SECTION I

SUBJECT AREA AND COURSE NUMBER

HLTH 602

COURSE TITLE

ADV/HOSPITAL CENT SVC TECH

TYPE COURSE

NON-FEE

CATALOG COURSE DESCRIPTION

An in-depth study of the processes and procedures utilized in the Central Service Department of a hospital in order to prepare the technicians to function more effectively in providing care and safety to the patients. In order to successfully complete HLTH 602, students must provide written proof that they have satisfactorily completed a minimum of 100 hours of voluntary clinical practice in a Central Service Department. Students will be required to purchase and show proof of malpractice insurance. (FT)

LECTURE HOURS

    10 hours per week
    (for 18 weeks)

LABORATORY HOURS

    10 hours per week
    (for 18 weeks)

ADVISORIES

Completion of Hospital Central Service Technology 100, Health 601 or equivalent.

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 use basic terminology of Central Service.
2.   Identify and demonstrate the uses of equipment and processes utilized in a Central Service Department.

COURSE OBJECTIVES

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

1.   Demonstrate effective communication skills with other hospital personnel both intradepartmentally and interdepartmentally.
2.   Describe relationship between Central Service Department and other departments in a hospital.
3.   Explain basic principals of packaging, and identify packing materials and commonly used wrapping techniques.
4.   Define shelf life and describe the factors to be considered in determining shelf life for sterile packages.
5.   Identify various types of trays, their use, proper assembly, layout, and use of tray content cards.
6.   Explain and demonstrate use of sterilization processes and systems including steam, ethylene oxide, dry heat and chemical sterilization. Discuss the advantages, disadvantages, rationales for use and monitoring procedures.
7.   Demonstrate the preparation of solutions.
8.   Explain the rationale for a hospital-wide waste program, how it relates to Central Service, and employee's right to knowledge of chemicals used in hospital.
9.   Explain a Materials Safety Data Sheet.
10. Describe basic factors and pathways in disease transmission.

SECTION II

COURSE CONTENT AND SCOPE

1.   Communication/Human Relationships

COURSE CONTENT AND SCOPE (CONTINUED)

    1.1.   Principles of motivation
    1.2.   Types of communication
    1.3.   Interaction with various hospital departments
2. Principles of Packaging
    2.1.   Objectives and principles in packaging
    2.2.   Components of and ideal packaging material
    2.3.   Methods of closing packages
        2.3.1. Envelope style
        2.3.2. Square style
        2.3.3. Heat sealing
    2.4.   Materials used in packaging and indications for use
        2.4.1. Textiles
            2.4.1.1. Muslin
            2.4.1.2. Jean cloth
            2.4.1.3. Broad cloth
            2.4.1.4. 220/388/300 cottons
            2.4.1.5. Canvas
        2.4.2. Paper
            2.4.2.1. Kraft
            2.4.2.2. Parchment
            2.4.2.3. Glassine
            2.4.2.4.   2-way crepe
            2.4.2.5.   Non-woven paper
            2.4.2.6.   Cellulose-cellophane
            2.4.2.7.   Plastics
    2.5.   Special considerations for special departments
    2.6.   Shelf life
3. Sterilization Practices
    3.1.   Methods of sterilization, their indications and requirements, advantages and disadvantages
    3.2.   Moist heat under pressure
    3.3.   Ethylene oxide principals and procedures
    3.4.   Methods of dry heat sterilization
    3.5.   Methodology of aeration
    3.6.   Proper loading techniques
    3.7.   Types of sterilizers and how they work
    3.8.   Cleaning and general maintenance
    3.9.   Administrative controls
    3.10. Mechanical monitoring and recording devices
    3.11. Biological indicators and controls
    3.12. Chemical/physical indicators and controls
    3.13. Lot or load numbering system
    3.14. Recordkeeping
    3.15. General problem solving
    3.16. Materials requiring specific handling and/or knowledge
        3.16.1.   Oils

COURSE CONTENT AND SCOPE (CONTINUED)

        3.16.2. Plastics
        3.16.3. Solutions
        3.16.4. Powders
    3.17. Methods of quality assurance check and audits

4. Hazardous Waste Program

    4.1. Procedure for setting up a hazardous waste program and how it relates to central service
    4.2. Title B and employee right to know
    4.3. Reading and understanding a material safety data sheet

5. Microorganisms
    5.1. Review of the basic sell
    5.2. Review of characteristics of bacteria
    5.3. Classification and characteristics of specific bacteria
    5.4. Major body defenses
    5.5. Infection control aspects

6. AIDS in the Workplace
    6.1. Definition of AIDS
    6.2. Biology of AIDS
    6.3. How AIDS is affecting the workplace
    6.4. Isolation techniques

7. Principles of Storage/Case Carts
    7.1. Separation of sterile and non-sterile supplies
    7.2. Adequate circulation/ventilation
    7.3. Appropriate humidity and temperature
    7.4. Rotation of supplies and shelf life
    7.5. Traffic control
    7.6. Various types of case carts

8. Inventory Control Practices
    8.1. Basic principles of inventory control
    8.2. Establishing quotas
    8.3. Ordering procedures
    8.4. Problems of control
    8.5. Requisitioning methods
    8.6. Cost control

9. Disposable Versus Non-Disposable/Equipment Need
    9.1. Selecting the appropriate supply
    9.2. Evaluating need versus convenience
    9.3. Types of equipment used in central service
    9.4. Testing and using equipment properly
    9.5. Basic functions of the equipment
    9.6. Equipment control

10. Orientation/Inservice Programs/Cost Containment
    10.1. Setting up an effective orientation program
    10.2. Inservice programs for orientation and on-going program
    10.3. Ideas for cost containment

COURSE CONTENT AND SCOPE (CONTINUED)

11. Traction Application/Role Playing/Preparing for Examination
    11.1. Application of traction equipment to beds
    11.2. Care of traction equipment
    11.3. Special precautions

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, quizzes, midterm, final examination and class participation. In addition, students must provide written proof they have successfully completed 100 hours of voluntary clinical practice in a Hospital Central Service Department.

METHODS 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

Texts:

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   Jim Smith   DATE   June, 1992

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