Course Syllabus

COURSE: SRGT 1541 (5:0:0) Surgical Procedure I
SEMESTER: Spring 2016
CLASS TIMES: Thursday 8:00 AM – 1:00 PM
INSTRUCTOR: Jennifer Mazey, CST, A.A.S.
OFFICE: 241
OFFICE HOURS: Monday – Tuesday 3:00 PM- 4:30PM; Thursday 2:00 – 4:00 PM; by appointment
OFFICE PHONE: 325-794-4436
E-MAIL: jennifer.mazey@cisco.edu

GENERAL COURSE INFORMATION

COURSE DESCRIPTION
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

STUDENT LEARNING OUTCOMES

Students will:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Relate the specific anatomy and pathology to indications for selected surgical procedures.</td>
</tr>
<tr>
<td>2.</td>
<td>Summarize patient preparation for selected surgical procedures.</td>
</tr>
<tr>
<td>3.</td>
<td>Select instruments, equipment, and supplies and reconstruct the sequence for related surgical procedures.</td>
</tr>
<tr>
<td>4.</td>
<td>Identify expected outcomes and possible complications for surgical procedures</td>
</tr>
</tbody>
</table>

COURSE OBJECTIVES – 1.1, 1.3, 2.1, 2.2, 2.4, 2.6, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5
Scans competency or Course Objectives are listed, in detail, at the end of this syllabus.

PRE-REQUISITES: BIOL 2401, BIOL 2402, MDCA 1313, SRGT 1405, SRGT 1409, SRGT 1260, HPRS 2200
CO-REQUISITES: SRGT 1542, SRGT 2260

EVALUATION METHODS
The course grade will be determined by a combination of quizzes, written, and oral comprehensive exams, case studies, and homework assignments

ACADEMIC INTEGRITY
It is the aim of the faculty of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the
presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

**SCANS and FOUNDATION SKILLS**
Refer also to Course Objectives. SCANS and Foundation Skills attached.

**VERIFICATION OF WORKPLACE COMPETENCIES**

**SPECIFIC COURSE INFORMATION**

**TEXT AND MATERIALS**

ISBN# 978-1-110-37556-7

ISBN# 978-1-110-3758-1

ISBN# 978-0-8036-2545-7

ISBN# 978-0-8036-1226-6

Venes, Donald, (2013) *Taber's Cyclopedic Medical Dictionary*, 22nd Ed., F.A. Davis  
ISBN# 978-0-8036-2977-6

**ATTENDANCE POLICY**
Class attendance is mandatory. Students are allowed two (2) absences and will be dropped on the third (3rd).

It is important that the student take class attendance very serious, in order to make it possible to complete the course objectives. It is extremely important that students arrive for class on time. Three (3) tardies equal one (1) absence. Tardiness disrupts the instructor and the other students. Students that chronically arrive late for class will be counseled, and if necessary, dropped from the class, regardless of grade point average. Anyone leaving class more than thirty minutes prior to the end of class will be marked absent.

**ASSIGNMENT POLICY**
The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook. In some instances, information from the reading assignments not covered during class may be included on a test.

**MAKE-UP TEST POLICY/LATE WORK POLICY**
Make-up exams may be in any format, including matching, fill in the blanks, multiple-choice, true/false and essay. Make-up exams must be scheduled with the instructor within ten (10) days of initial exam. Any exam not scheduled with the instructor within ten (10) class days of initial exam will be given a “zero”. Late homework assignments will receive an automatic 20 point deduction.
**GRADING POLICY** - Grades in this course will be determined using the following criteria:

- Homework/Assignments - 15%
- Quizzes - 15%
- Exams - 30%
- Final Exam - 40%

A grade average of C (70) must be maintained in all Surgical Technology classes. Failure to do so will result in the student being dropped from the Program.

**GRADING SYSTEM**

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 or below = F

**PROGRESSION REQUIREMENTS**

The student will not receive a grade above “D” in the course if the student fails to achieve the minimum of 70 on the course comprehensive final, regardless of the numerical average based on all other grades. Students must successfully complete the course in the semester it is offered, with a minimum grade of 70 (“C”) to be eligible to progress in the surgical technology program. Students who do not successfully complete the course will be withdrawn from the program.

**STUDENT CONDUCT**

Students are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, electronic recording device, making offensive remarks, reading material not related to class, sleeping, or engaging in other form of distraction. Inappropriate behavior in the classroom shall result, at a minimum, a request to leave class. A more detailed list of inappropriate behaviors can be found in the current student handbook.

**SPECIAL REQUIREMENTS**

- **Cell Phones** – Cell phones are to be turned **OFF** during scheduled class periods, unless prior approval has been given from the instructor. This includes text messaging. Cell phones are to be used **outside** the classroom only.

---

**COURSE OUTLINE**

Course Outline is subject to change by instructor.

