HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

SUR 112
Surgical Practicum I

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Fall 2024/Spring 2025/Summer 2025</u>

COURSE PREFIX: SUR 112   COURSE TITLE: Surgical Practicum I

CONTACT HOURS: 12 Clinical/Summer:18   CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

Surgical Practicum is the Basic Surgical Practicum where students are introduced to the surgical environment. Students will become familiar with all supporting departments and their role in the care of the surgical patient. Students will rotate through Central Sterile, Holding, PACU, Endoscopy, Labor and Delivery, Interventional Radiology, and the operating room during this course. Students will observe and begin participation in various surgical procedures.

COURSE DESCRIPTION:

This course includes the application of perioperative theory under clinical supervision.

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 PROCEDURES II_104 Credit C
SUR: Surgical Procedures III_105 Credit C or Credit TC
SUR: Surgical Practicum II_113 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: English Composition_101 Credit C
Humanities Elective

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

REQUIRED MATERIALS:

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:

Mandatory:
1. Ceil Blue Scrubs
   a. Monogrammed: White (above left pocket)
2. Black Scrub Jacket
   a. Monogrammed: Ceil Blue (above let pocket)
3. Black Scrubs
   a. Monogrammed: Ceil Blue (above left pocket)
4. Mandatory Monogram wording:
   a. First Line: HGTC
   b. Second Line: Surgical Technology
   c. Third Line: Student
5. Goggles
6. Ceil Blue or Black (Athletic shoes will be accepted) (Waterproof)
7. Student ID (worn in class and at clinical site)
8. House Lanyard
9. CPR (BLS) updated annually.
10. Clinical Compliance up to date
11. Clinical Binder
12. Clinical Book bag/ Blue
13. Luggage lock
14. Luggage Name Tag

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.
Students will be expected to upload Word or Pdf Documents to D2L Dropbox or Surgical Counts.
Students need to have the ability to scan documents as well.

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:

Cell phones are not allowed in the Operating Room.

All students will present themselves in a professional manner in all of the following categories: dress, attitude, and hygiene. Please refer to the Surgical technology handbook and professional conduct guide.

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*:

Clinical Rotations:
- Assessments:
    - Preceptor Evaluations
    - Instructor Evaluations
    - Clinical Summary
    - Procedure Phases papers/ Forms
    - In-service paperwork
    - Case Log Requirements

Learning Outcomes:
- Describe the purpose of the observation role. 7CC
- Develop professional competency by performing in th scrub role during an arranged clinical experience. 7CC
- Evaluate the development of professionalism throughout clinical experiences using various methods. 7CC

- Utilize Sufficient documentation for verifying cases and roles performed. 7CC
- Demonstrate procedural proficiency by completing a minimum of 135 surgical cases. 7CC
- Receive Soiled Instrumentation and thoroughly clean instruments and equipment.
- Remove Bioburden from surface of Instrumentation and Transport cart.
- Demonstrate mechanical cleaning of Surgical Instruments and Equipment
- Demonstrate the use of the ultrasonic cleaner in bioburden removal.7CC
- Identify the chemicals used to free the instrumentation of bioburden.
- Discuss the purpose of the three-sink method of cleaning in decontam.
- Explain the appropriate operation of the washer-sterilizer.7CC
- Prepare decontaminated Instruments for use.
- Inspect instruments and prepare surgical trays for sterilization.
- Apply the appropriate chemical indicators and filters to the rigid trays.
- Use knowledge of envelope wrapping and square wrapping for vendor trays
- Appropriately label and load all wrapped and rigid containers for sterilization
- Differentiate the types of sterilization processes and appropriately apply them to the surgical items being sterilized.7CC
- Differentiate between the various biological indicators and the applicable sterilization method.
- Demonstrate the proper technique of storing, handling, and distributing sterile supplies. 7CC
- Gather Sterile Instruments and supplies for scheduled cases using a surgeons preference card.7CC
- Demonstrate the knowledge necessary to operate sterilizer equipment.7CC
- Check supplies and equipment required for surgical procedures.
- Scrub, gown, and glove demonstrate appropriate technique.7CC
- Assemble the sterile field with instruments, supplies, equipment and medication/solutions needed for the procedures.7CC
- Assess the anatomy, physiology, and pathophysiology as applicable to each case.
- Identify the incision used for each procedure.7CC
- Perform appropriate counts with the circulator prior to the procedure and before the incision is closed.7CC
- Gown and glove additional surgical team members. 7CC
- Identify the patient position that is appropriate for each procedure performed.
- Demonstrate the principles of asepsis when draping the patient, furniture, and equipment. 7CC
- Analyze the procedural steps appropriate to the surgical intervention.
- "Pass" instruments and supplies to sterile surgical team members during the procedures.
- Demonstrate perioperative instrument handling. 7CC
- Demonstrate proper transport of instrumentation. 7CC
- Demonstrate "point of use" decontam methods during surgical intervention. 7CC
- Describe the care of the specimens as appropriate to the procedures.
- Maintain the highest standard of sterile technique during the procedures.7CC
- Demonstrate knowledge of sterile technique in the surgical environment.7CC
- Prepare sterile dressings.
- Perform terminal activities of cleaning and preparation of instruments, supplies, and the OR.
- Discuss the postoperative considerations for patients requiring surgery.

- Demonstrate retention and integration of theory and laboratory instruction applicable to the clinical setting.
- Demonstrate interpersonal skills and conduct appropriate to the OR environment.
- Review sterilization equipment and methods. 7CC
- Students will be able to function is each of the defined Surgical scrub roles. 7CC
- Students will review role descriptions as defined in the student handbook and the Instructors Course information sheet. 7CC

Clinical Roles and case Requirements (Also See Handbook)7CC
- Role definitions
  - First Scrub Role (FS)
    - To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
      - Verify supplies and equipment.
      - Set up the sterile field.
        - Instruments
        - Medication
        - Supplies
      - Perform required operative counts.
        - AST guidelines1
        - Facility policy
        - Pass instruments and supplies.
          - Anticipate needs.
        - Maintain sterile technique.
          - Recognize sterility breaks.
          - Correct sterility breaks
          - Document as needed.
  - Second Scrub Role (SS)
    - The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:
      - Assistance with diagnostic endoscopy
      - Assistance with vaginal delivery
      - Cutting suture Providing camera assistance
      - Retracting
      - Sponging
      - Suctioning
    - Observation Role (O) 1. The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

- Case requirements – A student must complete a minimum of 120 cases as delineated below:
  - General surgery
    - A student must complete a minimum of 30 cases in General Surgery.
      - 20 of these cases must be performed in the FS role.
      - The remaining 10 cases may be performed in either the FS or SS role.
    - Specialty surgery.
      - A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
        - A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
        - A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
        - The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      - The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
      - Surgical specialties (excluding General Surgery)
        - Cardiothoracic
        - Genitourinary
        - Neurologic
        - Obstetric and gynecologic
        - Orthopedic
        - Otorhinolaryngologic
        - Ophthalmologic
        - Oral Maxillofacial
        - Peripheral vascular
        - Plastics and reconstructive
        - Procurement and transplant
  - Counting Cases
    - Cases may be counted according to surgical specialty2 as defined in the core curriculum.
      - One pathology is counted as one procedure.
      - Counting more than one case on the same patient.
        - Example: Two Unrelated cases on the same patient can be counted as 2 cases (LeFort I and a Splenectomy)
        - Example: A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.
      - Diagnostic vs. operative endoscopy cases

- o An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
- o An endoscopy classified as a critical procedure is considered an operative case.
- o Diagnostic and operative cases will be counted according to specialty.
- o Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
  - Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.
  - Documentation
    - o Case performed.
    - o Role performed.
    - o Performance evaluations
    - o Verification by program director

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*

Case Log:	25%
In-Service:	15%
Clinical/Case Prep:	25%
Evaluations:	<u>35%</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

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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

Clinical Attendance is 100%. Any missed Clinical day will require a makeup day. Make up days are normally scheduled for Fridays and must be approved by the clinical site and the instructor.
Missed clinical days also include being sent home for not following directions or breaking patient safety and aseptic technique rules. Student is required to remediate before scheduling a makeup day. Any student failing to make up their missed days will receive an incomplete until all make up days have been completed. If a student has failed to make up their days, 5 days past semester completion, they will be receiving a D for the class.
Students will only be allowed to make up 2 missed clinical days regardless of reasons.

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.

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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 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.

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

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[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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions

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or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the **Pregnancy Intake Form.**

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