SOUTH PLAINS COLLEGE
HEALTH SCIENCES

Course Syllabus

COURSE: SRGT 2661 (5:0:24) Clinical Surgical Technology
SEMESTER: Fall 2024
CLASS DAYS: Monday through Thursday
CLASS TIMES: 6:30am – 3pm (Lab only course, no lecture)
INSTRUCTOR: Paul Landsman CST, BAS
OFFICE: 223A
OFFICE HOURS: By appointment only
OFFICE PHONE: 806-716-4642
EMAIL: plandsman@southplainscollege.edu

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION
*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus, SPC Student Handbook, and Program Handbook. *

COURSE DESCRIPTION
This course is a basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty or preceptor, generally in a clinical setting. Clinical education is an unpaid learning experience. This is an intermediate clinical experience..

Prerequisites: Introduction to Surgical Technology, Surgical Procedures 1, Fundamentals of Perioperative Concepts of Surgical Technology

Corequisites:

COURSE OBJECTIVES AND LEARNING OUTCOMES

The Cognitive Domain Objectives:
- Explain the general usage of various surgical instruments Identify the various members of the surgical team
- List precautionary measures to prevent contamination of the sterile field Identify medications and their uses in surgery
- List different types of surgical site skin preparations
- Explain precautionary measures taken to avoid wrong site surgery
- Differentiate between different sterilization procedures
- Explain proper utilization of decontamination and sterilization equipment
- Identify the proper procedure for handling sharps

- Explain the proper surgical counting procedure
- Explain universal precautions

The Psychomotor Domain Objectives:
- Function as a surgical team member Demonstrate proper care of surgical instruments
- Assist in gathering all necessary supplies and equipment for surgery Describe various surgical supplies and their uses/application
- Pass surgical instruments to sterile members of the surgical team properly
- Assist in safely positioning patient
- Perform circulating duties before, during, and after surgical procedures
- Exercise precautions against exposure to radiation
- Properly prepare specimens and transfer specimens out of the sterile field aseptically

The Affective Domain Objectives:
- Set up and monitor the sterile field

OUTCOME ASSESSMENT METHODS
Assessment methods for this course are both formative and summative.
Formative assessments include:
- Weekly Case Study
- Daily Preceptor Evaluation
- Weekly documentation
- Instructor Evaluation

Summative assessments include:
- Intermediate faculty evaluation- this evaluation is performed at the conclusion of the semester and is inclusive of both behavior and performance. The evaluation will include a faculty-student conference.

Evaluation methods
Evaluations are completed on a daily basis by your individual preceptors.

Instructional methods
Methods of Instruction may include:
- Daily participation in clinical activities
- Periodic visits from instructors at clinical sites
- Daily communication with preceptors and facilities
- Clinical feedback and instruction
- Clinical skills application

GRADING FORMULA

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Grades in this course will be determined using the following criteria:
The course grade will be determined by a combination of daily preceptor evaluations, weekly student evaluations, weekly student case studies

1. Students must have all documentation updated online, and elevations turned in by MIDNIGHT SUNDAY EVENINGS. After midnight, a zero (0) will be given for the documentation.

Weekly documentation includes:

• Case Logger updated and entered in correctly through DropBox.com online.
•Daily Evaluations Scanned into correct folder as ONE file per week for all the week's evaluations AND renamed correctly: • Lastname Week1 , Lastname Week2 , etc. IE Landsman Week1, Landsman Week2
• Case study turned in on time (Midnight Sunday)

If any one of the items listed above is not done, student will receive a ZERO for the weekly paperwork grade.

It is the student's responsibility to obtain all necessary documentation forms online and have them available daily.

All forms must be signed and initialed in correct spaces. Credit will not be given for cases that are not signed and recorded properly and on the appropriate form.

It is the student's responsibility to have preceptors sign off and grade daily performance AND cases. Without case documentation, there cannot be any credit given and cases cannot be logged.

Assessment Tools	%
Daily Preceptor Evaluations	30%
Weekly Documentation	20%
Weekly Case Studies	35%
Instructor Evaluation x2	15%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass this course to proceed to the next semester. Failure to maintain grades will be a dismissal of the SRGT program.

