 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Resume</p> <p><b>DUE SUNDAY @ 11:59 pm</b></p>
<p><b>WEEK 14 &amp; WEEK 15</b></p> <p>Monday: 12/4 Coursework Opens</p> <p>Sunday: 12/12 Coursework DUE by 11:59 pm</p>	<p><i>PowerPoint Presentation</i></p> <p>Comprehensive FINAL Exam</p> <p><b>DUE Tuesday @ 11:59 pm</b></p>

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



HPRS1001.800 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 HPRS1001

\_\_\_\_ SPC SPT Program Handbook

\_\_\_\_ South Plains College Grievance Policy

\_\_\_\_ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

