



INSTRUCTIONAL PACKAGE

SUR 104

Surgical Procedures II

Spring 2020
2019/20

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2019/20

COURSE PREFIX: SUR 104

COURSE TITLE: Surgical Procedures II

CONTACT HOURS: 4

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

This course of study consists of various specialties of surgical procedures, instrumentation and supplies. Communication of proper procedures and protocol is essential. Basic knowledge of wound closures and medications will aid in success for this course.

COURSE DESCRIPTION:

This course is a study of the various specialties of surgical procedures.

PREREQUISITES/CO-REQUISITES:

Credit level SUR 101 Minimum Grade of C

Credit level SUR 102 Minimum Grade of C

Credit level SUR 103 Minimum Grade of C

Credit level SUR 111 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. Instrumentation for the Operating Room; A Photographic Manual 9th 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:

Students should have access to a computer, printer, and a scanner

Students will be required to scan and upload material to D2L. (Please contact IT at 5340 if you need instructions on how to do this)

TECHNICAL REQUIREMENTS:

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

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.

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:

- CH 16: Ophthalmic Surgery
- CH 17: Otorhinolaryngologic Surgery
- CH 19: Plastic and Reconstructive Surgery
- CH 22: Cardiothoracic Surgery
- CH 23: Peripheral Vascular Surgery
- CH 24: Neurosurgery

Learning Outcomes:

1. Recognize the anatomy of the eye
2. Summarize the pathology that prompts surgical intervention of the eye and related terminology
3. Indicate the names and uses of ophthalmic instruments, supplies and drugs

4. Indicate the names and uses of special equipment as it relates to ophthalmic surgery
5. Recognize the immediate postoperative care and possible complications of the ophthalmic procedures
6. Recognize the anatomy of the ear, nose, and throat
7. Summarize the pathology that prompts surgical intervention of the ear, nose, and throat and the related terminology
8. Indicate the names and uses of Otorhinolaryngologic instruments, supplies and drugs
9. Indicate the names and uses of special equipment as it relates to Otorhinolaryngologic surgery
10. Recognize the immediate postoperative care and possible complications of the Otorhinolaryngologic procedures
11. Recognize the relevant anatomy and physiology of the skin and its underlying tissues
12. Summarize the pathology that prompts plastic/reconstructive surgical intervention and the related terminology
13. Determine any special preoperative plastic/reconstructive diagnostic procedures/tests
14. Indicate the names and uses of plastic/reconstructive instruments, supplies and drugs
15. Determine the intraoperative preparation of the patient undergoing a plastic/reconstructive procedure
16. Recognize the immediate postoperative care and possible complications of the plastic/reconstructive procedure
17. Recognize the relevant anatomy of the cardiovascular and respiratory systems
18. Summarize the pathology that prompts cardiac or thoracic surgical intervention and the related terminology
19. Determine any special preoperative diagnostic procedures/tests for the patient undergoing cardiac or thoracic surgery
20. Indicate the names and uses of special equipment for the cardiovascular and thoracic instruments, supplies and drugs
21. Indicate the names and uses of special equipment for the cardiac or thoracic procedures
22. Interpret the purpose and expected outcomes of the cardiac and thoracic procedures
23. Recognize the immediate postoperative care and possible complications of the cardiac and thoracic procedures
24. Recognize the relevant anatomy of the peripheral vascular system
25. Summarize the pathology that prompts surgical intervention of the peripheral vascular system and the related terminology
26. Determine any special preoperative peripheral vascular diagnostic procedures
27. Determine any special preoperative preparation procedures as it relates to peripheral vascular surgery
28. Indicate the names and uses of peripheral vascular instruments, supplies and drugs
29. Determine the intraoperative preparations of the patient undergoing the peripheral vascular procedure
30. Summarize the surgical steps of the peripheral vascular procedures
31. Recognize immediate postoperative care and possible complications of the peripheral vascular procedures
32. Recognize the relevant anatomy and physiology of the neurological system
33. Summarize the pathology that prompts surgical intervention of the neurological system and the related terminology

34. Determine any special preoperative neurological diagnostic procedures/tests
35. Determine any preoperative preparation procedures related to neurosurgery
36. Indicate the names and uses of neurosurgical instruments, supplies and drugs
37. Indicate the names and uses of special equipment related to neurosurgery
38. Determine the intraoperative preparations of the patient undergoing the neurosurgical procedure
39. Interpret the purpose and the expected outcomes of the neurosurgical procedure.
40. Recognize the immediate postoperative care and possible complications of the neurosurgical procedures
41. Summarize recent advances in neurosurgery

**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.

The evaluation section should include **broad areas** and the percentage dedicated to each area. This should be consistent for all sections of the course.

Specifics of evaluations, i.e., the number of tests, project details should be included in the **Instructor’s Course Information Sheet**.

*****NOTE:** As the College’s Grading System and policies are written as percentage, if using a point system, please express as a percentage, as well. *******

EVALUATION*

Tests	%
Assignments	%
Papers/Plans	%
Projects/Portfolios	%
Class Participation	%
Final Exam	%
	100%

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

This would be on the INSTRUCTOR’S COURSE INFO SHEET:

EXAMPLE 1:

Course Instructional Package:	Instructor #1 Course Info. Sheet	Instructor #2 Course Info. Sheet
Tests 60%	Tests – 4 Total 60%	Tests – 5 Total 60%
In Class Assignments 30%	In Class Assignments:	In Class Assignments:
Final Exam <u>10%</u>	8 Quizzes 20%	Community Service 10%
100%	1 Project 10%	Paper 10%
	Final Exam <u>10%</u>	Homework 10%
	100	Final Exam <u>10%</u>
		100%

This would be on the **INSTRUCTOR'S COURSE INFO SHEET**:

EXAMPLE 2:

Course Instructional Package:	Instructor #1 Course Info. Sheet	Instructor #2 Course Info. Sheet
Tests 60%	Tests – 5 Total 60%	Tests – 6 Total 600 pts = 60%
In Class Assignments 30%	In Class Assignments:	In Class Assignments:
Final Exam <u>10%</u>	Group Project 20%	5 Quizzes (20 pt/ea.) 100 pts = 10%
100%	Quizzes 10%	1 Paper 100 pts = 10%
	Final Exam <u>10%</u>	5 Homework (20pt/ea) 100 pts = 10%
	100	Final Exam 100 pts = 10%
	%	1000 pts = 100%

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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

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.

It is recommended you define attendance policies for each format in which the course is offered.

Below are examples:

Attendance for Face-to-Face Courses:

For a 14 week course (fall and spring) the allowed number of absences for a MW or TR class is as follows: 5 absences are allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

For a 10 week course (summer) the allowed number of absences for courses meeting twice a week is 4 absences. After missing the maximum number of allowed absences a student will be dropped from the course with a W or a WF.

Online/Hybrid Attendance:

Students enrolled in distance learning courses (hybrid and online) are required to participate weekly in an Attendance Discussion Board or submit an assignment in order to demonstrate course participation. Students showing no activity in the course for two weeks will be withdrawn due to lack of attendance.

PART V: This section should be included on all IPs without change.

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.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

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 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. 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.

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>Inquiries regarding the non-discrimination policies:</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>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228</p>	<p>Jacquelyne Snyder, VP Human Resources <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 Jacquelyne.Snyder@hgtc.edu</p>

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