



# INSTRUCTIONAL PACKAGE

SUR 103

Surgical Procedures 1

Spring 2020  
2019/20

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## Part I: Course Information

Effective Term: 2019/20

COURSE PREFIX: SUR 103

COURSE TITLE: Surgical Procedures 1

CONTACT HOURS: 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:**

Credit level SUR 101

Credit level SUR 102

Credit level SUR 104

Credit level SUR 111

Prerequisites require a minimum grade of C

### **REQUIRED MATERIALS:**

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. Cengage Mindtap Access
4. Surgical Instrumentation; An Interactive Approach 3<sup>rd</sup> Edition Elsevier 2019 ISBN: 978-0-323-52370-7
5. Instrumentation for the Operating Room; A Photographic Manual 9<sup>th</sup> Edition Elsevier 2016; ISBN: 978-0-323-24315-5

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:**

Clinical Compliance (See Dana Gasque: Dana.Gasque@hgtc.edu or 843-477-2025)  
(\*Failure to meet clinical compliance will result in r 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.

## **Part II: Student Learning Outcomes**

**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.

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

Materials Covered:

Lecture: [Surgical Technology for the Surgical Technologist]

CH 13: Diagnostic Procedures

CH 14: General Surgery

CH 15: Obstetric and Gynecologic Surgery

CH 18: Oral and Maxillofacial Surgery

CH 20: Genitourinary Surgery

CH 21: Orthopedic Surgery

Lab: [Surgical Instrumentation; An Interactive Approach and Instrumentation for the Operating Room; A Photographic Manual]

CH 8: Ophthalmic Instruments

CH 9: Otorhinolaryngology Instruments

CH 10: Oral Instruments  
CH 11: Plastics and Reconstruction Instruments  
CH 14: Cardiovascular Thoracic Instruments  
CH 15: Surgical Set Ups

Learning Objectives:

Learning Outcomes:

Lecture:

1. Apply knowledge of anatomy and physiology to determine which diagnostic examination will be useful
2. Indicate the sources of patient data
3. Compare and contrast techniques used to establish the diagnosis
4. Determine which diagnostic procedure will require surgical intervention
5. Recognize the relevant anatomy and physiology of the abdominal cavity
6. Summarize the pathology that prompts general surgical intervention and the related terminology
7. Determine any special preoperative diagnostic procedures/tests used prior to general surgery
8. Indicate the names and uses of general surgical instruments, supplies and drugs
9. Determine the intraoperative preparation of the patient undergoing a general procedure
10. Recognize the immediate postoperative care and possible complications of the general procedure
11. Recognize the relevant anatomy and physiology of the female reproductive system
12. Summarize the pathology of the female reproductive system and the related terminology
13. Determine any special preoperative Obstetric and Gynecologic diagnostic procedures/tests
14. Indicate the names and uses of Obstetric and Gynecologic surgical instruments, supplies and drugs
15. Determine the intraoperative preparation of the patient undergoing Obstetric and Gynecologic procedures
16. Recognize the immediate postoperative care and possible complications of Obstetric and Gynecologic procedures
17. Recognize the anatomy and physiology to specific procedures in oral and maxillofacial surgery.
18. Summarize the pathology that prompts oral and maxillofacial surgery and the related terminology
19. Determine any special preoperative diagnostic procedures/tests pertaining to oral/maxillofacial surgery
20. Indicate the names and uses of oral and maxillofacial surgical instruments, supplies

and drugs

21. Determine the intraoperative preparation of the patient undergoing oral and maxillofacial surgery
22. Recognize the immediate postoperative care and possible complications of oral and maxillofacial surgery
23. Recognize the anatomy and physiology of the Genitourinary system
24. Summarize the pathology that prompts Genitourinary system surgical interventions and the related terminology
25. Determine any special preoperative diagnostic procedures/tests pertaining to Genitourinary system
26. Indicate the names and uses of Genitourinary system surgical instruments, supplies and drugs
27. Determine the intraoperative preparation of the patient undergoing Genitourinary system surgical procedures
28. Recognize the immediate postoperative care and possible complications of Genitourinary surgery
29. Recognize the anatomy and physiology of the musculoskeletal system
30. Summarize the pathology of the musculoskeletal system that prompts surgical interventions and the related terminology
31. Determine any special preoperative diagnostic procedures/tests pertaining to musculoskeletal system
32. Indicate the names and uses of orthopedic surgical instruments, supplies and drugs
33. Determine the intraoperative preparation of the patient undergoing orthopedic surgical procedures
34. Recognize the immediate postoperative care and possible complications of orthopedic surgery

Lab:

1. Recognize Ophthalmic, Otorhinolaryngology, Oral, Plastics and Reconstruction, and Cardiovascular Thoracic instruments by type, function and name.
2. Identify specialty instruments and supplies unique to surgical procedures
3. Demonstrate proper care, handling and assembly of Ophthalmic, Otorhinolaryngology, Oral, Plastics and Reconstruction, and Cardiovascular Thoracic instruments
4. Differentiate the types of Ophthalmic, Otorhinolaryngology, Oral, Plastics and Reconstruction, and Cardiovascular Thoracic equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions
5. Cite the names and functions of Ophthalmic, Otorhinolaryngology, Oral, Plastics and Reconstruction, and Cardiovascular Thoracic instruments and demonstrate proper care, handling and assembly
6. Collect and prepare supplies used in the OR
7. Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR

8. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety
9. Cite and interpret common Ophthalmic, Otorhinolaryngology, Oral, Plastics and Reconstruction, and Cardiovascular Thoracic suture types demonstrate proper care, handling techniques and safety precautions
10. Demonstrate proper positioning and draping techniques for various surgical procedures
11. Demonstrate Mock Surgical Set up and the knowledge of procedural steps
12. Demonstrate knowledge of circulating duties and procedures in the mock surgery setting

***\*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.

#### **LECTURE: [80%]**

UNIT TESTS	60%
ASSIGNMENTS	10%
FINAL EXAM	<u>30%</u>
	100%

#### **LAB: [20%]**

TESTS	60%
ASSIGNMENTS	20%
PROCEDURE PROJECT	<u>20%</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 IN 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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 or go to the [Online Resource Center](#) to access on-demand resources any time.



## 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.

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 Beth Havens, 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.



Inquiries regarding the non-discrimination policies: Students 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 Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*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).

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