Grading Policies

To successfully complete this course, students are required to achieve a grade of <u>75% or higher</u>. Those who do not meet this passing requirement will not be permitted to proceed within the SPC program.

ASSIGNMENT SUBMISSION POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. See the instructor for more specific information.

<u>Exam Policy</u>

There are no exams. Grade will reflect experience including case studies, case documentation, and clinical evaluations.

<u>SPC Campus Policies</u>
For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/

STUDENT CONDUCT
Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.
A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.
Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.
Any student who fails to perform according to expected standards may be asked to withdraw.
Rules and regulations regarding student conduct appear in the current Student Guide.

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

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

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

Attendance:

Students are expected to attend all classes to be successful in this course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

 (http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 4th class day (or having equivalent tardies) in a course section. A student who meets these criteria will be administratively dropped from the course by the instructor.

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRGT Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

    Please refer to the attendance policy in Student Handbook

Drop and Schedule Change:

Students should submit a **Student Initiated Drop Form** online**.**

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters**.

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.

Syllabus Statements

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/

COMMUNICATION
Email
Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize Remind messaging and you may communicate with me this way also between the hours of 7:30am to 8:00pm Monday - Friday. Please utilize email outside of those hours.

The instructor will not initiate communication using private email accounts. Students are required to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Instructor Cellphone Policy
Refer to clinical handbook

Cell Phone/Smart watch policy
Students are allowed to use cell phones in breakrooms, locker rooms, cafeteria, etc.
Students are NOT allowed to have cell phones in the operating room suite unless permission is granted by the clinical coordinator.
If student is found to have cell phone within the OR suite, disciplinary actions will be taken and student may be dropped from the Surgical Technology program.

Social Media
FACEBOOK/INSTAGRAM
The Surgical Technology Program has a Facebook page at https://www.facebook.com/SPCSurgicalTechnology . In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

Students are NOT allowed to contact faculty (full-time or part-time) through ANY Social Media platforms. This form of contact is not acceptable and extremely unprofessional and could result in dismissal from the Surgical Technology Program.

RESOURCES
Blackboard
Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

CLINICAL DOCUMENTATION
The student is required to document their clinical experience in five types of records:

1. **Clinical Case Log**:
   The Clinical Case Log is available online through the OneDrive system, to record each case the student observes or participates in for the entirety of the clinical experience. The student will document:
   A. The clinical site (hospital location)
   B. The name and type of surgical procedure
   C. The name of the surgeon
   D. Tasks performed during the surgical case by the student (this is explained on the clinical case log form)
   E. The date of the surgical procedure
   F. **A signature is required by a member of the operating room staff participating in the case.** The operating room staff member can be a/an: MD, ST, CST, CFA, CSA, RN, or LVN. The operating room staff member who signs for this case must also initial in the appropriate category for your role in the procedure. The student will not receive credit for a case if no signature and/or initial is not present. Falsification of documentation is cheating. The first occurrence will receive a written warning. The second occurrence will result in dismissal from the program.

2. **Case studies**
   The student is responsible for this document once a week for the entire clinical experience. Please make sure that each case study entry covers a different case.

**Maximum points can only be obtained for each section by incorporating thorough and detailed explanations.

Case Study directions:

1. There will be a total of 20 case studies from June – December (Six during Summer months, 11 during Fall months)
2. Each case study must be turned in by midnight Sunday night. Late work will not be accepted.
3. Case studies must meet the following criteria:
   a. **Student must scrub a majority of the case** in the first scrub role. If not scrubbing 1st scrub role, you must have permission to write the case study over the case.
   b. **The procedure must have some substance**. If the case is small or short in duration it must be approved by the Clinical Coordinator before writing or submitting the report or the report will not be accepted. The only small case reports accepted will be myringotomy or tonsillectomy and adenoidectomy for ENT, odontectomy for oral surgery, or carpal tunnel release for plastics/hand. Examples of cases that will NOT be accepted: Simple I&D, cysto, , D&C, toe amputation, anal dilation, lipoma excision. This is just a partial list – there are

others in many specialties. **IE, if you can write NA on most sections of the paper, it will not be accepted.**

c. **Case studies must not be duplicated**. If you have done a case study over a Lap Chole, choose another case to write about.
d. The only exceptions to these rules are if you are at a department or facility that you only scrub small cases or the same type of cases such as endoscopy, or L&D, or a small Surgicenter

3. **Daily Preceptor Evaluation: (Daily Clinical Evaluation Form)**

The student is responsible for having this document completed for every clinical day during the entire clinical experience.
It is the student's responsibility to turn evaluations in every Sunday at Midnight.
This daily evaluation is crucial to the evaluation grade. It is a fundamental tool to help assess strengths and weaknesses.
The completed form will include your name, the date, clinical site, the preceptor's name in print so that their name can be clearly read, the preceptor's signature and the procedures applicable to that evaluation.
If a preceptor is reluctant to complete these forms, notify a clinical instructor within 24 hours. It is the student's responsibility, and also in best interest to encourage preceptors to include comments (both positive and negative) which explain the scores given. Preceptors may need to be reminded that evaluation is a useful tool for them as well. You are not only a potential fellow employee to the preceptor,
but ultimately a future health care professional. Their feedback is instrumental in your clinical development.

4. **Total Cases to Date:**

The student is responsible for entering case participation data into OneDrive folders (by Midnight EVERY Sunday) in order to maintain an accurate count of the number of cases participated in each week, and the categories to which they belong.

Case Participation Requirements: See Course Outline Below

STUDENT CONDUCT

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

PROBATION

Probation is a trial period in which the student must improve their behavior and/or skills or be withdrawn from the program. A student may be placed on probation in the Surgical Technology Program for any of the following reasons:
• Inappropriate conduct - behavior that reflects unfavorably on the student, program or college.

• Excessive absences or tardies
• Falsification of records
• Use of obscene or abusive language, or acting in a disrespectful manner to any faculty member, patient, visitor, staff member, or classmate (at the hospital or school)
• Unsatisfactory performance

DISMISSAL

A student may be dismissed for violation or refusal to submit to drug screening, gossip, mistreatment of patients, abusive or profane language to faculty, staff, fellow students, or supervisors, lack of absenteeism, uncleanliness, violation of confidentiality of patient cooperation, habitual tardiness, information, patient abandonment, request by clinical site staff (in writing by staff member) that a student is not permitted to return to that site (even if the student is not scheduled to return), or any violation on the Student Dismissal form which student signed at orientation.
Dismissal from the program will result in the event that the issues are not resolved in the timeframe specified in the probation documentation.

UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

The Surgical Technology Program Director and/or the Clinical Coordinator and Instructor may remove the Surgical Technology student from clinical setting, and subsequently placed on probation if the student demonstrates unsafe/unsatisfactory clinical performance as evidenced by the following:
1. Places the patient in physical or emotional jeopardy.
2. Violates previously mastered principles and learning objectives in carrying out Surgical Technology skills and or delegated medical functions.
3. Assumes inappropriate independence in action or decisions in the operating room.
4. Fails to recognize own limitations, incompetence and or ethical legal responsibility.
5. Fails to accept moral or legal responsibility for his/her own actions thereby violating the professional integrity of the hospital, student, and college. This includes gossip. Student shows unsatisfactory aseptic technique.
6. Student shows unsatisfactory aseptic technique.

ACCIDENTS AND INCIDENTS THAT OCCUR WHILE ON CLINICAL ROTATIONS

If a student is involved in any kind of an accident, during the clinical day, the operating room supervisor and the clinical instructor should be notified immediately. Procedures for filing an incident/accident report will be followed according to hospital policy. A copy of the accident/incident report is given to the instructor for the student's file. The student is responsible for filing any claims and use of their own personal medical insurance, if necessary. If an incident report is filled out on a case a student was in the room for, regardless of student's role in the case, an instructor must be notified immediately. Failure to do so may result in dismissal from the program.

