



INSTRUCTIONAL PACKAGE

SUR 113
Advanced Surgical Practicum

Fall 2023
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023

COURSE PREFIX: SUR 113

COURSE TITLE: Advanced Surgical Practicum

CONTACT HOURS: 18 Clinical

CREDIT HOURS: 6

RATIONALE FOR THE COURSE:

Advanced Surgical Practicum is a continuation of the Surgical Practicum I. Students become familiar with facilities, procedures, and practices of the working surgical environment. Students observe and participate in various surgical procedures in multiple specialties.

COURSE DESCRIPTION:

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

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 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: English Composition_101 Credit C
 Humanities Elective

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

REQUIRED MATERIALS:

1. Surgical Counts Access
2. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
3. Laptop with Camera and Microphone capability
4. USB
5. Scanner/Printer

6. 3 Ring Binder (2" rings)
7. Tab/Dividers:
 - a. HGTC Surgical Technology Program Handbook
 - b. Clinical Manual
 - c. Incident and Exposure Paperwork
 - d. Assigned clinical facility policy and procedure manuals.
 - e. Preceptor Evaluation Paperwork
 - f. CS and Ancillary Services paperwork
 - g. Clinical Rotation Schedule
 - h. Sterile Technique Standards Handbook
 - i. Contact Information

Students should keep all materials in the clinical journal binder.
Access to Microsoft teams for clinical debrief.

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. White $\frac{3}{4}$ length Lab Coat
 - a. Monogrammed: Ciel Blue (above left pocket)
2. Ceil Blue Scrubs
 - a. Monogrammed: White (above left pocket)
3. Black Scrub Jacket
 - a. Monogrammed: Ceil Blue (above left pocket)
4. Black Scrubs
 - a. Monogrammed: Ceil Blue (above left pocket)
5. Mandatory Monogram wording:
 - a. First Line: HGTC
 - b. Second Line: Surgical Technology
 - c. Third Line: Student
6. Goggles
7. White shoes or Black (Athletic shoes will be accepted) (Waterproof)
8. Student ID (worn in class and at clinical site)
9. House Lanyard
10. CPR (BLS) updated annually.
11. Clinical Compliance up to date
12. Clinical Binder

13. Clinical Book bag/ Blue

14. Luggage lock

15. 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.

Access to Surgical Counts

STUDENT IDENTIFICATION VERIFICATION:

Students must wear the proper identification in lecture, lab, and clinical settings.

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:

- 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.
- Assist with draping the sterile field.

- Analyze the procedural steps appropriate to the surgical intervention.
- “Pass” instruments and supplies to sterile surgical team members during the procedures.
- 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 – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the (list the appropriate assessment). Upon completion of this course, students will be able to:

- Communicate effectively.
- Think critically.
- Self and professional development.

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

2023-2024

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

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.

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.

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