

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

HLTH 601

COURSE TITLE

INTRO/HOSPITAL CENT SVC TECH

TYPE COURSE

NON-FEE

CATALOG COURSE DESCRIPTION

Introduces the varied processes and procedures utilized in the Central Service Department of a hospital and prepares the technicians to function effectively in providing care and safety to the patients. (FT)

LECTURE HOURS

20 hours per week
(for 18 weeks)

LABORATORY HOURS

10 hours per week
(for 18 weeks)

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Upon successful completion of this course, the student will be able to:

1. Identify and utilize the basic terminology of Hospital Central Service technology.
2. Describe and explain the processes and procedures utilized by a Hospital Central Service Technician.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. Identify medical abbreviations and terminology as related to the Central Service Department.
2. Describe the role of Central Service as it relates to other hospital departments.
3. Explain the role of a Central Service Technician in health care organizations.
4. Explain the basics of the 10 body systems.
5. Explain the legal aspects of being a Central Service Technician.
6. Describe infection control practices and how they relate to the Central Service Department.
7. Describe basic cell physiology.
8. Demonstrate various cleaning methodologies and explain the difference between soaps and detergents and their applications.
9. Demonstrate the ability to handle special care items such as needles, syringes, rubber and delicate items.
10. Describe various types of disinfectants explaining the advantages and disadvantages and application of chemical disinfectants.

SECTION II

COURSE CONTENT AND SCOPE

1. The Role of the Central Service Technician
 - 1.1. Qualifications
 - 1.2. Job descriptions
 - 1.3. Job titles

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.4. Various reporting mechanisms
- 1.5. Ethical responsibilities of the sterile processing department (SPD) technician
- 1.6. Interaction with various hospital departments
2. Safety in the Working Place
 - 2.1. Categories of hazards
 - 2.2. Principles of safety
 - 2.3. Effects of OSHA on central service operations
 - 2.4. Elements in an effective safety program
3. Current Trends
 - 3.1. Material management concepts
 - 3.2. Infection control aspects
 - 3.3. Joint commission on accreditation for hospitals (JCAHO) standards
 - 3.4. Economics and politics
 - 3.5. How San Diego hospitals differ
4. Legal Aspects
 - 4.1. Legal responsibilities of the central service technician
 - 4.2. Government structure and how it relates to central service
 - 4.3. Rules and regulations as it relates to supplies
5. Medical Abbreviations/Terminology
 - 5.1. Overview of medical abbreviations
 - 5.2. Basic overview of root words, suffixes and prefixes
 - 5.3. Use of suffixes and prefixes to change word definitions
6. Human Body Structure and Function
 - 6.1. Overview of structure and function
 - 6.2. Review of systems and common ailments
7. Introduction to Microorganisms
 - 7.1. The basic cell
 - 7.1.1. Structure and composition
 - 7.1.2. Characteristics
 - 7.1.3. Activities
 - 7.2. Introduction to the 5 types of microorganisms
 - 7.2.1. Bacteria
 - 7.2.2. Fungi
 - 7.2.3. Rickettsiae
 - 7.2.4. Protozoa
 - 7.2.5. Virus
8. Fundamentals of Cleaning
 - 8.1. Basic principles of cleaning
 - 8.2. Guidelines for cleaning various types of materials
 - 8.2.1. Aluminum
 - 8.2.2. Stainless steel
 - 8.2.3. Plastics
 - 8.2.4. Rubber
 - 8.2.5. Glass
 - 8.3. Elements of basic cleaning procedures
 - 8.4. Hard water versus soft water and effects on cleaning agents

COURSE CONTENT AND SCOPE (CONTINUED)

- 8.5. Dangers of abrasive
9. Special Handling/Inspection of Instruments
 - 9.1. Items that require special handling
 - 9.1.1. Intra-arterial catheters
 - 9.1.2. Needles
 - 9.1.3. Respiratory therapy and anesthesia equipment
 - 9.2. Identifying common instruments
 - 9.3. Safety inspections of instruments
 - 9.4. Common problems and samples solutions
 - 9.5. Engraving versus other types of identification
10. Clean Equipment Available
 - 10.1. Ultrasonic cleaners and how they work
 - 10.2. Washer/sterilizers and how they work
 - 10.3. Documentation of cleaning methods
11. Infection Control Practices
 - 11.1. Proper work attire
 - 11.2. Proper hand washing techniques
 - 11.3. Elements involved in controlling infection
 - 11.4. Various types of isolation and their rationale
 - 11.5. Proper space layout of department and the movement of people and supplies
12. Chemical Disinfectants
 - 12.1. Terminology and definition
 - 12.2. Chemical disinfection classification with attributes and limitations
 - 12.2.1. Phenols
 - 12.2.2. Alcohols
 - 12.2.3. Quaternary ammonium compounds
 - 12.2.4. Halogens
 - 12.2.5. Heavy metals
 - 12.2.6. Gluteraldehydes (acid and alkaline)
 - 12.3. Selecting the right agent for the right job
 - 12.4. Federal regulations regarding disinfectants
 - 12.5. Effectiveness determined by proper usage
13. Items that Require Special Handling
 - 13.1. Proper care of reusable needles
 - 13.2. Various types of needles
 - 13.3. Proper care of syringes
 - 13.4. Various types of syringes
 - 13.5. How to sharpen and inspect needles
 - 13.6. Proper care and cleaning of rubber

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as; in-class projects and writing assignments, out-of-class projects and writing assignments, quizzes, midterm, final examination, and class participation.

METHOD OF INSTRUCTION

Methods of instruction, as determined by each instructor, may include, but are not limited to; lecture, lecture/discussion, lab, audio-visual, modules, field trips and any other unique instructional strategies as shall be determined by the instructor.

TEXTS AND SUPPLIES

Central Service Technician Manual, International Association of Hospital Central Service Management; Chicago, Illinois

The Central Service Technical Training Correspondent Course Workbook, Purdue Research Foundation

Dedicated Notebook

PREPARED BY Lori Beach DATE April, 1989

REVISED BY Instructional Services, SLOs added DATE March 10, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog