



# **INSTRUCTIONAL PACKAGE**

SUR 103  
SURGICAL PROCEDURES 1

SPRING 2021  
2021/20

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 2021/20

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. Cengage Mindtap Access Unlimited
3. Surgical Instrumentation; An Interactive Approach 3<sup>rd</sup> Edition Elsevier 2019 ISBN: 978-0-323-52370-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 2<sup>nd</sup> Edition FADAVIS ISBN: 978-0-8036-4571-4
5. Pocket Guide to the Operating Room 4<sup>th</sup> Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Shein
7. Lange Q and A Surgical Technology Examination 7<sup>th</sup> Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below

2021-2022

to find textbooks.

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

### **ADDITIONAL REQUIREMENTS:**

- Clinical Compliance
  - Failure to meet clinical compliance will result in removal from the Surgical Technology program

### **TECHNICAL REQUIREMENTS:**

Students will need access to a computer/laptop, Scanner, and Printer.

Access to Desire2Learn (D2L), HGTC's student portal for course materials. myHGTC and college email access.

### **STUDENT IDENTIFICATION VERIFICATION:**

Students are required to wear their student ID during lab and lecture courses.

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

Please refer to Student Handbook.

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.

**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**

**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 (To Include all Surgical specialty Instrumentation, Equipment and Supplies)

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.

## EVALUATION\*

### 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. 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 at the beginning of each class.

No more than 3 total absences will be allowed for Lecture and lab combined.

More than 3 absences will result in withdrawal from the program by the instructor or student.

Anyone leaving more than 30 minutes prior to the end of class will be marked absent.

Students are responsible for any information missed while absent.

Two tardies will result in 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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or 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.



### STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#), including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.



## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

Please refer to the ADA Essential Functions form and Student Handbook for Course Related information.

## **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.

## **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).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX 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 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**

*EEO 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)