



## Sterile Processing Part 2

Welcome to ST012: Sterile Processing Part 2!

Please read the information in this syllabus before proceeding to the course materials.

**Credits** 1 credit hour

**Prerequisites** ST011

### INSTRUCTIONAL TEAM

Our Academic Advisors are also available to help you when you need it. They are trained to provide answers to your questions about the course or program.

Phone: 1-800-224-7234

Hours: 8:30AM – 8:30PM (Eastern Standard Time), Monday-Friday

### MAIL

James Madison High School

6625 The Corners Parkway, Suite 500

Norcross, GA 30092

### TEXTBOOK

International Association of Healthcare Central Service Materiel Management (2016). *Central Service Technical Manual* (8th ed.). Chicago, IL: IAHCSSMM.

### COURSE DESCRIPTION

The Sterile Processing program is designed to provide the student the knowledge and skills required for entry-level work as a sterile processing technician. The program focuses on introductory sterile processing concepts and professional proficiencies. It will prepare students to execute the necessary activities that are performed daily in the sterile processing department. The program is designed to develop the comprehension learners need to sit for the Certified Registered Central Service Technician (CRCST) exam through the International Association of Healthcare Central Service Materiel Management (IAHCSSMM)\*.

\*The CRCST certification requires that you pass the certification exam and complete 400 hours of hands-on experience in a sterile processing department. These hours can be completed before testing or within 6 months of passing the exam. For more information, visit the IAHCSSMM website:

<https://www.iahcsmm.org> James Madison High School does not require you to complete the CRCST examination or the 400 hours of hands-on training as part of your studies.

### LEARNING OBJECTIVES

After completing Sterile Processing Part 2, students will be able to:

- Identify industry regulations and best practice standards common in the sterile processing field
- Identify industry approved practices for decontamination and sterilization of medical supplies and



equipment, and the proper ways to transport equipment

- Identify procedures for effective inventory control and tracking of instruments, equipment, and supplies
- Recognize quality assurance practices and workplace safety procedures
- Identify the importance of teamwork, workplace communication, and customer relations in the sterile processing setting
- Identify basic concepts of technology, writing, communication, and math skills used in the workplace

<b>LESSONS</b>	<b>TOPICS</b>
<b>Lesson 1: Sterilization Practices</b>	Assembly and packaging guidelines and procedures; point-of-use processing standards and recommended practices; high-temperature sterilization procedures; types of steam sterilizers used; low-temperature sterilization requirements; sterile storage and transportation guidelines.
<b>Lesson 2: Quality Assurance, Inventory Management, and Roles of Central Service and IT</b>	Monitoring and recordkeeping practices; established quality assurance practices for sterile processing operations; importance of inventory management; common inventory replenishment systems; the role of the central service department in supporting ancillary departments; management of patient care equipment; the use of information management systems in central service departments.
<b>Lesson 3: Safety and Risk Management, Communication, and Personal and Professional Development</b>	Workplace safety and disaster preparedness; essentials of workplace communication, human relations, diversity, team collaboration, and customer service skills; importance of personal and professional development.
<b>Lesson 4: Essential Workplace Technologies</b>	Review of common workplace technology related to computing and communication, such as common operating systems, software applications for word processing, and spreadsheets, as well as mobile communication tools.
<b>Lesson 5: Workplace Writing and Communications</b>	Professionalism and workplace etiquette; phone skills; writing emails and texts; writing and formatting reports.
<b>Lesson 6: Basic Math Concepts for Technicians</b>	Review of standard calculations and solving simple equations encountered in entry-level technical positions. Measurement systems and conversion concepts related to temperature and volume, English and Metric systems, and converting within and between systems.
<b>Sterile Processing Case Studies Project</b>	This project-based assignment is designed to assess students' competence by using all of the information gained in this program. Students will be asked to address different scenarios that may occur within the sterile processing department and provide reasonable solutions based on knowledge gained throughout the program. This project will allow students to demonstrate the strength of their writing and analytical skills. Students won't need to address this project until the last lesson group. All relevant project information will be



provided in the last lesson.

## GRADING

The following point totals correspond to the following grades:

### POINTS      GRADE

100-90	A
89-80	B
79-70	C
65-69	D
Below 65	F

James Madison High School allows 2 attempts on exams. If a student is not satisfied with his/her score on the 1st attempt, an exam may be resubmitted. The 2nd attempt is not required as long as the final course average is above 65%. The higher of the 2 attempts will be the score that counts towards the final average.

Exams are timed and once you begin an exam, the timer runs continuously, even if you leave the course. Refer to the exam instructions for the time limit (in most cases 3 hours), but the time limit cannot be spread over multiple days.

## GRADE WEIGHT

TOPIC	ACTIVITY	PERCENTAGE
Lesson 1: Sterilization Practices	MC Quiz	13.5%
Lesson 2: Quality Assurance, Inventory Management, and Roles of Central Service and IT	MC Quiz	13.5%
Lesson 3: Safety and Risk Management, Communication, and Personal and Professional Development	MC Quiz	13.5%
Lesson 4: Essential Workplace Technologies	MC Quiz	13.5%
Lesson 5: Workplace Writing and Communications	MC Quiz	13.5%
Lesson 6: Basic Math Concepts for Technicians	MC Quiz	13.5%
Sterile Processing Case Studies	Assignment	19%



Project		
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## **ACADEMIC AND COURSE POLICIES**

Please see the Academic Policies section in the James Madison High School Catalog for information on Course policies, including the Exam/Assignment Retake Policy, Grading Policy, Academic Honesty Policy, and Student Conduct Policy.

