



INSTRUCTIONAL PACKAGE

SUR 103
Surgical Procedures I

Spring 2024
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2024

COURSE PREFIX: SUR 103

COURSE TITLE: Surgical Procedures I

CONTACT HOURS: 3 Lecture/3 Lab

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:

BIO_ Anatomy and Physiology I_ 210 Credit C or Credit TC

BIO_ Anatomy and Physiology II _211 Credit C or Credit TC

AHS_ Medical Terminology_ 102 Credit C or Credit TC

ENG_ English Composition_ 101 Credit C or Credit TC

SUR_ Introduction to Surgical Technology _ 101 Credit C

SUR_ Principles of Surgical Pharmacology_ 126 Credit C

SUR_ Applied Surgical Technology_ 102 Credit C

Humanities Elective_ Credit C or Credit TC

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

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. Cengage Mindtap Access Unlimited

3. Surgical Instrumentation; An Interactive Approach 3rd Edition Elsevier 2019 ISBN: 978-0-323-52370-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 2nd Edition FADAVIS ISBN: 978-0-8036-4571-4
5. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Schein
7. Lange Q and A Surgical Technology Examination 7th 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.

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

ADDITIONAL REQUIREMENTS:

1. White Lab Coat (¾ length)
2. Warm up Jacket (Black with ceil blue embroidery)
3. Scrubs: Ceil blue with black embroidery and Black Scrubs with Ceil Blue embroidery.
4. Lab Coat: White with ceil blue embroidery.
 - a. Both should read: HGTC Surgical Technology Student
5. White shoes and/or Black or Ceil Blue (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be waterproof that can be easily cleaned. (No cloth)
6. Goggles and Croakies
7. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
8. X-RAY Badge (ordered by Program director before 2nd semester clinical)
9. HGTC Lanyard (Optional)(Suggested)
10. CPR (BCLS) for health care provider
11. Clinical Compliance (Rhonda Todd: Rhonda.Todd@hgtc.edu or 843-477-2138)
 - a. (*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)
12. 3 ring 2" binder with dividers
13. Blue and Orange Highlighters
14. Sticky Notes (recommended)
15. Flash Drive
16. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365)
17. Printer/Scanner

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

Access to Cengage Mindtap

Access to Surgical Counts

Access to LapSim ST

Access to Periop Sim

STUDENT IDENTIFICATION VERIFICATION:

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:

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 allowed in lab.

There will be no talking when the instructor is talking. Each student will receive only one warning. After the initial warning, the student will be asked to leave the classroom, will receive a critical u, and will be marked absent.

Questions are encouraged during class, but they need to be subject related. Questions that are not related to the material being covered will be viewed as a disruption and the student will receive a warning. Additional disruptions will result in the student being sent home with an absence. Once the student returns to class any additional disruptions will result in a critical u. Two critical U's will result in dismissal from the program.

Any student that is insubordinate to an instructor will be removed from the classroom and receive a critical U and an absence for the day.

Any student who uses threatening language or action towards an instructor or fellow student will be removed from the program. Please refer to the critical U paperwork for additional disciplinary protocol. Please refer to the Surgical Technology Handbook for further information.

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 17: Otolaryngologic Surgery

CH 20: Genitourinary Surgery

Lab: [Surgical Instrumentation; An Interactive Approach and Instrumentation for the Operating Room; Surgical Equipment and Supplies; Power Points; Videos; Surgical Technology for the Surgical Technologist]

- Surgical Instrumentation:
 - Ch1: Introduction to Surgical Instrumentation Review
 - Ch2: Basic Instruments_ Review
 - Ch 3: General Instruments_ Review
 - Ch 4: Laparoscopic Instruments
 - CH 6: Obstetrics and Gynecologic Instruments
 - CH 7: Genitourinary Instruments
 - CH 9: Otolaryngology Instruments
 - CH 15: Surgical Set Ups (Used for Moch Surgery)
- Surgical Equipment and Supplies
 - CH 2: General Surgical Supplies and Postoperative Splints _ Review
 - CH 3: Tubes, Drains, and Catheters
 - CH 7: Specialty Equipment
- Surgical Technology for the Surgical Technologist
 - Ch 12: Surgical Case Management

Learning Objectives:

Learning Outcomes:

Lecture:

CH 13:

1. Apply knowledge of anatomy and physiology, physiology and terminology to determine which diagnostic examination will be useful. 7CC
2. Indicate the sources of patient data.
3. Compare and contrast techniques used to establish the diagnosis. 7CC
4. Determine which diagnostic procedure are invasive and will require sterile technique.
5. Recognize the necessary equipment, supplies, and instruments needed for various diagnostic procedures.7CC
6. Identify carious medications that are used in obtaining a diagnosis.7CC

7. Recognize wound classifications that may apply to various diagnostic procedures.7CC
8. Recognize the major indications for surgical intervention.

Ch 14:

9. Recognize the relevant anatomy, physiology and terminology as they relate to the surgical procedure.7CC
10. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
11. Recall the names and used of general surgery instruments, supplies, and specialty equipment.7CC
12. Describe the preoperative patient preparation and considerations for each procedure. 7CC
13. Discuss the various medication that are used in general procedures.7CC
14. Identify the various wound classifications that apply to different general surgeries.7CC
15. Determine the intraoperative preparations of the patient specific to the illustrative procedures.
16. Compare and contrast the various approaches used in each general procedure.7CC
17. Summarize the surgical steps of the general surgery procedures.7CC
18. Identify the purpose and expected outcomes of general surgery procedures.
19. Determine the immediate postoperative care of the patient and possible complications of the general surgery procedures.7CC
20. Determine any specific variations related to the preoperative, intraoperative, and postoperative care of the general surgery patient.