**Chapter 13 – Diagnostic Procedures**

The student will be able to:

- Apply knowledge of anatomy and physiology to determine which diagnostic examinations will be useful
- Indicate the sources of patient data
- Compare and contrast techniques used to establish the diagnosis
- Determine which diagnostic procedures will require surgical intervention
- Recognize the major indications for surgical intervention
Chapter 14 – General Surgery
The student will be able to:

- Indicate the pathology and related terminology of each system or organ that prompts surgical intervention
- Indicate special preoperative preparation procedures related to general surgery procedures
- Recall the names and uses of general surgery instruments, supplies, and specialty equipment
- Propose the intraoperative preparations of the patient specific to the illustrative procedures
- Summarize, identify the purpose and expected outcomes, immediate postoperative care and possible complications of the following procedures:
  - Appendectomy- Open
  - Appendectomy- Laparoscopic
  - Breast Biopsy- Sentinel Node Biopsy
  - Breast Biopsy- Needle Localization
  - Modified Radical Mastectomy with Axillary Node Dissection
  - Cholecystectomy- Open
  - Cholecystectomy- Laparoscopic
  - Cholecystectomy with Cholangiogram
  - Colon Resection with Colostomy
  - Colon Resection without Colostomy
  - Gastrectomy with Gastrostomy
  - Gastrectomy without Gastrostomy
  - Hemorrhoidectomy
  - Herniorrhaphy- Open- Incisional
  - Herniorrhaphy- Laparoscopic- Incisional
  - Herniorrhaphy- Open- Inguinal
  - Herniorrhaphy- Laparoscopic- Inguinal
  - Herniorrhaphy- Open- Umbilical
  - Herniorrhaphy- Laparoscopic- Umbilical
  - Laparoscopic Nissen Fundoplication
  - Liver Resection
  - Splenectomy- Open
  - Splenectomy- Laparoscopic
  - Thyroidectomy
  - Pancreaticoduodenectomy (Whipple Procedure)
- Determine any specific variations related to the preoperative, intraoperative, and postoperative care of the general surgery patient

Chapter 15- Obstetric and Gynecological Surgery
The student will be able to:

- Recognize the relevant anatomy and physiology of the female reproductive system
- Summarize the pathology of the female reproductive system that prompts surgical intervention and the related terminology
- Determine and special preoperative obstetric and gynecological diagnostic procedures/tests
- Determine any special preoperative preparation procedures related to obstetric/gynecologic procedures
- Indicate the names and uses of obstetric and gynecological instruments, supplies, and drugs
- Indicate the names and uses of special equipment related to obstetric/gynecologic surgery
- Determine the intraoperative preparations of the patient undergoing an obstetric or gynecologic procedure
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following obstetric and gynecologic procedures:
  - Cervical Biopsy
  - Cervical Cerclage (Shirodkar’s Procedure)
- Dilation and Curettage (D&C)
- Hysteroscopy
- Cesarean Section
- Endometrial Ablation
- Hysterectomy- Laparoscopic
- Hysterectomy- Robotic-Assisted
- Hysterectomy- Total Abdominal
- Hysterectomy- Vaginal
- Myomectomy
- Uterine Radiation Seeding
- Oophrectomy
- Ectopic Pregnancy
- Salpingectomy
- Sterilization Procedures
- Tuboplasty
- Labioplasty
- Perineal Laceration
- Vulvectomy
- Ablation of Condylomata
- Marsupialization of Bartholin’s Gland (Cystectomy)
- Anterior and Posterior Repair (Colporrhaphy)
- Diagnostic Laparoscopy
- Total Pelvic Exenteration
- Wertheim Procedure
- Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the obstetric/gynecologic patient

Chapter 20- Genitourinary Surgery
The student will be able to:
- Recognize the relevant anatomy of the genitourinary system
- Recognize the pathology that prompts genitourinary system surgical intervention and the related terminology
- Assess any special preoperative genitourinary diagnostic procedures/tests
- Assess any special preoperative genitourinary preparation procedures
- Indicate names and uses of genitourinary instruments, supplies, and specialty equipment
- Determine the intraoperative preparation of the patient undergoing the genitourinary procedure
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following genitourinary procedures:
  - Nephrectomy
  - Kidney Transplant
  - Wilm’s Tumor Excision (Adrenalectomy)
  - Ureteroscopy
  - Ureteropyelithotomy
  - TUR-BT
  - Cystectomy with Creation of an Ileal Conduit
  - Suspension (TVT/Sling)
  - TURP
  - Prostatectomy- Laparoscopic with Robot
  - Prostatectomy- Suprapubic
  - Prostate Seeding
Circumcision
Epispadius Repair
Hypospadius Repair
Penile Implant Insertion
Penectomy
Hydrocelectomy
Orchiopexy
Orchiectomy

- Recognize any specific variations related to the preoperative, intraoperative, and postoperative care of the genitourinary patient

Chapter 17 – Otorhinolaryngologic Surgery
The student will be able to:
- Recognize the relevant anatomy of the ear, nose, and upper aerodigestive tract
- Summarize the pathology that prompts otorhinolaryngologic surgical intervention and the related terminology
- Determine any otorhinolaryngologic diagnostic procedures/tests
- Determine any otorhinolaryngologic preoperative and intraoperative preparation procedures
- Indicate the names and uses of otorhinolaryngologic instruments, supplies, and drugs
- Indicate the names and uses of special otorhinolaryngologic equipment
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following otorhinolaryngologic procedures:
  - Cochlear Implant
  - Mastoidectomy
  - Myringotomy
  - Stapedectomy
  - Tympanoplasty
  - Choanal atresia
  - Endoscopic Sinus Surgery (FESS)
  - Nasal Antrostomy
  - Nasal Polyectomy
  - Septoplasty
  - Turbinectomy
  - Laryngectomy
  - Parotidectomy
  - Radical Neck Dissection- Glossectomy
  - Radical Neck Dissection- Mandibulectomy
  - Temporomandibular Joint Arthroplasty (TMJ)
  - Tonsillectomy and Adenoidectomy
  - Tracheotomy and Tracheostomy
  - Uvulopalatopharyngoplasty

- Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the otorhinolaryngologic patient

Chapter 21- Orthopedic Surgery
The student will be able to:
- Recognize the relevant anatomy and physiology of the musculoskeletal system
- Summarize the pathology of the musculoskeletal system that prompts surgical intervention and the related terminology
- Determine any preoperative orthopedic diagnostic procedures/tests
- Determine any special preoperative preparation related to orthopedic procedures
- Indicate the names and uses of orthopedic instruments, equipment, and supplies
- Determine the intraoperative preparation of the patient undergoing an orthopedic procedure
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following orthopedic procedures:
  - Acromioplasty - Open
  - Acromioplasty - Arthroscopic
  - Shoulder - Arthroscopy
  - Bankart Procedure - Open
  - Bankart Procedure - Arthroscopic
  - Shoulder - Total Arthroplasty
  - Radius ORIF
  - Radius - External Fixator
  - Hip - Total Arthroplasty
  - Hip - ORIF
  - Femur - Femoral Shaft Fracture
  - Knee - Arthroscopy
  - Anterior Cruciate Ligament Repair (ACL)
  - Amputation - Above the Knee
  - Amputation - Below the Knee
  - Knee - Total Arthroplasty
  - Achilles Tendon Repair
  - Triple Arthrodesis
  - Bunionectomy
ACCOMMODATIONS

DIVERSITY STATEMENT
In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT
Students who qualify for specific accommodations under the American with Disabilities Act (ADA) should notify the instructor the first week of class. It is the student's responsibility to provide the necessary documentation to the Special Populations Coordinator.

SCANS COMPETENCIES WITH DEFINITIONS

1.0 RESOURCES
• 1.1 Manages Time: Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
• 1.2 Manages Money: Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
• 1.3 Manages Materials and Facility Resources: Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
• 1.4 Manages Human Resources: Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

2.0 INTERPERSONAL
• 2.1 Participates as a Member of a Team: Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
• 2.2 Teaches Others: Help others learn.
• 2.3 Serves Clients/Customers: Works and communicates with clients and customers to satisfy their expectations.
• 2.4 Exercise Leadership: Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or group; including responsibility challenging existing procedures, policies, or authority.
• 2.5 Negotiates: Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
• 2.6 Works With Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

3.0 INFORMATION
• 3.1 Acquires and Evaluates Information: Identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy
• 3.2 Organizes and Maintains Information: Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
• 3.3 Uses Computers to Process Information: Employs computers to acquire, organize, analyze, and communicate information.
4.0 SYSTEMS
- **4.1 Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- **4.2 Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnose deviations in the function of a system/organization, and takes necessary action to correct performance.
- **4.3 Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

5.0 TECHNOLOGY
- **5.1 Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- **5.2 Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- **5.3 Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.

## SCANS FOUNDATION SKILLS

6.0 BASIC SKILLS
- **6.1 Reading:** Locates, understands, and interprets written information in prose and documents – including manuals, graphs, and schedules to perform tasks. Learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications: infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- **6.2 Writing:** Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow-charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
- **6.3 Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
- **6.4 Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; understands the role of chance in the occurrence and prediction of events.
- **6.5 Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn, to critically evaluate; to appreciate, or to support the speaker.
- **6.6 Speaking:** Organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback and asks questions when needed.
7.0 THINKING SKILLS

° 7.1 Creative Thinking: Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
° 7.2 Decision-Making: Specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternatives.
° 7.3 Problem Solving: Recognizes that a problem exists (ie., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.
° 7.4 Mental Visualization: Organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from the narrative descriptions, or the taste of food from reading a recipe.
° 7.5 Knowing How to Learn: Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
° 7.6 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

8.0 PERSONAL QUALITIES

° 8.1 Responsibility: Exerts a high level of effort and perseverence towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
° 8.2 Self-esteem: Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
° 8.3 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.
° 8.4 Self-management: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals, monitors progress of goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a “self-starter”
° 8.5 Integrity/Honesty: Can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.
Course Syllabus

COURSE: SRGT 1542 (5:0:0) Surgical Procedure I
SEMESTER: Spring 2016
CLASS TIMES: Wednesday 8:00 AM – 12:00 PM
                  Wednesday 1:00 PM – 5:00 PM
INSTRUCTOR: Jennifer Mazey, CST, A.A.S.
OFFICE: 241
OFFICE HOURS: Monday – Tuesday 3:00 PM- 4:30PM; Thursday 2:00 – 4:00 PM; by appointment
OFFICE PHONE: 325-794-4436
E-MAIL: jennifer.mazey@cisco.edu

GENERAL COURSE INFORMATION

COURSE DESCRIPTION
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

STUDENT LEARNING OUTCOMES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Relate the specific anatomy and pathology to indications for selected surgical procedures.</td>
</tr>
<tr>
<td>2.</td>
<td>Summarize patient preparation for selected surgical procedures.</td>
</tr>
<tr>
<td>3.</td>
<td>Select instruments, equipment, and supplies and reconstruct the sequence for related surgical procedures.</td>
</tr>
<tr>
<td>4.</td>
<td>Identify expected outcomes and possible complications for surgical procedures</td>
</tr>
</tbody>
</table>

COURSE OBJECTIVES – 1.1, 1.3, 2.1, 2.2, 2.4, 2.6, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5

Scans competency or Course Objectives are listed, in detail, at the end of this syllabus.

