

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Anatomy & Physiology

Clock Hours: 60

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXT:

The Human Body in Health and Illness, 2nd Edition ,Herlihy& Maebius,
The Human Body in Health and Illness, 2nd Edition, Workbook, Herlihy

REFERENCES

Gray's Anatomy, H. Gray
Student Atlas of Anatomy, Olson

COURSE DESCRIPTION

This course assists the student with medical word building and the development of an extensive medical vocabulary. Body systems are reviewed including anatomy, physiology, diagnostic terms, and surgical and therapeutic procedures. This will serve as an introduction to Anatomy and Physiology for the beginning Surgical Technologist.

STUDENT OUTCOMES

Upon completion of this course, the learner will be able to:

1. Explain the techniques used to combine prefixes, word roots and suffixes to create medical terms
2. Define terms related to anatomy and physiology of the human body
3. Analyze the basic structure of cells and their functions
4. Name and describe body planes and terms of reference
5. Define and describe the organization of the body
6. Identify major body systems and related anatomy, physiology and pathology

METHODS OF INSTRUCTION

Lecture Reading assignments Audiovisuals Worksheets Quizzes Tests

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%
 2. Quizzes: 20%
 3. Final Examination: 30%
- 100%

GRADING

Grades will be determined by homework, completion of assignments, participation in class and by quizzes and exams.

Grading Scale:

| | |
|--------------------|-----------|
| A (excellent) | 90 - 100% |
| B (good) | 83 - 89% |
| C (average) | 76 - 82% |
| Below 76% =Failure | |

QUALITY OF INSTRUCTION STATEMENT: The FTC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, consult with either, the faculty member, department chair or division chair.

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Please review and sign below:

I have reviewed the syllabus for Anatomy & Physiology and understand that I must attend class regularly, complete assignments and complete the course with a minimum of 70%.

Name: _____

Date: _____

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ANATOMY & PHYSIOLOGY

LECTURE: Chapter Four, "Cell Metabolism"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Four, "Cell Metabolism", pages 49-64.
2. Complete Part I of Chapter Four in the Study Guide, pages 31-35.

Performance Objectives:

1. Define metabolism, anabolism, and catabolism
2. Explain the use of carbohydrates in the body
3. Differentiate between the anaerobic and aerobic metabolism of carbohydrates
4. Explain the use of lipids in the body
5. Explain the use of proteins in the body
6. Describe the structure of a nucleotide
7. Describe the roles of DNA and RNA in protein synthesis
8. Describe protein synthesis

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ANATOMY & PHYSIOLOGY

LECTURE: Chapter Six, "Tissues and Membranes"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Six, "Tissues and Membranes", pages 78-94.
2. Complete Part I of Chapter Six in the Study Guide, pages 45-48.

Performance Objectives:

1. List the four basic types of tissues
2. Describe the functions of epithelial, connective, muscle, and nervous tissue
3. Explain how epithelial tissue is classified
4. Differentiate between endocrine and exocrine glands
5. List the types of epithelial and connective tissue membranes
6. Differentiate between mucous and serous membranes

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ANATOMY & PHYSIOLOGY

LECTURE: Chapter Nine, "Muscular System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Nine, "Muscular System", pages 139-156.
2. Complete Part I of Chapter Nine in the Study Guide, pages 83-93.

Performance Objectives:

1. Identify three types of muscle tissue
2. Describe the structure of a skeletal muscle
3. Describe the sliding filament hypothesis of muscle contraction
4. Describe the events that occur at the neuromuscular junction
5. Explain the role of calcium and adenosine triphosphate in muscle contraction
6. Identify the sources of energy for muscle contraction
7. Trace the sequence of events from nerve stimulation to muscle contraction
8. Define twitch, tetanus, and recruitment as characteristics of muscle contraction
9. State the basis for naming muscles
10. Identify the major muscles
11. List the actions of the major muscles

LECTURE: Chapter Ten, "Nervous System; Nervous Tissue and Brain"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Ten, "Nervous System; Nervous Tissue and Brain", pages 162-187.
2. Complete Part I of Chapter Ten in the Study Guide, pages 97-109.

Performance Objectives:

1. Define the two divisions of the nervous system
2. List three general functions of the nervous system
3. Compare the structure and functions of the neuroglia and the neuron
4. Explain the function of the myelin sheath
5. Define the three types of neurons
6. Explain how a neuron transmits information
7. Describe what happens at the synapse
8. Describe the functions of the four major areas of the brain
9. Describe the functions of the four lobes of the cerebrum
10. Describe how the skull, meninges, cerebrospinal fluid, and blood brain barrier protect the central nervous system

LECTURE: Chapter Eleven, "Nervous System; Spinal Cord and Peripheral Nerves"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Eleven, "Nervous System; Spinal Cord and Peripheral Nerves", pages 186-207.
2. Complete Part I of Chapter Eleven in the Study Guide, 113-120

Performance Objectives:

1. Describe three functions of the spinal cord
2. List four components of the reflex arc
3. Describe the functions of the 12 pairs of cranial nerves
4. Identify the classification of spinal nerves
5. List the functions of the three major plexuses
6. Explain the structure and function of the autonomic nervous system
7. Compare the structure and function of the sympathetic and parasympathetic nervous system
8. system

LECTURE: Chapter Twelve, "Sensory System"

Assignments: **The Human Body in Health Illness, Herlihy/Maebius**

1. Read Chapter Twelve, "Sensory System", pages 208-230.
2. Complete Part I of Chapter Twelve in the Study Guide, pages 125-136.

Performance Objectives:

1. State the functions of the sensory system
2. Define the five types of sensory receptors
3. Describe the four components involved in the perception of a sensation
4. Differentiate general senses from special senses
5. Describe the five general senses: pain, touch, pressure, temperature, and proprioception
6. Describe five special senses: smell, taste, sight, hearing, and balance
7. Describe the visual accessory organs
8. Describe the structure of the eyes
9. Explain the movement of the eyes
10. Describe how the size of the pupils changes
11. Describe the three divisions of the ear
12. Describe the functions of the parts of the ear involved in hearing
13. Explain the role of the ear in maintaining the body's equilibrium

LECTURE: Chapter Thirteen, "Endocrine System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Thirteen, "Endocrine System", pages 231-253.
2. Complete Part I of Chapter Thirteen in the Study Guide, pages 143-152.

Performance Objectives:

1. List the functions of the endocrine system
2. Differentiate between protein hormones and steroid hormones
3. Explain negative feedback control as a control for hormone levels
4. Describe the relationship of the hypothalamus to the anterior and posterior pituitary glands.
5. Describe the structure and function of the pituitary gland
6. List the six major hormones secreted by the anterior pituitary gland
7. Describe the two major hormones of the posterior pituitary gland
8. Identify the major endocrine glands of the body
9. Describe the actions of the hormones secreted by the major endocrine glands
10. Explain the effects of hyposecretion and hypersecretion of the following hormones: insulin, growth hormone, thyroxine, cortisol, parathyroid hormone (PTH), and antidiuretic hormone

LECTURE: Chapter Fourteen, "Blood"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Fourteen, "Blood", pages 254-272.
2. Complete Part I of Chapter Fourteen in the Study Guide, pages 155-164.

Performance Objectives:

1. Describe three functions of blood
2. Describe the composition of blood
3. Describe the three types of blood cells; erythrocytes, leukocytes, and thrombocytes
4. Explain the formation of blood cells
5. Explain the breakdown of red blood cells and the formation of bilirubin
6. Identify the steps of hemostasis
7. Describe the four blood types
8. Describe the Rh factor

LECTURE: Chapter Fifteen, "Heart"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Fifteen, "Heart", pages 273-292.
2. Complete Part I of Chapter Fifteen of the Study Guide

Performance Objectives:

1. Describe the location of the heart
2. Name the three layers and covering of the heart
3. Explain the function of the heart as two separate pumps
4. Identify the four chambers of the heart
5. Explain the functions of the four heart valves
6. Describe blood flow through the heart
7. List the vessels that supply blood to the heart
8. Identify the major components of the heart's conduction system
9. Describe the three stages of the cardiac cycle
10. Define heart rate, stroke volume, and cardiac output
11. List two ways in which stroke volume may be altered

LECTURE: Chapter Sixteen, "Blood Vessels and Circulation"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Sixteen, "Blood Vessels and Circulation", pages 293-320.
2. Complete Part I of Chapter Sixteen of the Study Guide, pages 183-195.

Performance Objectives:

1. Describe the pulmonary and systemic circulations
2. Describe the structure and function of arteries, capillaries, and veins
3. List the three layers of tissue found in arteries and veins
4. Explain the functions of conductance, resistance, exchange, and capacitance vessels
5. List those major arteries of the systemic circulation that are branches of the ascending aorta, aortic arch, and descending aorta
6. List the major veins of the systemic circulation
7. Describe the following special circulation: blood supply to the head and brain, hepatic circulation, and fetal circulation
8. Explain the factors that determine blood pressure
9. List three factors that cause venous blood to flow back to the heart
10. Explain rapidly acting mechanisms and slowly acting mechanisms that keeps blood pressure within normal limits
11. Describe capillary exchange

LECTURE: Chapter Seventeen, "Lymphatic System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Seventeen, "Lymphatic System", pages 321-330.
2. Complete Part I of Chapter Seventeen in the Study Guide

Performance Objectives:

1. List three functions of the lymphatic system
2. Describe the composition of lymph
3. Describe the flow path for lymph
4. Describe the four lymphoid organs: lymph nodes, tonsils, thymus gland, and spleen
5. State the location of the following lymph nodes: cervical nodes, axillary nodes, and inguinal nodes
6. Describe the function of the following lymph nodes: cervical nodes, axillary nodes, and inguinal nodes

LECTURE: Chapter Eighteen, "Immune System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Eighteen, "Immune System", pages 331-345.
2. Complete Part I of Chapter Eighteen in the Study Guide, pages 205-209.

Performance Objectives:

1. Differentiate between specific and nonspecific immunity
2. Describe the process of phagocytosis
3. Explain the causes of the signs of inflammation: redness, heat, swelling, and pain
4. Explain the role of fever in fighting infection
5. Describe the relationship of antigens to specific immunity
6. Explain the role of T cells in cell-mediated immunity
7. Explain the role of B cells in antibody-mediated immunity
8. Describe the two main categories of immunity: genetic immunity and acquired immunity
9. Give examples of naturally and artificially acquired active and passive immunity
10. Summarize the process of an allergic reaction

LECTURE: Chapter Nineteen, "Respiratory System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Nineteen, "Respiratory System", pages 346-372.
2. Complete Part I of Chapter Nineteen in the Study Guide, pages 213-219.

Performance Objectives:

1. Describe the structure and functions of the organs of the respiratory system
2. Trace the movement of air from the nostrils to the alveoli
3. Describe the role of pulmonary surfactants in reducing surface tension
4. Explain the role of pressure in maintaining expanded lungs
5. Describe the relationship of Boyle's law to ventilation
6. Explain how respiratory muscles affect thoracic volume
7. List three conditions that make the alveoli well suited for the exchange of oxygen and carbon dioxide
8. Explain how respiratory gases diffuse
9. Describe how oxygen and carbon dioxide move to and from the lungs
10. List lung volumes and capacities
11. Describe common variations and abnormalities of breathing
12. Explain the neural and chemical control of respiration

LECTURE: Chapter Twenty, "Digestive System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Twenty, "Digestive System", pages 373-403.
2. Complete Part I of Chapter Twenty in the Study Guide, pages 225-236.

Performance Objectives:

1. List four functions of the digestive system
2. Describe the four layers of the digestive tract
3. List three functions of the peritoneal membranes
4. List, in sequence, the parts of the alimentary canal from the mouth to the anus
5. Describe the structure and functions of the organs of the digestive tract
6. Describe the structure and functions of the accessory organs of the digestive tract.
7. List nine functions of the liver
8. Explain the physiology of digestion and absorption
9. List the major enzymes involved in digestion
10. Describe the role of bile in the digestion of fats
11. Describe five categories of nutrients
12. List six factors that affect metabolic rate

LECTURE: Chapter Twenty-one, "Urinary System"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Twenty-one, "Urinary System", pages 404--420.
2. Complete Part I of Chapter Twenty-one in the Study Guide, pages 241-250.

Performance Objectives:

1. List four organs of excretion
2. Describe the major organs of the urinary system
3. Describe the location, structure, blood supply, and functions of the kidneys
4. Explain the role of the nephron unit in the formation of urine
5. Explain the three processes involved in the formation of urine: filtration, reabsorption, and secretion
6. Describe control of water and electrolytes through aldosterone; antidiuretic hormone (ADH); atrial natriuretic factor (ANF); and parathyroid hormone (PTH).
7. List the normal constituents of urine
8. Describe the structure and function of the ureters, urinary bladder, and urethra

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ANATOMY & PHYSIOLOGY

LECTURE: Chapter Twenty-two, "Water, Electrolyte, and Acid-Base Balance"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Twenty-two, "Water, Electrolyte, and Acid-Base Balance", pages 421-432.
2. Complete Part I of Chapter Twenty-two in the Study Guide, pages 255-259.

Performance Objectives:

1. Describe the two fluid compartments: intracellular and extracellular
2. Describe the concept of intake and output
3. List factors that affect electrolyte balance
4. Describe the common ions found in the intracellular and extracellular compartments
5. List three mechanisms that regulate pH in the body
6. Discuss acid-base imbalances: acidosis and alkalosis

LECTURE: Chapter Twenty-three, "Reproductive Systems"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Twenty-three, "Reproductive Systems", pages 433-453.
2. Complete Part I of Chapter Twenty-three in the Study Guide, pages 263-272.

Performance Objectives:

1. List the structures and functions of the male and female reproductive systems
2. Describe the structure and function of the testes
3. Describe the structure and function of the male genital ducts: epididymis, vas deferens, ejaculatory duct, and urethra
4. Describe the accessory glands that add secretions to the semen: seminal vesicles, prostate gland, and bulbourethral glands
5. Describe the hormonal control of male reproduction, including the effects of testosterone
6. Describe the structure and function of the ovaries, including the ovarian follicle, ovulation, and ovarian hormones
7. Describe the structure and function of the female genital tract: the fallopian tubes, uterus, and vagina
8. Explain the hormonal control of the female reproductive cycle

LECTURE: Chapter Twenty-four, "Human Development and Heredity"

Assignments: **The Human Body in Health and Illness, Herlihy/Maebius**

1. Read Chapter Twenty-four, "Human Development and Heredity", pages 454-476.
2. Complete Part I of Chapter Twenty-four in the Study Guide, pages 275-282.

Performance Objectives:

1. Describe the process of fertilization: when, where, and how it occurs
2. Describe the process of development: cleavage, growth, morphogenesis, and differentiation
3. Explain the three periods of prenatal development: early embryonic, embryonic, and fetal periods
4. State two functions of the placenta
5. Explain hormonal changes during pregnancy
6. Describe the process of labor, including the hormonal changes and the individual stages
7. Describe the structure of the breast
8. Describe the process of lactation
9. Describe the relationships among deoxyribonucleic acid (DNA), chromosomes, and genes
10. Explain dominant genes, recessive genes, and codominance
11. Explain how the sex of the child is determined
12. State the difference between congenital and hereditary diseases
13. Define karyotype

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Microbiology

Clock Hours: 20

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXT

Microbiology for Surgical Technologists, Price & Frey, 2003

REFERENCES

"Standards and Recommended Practices for Perioperative Nursing" AORN

COURSE DESCRIPTION

Includes lecture covering basic concepts of Microbiology, while utilizing case studies designed to promote critical thinking. Lecture will include discussions as to how outcomes of surgical procedures and overall patient safety are directly related to knowledge of basic microbiology. Implications for the Surgical Technologists will be presented placing emphasis on safety and infection control.

STUDENT OUTCOMES

Upon completion of this course, the motivated learner will be able to:

1. Discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms
2. Describe the structure and characteristics of different microorganisms.
3. Discuss various common microbes and their diseases
4. Describe the conditions that affect the life and death of microorganisms
5. Discuss the relationship between humans and pathogenic and non-pathogenic bacteria
6. Discuss factors that enable pathogens to invade a host and cause disease
7. Discuss the general mechanisms that protect the human body from harmful foreign substances
8. Describe the various immune responses that occur in the body as defenses against invasions by pathogens
knowing and describe how tissues react and are restored to normal function

METHODS OF INSTRUCTION

Lecture Audiovisuals Handouts Reading Assignments Discussion Observation

ATTENDANCE

Attendance is **mandatory**.

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- Demonstrate Professionalism
- Participate as a Team Member
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- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
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- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%
 4. Quizzes: 20%
 5. Final Examination: 30%
- 100%

GRADING

Grades will be determined by exams, homework, demonstration of skills in a satisfactory manner, and ability to perform in the scrub role in a safe manner. The student must exhibit a surgical conscience.

Grading Scale:

| | |
|---------------|-----------|
| A (excellent) | 90 - 100% |
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Below 76% =Failure

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I have reviewed the syllabus for Microbiology and understand that I must attend class regularly, complete class and Lab assignments satisfactorily and complete the course with a minimum of 70%.

Name: _____

Date: _____

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MICROBIOLOGY

LECTURE: Introduction to Microbiology

Assignments: Microbiology for the Surgical Technologist,

1. Read Chapter 1, pages 2-21
2. Complete Case Studies One and Two, for discussion in class

Desired Outcomes:

1. The learner will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms

Performance Objectives:

1. Discuss the contributions of historical persons to the field of microbiology.
2. Define the fields of study in microbiology
3. Explain the various theories of microbiology that have developed over the years
4. Discuss the various types of microscopes and their uses
5. Define the Cell Theory

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MICROBIOLOGY

LECTURE: Cell Structure and function

Assignments: Microbiology for Surgical Technologists,

1. Read Chapters 2 & 3, pages 22-50
2. Complete Case studies one and two, in both chapters for discussion in class
3. Outside assignment TBA

Desired Outcomes:

1. The learner will describe the structure, function, and characteristics of different microorganisms

Performance Objectives:

1. List and define the functions of the various cell structures.
2. Identify and define the classifications of organisms
3. Describe the structure and function of the specific classes of organisms
4. Discuss methods of fluid movement
5. List characteristics of algae
6. List characteristics of protozoa
7. List characteristics of fungi (yeasts and molds)
8. List characteristics of bacteria
9. List characteristics of rickettsiae
10. List characteristics of viruses
11. List characteristics of prions

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MICROBIOLOGY

LECTURE: Microbial life and growth

Assignments: Microbiology for Surgical Technologists,

1. Read Chapters 4, pages 52-64
2. Complete Case studies one and two, for class discussion

Desired Outcomes:

1. The learner will describe the conditions that affect the life and death of microorganisms

Performance Objectives:

1. Describe the growth phases and the factors that influence them
2. Discuss physical and chemical requirements for viability of micro-organisms
3. Describe the microbial chromosomes and list the ways in which the genetic makeup can be changed

10.
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MICROBIOLOGY

LECTURE: Process of Infection

Assignments: Microbiology for Surgical Technologists,

1. Read Chapter 5, pages 66-83
2. Complete Case studies one and two, for discussion in class

Desired Outcomes:

1. The learner will discuss factors that enable pathogens to invade a host and cause disease

Performance Objectives:

1. List the factors that determine if a pathogen will cause disease
2. Describe how the body responds to the invasion by a pathogen
3. Define and give an example of various types of diseases
4. Describe the three phases in the course of disease
5. Discuss the factors that influence the virulence of pathogens
6. List the sources of microorganisms that cause infectious diseases
7. List common bacteria and the diseases they are responsible for and the implication for the surgical technologist
8. List modes of transmission of infection and give examples of each
9. List factors that contribute to nosocomial infections
10. List common microorganisms that cause nosocomial infections
11. Describe methods of patient isolation
12. Demonstrate an understanding of the Centers for Disease Control, (CDC), Universal Precautions Guidelines and Recommendations as applied to the surgical suite

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MICROBIOLOGY

LECTURE: Control of microbial growth and Aseptic Technique

Assignments: Microbiology for Surgical Technologist,

1. Read Chapter 6, pages 84-97

Desired Outcome:

1. The learner will discuss factors that influence microbial growth and methods used to control that growth, as related to the use of Aseptic Technique

Performance Objectives:

1. Describe primary factors that control the growth of microorganisms
2. Compare and contrast chemical and Thermal Sterilization methods
3. Define Aseptic Technique and describe it's application in the Operating Room
4. Discuss concept of Surgical Conscience

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MICROBIOLOGY

LECTURE: Humans and microorganisms

Assignments: Microbiology for Surgical Technologists,

1. Read Chapter 7, pages 99-102
2. Complete Case studies one and two, for class discussion

Desired Outcomes:

1. The learner will discuss the relationship between humans and pathogenic and non-pathogenic bacteria

Performance Objectives:

1. Describe symbiosis and explain the relationship between indigenous microflora
2. Discuss pathogenic relationships
3. Discuss non-pathogenic relationships
4. Define the Nitrogen cycle

LECTURE: General defense mechanisms

Assignments: Microbiology for Surgical Technologists,

1. Read Chapter 8, pages 104-110

Desired Outcomes:

1. The learner will discuss the general mechanisms that protect the human body from harmful foreign substances

Performance Objectives:

1. Describe the way the skin and mucous membranes function as the first line of defense for the body
2. Describe the second line of defense that the body utilizes in an attempt to destroy pathogens that have penetrated the first line of defense
3. List the various ways the body is protected against infectious diseases in the following systems: respiratory, digestive, reproductive, and urinary

~~MICROBIOLOGY~~
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MICROBIOLOGY

LECTURE: Immunologic defense mechanisms

Assignments: Microbiology for Surgical Technologists,

1. Read Chapter 8, pages 110-117
2. Complete Case studies one and two, for class discussion

Desired Outcomes:

1. The learner will describe the various immune responses that occur in the body as defenses against invasion by pathogens

Performance Objectives:

1. Define immunology
2. Describe the steps in antibody production following exposure to an antigen
3. Compare active and passive acquired immunity
4. Compare natural and artificial active acquired immunity
5. Compare natural and artificial passive acquired immunity
6. List the various sources of vaccines
7. Describe ways in which hypersensitivity develops

FTC@MSSU
MICROBIOLOGY

LECTURE: Wound Healing

Assignments: Microbiology for Surgical Technologists,

1. Read Chapter 37, pages 374-381
2. Complete Case studies one and two, for class discussion

Desired Outcomes:

1. The learner will identify and describe how tissues react and are restored to normal function following trauma

Performance Objectives:

1. List types of injury that cause damage to tissues
2. Define and give an example of types of traumatic wounds

3. Describe the characteristics of inflammation
4. Describe the healing process
5. List the characteristics of the types of healing
6. Describe the stages/phases of wound healing
7. List factors that influence healing and describe the manner in which they affect the healing process
8. List the possible complications of wound healing
9. Explain the classifications of surgical wounds

2.

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Surgical Patient

Clock Hours: 59

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXT

Surgical Technology for the Surgical Technologist, 2nd Edition, AST, 2004

Surgical Techniques, MA VCC, 1994

Introduction to Surgical Techniques, MAVCC, 1994

REFERENCES

"The Surgical Technologist", The Association of Surgical Technologists, Inc. Standards and Recommended Practices for Perioperative Nursing, AORN "AORN Journal", The Association of Operating Room Nurses

COURSE DESCRIPTION

Introduction to patient care principles including biophysical needs, preoperative preparation, positioning, skin prep, patient identification, chart review, transporting and transfer, homeostasis, anesthesia concepts, death and dying, discharge planning, health & wellness, PACU, surgical consent, wound healing, urinary catheterization, and emergency procedures in the operating room. Focus is on patient safety in all aspects of the surgical experience and on the patient's special needs

STUDENT OUTCOMES

Upon completion of this course, the learner will be able to:

1. Identify the surgical technologist's role in preoperative preparation of the surgical patient.
2. Define informed consent
3. Analyze the procedure for obtaining informed surgical consent
4. Analyze the legal concepts of obtaining informed consent
5. Describe and perform the physical preparation and care that the surgical patient may receive prior to the surgical procedure
6. Evaluate the items on the pre-operative patient checklist
7. State the purposes of proper identification

8. Demonstrate the identification process for a surgical patient admitted to the surgical suite
9. Analyze laboratory reports in relationship to patient diagnosis and intervention
10. Review the patient chart for completeness
11. Discuss the surgical technologist's role in proper handling and disposition of specimen
12. Demonstrate proper catheterization of patient using aseptic technique, reasons for catheterization, supplies needed, and principles for monitoring urine output
13. Demonstrate methods of monitoring/recording vital signs
14. Recognize the surgical technologist's role during an emergency situation in the OR, describe procedures carried out, and be CPR certified
15. Identify patients with special needs including pediatric patients and chronic or terminally ill patients
16. Contrast and compare different types of skin preparations and the chemical agents used and show understanding of their use
17. Identify methods for SAFE transportation of the patient
18. Discuss methods of patient transfer, equipment and body mechanics utilized to provide safety
19. Describe and perform the homeostatic parameters monitored in the OR setting
20. Explain the necessity of each component of anesthesia preparation of the surgical patient
21. Analyze the usage, components, and aides utilized to achieve various surgical positions
22. Detail the sections and functions of the OR table and demonstrate operation
23. Evaluate attitudes, beliefs, and classifications regarding death and dying, compare and contrast the responses and coping mechanisms, debate quality of life vs. quantity of life, and trace the steps implemented following a patient death in the OR.
24. Discuss the basic physical and biological needs required to sustain life
25. Describe patient and family response to hospitalization and surgical intervention, spiritual and cultural needs, and appropriate response to the needs manifested
26. Analyze and describe the potential psychological needs of the surgical patient and the sources of anxiety and fear he/she may face
27. List and define the five components of physical health
28. Discuss and describe food sources of energy and metabolic processes in disease and health
29. Differentiate internal and external sources of stress and its affects on body systems
30. Compare and contrast alternative healing methodologies, including mental health and spiritual attunement
31. Analyze the immediate postoperative care of the surgical patient and potential discomforts and complications
32. List necessary equipment needed in the PACU
33. Assess the standards and policies to promote patient satisfaction in the perioperative setting and apply them to optimize quality patient care to promote safe discharge
34. Develop a plan to educate patients regarding the anticipate recovery process
35. Determine way to proficiently manage patients to minimize costs to the patient, medical facility, and third party payers

METHODS OF INSTRUCTION

| | | | | | |
|--------------|---------------------|----------------------|---------------|----------|-------|
| Lecture | Reading assignments | Observation | Demonstration | Handouts | |
| Audiovisuals | Guest speakers | Return Demonstration | | Quizzes | Tests |

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%
 6. Quizzes: 20%
 7. Final Examination: 30%
- 100%

GRADING

Grades will be determined by homework, completion of assignments, participation in class and by quizzes and exams.

Grading Scale:

| | |
|--------------------|-----------|
| A (excellent) | 90 – 100% |
| B (good) | 83 – 89% |
| C (average) | 76 – 82% |
| Below 76% =Failure | |

QUALITY OF INSTRUCTION STATEMENT: The FTC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, consult with either the faculty member, department chair or division chair.

DISABILITY ACCESS SERVICES: If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Disability Access Services Director as soon as possible. It is important to request accommodations early enough to give Disability Access Services adequate time to consider your request and acquire reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of Disability Access Services.