CH 15:

21. Recognize the relevant anatomy and physiology, and terminology of the female reproductive system.7CC
22. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
23. Determine any special preoperative Obstetric and Gynecologic diagnostic procedures/tests.
24. Indicate the names and uses of Obstetric and Gynecologic surgical equipment, instruments, supplies and drugs.7CC
25. Describe the preoperative patient preparation and considerations for each procedure. 7CC
26. Discuss the various medication that are used in OB/GYN procedures.7CC
27. Identify the various wound classifications that apply to different OB/GYN surgeries.7CC
28. Determine the intraoperative preparation of the patient undergoing Obstetric and Gynecologic procedures.
29. Compare and contrast the various approaches used in each obstetric and Gynecologic procedures.7CC
30. Summarize the surgical steps of the obstetric and gynecologic procedures.7CC
31. Recognize the immediate postoperative care and possible complications of Obstetric and Gynecologic procedures.7CC

Ch 17:

32. Recognize the relevant anatomy, physiology, and terminology of the ear, nose, and upper aerodigestive tract.7CC
33. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
34. Determine any special preoperative otorhinolaryngologic preparation and diagnostic procedures/tests.
35. Indicate the names and uses of otorhinolaryngologic instruments, supplies, and specialty equipment. 7CC
36. Describe the preoperative patient preparation and considerations for each procedure. 7CC
37. Discuss the various medication that are used in ENT procedures.7CC

38. Identify the various wound classifications that apply to different ENT surgeries.7CC
39. Determine the intraoperative preparations of the patient undergoing otorhinolaryngologic procedures.
40. Summarize the surgical steps of the otorhinolaryngologic procedures.7CC
41. Compare and contrast the various approaches used in each ENT procedure.7CC
42. Interpret the purpose and expected outcomes of the otorhinolaryngologic procedures.
43. Recognize the immediate postoperative care and possible complications of the otorhinolaryngologic procedures.7CC
44. Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the otorhinolaryngologic patient.

CH 20:

45. Recognize the anatomy and physiology and terminology of the Genitourinary system.7CC
46. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
47. Determine any special preoperative diagnostic procedures/tests pertaining to Genitourinary system.
48. Indicate the names and uses of Genitourinary system surgical equipment, instruments, supplies and drugs.7CC
49. Describe the preoperative patient preparation and considerations for each procedure. 7CC
50. Discuss the various medication that are used in GU procedures.7CC
51. Identify the various wound classifications that apply to different GU surgeries.7CC
52. Determine the intraoperative preparation of the patient undergoing Genitourinary system surgical procedures.
53. Compare and contrast the various approaches used in each Genitourinary procedure.7CC
54. Summarize the surgical steps of the genitourinary procedures.7CC
55. Recognize the immediate postoperative care and possible complications of Genitourinary surgery.7CC

Lab:

1. Recognize General, OBGYN, Genitourinary, Otorhinolaryngology, instruments by type, function, and name.
2. Identify specialty instruments and supplies unique to surgical procedures.
3. Demonstrate proper care, handling, and assembly of General, OBGYN, Genitourinary, Otorhinolaryngology instruments
4. Differentiate the types of General, OBGYN, Genitourinary, Otorhinolaryngology equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions
5. Cite the names and functions of General, OBGYN, Genitourinary, Otorhinolaryngology 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 General, OBGYN, Genitourinary, Otorhinolaryngology suture types demonstrate proper care, handling techniques and safety precautions
10. Demonstrate proper positioning and draping techniques for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures
11. Demonstrate Mock Surgical Set up and the knowledge of procedural steps to include suture,

sequence, hemostasis, passing, medication control, specimen control and surgical anticipation skills.
7CC

12. Demonstrate knowledge of circulating duties and procedures in the mock surgery setting to include prepping, positioning, catheterization, and vital signs.7CC

Simulation:

- PeriOp Simulation for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures
- LapSimST Simulation for General, OBGYN, Genitourinary, Otorhinolaryngology surgical procedures.

****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: [70%]

UNIT TESTS	40%
ASSIGNMENTS	10%
LAB	30%
FINAL EXAM	<u>20%</u>
100%	

LAB: [30%]

TESTS/SKILLS	40%
Simulation	20%
Moch Surgery	20%
Final	<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 each class.
- No more than three (3) absences will be allowed in (Lecture Only).
- Students must maintain 100% attendance in Lab. (Make Up days must be scheduled with the instructor to assure proper instruction in skills is received.
- More than three (3) absences in lecture will result in withdrawal from the program by the instructor or withdrawal by the student.
- Anyone leaving more than thirty (30) minutes prior to the end of class will be marked as a class absent.
- The student will be responsible for any information given out while not in class.
- Any student that comes to class late 2 times will receive one absence.
- Students are expected to inform the instructor when they are going to be absent.
- Students cannot request exemption from an attendance policy.
- Instructors cannot and will not give permission to be late or absent.
- Every absence or tardy falls within the parameters of the attendance policy.

Student will be dropped from the course with a W or a WF if they have violated the attendance policy as written.

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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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 #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a

variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 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.

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, Title VII, 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, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu