



INSTRUCTIONAL PACKAGE

SUR 103

Surgical Procedures I

FALL 2018

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Part I: Course Information

Effective Term: 201810

COURSE PREFIX: SUR 103

COURSE TITLE: Surgical Procedures I

CONTACT HOURS: 3-3-4

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This introductory level course is designed to develop an understanding of Surgical Procedures and their related anatomy, and pathology. Patient Safety, knowledge of surgical asepsis, operating room equipment, sterilization, and team approach is included.

COURSE DESCRIPTION:

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

PREREQUISITES/CO-REQUISITES:

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED;
- Meet minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;
- Completion of BIO 210, BIO 211 and BIO 225 with a minimum grade of "C";
- Complete the criminal background check and drug screening requirements;
- Current CPR certification (Health Care Provider); and,
- Submit a complete Health Sciences Division Physical Examination Form
- AHS 102 MEDICAL TERMINOLOGY
- AHS 126 HEALTH CALCULATIONS
- SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY

REQUIRED MATERIALS:

Textbooks:

1. *Surgical Technology for the Surgical Technologist: A Positive Care Approach 5th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-1-305-95641-4
2. *Surgical Technology for the Surgical Technologist Study Guide 5th Ed. Delmar Cengage Learning, 2017 ISBN 978-1-30-595643-8
3. Pocket Guide to the Operating Room 3rd Ed. F.A. Davis, 2008
4. Differentiating Surgical Instruments F.A. Davis, 2005 (ISBN: 978-0-8036-2545-7)
5. Differentiating Surgical Equipment and Supplies (ISBN 13:978-0-8036-1572-4)

6. LANGE Q&A Surgical Technology Examination 6th Edition ISBN 978-0-07-174576-5
7. Association of Surgical Technology Certifying Exam Study Guide - 3rd Edition Book, 2013 ISBN 978-0-926805-66-8 (Optional) (Suggested)
- 8.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

White Lab Coat (¾ length)

Scrubs Ceil blue

Embroidery:

White Lab Coat / Blue Embroidery

Ceil Blue Scrubs/ White Embroidery

Both should read: Horry Georgetown Technical College Surgical Technology Student

White shoes (tennis shoes are allowed) no clogs or open toes

Goggles

Student ID to be worn in class and at clinical sites

X-RAY Badge

HGTC Lanyard (Optional)

CPR (BCLS) for health care provider

Clinical Compliance (See Dana Gasque: Dana.Gasque@hgtc.edu or 843-477-2025)

(*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

Each Student will need access to a compatible Computer/Lap Top, and a Printer/Scanner

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. No cell phones will be allowed in lab.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Program Cognitive Objective: At the completion of the program, the graduate of Horry Georgetown Technical College Surgical Technology Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry level Surgical Technologist in Horry and Georgetown counties.

Program Psychomotor Objective: At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Surgical Technology in Horry and Georgetown counties.

Program Affective Objective: At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Surgical Technology in Horry and Georgetown counties.

Materials Covered:

Lecture: Surgical Technology for the Surgical Technologist (ST4ST)

CH 2: Legal Concepts, Risk Management, and Ethical Issues

CH 5: Physical Environment and Safety Standards

CH 6: Biomedical Science

CH 8: Hemostasis, Emergency Situations, and All Hazards Prep

CH 9: Surgical Pharmacology and Anesthesia

CH 13: Diagnostic Procedures

Lab: Differentiating Surgical Instruments F.A. Davis, 2005

CH 1: General Instruments/ Staplers

CH 2: Laparoscopic Instruments

CH 3: OB-GYN Instruments

CH 4: Urology Instruments

CH 5: Robotic Instruments

CH 6: Orthopedic Instruments

CH 7: Neurosurgical Instruments

CH 8: Ear, Nose, and Throat Instruments

CH 9: Dental and Maxillofacial Instruments

CH 10: Ophthalmologic Instruments

CH 11: Vascular, Thoracic, and Cardiac Instruments

CH 12: Plastic Surgery Instruments

CH 13: Instrument Trays and Set Ups

Differentiating Surgical Equipment and Supplies

CH 1: Common Equipment and Furniture

CH 2: General Surgical Supplies

CH 3: Tubes, Drains, Catheters, and Postop Splints

CH 4: Sutures and Suture Needles

CH 5: Endoscopic Equipment

CH 6: Lasers

CH 7: Specialty Equipment

CH 8: Anesthesia Supplies and Equipment

Assessment(s): Lecture:

Writing Assignments

Homework/ Workbook Assignments

Chapter Tests.