SCHOOL ATTENDANCE POLICY: Regular attendance in class is essential to receiving the maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than the number of clock hours the class meets each week may not be permitted to continue in that class, shop, lab, or clinic without permission of the instructor. In all cases of absences, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

COURSE/DEPARTMENT/DIVISION ATTENDANCE RULES: It is the student's responsibility to attend class/lab/clinic, to arrive on time, and to be prepared. Failure to do so will result in poor academic performance. A "tardy" is defined as "arriving in class after your name has been called from the attendance form." Excessive absences will not be tolerated and the student will be dropped from the curriculum. "Excessive" is defined as "more than 3 hours of absences, tardies, or absences and tardies combined." If extenuating circumstances exist, they will be reviewed and a decision made on an individual basis. It is also the student's responsibility to get any work/assignments missed due to being tardy or absent. If tardy, the student should notify the instructor after class that he/she arrived so as not to be marked absent.

Please review and sign below:

I have reviewed the syllabus for Surgical Patient and understand that I must attend class regularly, complete assignments and complete the course with a minimum of 70%.

Name: _____

Date: _____

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SURGICAL PATIENT

LECTURE: Death and Dying

Assignments: TBA

Desired Outcome:

1. The learner will be able to recognize and accept each patient and their families individual attitudes and beliefs concerning death
2. The learner will be able to relate steps implemented following a patient death in the OR

Performance Objectives:

1. Evaluate attitudes, beliefs, and classifications regarding death and dying
2. Compare and contrast responses to the process of death and various coping strategies and mechanisms
3. Debate quality of life vs quantity of life
4. Trace the steps that are implemented when a patient death occurs in the Operating Room

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SURGICAL PATIENT

LECTURE: Patients with special needs

Assignments:

1. ST for the ST: Read Chapter 4, pgs 62-69
2. Surgical Techniques, MA VCC: Read Unit 5-B, pgs 169-177

Desired Outcome:

1. The learner will be able to discuss the requirements and considerations of the surgical team caring for patients with special needs

Performance Objectives:

1. Select true statements concerning characteristics of patients with special needs
2. Distinguish between acute, chronic, and terminal patients
3. Describe the requirements and considerations of the surgical team while caring for patients with special needs
4. Complete statements concerning the care of patients with emotional/mental impairments
5. Select true statements concerning the care of patients with special language, cultural, and religious needs
6. Complete statements concerning the care of patients with metabolic impairments and hematological disorders
7. Complete statements concerning special considerations in caring for the aging patient and those who are chronic or terminal
8. Select true statements concerning special considerations in caring for the aging patient and those who are chronic or terminal
9. List three major body systems that fail and result in death
10. Distinguish between clinical and biological death
11. Match stages of the grieving process with the correct descriptions
12. Discuss feelings the surgical team may have after the death of a patient
13. Distinguish between effective and ineffective coping mechanisms
14. Match defense mechanisms with their correct descriptions

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SURGICAL PATIENT

LECTURE: Pediatric patient

Assignments:

1. ST for the ST: Read Chapter 4, pgs 56-62
2. Surgical Techniques, MA VCC: Unit 4-B, pgs 151-162

Desired Outcome:

1. The learner will assess the physical, spiritual and psychological needs of the pediatric patient.
2. The learner will identify the needs specific to the pediatric patient

Performance Objectives:

1. Discuss the basic physical needs required to sustain life
2. Discuss how health care personnel can respond to the spiritual needs of the pediatric patient
3. Discuss the sources of fear or anxiety in the pediatric patient
4. Discuss and compare special considerations of the pediatric patient

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SURGICAL PATIENT .

LECTURE: Review Syllabus

Assignments: NONE

Desired outcomes:

1. The learner will understand the lesson plans presented

Performance Objectives:

1. Review the syllabus
2. Understand the purpose of the syllabus

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LECTURE: Patient Bill of Rights, Patient Needs

Assignments:

1. Surgical Technology for the Surgical Technologist, (ST for the ST): Read Chapter 2, pg 31, Chapter 3, pgs 43-49
2. Introduction to Surgical Techniques, MA VCC: Read Unit I-B

Desired Outcomes:

1. The learner will be able to assess the patient's response to illness and hospitalization
2. The learner will be able to assess the physical, spiritual, and psychological needs of a patient
3. The learner will understand and help to implement the Patients's Bill of Rights

Performance Objectives:

1. Discuss the uniqueness of each person as an individual
2. Differentiate between the terms disease and illness
3. Describe how hospitalization changes a patient's lifestyle
4. Compare the needs of a patient undergoing inpatient hospitalization with the needs of an ambulatory patient
5. Discuss the basic physical needs required to sustain life
6. Discuss how health care personnel can respond to the spiritual needs of the surgical patient
7. Discuss the sources of fear or anxiety in the surgical patient
8. Demonstrate appropriate behavior in response to the needs manifested by the surgical patient
9. Discuss attitudes and beliefs regarding death and dying
10. Discuss and compare the special considerations of the pediatric pt.
11. Discuss and compare the special considerations of the geriatric pt.

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LECTURE: Consent for Surgery

Assignments:

1. ST for the ST: Read Chapter 2, pg 27, "The Basic Right"
2. Intro to Surgical Technology, MA VCC, Unit 1.B

Desired Outcome:

1. The learner will demonstrate an understanding of the process used to obtain an informed consent for a surgical procedure or treatment

Performance Objectives:

1. Analyze the procedure for obtaining informed surgical consent
2. Analyze the legal concepts of obtaining informed consent

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SURGICAL PATIENT

LECTURE: Review of Chart I Documentation

Assignments:

1. ST for the ST: Read Chapter 2, pgs 23-24, 30-34, &45

Desired Outcomes:

1. The learner will describe and demonstrate the review and documentation process

Performance Objectives:

1. Evaluate the common sources of documentation utilized in the operating room
2. Judge the importance and impact of proper documentation
3. Analyze the recommended practices and legal elements of proper documentation
4. Analyze laboratory reports in relationship to patient diagnosis and intervention
5. Review the patient chart for completeness

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SURGICAL PATIENT

LECTURE: Preoperative Preparation of the Patient I Patient Identification

Assignments:

1. ST for the ST: Read Chapter 8, pgs 172-178
2. Surgical Techniques, MA VCC: Read Unit 1-B, pgs 3-15

Desired Outcomes:

1. The learner will describe the preoperative routines and how to identify the patient correctly

Performance Objectives:

1. Review the surgical patient's chart for required preoperative information
2. Discuss the legal importance of the records of the surgical patient
3. Discuss the care that the surgical patient may receive prior to the scheduled procedure
4. State purpose of proper identification
5. Demonstrate the identification process for a surgical patient admitted to the surgical suite

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SURGICAL PATIENT

LECTURE: Patient Transfer/Transportation

Assignments:

1. ST for the ST: Read Chapter 8, pgs 178-179
2. Surgical Techniques, MA VCC: Read Unit I-A

Desired Outcomes:

1. The learner will identify, describe and demonstrate the principles of transfer and transportation of the surgical patient

Performance Objectives:

1. Discuss method of patient transfer
2. Identify equipment utilized for safe transfer
3. Employ the principle of body mechanics when transferring the surgical patient
4. Identify the methods of patient transportation
5. Demonstrate the principles of safe transportation for each of the aforementioned methods

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LECTURE: Positioning the Patient

Assignments:

1. ST for the ST: Read Chapter 8, pgs 180-191
2. Surgical Techniques, MA VCC: Read Unit 2-B pgs 33-44

Desired Outcome:

1. The learner will discuss, demonstrate, and apply the principles of surgical positioning

Performance Objectives:

1. Analyze the use, components, and aides utilized to achieve various surgical positions
2. Detail the sections and functions of the OR table
3. Perform basic positioning

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SURGICAL PATIENT

LECTURE: Handling the Specimen

Assignments:

1. ST for the ST: Read Chapter 12, pgs 360-61, Chapter 13, pg380
2. Surgical Techniques, MA VCC: pgs 122-126

Desired Outcome:

1. The learner will define and demonstrate the handling, labeling, and containment of specimens

Performance Objectives:

1. Define the word "specimen"
2. Describe handling of tissue specimens
3. Identify types of containers
4. Describe the handling of specific types of specimens
5. Identify methods used to preserve specimens
6. Describe the procedure for labeling specimens for transfer
7. Discuss areas for specimen storage

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LECTURE: Skin preparation/Surgical Dressings

Assignments:

1. ST for the ST: Chapter 10, pgs 282-84, Chapter 8, pgs 202-8, Chapter 11, pg 220
2. Surgical Techniques, MA VCC: Read Unit 2-B, pgs 44-48, Unit 4-C, pgs 171-179

Desired Outcome:

1. The learner will be able to prepare the operative site for surgery
2. The learner will know the purpose, importance, type, and application technique used for surgical dressings

Performance Objectives:

1. State the purpose of skin preparation
2. Recognize the time when operative skin prep is to be done
3. List basic equipment needed for prep
4. List types of antiseptic solutions used
5. Describe and demonstrate a basic prep and a one-step prep for a clean area
6. Compare the prep for a clean area and a dirty area
7. Describe preps for specific areas of the body
8. Identify methods of marking the skin
9. Evaluate the purposes of surgical dressings
10. Analyze their importance to postoperative wound care
11. Compare and contrast the most commonly used types of surgical and specialty dressings
12. Acknowledge the importance of proper surgical dressing application techniques
13. Apply proper principles of aseptic technique and demonstrate the application of commonly used types of surgical and specialty dressings

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SURGICAL PATIENT

LECTURE: Urinary Catheterization/Catheters, Tubes and Drains

Assignments:

1. ST for the ST: Read Chapter 8, pgs 199-200, Chapter 10, pgs 282-84, Chapter 11, pg 297
2. Surgical Techniques, MA VCC: Unit 5-C, pgs 193-205

Desired Outcome:

1. The learner will explain the principles of urinary catheterization and demonstrate the procedure
2. The learner will exhibit an understanding of catheters, tubes, and drains, the varying types and the reasons for their use

Performance Objectives:

1. List indications for urinary catheterization
2. Discuss the basic consideration for catheterization
3. List supplies required to perform a catheterization
4. Discuss and demonstrate a catheterization (simulation may be used)
5. Discuss the principles for monitoring urine output
6. Compare and contrast the types and characteristics of various catheters and drainage devices
7. Correlate the correct drainage device for each drain
8. Compare and contrast the conceptual differences between gravity and vacuum drainage
9. Prepare catheters and drains for intraoperative use
10. Prepare anchoring devices for drains

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SURGICAL PATIENT

LECTURE: Vital Signs I Homeostasis

Assignments:

1. ST for the ST: Read Chapter8, pgs 191-96
2. Surgical Techniques, MA VCC: Unit 3-B, pgs 115-122

Desired Outcome:

1. The learner will know terms related to vital signs, how to record them, and normal values.
2. The learner will recognize normal lab values as listed

Performance Objectives:

1. Match terms related to vital signs with correct definitions
2. Select true statements concerning characteristics of blood pressure
3. Identify thermometers used to take patient's temperature
4. Match average pulse rates with their specific groups
5. Identify sites where pulses are taken
6. Match terms related to respiration and breathing difficulties with correct definitions
7. Recognize normal lab values as specified
8. Describe the homeostatic parameters monitored in the OR setting
9. Perform basic monitoring of patient homeostatic parameters

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SURGICAL PATIENT

LECTURE: Surgical Wounds and Wound Healing

Assignments:

1. ST for the ST: Read Chapter 11, pgs 292-98
2. Intro to Surgical Technology, MA VCC: Unit-D, Pgs 75-79

Desired Outcome:

1. The learner will identify and describe how tissues react and are restored to normal function following trauma

Performance Objectives:

1. List types of injury that cause damage to tissues
2. Define and give examples of types of traumatic wounds
3. Describe the characteristics of inflammation
4. Describe the healing process
5. List the characteristics of the types of healing
6. Describe the stages/phases of wound healing
7. List factors that influence healing and describe the manner in which they affect the healing process
8. List possible complications of wound healing
9. Explain the classifications of surgical wounds
10. Define terms relevant to this content area
11. Distinguish surgical procedures that fit the various categories

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SURGICAL PATIENT

LECTURE: Blood Replacement

Assignments:

1. ST for the ST: Read Chapter.8, pgs 206-210

Desired Outcome:

1. The learner will discuss methods of blood replacement and will demonstrate use of appropriate devices

Performance Objectives:

1. Describe ways that blood loss is monitored
2. Discuss handling of blood replacement components
3. Discuss autotransfusion and related terminology

10.

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SURGICAL PATIENT

LECTURE: Tissue Approximation

Assignments:

1. ST for the ST: Read Chapter 11, pgs 298-315
2. Complete ST for the ST Study guide, pgs 69-72

Desired Outcome:

1. The learner will understand and demonstrate the selection, use and disposal of suture, surgical needles, ligating clips, surgical staple, tissue adhesives, tissue repair materials and tissue replacement materials

Performance Objectives:

1. Analyze and assess the factors that influence the closure of each wound layer
2. Compare and contrast suture materials, suture sizing, and suture coatings and analyze their significance
3. Demonstrate proper suture selection, preparation, handling, and cutting techniques
4. Diagram and describe needle points and needle bodies and demonstrate the proper placement, handling, loading and disposal of surgical needles
5. Evaluate various applications of surgical stapling instruments and demonstrate proper assembly of stapling instrumentation
6. Compare and contrast reusable and disposable surgical stapling instruments and analyze the advantages and disadvantages of utilizing surgical staplers
7. Compare and contrast biological adhesives and synthetic adhesives
8. Analyze and evaluate various tissue repair and replacement materials, and assess the advantages and disadvantages of utilizing repair and replacement materials
9. Interpret the specific applications of synthetic mesh, synthetic tissue replacement materials and biological wound cover materials
10. Compare and contrast the utilization of tissue transplants and xenograft biomaterials

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SURGICAL PATIENT

LECTURE: Post Operative Care of the Patient IP ACU

Assignments:

1. ST for the ST: Read Chapter 6, pg 253

Desired Outcome:

1. The learner will identify the role of the surgical technologist in the post-operative phase of the patient's care
2. The learner will list considerations for the duration and type of post operative care required for each procedure

Performance Objectives:

1. List conditions the patient is in or may be in requiring observation post-operatively
2. Define the areas where post operative care is given
3. Discuss short history of Post Anesthesia Care Unit
4. List personnel and their necessary qualifications to work in a post- anesthesia environment
5. List components of post operative report
6. List necessary equipment in the post anesthesia care unit (P ACU)

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SURGICAL PATIENT

LECTURE: Intraoperative Case management

Assignments:

1. ST for the ST: Read Chapter 4, pgs 67-68, Chapter 12, pgs 318, 353-366,

Desired Outcome:

1. The learner will identify the role of the ST during the intraoperative phase of the patient's care
2. The learner will list considerations for the duration of the perioperative and intraoperative phase

Performance Objectives:

1. Discuss methods of maintaining the sterile field and rationals for doing so
2. Demonstrate the ability to pass instrumentation, equipment, and supplies to the surgeon and surgical assistants as needed
3. Be able to assess and predict the needs of the patient and surgeon and provide necessary items in order of need
4. Prepare and handle medication correctly and in a safe manner
5. Accomplish all counts necessary for the case
6. Receive and care for the specimen in the appropriate manner
7. Apply surgical dressing appropriate to specific case

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SURGICAL PATIENT

LECTURE: Health and Wellness

Assignments: TBA

Desired Outcome:

1. The learner will be familiar with the components of physical health, sources of energy, metabolism, stress affects on the body, and alternate healing methodologies

Performance Objectives:

1. List and define the five components of physical health (cardiopulmonary, muscular strength, muscular endurance, flexibility, and body composition)
2. Discuss and describe food sources of energy and the metabolic processes involved, and relate both of these to wellness and disease
3. Differentiate internal and external sources of stress, and the affect of stress on various body systems
4. Compare and contrast alternative healing methodologies, including mental health and spiritual attunement

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SURGICAL PATIENT

LECTURE: Emergency Procedures

Assignments:

1. ST for the ST: Read Chapter 8, pgs 211-216

Desired Outcome:

1. The learner will be familiar with the various types of emergency situations that may arise in the surgical setting, and how to respond appropriately in their role as a surgical technologist

Performance Objectives:

1. Be able to recognize an emergency situation when it occurs
2. Be able to prioritize in situations that require emergent care
3. Understand that routine surgical cases can become an emergency at any time, and that the appropriate adjustments need to be made to accommodate such changes
4. Discuss the various types of emergencies that arise in the OR and what the duties of the ST are during these situations

12.
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SURGICAL PATIENT

LECTURE: Discharge planning

Assignments: TBA

Desired Outcome:

1. The learner will have an understanding of the standards and policies of patient discharge, recovery from anesthesia, and critical readiness criteria for discharge

Performance Objectives:

1. Assess the standards and policies to promote patient satisfaction in the perioperative setting
2. Apply the various assessment methods to optimize quality patient care to promote safe discharge from the facility
3. Develop a plan to educate patients regarding the anticipated recovery process
4. Determine ways to proficiently manage patients to minimize costs to the patients, medical facility, and third party payers

FTC@MSSU
SURGICAL PATIENT

LECTURE: Care of the Aging, Chronically ill and Terminal Patient

Assignments:

1. ST for the ST: Read Chapter4, pgs 69-71, be familiar with Table 4.5
2. Surgical Techniques, MA VCC: Unit 6-B, pgs 185-196

Desired Outcome:

1. The learner will be able to identify the requirements of the surgical team in caring for the aging, chronically ill, or terminally ill

Performance Objectives:

1. Identify special considerations in caring for aging patients
2. Recognize body aging processes which may lead to chronic problems
3. Describe needs of aging, chronic, and terminal patients
4. List normal reactions to illness and disability
5. Discuss feelings the surgical team may have after death of a patient

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Surgical Techniques

Clock Hours: 60

Lab 104

Clinical 18

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

3.

TEXT

Surgical Technology for the Surgical Technologist, AST, 2000

Surgical Techniques, MA VCC, 1994

Instrumentation for the Operating Room, Fifth Edition, Brooks-Tighe

REFERENCES

"The Surgical Technologist": The Association of Surgical Technologists, Inc.

"Standards and Recommended Practices for Perioperative Nursing". AORN

"AORN Journal", The Association of Operating Room Nurses

COURSE DESCRIPTION

Includes lecture and lab experience covering aspects for surgical techniques including those performed in the scrub and circulating role. Instruction and skill development relating to operating room technique will provide the student with an understanding of the purposes and methods of sterilization, packaging, storing and dispensing of surgical supplies, and of aseptic technique in general operative procedures. Personal and patient safety factors will be emphasized. Provides continued study of surgical team participation by wound management and technological sciences for operating room. Topics include: biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis ; wound healing; surgical dressings, catheters, and drains; incisions; and tissue handling techniques

STUDENT OUTCOMES

Upon completion of this course, the learner will be able to:

1. Utilize the student handbook as a resource for course expectations

2. Identify the role of the ST in the protection of self, patients, and others from hazards in the operative environment
3. Understand the working environment of the OR
4. Identify the physical components of the OR
5. Identify basic instruments by type, function, and name
6. Demonstrate proper care, handling, and assembly of instruments
7. Define asepsis and demonstrate its application
8. Prepare an operating room for a surgical procedure
9. Discuss the types of drapes available and the principles of draping
10. Describe various method of hemostasis
11. Identify physical and chemical methods used to protect patients and workers
12. Demonstrate techniques of disinfection and antisepsis
13. Identify and prepare various surgical supplies
14. Identity, sutures and needles and demonstrate preparation and handling of suture
15. Demonstrate techniques of assisting the surgeon
16. Identify various incisions and closure techniques
17. List wound classifications
18. Describe wound healing

METHODS OF INSTRUCTION

Lecture Demonstration Return Demonstration
 Reading Assignments Discussion Observation
 Audiovisuals Handouts
 Guest speakers OR Lab practice

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures

- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%
 8. Quizzes: 20%
 9. Final Examination: 30%
- 100%

GRADING

Grades will be determined by exams, homework, demonstration of skills in a satisfactory manner, and ability to perform in the scrub role in a safe manner. The student must exhibit a surgical conscience.

Grading Scale:

| | |
|---------------|---------|
| A (excellent) | 90-100% |
| B (good) | 83-89% |
| C (average) | 76-82% |
| Below 76% | Failure |

QUALITY OF INSTRUCTION STATEMENT: The FTC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, consult with either, the faculty member, department chair or division chair.

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COURSE/DEPARTMENT/DIVISION ATTENDANCE RULES: It is the student's responsibility to attend class/lab/clinic, to arrive on time, and to be prepared. Failure to do so will result in poor academic performance. A "tardy" is defined as "arriving in class after your

name has been called from the attendance form.” Excessive absences will not be tolerated and the student will be dropped from the curriculum. “Excessive” is defined as “more than 3 hours of absences, tardies, or absences and tardies combined.” If extenuating circumstances exist, they will be reviewed and a decision made on an individual basis. It is also the student’s responsibility to get any work/assignments missed due to being tardy or absent. If tardy, the student should notify the instructor after class that he/she arrived so as not to be marked absent.

Please review and sign below:

I have reviewed the syllabus for Surgical Techniques and understand that I must attend class regularly, complete class and Lab assignments satisfactorily and complete the course with a minimum of 70%.

Name: _____

Date: _____

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Sponge, Sharp, and Instrument Counts

Assignments:

1. ST for the ST: Read pgs 207-208 Readpg270
2. Surgical Techniques, MA VCC: Read Unit 7-C, ST2-C- 241-252, Read Unit 4-C, ST2-C-171-179

Desired Outcomes:

1. The learner will be able to demonstrate when, who, and how to perform sponge, sharp and instrument counts
2. The learner will identify different types of sponges and sharps

Performance Objectives:

1. Discuss the purposes of sponge, sharp, and instrument counts
2. Identify articles that should be included in a sponge, sharp and instrument count
3. Discuss the procedure required for the omission of counts
4. Identify persons responsible for counts and their documentation
5. Describe rules for achieving accurate counts of sponges, sharps, and instruments
6. Perform a sponge, sharp and instrument count.

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Supplies-Catheters, Drains, and Dressings

Assignments:

1. ST for the ST: Read Chapter 7, pgs 208-211
2. Surgical Techniques, MA VCC: Units 4-C and 5-C

Desired Outcomes:

1. The learner will be able to identify surgical sponges and dressings, discuss their usage, and apply dressings
2. The learner will be able to distinguish between the different types of drainage systems and tubes and be able to connect them

Performance Objectives:

1. Describe uses for catheters, drains, and tubes
2. Match types of wound drains with the correct uses
3. Connect a Hemovac and Jackson Pratt drain
4. List uses of surgical sponges
5. Identify specialty dressings and packing
6. Define terms related to catheters, drains, and dressings

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Assisting the Surgeon

Assignments:

1. ST for the ST: Read pg 268
2. Surgical Techniques, MA VCC: Read ST2-C-I07 Handout

Desired Outcomes:

1. The learner will be able to describe the operative sequence in opening and closing of a surgical wound and be able to assist the surgeon in this endeavor

Performance Objectives:

1. Review normal anatomy of tissue layers
2. Describe techniques in handling tissue safely
3. Identify special considerations in assisting the surgeon
4. Describe the importance of anticipating the surgeons needs
5. Identify techniques related to bowel and cancer surgery
6. Describe techniques in multiple procedures on the same patient

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Hemostasis / Electrosurgical Units

Assignments:

1. ST for the ST: Read Chapter 5, pgs 139-142
2. Surgical Techniques, MA VCC: Read Unit 1-C, ST2-C-26-28

Desired Outcomes:

1. The learner will identify safety considerations for electrosurgical units
2. The learner will demonstrate proper positioning of the grounding pad and connect the ESU appropriately

Performance Objectives:

1. List various methods of achieving hemostasis-mechanical, chemical, and thermal
2. Describe the functioning of electrosurgical units
3. Identify sites used for the grounding pad
4. Define terms related to hemostasis
5. Describe chemical compounds utilized in hemostasis

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Specialty equipment Laparoscopy/Lasers

Assignments:

1. ST for the ST: Read Chapter 7, pgs. 196-202

Desired Outcomes:

1. The learner will identify types of special equipment utilized in modern operating room practice and discuss safety precautions.

Performance Objectives:

1. Describe common types and uses of special equipment
2. Discuss safety precautions for use of special equipment

6.
FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Incisions / Sutures and Needles

Assignments:

1. ST for the ST: Read pg 307-310 Read pg 221-236
2. Surgical Techniques, MA VCC: Read Unit 3-C

Desired Outcomes:

1. The learner will be able to recognize commonly used surgical incisions
2. The learner will be able to distinguish between types of suture materials and types of needles and discuss and demonstrate correct preparation and handling of sutures and needles

Performance Objectives:

1. Identify commonly used surgical incisions
2. Relate common incision sites to possible surgical access
3. Define terms related to sutures and needles
4. List functions of suture material
5. Match characteristics of suture material with correct descriptions
6. Distinguish between major types of suture materials
7. Classify suture materials according to types
8. Differentiate between suture techniques
9. Identify types surgical stitches
10. Identify information found on suture packaging
11. Identify parts of a surgical needle
12. Describe elements of suture and needle selection
13. Demonstrate preparation of suture and needles
14. Demonstrate proper passing *of* suture and needle
15. Demonstrate tagging and cutting of suture
16. Demonstrate passing of ties

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Wound Classification / Closure

Assignments:

1. ST for the ST: Read Chapter 8
2. Surgical Techniques, MA VCC: Read Unit 3-C

Desired Outcomes:

1. The learner will identify and describe how tissues react and are restored to normal functioning following trauma

Performance Objectives:

1. List types of injuries that cause damage to tissues
2. Define and give examples of types of traumatic wounds
3. Describe the characteristics of inflammation
4. Explain the classifications of surgical wounds
5. Define terms related to wound classifications
6. Review and continue to discuss selection of sutures

FTC@MSSU
SURGICAL TECHNIQUES

LECTURE: Healing / Closure

Assignments:

1. ST for the ST: Read Chapter 8
2. Surgical Techniques, MA VCC: Read Unit 3-C

Desired Outcomes:

1. The learner will identify and describe how tissues react and are restored to normal function following trauma

Performance Objectives:

1. Describe the healing process
2. Define terms related to the healing process
3. Describe the stages/phases of wound healing
4. List factors that influence healing and describe the manner in which healing is affected
5. List possible complications of wound healing
6. Review and continue to discuss selection of sutures

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Introduction to Surgical Technology

Clock Hours: 28

Lab: 34

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXT

Introduction to Surgical Technology, MA VCC

Surgical Technology for the Surgical Technologist, AST

REFERENCES

The Surgical Technologist: The Association of Surgical Technologist, Inc.

Standards and Recommended Practices for Perioperative Nursing: AORN

AORN Journal: Association of Operating Room Nurses

COURSE DESCRIPTION

Introduces the students to the operating room environment. It is the initial contact between the student, surgeon, the operating room staff and the patient. During this course, the student is assigned to each of the following areas:

Central Sterile: includes instrument processing, preparing supplies, sterilization and becoming familiar with this support service

Patient holding or pre-op: includes transportation of patients to the operating room, observation of patient care preparation of the patient for the surgical procedure.

OR observation: the student will begin to become familiar with the operating room environment. Observation of a variety of surgical procedures will take place. The student will be assigned to different areas within the operating room suite for observation and will assist in these areas as directed

Scrubbing: this process will allow the learner to become at ease in the sterile field, experience scrubbing, gowning and gloving as well as moving within the sterile field and will strengthen newly learned skills.

PACU: allows students to become familiar with immediate post-op care of the surgical patient.

GI Lab: the student will observe 01 procedures and assist with patient care and procedures as directed

Housekeeping: this experience allows students to observe the different types of cleaning done in the OR, familiarizes the student with solutions, supplies and procedures for cleaning the OR. It encourages the student to participate in room cleanup and informs the student of precautions taken and protective attire worn by personnel performing this task.

STUDENT OUTCOMES

Upon completion of this course, the motivated learner will be able to:

1. Identify the members of the operating room team.
2. Describe the role of each team member of the perioperative experience.
3. Identify different types of health care facilities.
4. Describe the organizational structure of the hospital and operating room
5. Identify different designs of surgical suites.
6. Discuss goals of communication between staff and departments with the hospital
7. Review the development of surgery and important events that took place.
8. Identify the ethical, moral, and legal responsibilities of the surgical technologist
9. Review policies and procedures and how they are used.
10. Describe basic OR furniture and equipment
11. Identify the solutions, supplies, and procedures
12. Discuss ways to maintain workplace safety
13. Organize and integrate information and knowledge, perform analysis, and implement activities.
14. Define electricity, identify terms and principles relating to electrical flow, electrical receptacles, and apply electrical safety in the OR
15. Identify and understand the safe operations of robotics in the OR
16. Define and apply principles of physics relating to patient care in the OR
17. Apply computer knowledge to the educational process and safe patient care in the OR
18. Develop a professional resume
19. List qualities evaluated during an employment interview
20. Describe qualities necessary for long term employment

METHODS OF INSTRUCTION

Lecture Audiovisuals Handouts Reading Assignments Discussion
Observation Clinical experience Guest speakers

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%

10. Quizzes: 20%

11. Final Examination: 30%

100%

GRADING

Grades will be determined by exams, homework, and demonstration of skills in a satisfactory manner, and ability to perform in the scrub role in a safe manner. The student must exhibit a surgical conscience.

Grading Scale:

| | |
|---------------|-----------|
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I have reviewed the syllabus for Introduction to Surgical Technology and understand that I must attend class regularly, complete class assignments satisfactorily and complete the course with a minimum of 70%.

Name: _____

Date: _____

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Development of Surgery

Assignments:

1. Read Surgical Technology for the ST, pages 3-8

Desired Outcomes:

1. The learner will trace historical development of surgery

Performance Objectives:

1. Identify concepts and events that contributed to the development of surgery
2. Describe surgery as it is today.

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: OR Team members

Assignments:

1. Read Surgical Technology for the ST, pages 8-10
2. Review Intro to Surgical Tech, MA VCC, Unit I-A

Desired Outcomes:

1. The learner will identify members of the surgical team and their roles

Performance Objectives:

1. Identify the members of the surgical team.
2. Categorize team members according to scrubbed and non-scrubbed team members
3. State the role of each surgical team member
4. Identify the professionals who may perform in each role.

FTC-MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: The role of the surgical technologist

Assignments:

1. Read Surgical Technology for the ST, pages 11-13
2. Review Intro to Surg Tech, MA VCC, Unit I-A

Desired Outcomes:

1. The learner will identify and interpret a job description for the ST

Performance Objectives:

1. Contrast and compare the various roles in the surgical technology profession
2. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist.

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Hospital organization/management healthcare organizations

Assignment:

1. Read Surgical Technology for the ST, pages 14-20
2. Read Intro to Surgical Technology, MA VCC, Unit I-A

Desired Outcomes:

1. The learner will identify health care facilities and organizations and how they differ and demonstrate an understanding of a hospital's purpose and management

Performance Objectives:

1. List types of hospitals and describe each.
2. List means by which hospitals are funded.
3. List other surgical facilities other than hospitals
4. Describe a typical hospital organizational structure and purpose of each member
5. Describe a typical hospital organizational structure for surgical services
6. Compare and contrast professional organizations and credentialing related to the profession

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Legal, ethical, and moral issues, including confidentiality

Assignments:

1. Read Surgical Technology for the ST, pages 23-35
2. Review Intro to Surg Tech, MA VCC, Unit 3-A

Desired Outcomes:

1. The learner will define and interpret legal, moral, and ethical issues and define confidentiality and relate it legally and ethically to the professional demeanor of the surgical technologist.

Performance Objectives:

1. Analyze the major concepts inherent in professional practice law.
2. Interpret the legal responsibilities of the ST and other surgical team members and other surgical team members
3. Discuss the American Hospital Association's (AHA) Patient's Bill of Rights.
4. Compare and contrast major criminal and civil liabilities and the consequences for these acts
5. Define confidentiality legally and ethically
6. Discuss confidentiality as part of the demeanor and standards of conduct.
7. Analyze the role of morality during ethical decision making
8. Discuss the key elements related to developing a surgical conscience

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Professional credentialing

Assignments:

1. Read Surgical Technology for the ST, pages 35-37

Desired Outcomes:

1. The learner will understand the value of credentialing.

Performance Objectives:

1. Assess the various functions of professional credentialing and relate their significance to the profession of surgical technology
2. Compare and contrast certification, registration, and licensure
3. Assess the personal and professional importance of becoming certified
4. Compare and contrast the various methods of professional development
5. Formulate a plan for professional development

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Risk & information management/liability, documentation
Policies and Procedures

Assignments:

1. Read Surgical Technology for the ST, pages 38-39

Desired Outcomes:

1. The learner will develop positive understanding of risk management, liability insurance, necessity of documentation, and how to assess the need for information and where to find it.

Performance Objectives:

1. Evaluate the role of the risk management department in the healthcare facility
2. Assess errors that may occur in the operating room and devise a plan for investigation, correction, and notification
3. Interpret prevention, correction, and documentation techniques that may positively impact risk management issues.
4. Compare and contrast professional liability insurance policies
5. Recognize when information is needed
6. Apply information effectively in a variety of formats-including written, verbal, and electronic
7. Explain the importance of standardized procedures.
8. Differentiate between policies and procedures
9. Review and report on common policies and procedures

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Physical Environment of the OR

Assignments:

1. Read Surgical Technology for the ST, pages 77-83
2. Read Intro to Surg Tech, MAVCC, Unit 4-A

Desired Outcome:

1. The learner will identify the aspects of the physical environment of the surgical suite

Performance Objectives:

1. Describe the physical layout of a typical surgical suite
2. Explain the rationale for the design
3. Describe and demonstrate proper OR attire
4. Describe the physical layout of an operating room
5. Describe the piped-in systems and the electrical outlets in an operating room.
6. State the proper ranges for temperatures and humidity
7. Explain the air ventilation system in the operating room including laminar flow.
8. Discuss principles of environmental safety procedures

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Safety

Assignments:

1. Read Surgical Technology for the ST, pages 85-95
2. Read Intro to Surgical Technology, Unit 1-C & 2-C

Desired Outcomes:

1. The learner will identify and use basic safety techniques, including fire, electrical, and equipment safety as well as healthcare related safety, including the use of Universal Precautions, and Material Safety Data Sheets.

Performance Objectives:

1. Describe basic safety guidelines of the school and workplace
2. List basic types of emergencies that can take place in any work environment
3. Describe OSHA regulations required of employers
4. Describe information found on a material safety data sheet (MSDS)
5. Describe Universal precautions and its necessity in the OR environment
6. Discuss considerations for fire, radiation, electrical, and laser
7. Discuss patient safety as related to OR safety

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FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Computers

Assignments:

1. Read Surgical Technology for the ST, pages 99-106

Desired Outcomes:

1. The learner will be able apply computer knowledge to safe patient care

Performance Objectives:

1. Define terms related computers
2. Identify basic components of a computer system
3. Perform basic word processing, internet, and e-mail functions
4. Perform computer applications applicable to patient care.

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Electricity

Assignments:

1. Read Surgical Technology for the ST, pages 107-108

Desired Outcomes:

1. The learner will be apply basic principles of electricity and their applications in the OR

Performance Objectives:

1. Define terms relating electricity
2. Discuss basic principles of electricity and the *electron theory*
3. Discuss ways that electricity is employed while working in the OR.
4. Be aware of occupational hazards of working in the OR as related to the use of electricity

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Physics

Assignments:

1. Read Surgical Technology for the ST, pages 112-122

Desired Outcomes:

1. The learner will be able to apply basic principles of physics to safe patient care practices in the OR

Performance Objectives:

1. Define terms related to physics
2. Discuss basic physics as it applies to surgical equipment
3. Discuss basic physical principles that apply to the motions and perceptions of the human body

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Robotics

Assignments:

1. Read Surgical Technology for the ST, pages 122-126

Desired Outcomes:

1. The learner will apply principles of robotics to safe patient care practices in the OR

Performance Objectives:

1. Describe terms related to robotics
2. Describe the geometrical concepts of robotics
3. Discuss the mechanisms of the robotic system
4. Discuss application of robotics as related to endoscopic surgery

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Group dynamics, effective behaviors, teamwork & leadership

Assignments:

1. Read Intro to Surgical Technology, MAVCC, Unit 2-A

Desired Outcomes:

1. The learner will identify hospital departments that relate to the surgical suite and patient.
2. The learner will demonstrate an ability to work within a group effectively and utilize good communication skills

Performance Objectives:

1. Relate total quality management (TQM) concepts to the operating room environment
2. Explain the function of work groups
3. Compare and contrast each stage of group formation
4. Classify the common types/sources of conflict in the workplace
5. Distinguish between assertive and aggressive behavior
6. Acknowledge the importance of cooperative behavior by group members
7. Develop awareness of different cultural perspectives.
8. Demonstrate effective speaking and listening skills
9. Compare and contrast the concepts of team management
10. Describe behaviors as they relate to the role of the surgical team member
11. Apply steps of problem solving for a given situation

FTC@MSSU
INTRODUCTION TO SURGICAL TECHNOLOGY

LECTURE: Applying for a job

Assignments: TBA

Desired Outcomes:

1. The learner will be able to apply for employment and describe the components of a professional resume

Performance Objectives:

1. Develop a professional resume
2. Discuss the types of correspondence used in the application process
3. Discuss important factors in completing an application form appropriately
4. List qualities evaluated during an employment interview
5. Role play interview strategies with an instructor or other student

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Pharmacology

Clock Hours: 29

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXT:

Pharmacology for the ST

Intro to Surg Tech, MA VCC

Surgical Technology for the ST

REFERENCES

COURSE DESCRIPTION

STUDENT OUTCOMES

Upon completion of this course, the learner will be able to:

METHODS OF INSTRUCTION

Lecture Reading assignments Audiovisuals Worksheets Quizzes Tests

ATTENDANCE

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- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

1. Tests: 50%
 12. Quizzes: 20%
 13. Final Examination: 30%
- 100%

GRADING

Grades will be determined by homework, completion of assignments, participation in class and by quizzes and exams.

Grading Scale:

| | |
|--------------------|-----------|
| A (excellent) | 90 - 100% |
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Please review and sign below:

I have reviewed the syllabus for Pharmacology and understand that I must attend class regularly, complete assignments and complete the course with a minimum of 70%.

Name: _____

Date: _____

LECTURE: Drug Regulation and Legal Responsibilities of ST

Assignments:

1. Read Pharmacology for the ST, Ch. Three
2. Answer review questions to hand in at beginning of class.
3. Review Surgical Technology for the ST, pages 219-223

DESIRED OUTCOMES:

1. The learner will describe methods of development and regulation of medications and the legal ramification of improper drug / solution handling

PERFORMANCE OBJECTIVES

1. Define controlled substances and legal implications
2. Discuss drug regulation and drug testing
3. Describe the ST's legal responsibility in the handling of drugs and solutions.
4. Discuss hospital policies and procedures regarding the ST's role in handling drugs and solutions
5. Discuss accepted practice of ST's role in handling drugs and solutions.

FTC@MSSU
PHARMACOLOGY

LECTURE: Care and Handling of Drugs and solutions

Assignments:

1. Read Pharmacology for the ST, Ch. Four
2. Review Surgical Technology for the ST, pages 223-226
3. Read Intro to Surg Tech, MA VCC, Unit 2-E, pg 40-41

DESIRED OUTCOMES:

1. The learner will demonstrate procedures for the care and handling of drugs and solutions

PERFORMANCE OBJECTIVES:

1. Discuss care and precautions in identifying drugs and solutions
2. Demonstrate safe practice in transferring drugs and solutions from the nonsterile to the sterile field.
3. Demonstrate the procedure for identifying a drug or solution on the sterile field
4. Define the "Five Rights of Medication"

FTC@MSSU
PHARMACOLOGY

LECTURE: Drugs commonly used in Surgery

Assignments:

1. Review Surgical Technology for the ST, pages 226-229 Table 9-4, (Quiz)
2. Read Intro to Surg Tech, MA VCC, Unit 2-E, pg 28-39

DESIRED OUTCOME:

1. The learner will identify the principles of drug usage in the care of the surgical patient.

PERFORMANCE OBJECTIVES:

1. Describe the action, uses and modes of administration of drugs used in the care of the surgical patient
2. Describe drug side effects and contraindications for use.

LECTURE: Preoperative Medications and Diagnostic agents

Assignments:

1. Read Pharmacology for the ST, Ch. Six and Twelve
2. Complete Review questions at end of both Chapters, to turn in at beginning of class.

DESIRED OUTCOMES:

The learner will be able list different agents used in the diagnosis of various pathological conditions, as well as, be able to discuss general categories of medications used to prepare the patient both physically and psychologically for surgery.

PERFORMANCE OBJECTIVES:

1. List categories of diagnostic agents used in surgery
2. Give examples of drugs in each category
3. Discuss the uses of various diagnostic agents in surgery
4. Define terminology related to preoperative medications.
5. List classifications and purposes of preoperative medications
6. Give examples of drugs in each classification.

LECTURE: Drugs affecting Coagulation

Assignments:

1. Read Pharmacology for the ST, Ch. Ten
2. Read Surgical Technology for the ST, pages 209-210
3. Review Intro to Surg Tech, MA VCC, Unit 2-E, pg 29-33

DESIRED OUTCOMES:

1. The learner will identify the principles of the usage of drugs related to coagulation in the surgical patient

PERFORMANCE OBJECTIVES:

1. Define terms related to blood coagulation and drugs that affect coagulation.
2. Describe the physiology of blood clot formation
3. List agents that affect coagulation and describe their action
4. List uses, routes of administration, side effects, and contraindications for drugs that affect coagulation
5. List examples of surgical procedures in which agents that affect coagulation are used.

LECTURE: Replacements of Blood and Fluids and admin. of antibiotics

Assignments:

1. Read Pharmacology for the ST, Ch. Five and Fourteen
2. Complete Review questions at end of both Chapters, to turn in at beginning of class

DESIRED OUTCOMES:

1. The learner will identify the purpose of blood and fluid replacement as two common means of maintaining homeostasis, as well as, be able to identify the principles of the use of antibiotics in the care of the surgical patient

PERFORMANCE OBJECTIVES:

1. List basic functions of the blood and state average circulating volume of adults
2. List available options for blood replacement.
3. Describe the process of intraoperative autotransfusion
4. List three fluid electrolytes crucial to homeostasis and the functions of each.
5. State three objectives of parenteral fluid therapy in surgery
6. List common IV fluids and supplies needed to start an IV line.
7. Discuss the purpose of antibiotic therapy in surgery.
8. List categories of antibiotics used in surgery and give examples of each.
9. Define MRSA and VRE and describe why it is important to be aware of them in surgery.

LECTURE: Diuretics and Gastric drugs

Assignments:

1. Read Pharmacology for the ST, Ch. Seven & Eight
2. Complete the Review questions at the end of each chapter, to turn in at the beginning of class

DESIRED OUTCOMES:

1. The learner will be able to discuss common diuretics and their use in the surgical patient, as well as, be able to list common categories of gastric drugs and their importance in surgery

PERFORMANCE OBJECTIVES:

1. Discuss the purpose of a diuretic
2. Discuss the physiology of the kidney
3. Describe the impact of long-term diuretic therapy on the patient about to undergo a surgical procedure
4. List the most common diuretics administered intraoperatively and their purpose.
5. Discuss gastric physiology as it affects the surgical patient
6. List basic categories, types, and purposes of gastric drugs

FTC@MSSU
PHARMACOLOGY

LECTURE: Hormones

Assignments: _

1. Read Pharmacology for the ST, Ch. Nine
2. Complete the Review questions at the end of the chapter, to turn in at the beginning of class

DESIRED OUTCOMES:

1. The learner will identify the purpose for hormone therapies and the surgical uses for the various hormones

PERFORMANCE OBJECTIVES:

1. Define terminology related to the endocrine system
2. List the purposes for administration of each hormone
3. Describe surgical uses for hormones
4. List procedures that may require administration of hormones from the sterile field.

FTC@MSSU
PHARMACOLOGY

LECTURE: Ophthalmic agents

Assignments:

1. Read Pharmacology for the ST, Ch. Eleven

DESIRED OUTCOMES:

1. The learner will identify the purposes and examples of various ophthalmic drugs

PERFORMANCE OBJECTIVES:

1. Discuss terminology related to ophthalmic drugs
2. Describe uses of ophthalmic drugs in surgery
3. List examples of drugs in each category.

LECTURE: Principles of Anesthesia Administration

Assignments:

1. Read Pharmacology for the ST, Ch. Thirteen
2. Read Surgical Technology for the ST, pg 231-258
3. Read Intro to Surg. Tech., Unit 3-A

DESIRED OUTCOMES:

1. The learner will explain the principles of anesthesia administration

PERFORMANCE OBJECTIVES:

1. Describe factors that influence anesthesia selection for individual patients.
2. List commonly prescribed preoperative medications
3. Explain the reasons a preoperative medication is given
4. List and describe various types of anesthesia
5. List and describe commonly used anesthetic drugs
6. Explain the roles of the scrub person and circulator in the administration of anesthesia
7. Describe the phases of general anesthesia and possible complications each phase

Explain means of monitoring the condition of the patient during anesthesia.

LECTURE: Adjuncts to Anesthesia and Positioning for Anesthesia

Assignments:

1. Review Pharmacology for the ST, Chapter Thirteen
2. Review Surgical Technology for the ST, Chapter Nine
3. Review Intro to Surg. Tech., Unit 3-E

DESIRED OUTCOMES:

1. The learner will identify special equipment and instruments used in the administration of anesthesia, as well as, the principles of safe positioning for specific methods of anesthesia

PERFORMANCE OBJECTIVES:

1. List special equipment items used in the administration of anesthesia
2. Describe the types of regional blocks and give an application for each type.
3. Identify the role of the ST in positioning and monitoring the patient having regional anesthesia
4. Identify special considerations for the care of the patient during positioning for regional anesthesia

6.
FTC@MSSU
PHARMACOLOGY

LECTURE: Intraoperative Anesthesia

Assignments:

1. Review Pharmacology for the ST, Chapter Thirteen
2. Review Surgical Technology for the ST, Chapter Nine
3. Review Intro to Surg. Tech., Unit 3-E

DESIRED OUTCOMES:

1. The learner will identify the principles and techniques used in the administration of intraoperative anesthesia

PERFORMANCE OBJECTIVES:

1. Explain general anesthesia
2. Describe types of regional blocks and give an application for each type.
3. Compare local anesthesia and MAC
4. Recognize common agents used in local and regional anesthesia
5. List examples of surgical procedures in which agents that affect coagulation are used.

FTC@MSSU PHARMACOLOGY

LECTURE: Complications of anesthesia and Cardiac drugs

Assignments:

1. Read Pharmacology for the ST, Ch. Fifteen

DESIRED OUTCOMES:

1. The learner will be able to identify possible complications of anesthesia and treatments for various situations

PERFORMANCE OBJECTIVES:

1. Identify possible complications associated with anesthesia
2. Discuss various complications and the drugs of choice used to treat them
3. Discuss Malignant Hyperthermia, it's treatment, and the role of the ST
4. Discuss role of ST during cardiac emergencies that occur in the operating room
5. List classes of cardiovascular agents
6. List the actions of drugs in each class

5.

SURGICAL TECHNOLOGY COURSE SYLLABI

Course: Surgical Procedures

Clock Hours: 96

Lab: 60

Clinical: 522

CLASS LOCATION: UMMEL 141

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXTS

Surgical Technology for the Surgical Technologist, AST

Surgical Technology for the Surgical Technologist Study guide

Surgical Procedures, MA VCC

Pocket Guide to the Operating Room

REFERENCES

The Surgical Technologist: The Association of Surgical Technologists, Inc

Standards and Recommended Practices for Perioperative Nursing: AORN

AORN Journal: Association of Operating Room Nurses

COURSE DESCRIPTION

Introduces the student to the surgical procedures. It is the initial contact phase between the student and instrumentation and techniques required to complete a procedure. During this course, the student is assigned to a rotation in a clinical affiliation and will be assigned each of the following case categories: GENERAL SURGERY, OBSTETRICS & GYNECOLOGY, OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL & MAXILLOFACIAL, PLASTIC & RECONSTRUCTIVE, GENITOURINARY, ORTHOPEDIC, CARDIOTHORACIC, PERIPHERAL VASCULAR, NEUROSURGICAL, AND ENDOSCOPIC PROCEDURES.

STUDENT OUTCOMES:

Upon completion of this course, the motivated learner will be able to:

1. Be able to set up, and first scrub procedures in the above categories.
2. Understand the anatomy and physiology of the case to which assigned.
3. Know and understand the goal of the surgical intervention, complications that might arise

and why

6. Be able to identify and list instruments for specific procedures
7. Know disease entities which require surgical intervention.
8. Know medications that will be needed for individual cases.
9. Be familiar with and able to use and create a preference card.
10. Define relevant terminology
11. Be familiar with preoperative tests and preparations for the patient.
12. List important considerations intraoperatively including anesthesia, positioning, skin preps, and draping for specific surgeries.

METHODS OF INSTRUCTION

Lecture Audiovisuals
Discussion Observation
Handouts Reading Assignments
Return Demonstration Guest speakers

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures

EVALUATION OF PERFORMANCE:

| | |
|--------------------|------------|
| Tests: | 50% |
| Quizzes: | 20% |
| Final Examination: | <u>30%</u> |
| | 100% |

GRADING

Grades will be determined by exams, homework, demonstration of skills in a satisfactory manner, and ability to perform in the scrub role in a safe manner. The student must exhibit a surgical conscience.

Grading Scale:

| | |
|--------------------|-----------|
| A (excellent) | 90 - 100% |
| B (good) | 83 - 89% |
| C (average) | 76 -- 82% |
| Below 76% =Failure | |

QUALITY OF INSTRUCTION STATEMENT: The FTC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, consult with either, the faculty member, department chair or division chair.

DISABILITY ACCESS SERVICES: If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Disability Access Services Director as soon as possible. It is important to request accommodations early enough to give Disability Access Services adequate time to consider your request and acquire reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of Disability Access Services.

SCHOOL ATTENDANCE POLICY: Regular attendance in class is essential to receiving the maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than the number of clock hours the class meets each week may not be permitted to continue in that class, shop, lab, or clinic without permission of the instructor. In all cases of absences, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

COURSE/DEPARTMENT/DIVISION ATTENDANCE RULES: It is the student's responsibility to attend class/lab/clinic, to arrive on time, and to be prepared. Failure to do so will result in poor academic performance. A "tardy" is defined as "arriving in class after your name has been called from the attendance form." Excessive absences will not be tolerated and the student will be dropped from the curriculum. "Excessive" is defined as "more than 3 hours of absences, tardies, or absences and tardies combined." If extenuating circumstances exist, they will be reviewed and a decision made on an individual basis. It is also the student's responsibility to get any work/assignments missed due to being tardy or absent. If tardy, the student should notify the instructor after class that he/she arrived so as not to be marked absent.

Please review and sign below:

I have reviewed the syllabus for Surgical Procedures and understand that I must attend class regularly, complete class assignments satisfactorily and complete the course with a minimum of 70%.

Name: _____

Date: _____

FTC@MSSU
SURGICAL PROCEDURES

LECTURE: Introduction to Surgical Procedures

Assignments:

1. Read Surgical Procedure, MA VCC, Unit 1

Desired Outcomes:

1. The learner will identify common abdominal incisions, describe their uses, review basic instrumentation and surgical technologist's duties, as well as distinguish between lasers used in surgery.

Performance Objectives:

1. State primary goal of surgical interventions
2. Identify common abdominal incisions
3. List surgical complications
4. List in order the layers of abdominal tissues
5. List basic instrumentation needed for an exploratory laparotomy
6. Describe the duties of the surgical technologist in an exploratory laparotomy.
7. Describe different lasers and precautions for using lasers

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SURGICAL PROCEDURES

LECTURE: Diagnostic Procedures

Assignment:

1. Read Surgical Procedures, MAVCC, Unit Two
2. Read Surgical Technology for the ST, Chapter 13
3. Complete ST for the ST, Study guide – Ch.13-- Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will be able to identify various diagnostic procedures required for surgical intervention.

Performance Objectives:

1. Using knowledge of anatomy and physiology, determine which diagnostic examinations could be useful
2. Identify sources of patient data
3. Identify indications for surgical intervention
4. Understand the surgical technologist's role in caring for specimens obtained through diagnostic or surgical procedures

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SURGICAL PROCEDURES

LECTURE: General Surgery

Assignments:

1. Read Surgical Procedures, MA VCC, Units Three & Four
2. Read Surgical Technology for the ST, Chapter 14
3. Complete ST for the ST, Study guide – Ch.14-- Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe general surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology of the abdominal wall, digestive system, hepatic and biliary system, pancreas, spleen, thyroid, and breast.
2. Describe the pathology and related terminology of each system or organ that prompts surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific general surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the general surgery procedures.

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SURGICAL PROCEDURES

LECTURE: Gynecology & Obstetrical surgery

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Five
2. Read Surgical Technology for the ST, Chapter 15
3. Complete ST for the ST, Study guide Ch.15-- Key terms, exercises A, B, & C.

Desired Outcomes:

1. The learner will describe gynecological and obstetrical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology of the female reproductive system
2. Describe the pathology and related terminology of the female reproductive system that prompts surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific female reproductive surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the gynecological or obstetrical surgery procedures.

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SURGICAL PROCEDURES

LECTURE: Ophthalmic surgery

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Eight
2. Read Surgical Technology for the ST, Chapter 16
3. Complete ST for the ST, Study guide, Ch.16 - Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe Ophthalmic surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance objectives:

1. Discuss the relevant anatomy and physiology of the eye.
2. Describe the pathology and related terminology of eye that prompts surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific eye surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the ophthalmic surgery procedures.

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SURGICAL PROCEDURES

LECTURE: ENT surgery

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Seven
2. Read Surgical Technology for the ST, Chapter 17
3. Complete ST for the ST, Study guide Ch.17 - Key terms, exercises A, B, & C

Desired Outcome:

1. The learner will describe ENT general surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology of the ear, nose, and upper aerodigestive tract.
2. Describe the pathology and related terminology of the ear, nose and aerodigestive tract that prompts surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific ear, nose, and throat surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the ENT surgery procedures.

14.
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SURGICAL PROCEDURES

LECTURE: Oral-Maxillofacial surgery

Assignments:

1. Read Surgical Technology for the ST, Chapter 18
2. Complete ST for the ST, Study guide Ch.18 - Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe Oral-Maxillofacial surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology related to oral and maxillofacial surgery.
2. Describe the pathology and related terminology that prompts oral- maxillofacial surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific oral-maxillofacial surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the oral-maxillofacial surgery procedures.

FTC@MSSU
SURGICAL PROCEDURES

LECTURE: Plastic and Reconstructive

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Nine
2. Read Surgical Technology for the ST, Chapter 19
3. Complete ST for the ST, Study guide Ch.19 - Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe plastic & reconstructive surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology related to surgery of the skin and it's underlying tissues.
2. Describe the pathology and related terminology that prompts plastic and/or reconstructive surgical intervention
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific plastic and reconstructive surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the plastic and/or reconstructive surgery procedures.

FTC@MSSU
SURGICAL PROCEDURES

LECTURE: Genitourinary surgery

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Six
2. Read Surgical Technology for the ST, Chapter 20
3. Complete ST for the ST, Study guide Ch.20 - Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe genitourinary surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology related to genitourinary surgery.
2. Describe the pathology and related terminology that prompts genitourinary surgical intervention.
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific genitourinary surgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the genitourinary surgery procedures.

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SURGICAL PROCEDURES

LECTURE: Orthopedic surgery

Assignments:

- 1. Read Surgical Procedures, MA VCC, Unit Ten**
- 2. Read Surgical Technology for the ST, Chapter 21**
- 3. Complete ST for the ST, Study guide Ch.21-- Key terms, exercises A, B, & C.**

Desired Outcomes:

- 1. The learner will describe orthopedic surgical procedures, anatomy and physiology, as well as pathology, related to procedures.**
- 2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions**

Performance Objectives:

- 1. Discuss the relevant anatomy and physiology related to orthopedic surgery.**
- 2. Describe the pathology and related terminology that prompts orthopedic surgical intervention.**
- 3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific orthopedic surgery cases**
- 4. Identify names and uses of instruments, supplies, special equipment, and drugs.**
- 5. Discuss intraoperative case management by the surgical technologist**
- 6. Discuss the purpose and expected outcomes of the orthopedic surgery procedures.**

**FTC@MSSU
SURGICAL PROCEDURES**

LECTURE: Neurosurgery

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Eleven
2. Read Surgical Technology for the ST, Chapter 24
3. Complete ST for the ST, Study guide Ch.24-- Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe neurological surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology related to neurosurgery.
2. Describe the pathology and related terminology that prompts neurological surgical intervention.
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific neurosurgery cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the neurosurgical procedures.

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SURGICAL PROCEDURES

LECTURE: Cardiothoracic and Peripheral Vascular

Assignments:

1. Read Surgical Procedures, MA VCC, Unit Thirteen
2. Read Surgical Technology for the ST, Chapter 22 & 23
3. Complete ST for the ST, Study guide Ch.22 & 23 - Key terms, exercises A, B, & C

Desired Outcomes:

1. The learner will describe cardiothoracic and peripheral vascular surgical procedures, anatomy and physiology, as well as pathology, related to procedures.
2. The learner will be able to discuss individual case management, including instrumentation, supplies and drugs, proper draping for specific cases and desired outcomes of surgical interventions

Performance Objectives:

1. Discuss the relevant anatomy and physiology related to cardiothoracic and peripheral vascular surgery.
2. Describe the pathology and related terminology that prompts cardiothoracic and/or peripheral vascular surgical intervention.
3. Discuss preoperative diagnostic procedures and any preoperative procedures related to specific cardiothoracic or peripheral vascular cases
4. Identify names and uses of instruments, supplies, special equipment, and drugs.
5. Discuss intraoperative case management by the surgical technologist
6. Discuss the purpose and expected outcomes of the cardiovascular and/or peripheral vascular surgical procedures.

WEEK CLASS AND "OR LAB" SUBJECTS (Following First 12 wk)

| | |
|----|---|
| 1 | Basic Review and Introduction |
| 2 | General Surgery |
| 3 | General Surgery |
| 4 | Gynecological Surgery |
| 5 | Obstetrics |
| 6 | Genitourinary Surgery |
| 7 | Ophthalmic Surgery |
| | Spring Break (Whenever it falls) |
| 8 | Head and Neck Surgery |
| 9 | Plastic Surgery |
| 10 | Orthopedic Surgery (May take 2 weeks) |
| 11 | Neurological Surgery |
| 12 | CV & Throacic Surgery |
| 13 | Trauma Surgery, Organ Replacement & Transplantation |

SURGICAL TECHNOLOGY

COURSE SYLLABI

Course: Clinical Practice

Clinical: 522

CLASS LOCATION: Clinical Sites

CLASS MEETING TIMES AND DAYS: Monday – Thursday, 7:30 am – 4:30 pm

NAME OF INSTRUCTOR: Gayla Roper

TELEPHONE EXTENSION: (417) 625-9802

OFFICE LOCATION: UMMEL 136

OFFICE HOURS AND DAYS: TBA

SYLLABUS

TEXTS

Surgical Technology for the Surgical Technologist, AST

Surgical Technology for the Surgical Technologist Study guide

Surgical Procedures, MA VCC

Pocket Guide to the Operating Room

REFERENCES

The Surgical Technologist: The Association of Surgical Technologists, Inc

Standards and Recommended Practices for Perioperative Nursing: AORN

AORN Journal: Association of Operating Room Nurses

COURSE DESCRIPTION

Introduces the student to the surgical procedures. It is the initial contact phase between the student and instrumentation and techniques required to complete a procedure. During this course, the student is assigned to a rotation in a clinical affiliation and will be assigned each of the following case categories: GENERAL SURGERY, OBSTETRICS & GYNECOLOGY, OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL & MAXILLOFACIAL, PLASTIC & RECONSTRUCTIVE, GENITOURINARY, ORTHOPEDIC, CARDIOTHORACIC, PERIPHERAL VASCULAR, NEUROSURGICAL, AND ENDOSCOPIC PROCEDURES.

COURSE OUTCOMES:

- The student will comply with all Clinical Participation Requirements as a condition of being present at clinical sites. Failure to comply with the above will result in the immediate removal of the student from the clinical site and may result in removal from the program.
- The student will demonstrate that the patient's well being is the highest priority at all times.
- The student will abide by the policies of the hospital to which he or she is assigned.
- The student will accept direction appropriately from surgeons, operating room staff, and instructors in a clinical setting.
- The student will successfully complete the entire eight weeks of clinical practice to receive a grade.
- The student will work as a team member with honesty, integrity, and professionalism in different clinical settings.
- The student will identify, transport, transfer, position, and prepare patient for surgical procedures.
- The student will thoroughly prepare operating rooms for surgery. This is to include (but is not limited to):
 - Cleaning and stocking
 - Gathering necessary equipment, instruments, suture, and supplies.
 - Opening sterile and un-sterile supplies prior to beginning the procedure

- The student will be familiar with safety and emergency procedures in the operating room to which he or she is assigned.
- The student will complete a proper surgical scrub, gown and glove (open and closed technique) in a sterile manner and gown and glove other members of the surgical team in a sterile manner.
- The student will create and maintain sterile fields and sterile instrument set ups throughout a surgical case such that student is prepared to deliver instrumentation and supplies to the surgeon and surgical team before they are needed (i.e. demonstrate anticipation).
- The student will initiate and complete counts at appropriate times with qualified personnel.
- The student will complete and correctly document 522 hours of supervised clinical experience. Documentation will include Evaluations, Assignment Worksheets, Caseload Verification Forms, and a Weekly Caseload Workbook

In addition to the objectives above, each student will be expected to progress according to the following set of goals:

- Orientation, scrubbing with assistance and some solo scrubbing.
- Solo scrubbing all cases unless the student is beginning a new specialty
- **ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY BEFORE BEGINNING CLINICALS**
- **BASIC PSYCHOMOTOR ERRORS BEFORE BEGINNING CLINICALS MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.**
- **BASIC STERILIE TECHNIQUE ERRORS BEFORE BEGINNING CLINICALS MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM. CASELOAD REQUIREMENTS**

A MINIMUM OF 80 CASES MUST BE SCRUBBED (IN THE SOLO OR ASSIST ROLE) FOR THE PROGRAM

LEVELS OF DIFFICULTY: REQUIREMENTS FOR THE PROGRAM

MUST HAVE 10 LEVEL I “ASSISTED” IN THE CORE CASES.

MUST HAVE 5 LEVEL I “ASSISTED” IN THE SPECIALTY CASES.

MUST HAVE 10 LEVEL I “SOLO” IN THE CORE CASES.

ELECTED CLINICAL CASES:

MUST HAVE 55 LEVEL “SOLO” OR ASSIST” I, II, AND III IN CORE OR SPECIALTY CASES.

- ❖ **CORE SERVICES ARE:** GENERAL, GYN, UROLOGY, ENT, AND ORTHOPAEDIC SURGERIES.
- ❖ **SPECIALTY SERVICES ARE:** CARDIOTHORACIC, OPHTHALMOLOGY, NEUROSURGERY, PLASTICS, AND VASCULAR SURGERIES.

SCRUB ROLE – FIRST SCRUB WITH ASSIST

- The student surgical technologist shall perform more than 70% of the following duties during any given surgical intervention, with proficiency:
- Check supplies and equipment needed for the surgical procedure
- Scrub, gown and glove
- Set up the sterile table with instruments, supplies, equipment and medication/solutions needed for the procedure
- Perform appropriate counts with the circulator prior to the procedure and before the incision is closed
- Gown and glove additional surgical team members
- Assist with draping the sterile field
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain the highest standard of sterile technique during the procedure
- Prepare sterile dressings

- Perform terminal activities of cleaning and preparation of instruments, supplies and the OR

SCRUB ROLE – FIRST SCRUB SOLO

- The student surgical technologist shall perform more than 90% of the following duties during any given surgical intervention, with proficiency:
- Check supplies and equipment needed for the surgical procedure
- Scrub, gown and glove
- Set up the sterile field with instruments, supplies, equipment and medication/solutions needed for the procedure
- Perform appropriate counts with the circulator prior to the procedure and before the incision is closed
- Gown and glove additional surgical team members
- Assist with draping the sterile field
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain the highest standard of sterile technique during the procedure
- Prepare sterile dressings
- Perform terminal activities of cleaning and preparation of instruments, supplies and the OR

METHODS OF INSTRUCTION

- Observation
- Return Demonstration
- Discussion

ATTENDANCE

Attendance is **mandatory**.

After two absences, a conference will be arranged and student counseled. (Refer to Handbook)

EMPLOYABILITY SKILLS: The Surgical Technology faculty has worked with representatives from local business and industry to identify thirteen employability skills that are essential for success in obtaining and keeping a job. You will work towards obtaining and improving these skills with your courses. By helping you develop employability skills (core abilities) and holding you responsible for their application, your instructors will help you increase the likelihood of career success. Employability skills give you an added value in the labor market because employers prefer to hire and promote individuals who:

- Demonstrate Professionalism
- Participate as a Team Member
- Identify and Measure Quality
- Practice Effective Oral, Written, and Electronic Communication
- Provide for Patient Safety
- Plan and Prepare for Surgical Procedures
- Practice Aseptic Technique
- Use Equipment according to Established Practices and Procedures
- Use and Care for Instruments
- Prepare Medications
- Participate in Surgical Procedures
- Handle Instruments
- Practice Sterile Supply Room Procedures.

GRADING CRITERIA AND GRADING SCALE:

Grades for each clinical rotation will be calculated as follows:

Instructor Evaluations 40%

Staff Evaluations: 30%

Documentation: 30%

METHOD OF EVALUATION:

EVALUATIONS:

YOUR INSTRUCTORS AND THE HOSPITAL STAFF WILL EVALUATE YOU REGULARLY THROUGHOUT YOUR ROTATIONS.

- Students will be evaluated based on preparation, clinical skills and professionalism.
- Instructors' evaluations will make up 40% of your grade
- Educator/Manager evaluations will make up 30% of your grade.
- Daily Evaluations are graded based on completion only when your Notebook is submitted.

Evaluation grades of 2 or below may require remediation. Repeated evaluation grades of 2 or below may require withdrawing from clinical and retaking core classes.

DOCUMENTATION:

****REMEMBER, IF IT IS NOT DOCUMENTED PROPERLY, IT DID NOT HAPPEN!****

YOU WILL PREPARE FOR THE FIRST CASE OF EACH DAY BY FILLING OUT AN ASSIGNMENT WORKSHEET.

- You will receive your assignment on the afternoon or evening prior to doing the case.
- You will prepare for the first case of each day by completing an Assignments Worksheet.

EACH DAY YOUR CASES MUST BE VERIFIED AND YOU MUST BE EVALUATED BY YOUR PRECEPTOR ON A CASELOAD VERIFICATION AND EVALUATION FORM

- Complete one Caseload Verification and Evaluation Form per preceptor
- YOU do this:
- List all required information on each procedure

- List your name, week number, clinical site, and date
- Your PRECEPTOR does this:
- Indicate your role (definitions are at the top right of the form)
- Evaluate you using the 1-5 scale at the bottom of the form
- Sign your Caseload Verification and Evaluation Form.
- Put your Caseload Verification and Evaluation Forms in your Notebook

PROCEDURES ON UNSIGNED VERIFICATION FORMS WILL NOT COUNT

NOTE: ALL ASSIGNMENT WORKSHEETS, EVALUATIONS, AND CASELOAD VERIFICATION SHEETS ARE TO BE KEPT IN YOUR CLINICAL NOTEBOOK (TABBED, THREE-RING BINDER) AND SUBMITTED WEEKLY TO THE CLINICAL COORDINATOR.

YOU WILL KEEP A WEEKLY CASELOAD SHEET FOR EACH WEEK YOU ATTEND CLINICAL PRACTICA.

- To receive full credit for your Weekly Caseload Workbook all of the following must be accurately completed:
- Your Name, Week Number, Clinical Site (hospital and surgical unit)
- Number of Service Hours, Tardies, and Absences (even if that number is zero)

Daily entries must include:

- Date
- Time In and Time Out at the site
- Name (first and last) of the person you Reported In and Out to
- All required information about the procedures in which you participated
- Name of Procedure(s) as boarded
- Surgical specialty of primary procedure

- Your role in the procedure (Observe, Solo scrub, or Scrub with Assistance)
- Level of difficulty
- Time procedure was scheduled OR number
- Names (First and Last) of the surgeon, scrub nurse, SA, and Circulator
- Times (on 24 hr clock) you scrubbed in and scrubbed out of the procedure
- The procedures you participate in each day must be logged in the daily
- totals portion of your Weekly Caseload Sheet (to the right on each weekly sheet)
- **NOTE: WEEKLY CASELOAD WORKBOOKS ARE TO BE KEPT AND SUBMITTED WEEKLY.**
- **WEEKLY CASELOAD WORKBOOKS ARE NOT CONSIDERED ‘TURNED IN’ UNTIL THEY ARE CORRECT.**
- **FAILURE TO COMPLETE REQUIRED DOCUMENTATION CORRECTLY AND ON TIME:**
- **WILL RESULT IN A DEDUCTION OF 10% FROM YOUR DOCUMENTATION GRADE FOR EACH DAY THEY ARE LATE**
- **WILL RESULT IN YOUR REMOVAL FROM THE CLINICAL SITE UNTIL YOUR DOCUMENTATION IS CORRECT AND UP TO DATE**
- **WILL RESULT IN RECEIVING AN INCOMPLETE GRADE FOR THE COURSE IF IT IS NOT COMPLETED BY THE LAST DAY OF REGULAR CLASSES.**

HOSPITAL POLICIES:

YOU ARE REQUIRED TO LEARN AND OBEY THE POLICIES OF THE HOSPITALS TO WHICH YOU ARE ASSIGNED.

Examples include, but are not limited to the following:

- You may only wear program scrubs or street clothes to and from your clinical site.
- You may wear hospital-issued scrubs only while participating in clinical practica at the

- site that issued you the scrubs; YOU ARE NOT TO LEAVE ANY SITE WITH
- HOSPITAL-ISSUED SCRUBS
- Appropriate PHOTO IDENTIFICATION must be worn any time you are on the grounds
- of your clinical site
- Please refer to the Clinical Participation Requirements for Surgical Technology you signed as part of your New Student Orientation Manual for further details.

VIOLATION OF HOSPITAL POLICY MAY RESULT IN YOUR IMMEDIATE REMOVAL FROM THE CLINICAL SITE AND YOUR REMOVAL FROM THE SURGICAL TECHNOLOGY PROGRAM WITH A GRADE OF F. ESSENTIAL SAFETY PROTOCOLS:

FAILURE TO OBSERVE ESSENTIAL SAFETY PROTOCOLS (E.G. PROPERLY WEARING P.P.E., LABELING MEDICATIONS PROPERLY, KEEPING STERILE SETUP UNTIL PATIENT HAS LEFT ROOM, REMOVING SHARPS FROM FIELD BEFORE CASE IS BROKEN DOWN, SAFE HANDLING OF SHARPS, ETC.) MAY RESULT IN LOWERING YOUR GRADE ONE LETTER FOR THE FIRST OCCURRENCE.

REPEATED FAILURE WILL RESULT IN DISMISSAL FROM THE PROGRAM. PROFESSIONALISM:

PROFESSIONALISM IN THE CLINICAL SETTING IS ESSENTIAL TO GOOD PATIENT CARE.

- Guidelines for professional conduct are outlined in the Program's Code of Conduct and Code of Ethics

INTERACTION WITH HOSPITAL STAFF IN ANY UNPROFESSIONAL MANNER MAY RESULT IN LOWERING YOUR GRADE ONE LETTER PER OCCURRENCE.

REPEATED FAILURE TO DEMONSTRATE PROFESSIONAL BEHAVIOR WILL RESULT IN DISMISSAL FROM THE PROGRAM. ATTENDANCE:

- Unless otherwise specified, each student will be expected to arrive at his or her clinical site at least 20 minutes before you are to report to the O.R. board.
- Students will be expected to be dressed according to hospital dress code and to report to the OR board by no later than 06:45 (or fifteen minutes prior to beginning of hospital's first shift, whichever is earlier).

IF YOU WILL BE ABSENT OR LATE, the following procedure must be followed.

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN PROBATION FOR THE FIRST INCIDENT AND MAY RESULT IN DISMISSAL FROM THE PROGRAM FOR THE SECOND.

THE O.R. DESK MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT.

- Identify yourself.
- Explain that you will be late or absent and why.
- Get the name of the person with whom you speak.

YOUR CLINICAL INSTRUCTOR MUST BE NOTIFIED AT LEAST NINETY MINUTES (1½ HOURS) BEFORE STUDENT IS DUE TO REPORT TO THE CLINICAL SITE.

- If you are unable to contact the instructor directly, you must leave a voice mail message for that instructor.
- The message must include your name, the date, time, and reason for the absence or tardiness.
- The message must also include the time you called the hospital and the name of the person at the hospital with whom you spoke.

DOCUMENTATION IS REQUIRED TO EXCUSE AN ABSENCE.

- Documenting an absence excuses the absence
- Excusing an absence does NOT mean that the absence does not 'count'.
- All absences 'count' (you are allowed five for the entire semester).

- Only excused absences are eligible to be made up
- All excused absences must be made up to ensure you will meet your goals for the semester.
- Unexcused absences are NOT ELIGIBLE for make-up time.
- Documentation must include the date, time, reason, and may require third party verification.

TARDINESS:

THREE LATES AT THE SAME CLINICAL SITE MAY BE CAUSE FOR DISMISSAL.

- Removal from a clinical site for tardiness will disqualify the student from placement at another clinical site.
- Tardiness at the clinical site includes, but is not limited to:
 - Arriving dressed out at the board after designated time
 - Arriving late to your assigned room (at any time during the day)
 - Leaving the clinical site before your regular dismissal time without prior approval of board runner, clinical educator, and instructor
- Each tardy will count 1/3 (.3) of an absence.
- Five absences will be permitted FOR THE ENTIRE SEMESTER.
- Unexcused absences in excess of two may result in dismissal from the Program with a grade of 'F'.
- Failure to attend class will result in a final course grade of "FA" or "FN"
- FA – Failure – attendance related (last date of attendance required)
- FN – Failure – never attended class

CHEATING:

- Cheating or any form of academic dishonesty is not permitted. Cheating may include, but is not limited to:
- The use of books, notes, or any materials other than those specified at the time of testing
- Exchange of information with another individual during a test or graded exercise
- Knowingly submitting inaccurate documentation
- Knowingly communicating false and/or fraudulent information
- Failure to abide by these rules will result in dismissal with a grade of F.
- This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.

WHAT IS EXPECTED OF YOU AT YOUR CLINICAL SITE.

- **SHOW EVERYONE AT YOUR SITE THAT YOU WANT TO LEARN.**
- Ask questions when appropriate
- Take advantage of opportunities to do new things
- Offer to help with anything and everything

BE PREPARED FOR YOUR CASE BEFORE YOU ARRIVE.

- Know the basics about your first case of the day:
- Where will the incision be made?
- How will you be draping?
- What kinds of instruments will you need?
- What anatomic structures will you be working on?

EXHIBIT PROPER ATTIRE

- You must wear program scrubs or street clothes to and from your clinical sites

- You must wear your lab jacket to and from your clinical sites
- You must wear photo identification any time you are on the grounds of your site

GET TO YOUR CLINICAL SITE EARLY.

- Even if it is only 5 minutes early, that can make the difference between a day that goes smoothly and a really bad day for everyone.
- Always allow extra time to account for the unexpected (traffic, forgot something, etc.)

BE THE FIRST PERSON TO GET TO YOUR ASSIGNED ROOM.

- Don't wait to find your assigned preceptor before you check out your room.
- Even if it is not the first case of the day, get there as soon as possible.
- You will need extra time to find out all you can about your case.

CHECK TO SEE THAT EVERYTHING IS READY.

- Do you have all of the suture on the preference card?
- Did your case cart have all the instruments you need?
- Is there a back table, Mayo stand, ring-stand etc. in your room?

DON'T RUN YOUR MOUTH!

- You will be nervous; there is a tendency to talk when you're nervous
- You may not think you are talking a lot, but YOU ARE
- Ask and answer only questions that pertain to doing your case
- Keep casual conversation to a minimum

HELP YOUR TEAM GET STARTED.

- Open supplies onto your table.
- Help pull together equipment for the case.
- Help to flash instruments.
- Don't be caught standing around with your arms crossed
- Don't be caught in the lounge while your team is doing your work for you

OFFER TO SCRUB IN EARLY.

- You will need the extra time.
- Your preceptor has done this for a while; he or she might be able to wait until the last minute, you cannot!
- If you offer to scrub in early you are less likely to annoy your preceptor by making them wait on you.

TREAT THE HOSPITAL STAFF WITH RESPECT.

- Even if the staff on your case just started to work, they still have much more experience that you do.
- If the staff on your case has a couple of bad habits, don't pick up the bad habit but look for other things you can learn from them.
- Don't join in gossip or criticism of other staff; you are a visiting student, not an employee.

ACCEPT SUGGESTIONS FROM YOUR PRECEPTOR.

- Remember, you are there to learn.
- Be careful not to come across as if you know everything; you do not.
- You can show that you want to learn by listening to what your preceptor has to say and then using it.

- If you fail to acknowledge your preceptors' suggestions, don't expect their support and understanding later.

FOCUS ON THE WOUND.

- Focusing on the wound lets the surgeon know you are paying attention.
- One of the most important things you are to learn is how to anticipate.
- What is happening up there determines what you need to be ready for.

RECOGNIZE PATTERNS AND SEQUENCES.

- You will find that similar patterns and sequences are used in several surgeries.
- The sooner you recognize them the more quickly you can move on.

HAVE CLOSING SUTURE LOADED AHEAD OF TIME.

- Identify closing suture at the beginning of the case.
- Remember, you will need to count while you are closing. GET READY.

STAY STERILE UNTIL THE PATIENT IS OUT OF THE ROOM.

- Keep basic instruments sterile on a Mayo or table in case there are postoperative complications.
- You can break down some of your setup, but keep a knife, a few clamps, retractors, and forceps sterile.
- If you break down what you can and remain organized, this will not delay room turnover.

HELP CLEAN UP.

- If everyone pitches in, you'll be finished much more quickly; then everyone can take a break.

- **DON'T DISAPPEAR**

REPORT TO YOUR PRECEPTOR AND THE BOARD RUNNER WHEN YOU TAKE A BREAK.

- If you are reassigned, share that with the room you are leaving (so they know where you went)
- Someone must know where you are at all times.
- Few things are more frustrating than 'disappearing students'.

COME BACK ON TIME FROM LUNCH AND FROM BREAKS.

- There will be a major problem if you fail to do this.
- Report to the board, your preceptor, or your circulator when you return.
- Come back on time even if your preceptor does not.

STAY BUSY ALL THE TIME.

- There is ALWAYS something to do in the O.R.
- If your case cancels or if it is a slow day or if you run out of things to do, go to the board runner and ask what you can do to help.
- Once one of you becomes known as a 'lounging lizard' your classmates will earn the same reputation.

QUALITY OF INSTRUCTION STATEMENT: The FTC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, consult with either, the faculty member, department chair or division chair.

DISABILITY ACCESS SERVICES: If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Disability

Access Services Director as soon as possible. It is important to request accommodations early enough to give Disability Access Services adequate time to consider your request and acquire reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of Disability Access Services.

SCHOOL ATTENDANCE POLICY: Regular attendance in class is essential to receiving the maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than the number of clock hours the class meets each week may not be permitted to continue in that class, shop, lab, or clinic without permission of the instructor. In all cases of absences, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

COURSE/DEPARTMENT/DIVISION ATTENDANCE RULES: It is the student's responsibility to attend class/lab/clinic, to arrive on time, and to be prepared. Failure to do so will result in poor academic performance. A "tardy" is defined as "arriving in class after your name has been called from the attendance form." Excessive absences will not be tolerated and the student will be dropped from the curriculum. "Excessive" is defined as "more than 3 hours of absences, tardies, or absences and tardies combined." If extenuating circumstances exist, they will be reviewed and a decision made on an individual basis. It is also the student's responsibility to get any work/assignments missed due to being tardy or absent. If tardy, the student should notify the instructor after class that he/she arrived so as not to be marked absent.

Please review and sign below:

I have reviewed the syllabus for Surgical Procedures and understand that I must attend class regularly, complete class assignments satisfactorily and complete the course with a minimum of 76%.

Name: _____

Date: _____

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SURGICAL TECHNOLOGY
Syllabus Acknowledgement Sheet

2011-2012 First Session

I have reviewed the syllabus for the following classes:

| | |
|-------------------------------------|---|
| Anatomy & Physiology | — |
| Microbiology | — |
| Surgical Patient | — |
| Surgical Techniques | — |
| Introduction to Surgical Technology | — |
| Pharmacology | — |
| Surgical Procedures | — |
| Clinical Practices | — |

I understand that I must attend class, regularly, complete class and Lab assignments satisfactorily and complete the courses with a minimum of 70%.

Name: _____

Date: _____