PRE-REQUISITES: BIOL 2401, BIOL 2402, MDCA 1313, SRGT 1405, SRGT 1409, SRGT 1260, HPRS 2200
CO-REQUISITES: SRGT 1541, SRGT 2260

EVALUATION METHODS
The course grade will be determined by a combination of quizzes, written, and oral comprehensive exams, case studies, and homework assignments

ACADEMIC INTEGRITY
It is the aim of the faculty of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the
presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

**SCANS and FOUNDATION SKILLS**  
Refer also to Course Objectives. SCANS and Foundation Skills attached.

**VERIFICATION OF WORKPLACE COMPETENCIES**

---

**SPECIFIC COURSE INFORMATION**

**TEXT AND MATERIALS**

ISBN# 978-1-110-037556-7

ISBN# 978-1110-03758-1

ISBN# 978-0-8036-2545-7

ISBN# 978-0-8036-1226-6

Venes, Donald, (2013) *Taber's Cyclopedic Medical Dictionary*, 22nd Ed., F.A. Davis  
ISBN# 978-0-8036-2977-6

**ATTENDANCE POLICY**

Class attendance is mandatory. Students are allowed two (2) absences and will be dropped on the third (3rd).

It is important that the student take class attendance very serious, in order to make it possible to complete the course objectives. It is extremely important that students arrive for class **on time**. Three (3) tardies equal one (1) absence. Tardiness disrupts the instructor and the other students. Students that chronically arrive late for class will be counseled, and if necessary, dropped from the class, regardless of grade point average. Anyone leaving class more than thirty minutes prior to the end of class will be marked absent.

**ASSIGNMENT POLICY**

The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook. In some instances, information from the reading assignments not covered during class may be included on a test.

**MAKE-UP TEST POLICY/LATE WORK POLICY**

Make-up exams may be in any format, including matching, fill in the blanks, multiple-choice, true/false and essay. Make-up exams must be scheduled with the instructor within ten (10) days of initial exam. Any exam not scheduled with the instructor within ten (10) class days of initial exam will be given a “zero”. Late homework assignments will receive an automatic 20 point deduction.

---

REV. 06/2015
GRADING POLICY - Grades in this course will be determined using the following criteria:

Homework/Assignments- 15%
Quizzes- 15%
Exams- 30%
Final Exam- 40%

A grade average of C (70) must be maintained in all Surgical Technology classes. Failure to do so will result in the student being dropped from the Program.

GRADING SYSTEM

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 or below = F

PROGRESSION REQUIREMENTS

The student will not receive a grade above “D” in the course if the student fails to achieve the minimum of 70 on the course comprehensive final, regardless of the numerical average based on all other grades. Students must successfully complete the course in the semester it is offered, with a minimum grade of 70 (“C”) to be eligible to progress in the surgical technology program. Students who do not successfully complete the course will be withdrawn from the program.

STUDENT CONDUCT

Students are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, electronic recording device, making offensive remarks, reading material not related to class, sleeping, or engaging in other form of distraction. Inappropriate behavior in the classroom shall result, at a minimum, a request to leave class. A more detailed list of inappropriate behaviors can be found in the current student handbook.

SPECIAL REQUIREMENTS

- Cell Phones – Cell phones are to be turned OFF during scheduled class periods, unless prior approval has been given from the instructor. This includes text messaging. Cell phones are to be used outside the classroom only.

COURSE OUTLINE

Course Outline is subject to change by instructor.

Chapter 14 – Ophthalmic Surgery

The student will be able to:

- Recognize the anatomy of the eye
- Summarize the pathology that prompts surgical intervention of the eye and related terminology
- Indicate special preoperative preparation procedures
- Recall the names and uses of ophthalmic instruments, supplies, special equipment, and drugs
- Propose the intraoperative preparations of the patient specific to the illustrative procedures
- Summarize, identify the purpose and expected outcomes, immediate postoperative care and possible complications of the following ophthalmic procedures:
Chapter 15- Plastic and Reconstructive Surgery

The student will be able to:

- Recognize the relevant anatomy and physiology of the skin and its underlying tissues
- Summarize the pathology of that prompts plastic/reconstructive surgical intervention and the related terminology
- Determine and special preoperative plastic/reconstructive diagnostic procedures/tests
- Determine any special preoperative preparation procedures related to plastic/reconstructive procedures
- Indicate the names and uses of plastic/reconstructive instruments, supplies, and specialty equipment
- Determine the intraoperative preparations of the patient undergoing an plastic/reconstructive procedure
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following plastic/reconstructive procedures:
  - Blepharoplasty
  - Brow Lift
  - Cheiloplasty/Palatoplasty
  - Malar Implants
  - Mentoplasty
  - Otoplasty
  - Rhinoplasty
  - Rhytidectomy
  - Breast Augmentation
  - Mastopexy
  - Mammoplasty – Nipple Reconstruction
  - Mammoplasty – TRAM Flap
  - Abdominoplasty
  - Suction Liposuction
  - Superficial Lesion/Neoplasm
  - Skin Graft – Full-Thickness (FTSG)
  - Skin Graft – Split-Thickness (STSG)
  - Microvascular Pedicle Graft
  - Scar Revision
  - Dupuytren's Contracture
  - Traumatic Injury Repairs
  - Radial Dysplasia
  - Release of Polydactyly
  - Release of Syndactyly
• Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the plastic/reconstructive patient

Chapter 18- Oral and Maxillofacial Surgery
The student will be able to:
• Recognize the relevant anatomy specific to procedures in oral and maxillofacial surgery
• Recognize the pathology that prompts oral and maxillofacial surgical intervention and the related terminology
• Assess any special preoperative oral and maxillofacial diagnostic procedures/tests
• Assess any special preoperative oral and maxillofacial surgical preparation procedures
• Indicate names and uses of oral and maxillofacial instruments, supplies, drugs, and special equipment
• Determine the intraoperative preparation of the patient undergoing oral or maxillofacial procedures
• Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following oral and maxillofacial procedures:
  o Maxillary and Mandibular Fractures – ORIF
  o Maxillary and Mandibular Fractures – Arch Bar Application
  o Cleft Repair – Lip
  o Cleft Repair – Palate
  o Odontectomy/Tooth Extraction
  o Maxillary Fractures – LeFort I
  o Maxillary Fractures – LeFort II
  o Maxillary Fractures – LeFort III
  o ORIF Orbital Fracture
• Recognize any specific variations related to the preoperative, intraoperative, and postoperative care of the oral and maxillofacial patient

Chapter 23 – Peripheral Vascular Surgery
The student will be able to:
• Recognize the relevant anatomy of the peripheral vascular system
• Summarize the pathology that prompts peripheral vascular surgical intervention and the related terminology
• Determine any special preoperative peripheral vascular diagnostic procedures/tests
• Determine any peripheral vascular preoperative and intraoperative preparation procedures
• Indicate the names and uses of peripheral vascular instruments, supplies, and drugs
• Indicate the names and uses of special peripheral vascular equipment
• Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following peripheral vascular procedures:
  o Abdominal Aortic Aneurysm w/Graft Insertion
  o Angioplasty – Endograft Placement
  o Angioplasty – Endostent Insertion
  o Angioscopy
  o AV Shunts and Bypass – Aortofemoral Bypass
  o AV Shunts and Bypass – Arteriovenous Fistula and Shunt
  o AV Shunts and Bypass – Femoropopliteal Bypass
  o Carotid Endarterectomy
  o Embolectomy
  o Vena Cava Device
  o Vein Ligation and Stripping
  o Venous Access Device
• Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the oral and maxillofacial patient
Chapter 22- Cardiothoracic Surgery
The student will be able to:

- Recognize the relevant anatomy and physiology of the cardiovascular and respiratory systems
- Summarize the pathology of the cardiac or thoracic system that prompts surgical intervention and the related terminology
- Determine any preoperative cardiac or thoracic diagnostic procedures/tests
- Determine any special preoperative preparation related to cardiac or thoracic procedures
- Indicate the names and uses of cardiovascular and thoracic instruments, equipment, and supplies
- Determine the intraoperative preparation of the patient undergoing a cardiovascular or thoracic procedure
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following cardiothoracic procedures:
  - Bronchoscopy
  - Mediastinoscopy – Lymph Node Biopsy
  - Thoracoscopy – Video Assisted Thoracoscopy
  - Thoracotomy – Lobectomy
  - Thoracotomy – Pneumonectomy
  - Thoracotomy – Decortation of the Lung
  - Thoracotomy – Lung Transplant
  - Thoracotomy – Pectus Excavatum Repair
  - Thoracotomy – Pulmonary Embolism
  - Aortic/Mitral Valve Replacement
  - Atrial/Ventricular Septal Defect Repair
  - Closure of Patent Ductus Arteriosus
  - Coronary Artery Bypass Graft – Intraaortic Balloon Pump
  - Coronary Artery Bypass Graft – Minimally Invasive Direct (MID-CABG)
  - Coronary Artery Bypass Graft – Off-Pump CABG
  - Coronary Artery Bypass Graft – Ventricular Assistive Device (VAD) Insertion
  - Heart Transplant
  - Repair of Coarctation of the Aorta
  - Tetralogy of Fallot Repair
  - Ventricular Aneurysm Repair
- Assess any specific variations related to the preoperative, intraoperative, and postoperative care of the cardiovascular and thoracic patient

Chapter 24- Neurosurgery
The student will be able to:

- Recognize the relevant anatomy and physiology of the neurological system
- Recognize the pathology that prompts neurosurgical intervention and the related terminology
- Assess any special preoperative neurological diagnostic procedures/tests
- Assess any special preoperative neurological surgical preparation procedures
- Indicate names and uses of neurological instruments, supplies, drugs, and special equipment
- Determine the intraoperative preparation of the patient undergoing neurological procedures
- Summarize the surgical steps, interpret the purpose and expected outcomes, and recognize the immediate postoperative care and possible complications of the following neurological procedures:
  - Carpal Tunnel Release
  - Laminectomy – Cervical- Anterior
- Laminectomy – Cervical- Posterior
- Laminectomy – Thoracic
- Laminectomy – Lumbar – Minimally Invasive
- Laminectomy – Lumbar – Spinal Fusion
- Craniotomy – Cranioplasty
- Craniotomy – Craniosynostosis Repair
- Rhizotomy
- Stereotactic Procedures
- Transphenoidal Hypophysectomy
- Ulnar Nerve Transposition
- Ventriculoperitoneal Shunt Placement
- Ventriculosity

- Recognize any specific variations related to the preoperative, intraoperative, and postoperative care of the neurosurgical patient
ACCOMMODATIONS

DIVERSITY STATEMENT
In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT
Students who qualify for specific accommodations under the American with Disabilities Act (ADA) should notify the instructor the first week of class. It is the student’s responsibility to provide the necessary documentation to the Special Populations Coordinator.

SCANS COMPETENCIES WITH DEFINITIONS

1.0 RESOURCES
• 1.1 Manages Time: Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
• 1.2 Manages Money: Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
• 1.3 Manages Materials and Facility Resources: Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
• 1.4 Manages Human Resources: Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

2.0 INTERPERSONAL
• 2.1 Participates as a Member of a Team: Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
• 2.2 Teaches Others: Help others learn.
• 2.3 Serves Clients/Customer: Works and communicates with clients and customers to satisfy their expectations.
• 2.4 Exercise Leadership: Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or group; including responsibility challenging existing procedures, policies, or authority.
• 2.5 Negotiates: Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
• 2.6 Works With Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

3.0 INFORMATION
• 3.1 Acquires and Evaluates Information: Identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy
• 3.2 Organizes and Maintains Information: Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
• 3.3 Uses Computers to Process Information: Employs computers to acquire, organize, analyze, and communicate information.
4.0 SYSTEMS
- **4.1 Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- **4.2 Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnose deviations in the function of a system/organization, and takes necessary action to correct performance.
- **4.3 Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

5.0 TECHNOLOGY
- **5.1 Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- **5.2 Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- **5.3 Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.

**SCANS FOUNDATION SKILLS**

6.0 BASIC SKILLS
- **6.1 Reading:** Locates, understands, and interprets written information in prose and documents – including manuals, graphs, and schedules to perform tasks. Learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications: infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- **6.2 Writing:** Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow-charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
- **6.3 Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
- **6.4 Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; understands the role of chance in the occurrence and prediction of events.
- **6.5 Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn, to critically evaluate; to appreciate, or to support the speaker.
- **6.6 Speaking:** Organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback and asks questions when needed.
7.0 THINKING SKILLS

- **7.1 Creative Thinking:** Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- **7.2 Decision-Making:** Specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternatives.
- **7.3 Problem Solving:** Recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.
- **7.4 Mental Visualization:** Organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from the narrative descriptions, or the taste of food from reading a recipe.
- **7.5 Knowing How to Learn:** Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
- **7.6 Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

8.0 PERSONAL QUALITIES

- **8.1 Responsibility:** Exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- **8.2 Self-esteem:** Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
- **8.3 Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.
- **8.4 Self-management:** Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals, monitors progress of goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a “self-starter”
- **8.5 Integrity/Honesty:** Can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.
Abilene Educational Center

Course Syllabus

Course: SRGT 2260 (0:0:12) Clinical – Surgical Technology/Technologist II
Semester: Spring 2016
Class Times: Monday and Tuesday 6:00 AM – 2:00 PM
Instructor: Jennifer Mazey, CST, A.A.S.
Office: 241
Office Hours: Monday – Tuesday 3:00 PM - 4:30 PM; Thursday 2:00 – 4:00 PM; by appointment
Office Phone: 325-794-4436
E-mail: jennifer.mazey@cisco.edu

General Course Information

Course Description
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Student Learning Outcomes

Students will:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and business/industry.

2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, using the terminology of the occupation and business/industry.

This course is the foundation for the acquisition of program specific competencies as identified by the SCANS, AST, and THECB guidelines.

Course Objectives – 1.1, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 5.1, 5.2, 6.1, 6.2, 6.3, 6.5, 6.6, 7.1, 7.2, 7.3, 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5

Scans competency or Course Objectives are listed, in detail, at the end of this syllabus.

Pre-Requisites: BIOL 2401, BIOL 2402, MDCA 1313, SRGT 1405, SRGT 1409, HPRS 2200
Co-Requisites: SRGT 1541, SRGT 1542

Evaluation Methods
The course grade will be determined by a combination of clinical observations, clinical evaluations, clinical case logs, clinical journal, surgical procedure reports, and a final skills check off.

Academic Integrity
It is the aim of the faculty of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

SCANS and FOUNDATION SKILLS
Refer also to Course Objectives. SCANS and Foundation Skills attached.

VERIFICATION OF WORKPLACE
COMPETENCIES - CAPSTONE
EXPERIENCE

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

ISBN# 978-1-1110-37556-7

ISBN# 978-1110-3758-1

ISBN# 978-0-8036-2545-7

ISBN# 978-0-8036-1226-6

ISBN# 978-1-4160-2247-3

Venes, Donald, (2013) Taber’s Cyclopedic Medical Dictionary, 22nd Ed., F.A. Davis
ISBN# 978-0-8036-2977-6

ATTENDANCE POLICY
Class attendance is mandatory. Students are allowed three (3) absences and will be dropped on the fourth (4th). It is important that the student take class attendance very serious, in order to make it possible to complete the course objectives. It is extremely important that students arrive for class on time. Two (2) tardies equal one (1) absence. Tardiness disrupts the instructor and the other students. Students that chronically arrive late for class will be counseled, and if necessary, dropped from the class, regardless of grade point average.

The Surgical Technology student is an adult learner, each student should keep a record of his/her own absences. Faculty is under NO obligation to inform the student of the number of absences, the student will only be informed by the clinical instructor when they are put on probation for attendance. Absences should only be taken for real, true illness, emergency, or death.

Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.
Each student has a total of three absences only. There is no distinction between excused or unexcused, unless a hospitalization is required. If a student misses three days, the student will be dropped—no questions asked—on the fourth absence. Two tardies equal one absence.

Notification of Absence From the Clinical Site

1. It is the responsibility of the student to have the contact numbers for instructors and clinical sites.
2. The student must call in the absences to the clinical site and instructor. The student must call the clinical site and instructor before 0600. Do not call the instructor before 0530. If an instructor has not been contacted by the students by 0700, the occurrence will be considered a “no-call, no-show”.
3. When phoning the OR, the student must identify himself/herself and ask for the name of the person taking the message. If you cannot reach a staff member before 0600, keep trying until you do.
4. Should illness or injury occur during the clinical day, the student should notify the instructor immediately.
5. No-call, No-show Policy: A student who does not follow the call in procedure for clinicals will be classified as a “No-call, no-show”. On the second no-call, no-show, the assumption will be made that the student has withdrawn from the clinical portion of the program. The student will be formally withdrawn by the program director.
6. Tardy policy: The student must be in hospital scrubs and ready to work at 0630. You are considered tardy if you are not at the designated meeting area at 0631. If the student calls or shows up after 0700, the student will be sent home with an absence.

Leaving Early From a Clinical Site

There are days in which surgeries finish early in the day. The student is expected to help out in any way possible at each site at the conclusion of scheduled cases. The student is expected to assist staff in pulling cases, for the following day, terminal cleaning of rooms, stocking rooms and center core with supplies and so on. If there is absolutely nothing to do, the student must: 1. Obtain permission to leave from the charge nurse. 2. Obtain permission from the clinical instructor. If the student leaves the clinical site before 1030, it will be recorded as a tardy.

ASSIGNMENT POLICY

Students must have all clinical paperwork turned in by 0800 on Thursday of each week. After 0800, 25% of the grade will be deducted per day. No grades will be given if not received by Wednesday of the following week.

It is the student’s responsibility to obtain all necessary documentation. The instructor will email the forms to each student the first day of class. It is up to the student to have copies of all clinical paperwork. Credit will not be given for cases that are not properly recorded and on the appropriate form. All forms must be signed and initialed in the correct spots as well.

The student is required to document their clinical experience in four types of records:

1. Daily Procedure Sheet:
   The daily procedure sheet is a form emailed to you to record each case the student observes or participates in for the entirety of the clinical rotation. The student will document:
   1. The clinical site
   2. The name and type of procedure
   3. The name of surgeon
   4. The date of procedure
   5. The role of the student during the procedure
   6. The signature of a member of the staff that participated in the case. The staff member can be an: MD, CST, CFA, CSA, RN, or CRNA. The student will not receive credit for a
case if no signature is present. Falsification of documentation is equivalent to cheating and the same penalties will apply. Students will be withdrawn from the program for falsification.

2. **Time sheet**
   Time sheets must be filled out and signed daily.

3. **Journal entries**
The student is responsible for one journal entry per day in clinicals. The journal entry should be completed for the student’s first case of each day, regardless of your role in the procedure. Please make sure that each journal entry is different, if you do a knee scope for the first procedure of the day for two days in a row, choose another case for your journal.

4. **Daily preceptor evaluations:**
The student is responsible for this document for every day in clinicals. If a student does not have a completed and signed evaluation for each day, a 0 (zero) will be given for that day. It is your responsibility to turn these in every Thursday. This daily evaluation is crucial to your evaluation grade. It is a fundamental tool to help you assess your strengths and weaknesses. **The completed form must include your name, the date, the clinical site, the preceptor’s name in print so that their name can be determined, the preceptor’s signature, and the procedures applicable to that evaluation.**

   If a preceptor is reluctant to complete these forms, notify a clinical instructor. It is your responsibility, and also in your best interest to encourage your preceptor to include comments, both positive and negative, which explain the scores you have been given. Preceptors may need to be reminded that the evaluation is a useful tool for them as well. You are not only a potential fellow employee to the preceptor, but ultimately a future health care professional. Their feedback on your behalf is instrumental in your clinical development.

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

- Instructor Evaluations- 10%
- Preceptor Evaluations- 20%
- Documentation- 30%
- Journal Entries- 40%

**Criteria for grades in grading policy:**
The grading criteria has been constructed so that the grade earned by the student is virtually unaffected by subjectivity by an instructor.

1. ** Evaluations:** 50% of the final evaluation grade is formulated from the tallies in the categories on the evaluation form as assessed by preceptors. The remaining 50% of the final evaluation grade is factored by the number of evaluations submitted.

2. ** Documentation:** Documentation is comprised of daily procedure sheets, time sheets, daily preceptor evaluations, and daily journal entries. Each incorrect or missing entry results in a 7 (seven) point deduction for that week.

3. ** Journal:** This document will be completed twice weekly for the first case of the day regardless of your role in the procedure. The grading criteria for this is as follows:
   a. Positioning = 10 points
   b. Prep = 10 points
   c. Steps of procedure = 30 points
   d. Suture = 20 points
   e. Special notes/mayo setup = 20 points
   f. Dressings = 5 points
g. Specimens = 5 points

Maximum points can only be obtained for each section by incorporating thorough and detailed explanations. Make sure to write this from your point of view, not the pocket guide or textbooks.

A grade average of C (70) must be maintained in all Surgical Technology classes. Failure to do so will result in the student being dropped from the Program.

GRADING SYSTEM

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 or below = F

PROGRESSION REQUIREMENTS

The student will not receive a grade above “D” in the course if the student fails to achieve the minimum of 70 on the course comprehensive final, regardless of the numerical average based on all other grades. Students must successfully complete the course in the semester it is offered, with a minimum grade of 70 (“C”) to be eligible to progress in the surgical technology program. Students who do not successfully complete the course will be withdrawn from the program.

STUDENT CONDUCT

While representing Cisco College, Surgical Technology students will be expected to conduct themselves in such a manner as to reflect favorably on themselves as individuals, as well as the surgical technology program, and the college. If a student acts in a manner as to reflect immature judgment and disrespect for others, action can be taken by the instructors. This action can range from dismissal for the day resulting in an absence to be called before the Chairperson of the Allied Health Department to determine their status in the program.

PROBATION

Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the Surgical Technology program for any of the following reasons:

- Inappropriate conduct – behavior that reflects unfavorably on the student, program, and college
- Lack of physical/mental health necessary to function in the program
- Excessive absences or tardies
- Unsatisfactory work performance
- Request by a facility to receive a drug test

Students may be dismissed for the following reasons, without prior notification or probationary status:

- Refusal or failure of a requested drug screen
- Evidence of gossip
- Mistreatment or abandonment of patients
  - Patient abandonment is defined as any action taken by a student that jeopardizes the patient or the procedure, by virtue of absence. Simply put – a student cannot break out and leave the room without permission. To break out and leave a case to use the restroom is unacceptable. If you become ill during a case and cannot function, it is reasonable to ask to be relieved.

- Abusive or profane language to faculty, staff, fellow students, or supervisors
- Lack of cooperation
- Uncleanliness
- Violation of confidentiality of patient information
- Request by clinical site staff (in writing) that a student is not permitted to return to that site
PREGNANCY
If a student becomes pregnant at any time during the program, the student must immediately provide a signed statement by a physician designating clearance to perform all duties, without restrictions, required by the program. To continue to study after delivery, a statement releasing the student without any restrictions is required. If either of these statements is not provided, the student will be dismissed each day until provided. Absences will occur with each dismissal.

COURSE OUTLINE
Course Objectives in outline form (correlated to Scans and Foundations skills)

The Cognitive Domain Objectives:

- Be familiar with the names of various surgical instruments
- Know how to avoid contamination of a sterile field
- Know how to prep and drape a patient for surgery
- Have a base knowledge of various surgical procedures and why they are performed
- Know how to care for surgical instruments properly
- Know how to sterilize surgical instruments properly
- Know how to dress a surgical wound correctly in order to prevent infection
- Be aware of how to handle contaminated surgical supplies
- Know how to dispose of contaminated sharps
- Know how to protect against potentially harmful body fluids

The Psychomotor Domain Objectives:

- Function as a surgical team member
- Assist in gathering all necessary supplies and equipment for surgery
- Hand surgical instruments to surgeon properly
- Assist in positioning the surgical patient
- Perform circulating duties before, during, and after surgical procedures
- Take precautions against exposure to radiation

The Affective Domain Objectives:

- Be aware of how to set up a sterile surgical field
First Scrub Role:

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

* Verify supplies and equipment needed for the surgical procedure.
* Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
* Perform counts with the circulator prior to the procedure and before the incision is closed.
* Pass instruments and supplies to the sterile surgical team members during the procedure.
* Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role:

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

* Sponging
* Suctioning
* Cutting suture
* Holding retractors
* Manipulating endoscopic camera

Observation Role:

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.
ACCOMMODATIONS

DIVERSITY STATEMENT
In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT
Students who qualify for specific accommodations under the American with Disabilities Act (ADA) should notify the instructor the first week of class. It is the student’s responsibility to provide the necessary documentation to the Special Populations Coordinator.

SCANS COMPETENCIES WITH DEFINITIONS

1.0 RESOURCES
• 1.1 Manages Time: Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
• 1.2 Manages Money: Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
• 1.3 Manages Materials and Facility Resources: Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
• 1.4 Manages Human Resources: Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

2.0 INTERPERSONAL
• 2.1 Participates as a Member of a Team: Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
• 2.2 Teaches Others: Help others learn.
• 2.3 Serves Clients/Customer: Works and communicates with clients and customers to satisfy their expectations.
• 2.4 Exercise Leadership: Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or group; including responsibility challenging existing procedures, policies, or authority.
• 2.5 Negotiates: Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
• 2.6 Works With Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

3.0 INFORMATION
• 3.1 Acquires and Evaluates Information: Identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy
• 3.2 Organizes and Maintains Information: Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
• 3.3 Uses Computers to Process Information: Employs computers to acquire, organize, analyze, and communicate information.
4.0 SYSTEMS

- **4.1 Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- **4.2 Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnose deviations in the function of a system/organization, and takes necessary action to correct performance.
- **4.3 Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

5.0 TECHNOLOGY

- **5.1 Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- **5.2 Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- **5.3 Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.

**SCANS FOUNDATION SKILLS**

6.0 BASIC SKILLS

- **6.1 Reading:** Locates, understands, and interprets written information in prose and documents – including manuals, graphs, and schedules to perform tasks. Learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications: infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- **6.2 Writing:** Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow-charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
- **6.3 Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.
- **6.4 Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; understands the role of chance in the occurrence and prediction of events.
- **6.5 Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn, to critically evaluate; to appreciate, or to support the speaker.
- **6.6 Speaking:** Organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback and asks questions when needed.
7.0 THINKING SKILLS

- 7.1 Creative Thinking: Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- 7.2 Decision-Making: Specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternatives.
- 7.3 Problem Solving: Recognizes that a problem exists (ie., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.
- 7.4 Mental Visualization: Organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from the narrative descriptions, or the taste of food from reading a recipe.
- 7.5 Knowing How to Learn: Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).
- 7.6 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

8.0 PERSONAL QUALITIES

- 8.1 Responsibility: Exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- 8.2 Self-esteem: Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.
- 8.3 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.
- 8.4 Self-management: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals, monitors progress of goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a “self-starter”
- 8.5 Integrity/Honesty: Can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.