Cumulative Exam

Lab:

Homework

Group Projects

Competency Instrumentation and Equipment Practical

Unit Tests

Cumulative Exam

Learning Outcomes:

- Interpret the legal responsibilities of the surgical technologist and other surgical team members
- Analyze the American Hospital Association's Patient Care Partnership (Patient Bill of Rights)
- Analyze the Role of Morality during ethical decision making
- Assess errors that may occur in the operating room and devise a plan for investigation, correction, and notification
- Assess resources that aid the surgical technologist in interpreting and following professional standards of conduct
- Apply principles of problem solving in ethical decision making
- Analyze scope of practice issues as they relate to surgical technology
- Evaluate the role of the risk management department in the health care facility
- Describe the need for professional liability insurance policies
- Recognize the design types of the OR
- Recognize the working environment of the OR
- Determine the physical components of the OR
- Review the type of air handling system required in the OR and the temperature and humidity required to maintain a sterile field
- Classify hospital departments that relate to surgical services
- Recognize basic components of a computer system
- Perform basic word processing, Internet, and email functions

- Apply Computer knowledge to safe patient care
- Cite the basic principles of electricity and their application in the OR
- Apply Electrical safety precautions
- Interpret terms related to physics
- Apply principles of physics to safe patient care practices in the OR
- Compare and contrast methods of hemostasis and blood replacement
- Demonstrate the preparation and use of appropriate agents or devices
- Recognize developing emergency situations, initiate appropriate action, and assist in treatment of the patient
- Apply knowledge of radiological and chemical injuries, and biological warfare to the treatment of the patient
- Recognize general terminology and abbreviations associated with pharmacology and anesthesia
- Assess the action, uses and modes of administration of drugs used in the care of the surgical patient
- Recognize the side effects and contraindications for the use of drugs
- Convert measurements from one system to another and accurately identify, mix, and measure drugs for patient use (AHS 126)
- Demonstrate the precautions in identifying drugs and solutions in the OR
- Demonstrate safe practice in transferring drugs and solutions from the nonsterile area to the sterile field
- Demonstrate the procedure for identifying a drug or solution on the sterile field
- Indicate the sources of patient data
- Apply knowledge of anatomy and physiology to determine which diagnostic examination will be useful
- Demonstrate knowledge of the surgical technologist's role in caring for each specific type of specimen
- Discuss documentation in the surgical setting
- Compare and contrast techniques used to establish the diagnosis
- Determine which diagnostic procedures will require surgical intervention

Lab:

- Recognize Basic instruments by type, function and name.
- Identify specialty instruments and supplies unique to surgical procedures
- Demonstrate proper care, handling and assembly of instruments
- Differentiate the types of special equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions
- Cite the names and functions of accessory equipment and demonstrate proper care, handling and assembly
- Collect and prepare supplies used in the OR
- Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
- Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety

- Cite and interpret common suture terms
- Recognize the types, characteristics and uses of natural and synthetic absorbable suture materials
- Compare and recognize the common natural and synthetic nonabsorbable sutures
- Classify and differentiate suture materials and stapling devices and their uses
- Summarize the basic uses and advantages of stapling instruments
- Recognize basic supplies by type, function and name
- Cite the names of different sponges and specific number found in a package
- Recognize the difference between tubes, catheters, and drains
- Recognize and identify the different medical gases and use
- Identify and demonstrate how to operate endoscopic equipment
- Compare and contrast the different types of sterilization
- Discuss the principles and guidelines of Aseptic Technique

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

[LECTURE: 60%]

UNIT TESTS (6)	60%
ASSIGNMENTS (2)	10%
FINAL EXAM	<u>30%</u>
	100%

[LAB: 40%]

TESTS (10)	60%
ASSIGNMENTS	10%
FINAL PRACTICUM	<u>30%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

93-100= A, 85-92 = B, 77-84 = C, 69-76 = D, 68 or below = F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

- ATTENDANCE WILL BE TAKEN EACH CLASS
- NO MORE THAN THREE (3) ABSENCES WILL BE ALLOWED
- MORE THAN THREE (3) ABSENCES WILL RESULT IN WITHDRAWAL FROM THE PROGRAM BY THE INSTRUCTOR OR WITHDRAWAL BY THE STUDENT.
- ANY ONE LEAVING MORE THAN THIRTY (30) MINUTES PRIOR TO THE END OF CLASS WILL BE MARKED AS A CLASS ABSENCE.
- THE STUDENT WILL BE RESPONSIBLE FOR ANY INFORMATION GIVEN OUT WHILE NOT IN CLASS.

TARDY POLICY:

- ANY STUDENT THAT COMES TO CLASS LATE THREE TIMES WILL RECEIVE ONE ABSENCE.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student’s responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College’s Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu