INSTRUCTIONAL PACKAGE

SUR 104
Surgical Procedures II

Summer 2024
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Summer 2024</u>

COURSE PREFIX: SUR 104   COURSE TITLE: Surgical Procedures II

CONTACT HOURS: 3 Lecture/ 3 Lab   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:

SUR: Introduction to Surgical Technology_ 101 Credit C
SUR: Principles of Surgical Pharmacology_126 Credit C
SUR: Applied Surgical Technology_102 Credit C
SUR: Surgical Procedures I_103 Credit C
SUR: Surgical Practicum I_112 Credit C
AHS: Medical Terminology_102 Credit C
BIO: Anatomy and Physiology I_ 210 Credit C
BIO: Anatomy and Physiology II_211 Credit C
ENG: Communications_ 155 Credit C or Credit TC
Humanities Elective

***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.
Cengage Mindtap Access
Surgical Counts Access
Access to LapSimST
Access to PeriOpSim

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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:

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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:
ST4ST:
CH 18: Oral and Maxillofacial Surgery
CH 21: Orthopedics
CH 24: Neurosurgery

Certification Review:
Sources Include: Lange Q&A and AST Certification Review and the ST4ST
CRQ: Medical Terminology
CRQ: Anatomy
CRQ: Pharmacology
CRQ: Sterile Technique
CRT 1: Midterm, Anatomy, Pharm, Sterile Technique
CRQ: Legal and Consent
CRQ: Microbiology
CRQ: Emergency Hazards
CRQ Emergency Procedures
CRQ Biomedical Science
CRT 2: Legal, Micro, Emergency, and Bioscience

Learning Outcomes:

CH 18:
1. Recognize the anatomy, physiology, and terminology relevant to specific procedures in oral and maxillofacial surgery.7CC
2. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
3. Determine special preoperative diagnostic procedures/tests pertaining to oral and maxillofacial surgery.
4. Determine special preoperative preparation procedures related to oral and maxillofacial surgery.
5. Indicate the names and uses of oral and maxillofacial instruments, supplies, and drugs.7CC
6. Indicate the names and uses of special equipment used for oral and maxillofacial surgery.
7. Describe the preoperative patient preparation and considerations for each procedure. 7CC
8. Determine the intraoperative preparation of the patient undergoing an oral or maxillofacial procedure.
9. Discuss the various medication that are used in maxillofacial procedures.7CC
10. Identify the various wound classifications that apply to different maxillofacial surgeries.7CC
11.
12. Compare and contrast the various approaches used in each maxillofacial procedure. 7CC
13. Summarize the surgical steps of oral or maxillofacial procedures.7CC

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14. Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the surgical patient.7CC

CH 21:

15. Recognize the relevant anatomy and physiology and terminology of the musculoskeletal system. 7CC
16. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
17. Determine any preoperative orthopedic diagnostic procedures/tests.
18. Determine any special preoperative preparation related to orthopedic procedures.
19. Indicate the names and uses of orthopedic instruments, equipment, and supplies.7CC
20. Describe the preoperative patient preparation and considerations for each procedure. 7CC
21. Determine the intraoperative preparation of the patient undergoing an orthopedic procedure.
22. Discuss the various medication that are used in Ortho procedures.7CC
23. Identify the various wound classifications that apply to different Ortha surgeries.7CC
24. Compare and contrast the various approaches used in each orthopedic procedure.7CC
25. Summarize the surgical steps of the orthopedic procedures.7CC
26. Interpret the purpose and expected outcomes of the orthopedic procedures.
27. Recognize the immediate postoperative care and possible complications of the orthopedic procedures.7CC

CH 24:

28. Recognize the relevant anatomy and physiology and terminology of the neurological system.7CC
29. Indicate the diagnostic procedure and pathology used to obtain the diagnosis.7CC
30. Determine any special preoperative neurological diagnostic procedures/tests.
31. Determine any preoperative preparation procedures related to neurosurgery.
32. Indicate the names and uses of neurosurgical instruments, supplies, and drugs.7CC
33. Indicate the names and uses of special equipment related to neurosurgery.7CC
34. Describe the preoperative patient preparation and considerations for each procedure. 7CC
35. Determine the intraoperative preparations of the patient undergoing the neurosurgical procedure.
36. Compare and contrast the various approaches used in each neurosurgical procedure.7CC
37. Summarize the surgical steps of the neurological procedures.7CC
38. Discuss the various medication that are used in Neuro procedures.7CC
39. Identify the various wound classifications that apply to different Neuro surgeries.7CC
40. Interpret the purpose and the expected outcomes of the neurosurgical procedure.
41. Recognize the immediate postoperative care and possible complications of the neurosurgical procedures.7CC
42. Summarize recent advances in neurosurgery.

Certification Review:

Students will review certification material in preparation for the national board. Students will take certification review quizzes in the national board modality. At the end of each series of certification review quizzes (CRQ), students will take a cumulative certification review test or Surgcom tests. Certification Review Tests are comprised of previous certification quizzes and Surgcom tests can include previous textbook chapters. CRQs can contain 50 – 100 questions and CRTs/ Surgcoms can contain up to 200 questions. CRQs will count toward assignments grades. Each CRQ is set up so that each

student has 3 attempts, and the grade is an average of all 3 attempts. CRTs must be scheduled for the testing center and there is only 1 attempt. There will be a Final CRT Competency at the end of the semester. This is not a substitute for the final exam but will carry the same weight as the final.

Lab:
1. Recognize Oral and Maxillofacial, Orthopedics, and Neurology instruments by type, function, and name.
2. Identify specialty instruments and supplies unique to surgical procedures.
3. Demonstrate proper care, handling, and assembly of Oral and Maxillofacial, Orthopedics, and Neurology instruments.
4. Differentiate the types of Oral and Maxillofacial, Orthopedics, and Neurology equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions.
5. Cite the names and functions of Oral and Maxillofacial, Orthopedics, and Neurology 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 Oral and Maxillofacial, Orthopedics, and Neurology suture types demonstrate proper care, handling techniques and safety precautions.
10. Demonstrate proper positioning and draping techniques for Oral and Maxillofacial, Orthopedics, and Neurology 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: Simulations must be completed to progress to the next semester.
• PeriOp Simulation for Oral and Maxillofacial, Orthopedics, and Neurology surgical procedures
• LapSimST Simulation for Oral and Maxillofacial, Orthopedics, and Neurology 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*

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	
CRT/Surgcom	
ST4ST	<u>20%</u>
	100%

LAB: [30%]

TESTS/SKILLS	30%
Simulation	20%
Moch Surgery	30%
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.

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- 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 sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](#). Email [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 <u>free</u> 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.

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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

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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