EXPOSURE TO INFECTIOUS DISEASES REQUIRING MANAGEMENT/PROPHYLAXIS
Please refer to the Surgical Technology Student Handbook

CLINICAL GUIDELINES

In an effort to maintain a professional image, students are required to abide by the following dress and personal

appearance code while in the clinical area. Failure to abide by the clinical guidelines will result in a written warning and can result in dismissal for the day with an absence. In addition to the appropriate hospital policies, the following program clinical policies will apply:

1. The student must be clean and neat.
2. Students must wear school name badge to each clinical site. (This is an OSHA requirement. If student does not have name badge, they may be sent home with a tardy in order to retrieve student's name badge)
3. No caps or hats of any kind, unless approved by program faculty.
4. The approved program scrubs must be worn to the facilities.
5. The approved hospital scrubs must to worn within the facilities.
6. Student is responsible for checking out and returning scrubs. If scrubs are not returned, students are required to incur the fee per facility to replace them. DO NOT check out scrubs for anybody except yourself and make sure that the scrub machine gives credit when returned. If it does not, contact clinical coordinator as soon as possible.
7. Hospital scrubs are hospital property. Checked out scrubs must NOT be removed from the facility.
8. A separate pair of clean tennis shoes is required for use only in the operating room.
9. Tennis shoes worn to and from clinical sites are to be clean and are to be either 100% white or 100% black.
10. Surgical Technology Students are not allowed to wear jewelry at the clinical sites during clinical rotations, this includes facial piercing. Absolutely no fake nails or nail polish of any kind. Nails are to be kept short and clean.
11. Any visible tattoo and/or hickey must be covered. If there are complaints associated with hickies, student will be sent home with an absence until hickies can be covered or healed.
12. All students must wear underwear.
13. Cell phones are not allowed in the operating room. If a student is found to have a cell phone in any area other than the employee lounge or dressing room, the student will be sent home with an absence and counseled. Upon second occurrence student will be dismissed from the program.
14. Eyewear must be worn at all times while participating in a surgical procedure. If a student is caught without proper PPE, student may be sent home and counted absent regardless of time of day.
15. Masks must be worn at all times while in areas they are required.
16. Student shall abide by ALL hospital policies and rules while in facility.
17. Student will always conduct himself/herself in a professional manner.
18. Student must accept constructive criticism while maintaining a positive attitude. He/she will avoid confrontational attitude with OR staff.
19. Student will handle concerns/complaints with OR staff by speaking with clinical coordinator and clinical instructor and provide a written statement of the complaint. If not addressed to student's satisfaction, concerns may be brought to the Program Director's attention and grievance process will ensue only if necessary.

ARC/STSA and AST requirements

A. General Surgery cases

   1. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.

B. Specialty cases

   1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.

   a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

   (1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required
   minimum of four surgical specialties (40 cases total required).

   (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

   b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

C. Optional surgical specialties

   1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.

   a. Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.

   b. Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty.

   D. Case experience in the Second Scrub Role is not mandatory.

   E. Observation cases must be documented, but do not count towards the 120 required cases.

   F. Counting cases

   1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).

   2. Examples of counting cases

   a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

   b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

   c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure—one case.

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties: • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics	90	60	30
Optional: Diagnostic Endoscopy: • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Ureteroscopy			10 diagnostic endoscopy cases may be applied **only** toward the Second Scrub Role cases.
Optional: Labor & Delivery			5 vaginal delivery cases may be applied **only** toward the Second Scrub
Totals	120	80	40

Definitions of Clinical Roles

FIRST SCRUB ROLE
The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the First Scrub Role. A student not meeting the five criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.
- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.

•   Pass instruments and supplies to the sterile surgical team members during the procedure.
•   Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate **technique.**
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SECOND SCRUB ROLE

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:
•   Sponging
•   Suctioning
•   Cutting suture
•   Holding retractors
•   Manipulating endoscopic camera

OBSERVATION ROLE

The Observation Role is defined as the student who is in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role. These observation cases are not to be included in the required case count, but must be documented by the program.

Information of clinical case requirements may also be found on the AST website:

http://www.ast.org/uploadedFiles/Main_Site/Content/Educators/2014_Revised_Core_Curriculum_Surgical_Rotation_C ase_Requirements.pdf

Text and Course materials:

Textbook(s):
Pocket Guide to the Operating Room 4thEdition,
Maxine A. Goldman
ISBN-10 : 0803668392
ISBN-13 : 978-0803668393

Computer: Needed for all exams, homework, and assigned projects. While a personal computer is not mandatory, multiple computer labs are available for student use during school hours, and laptops can be borrowed for in-class exams.

OneDrive: Each student must have a OneDrive account for the duration of the Surgical Technology Program. The Program Director or course instructor may request the uploading of files through this platform at various points throughout the course. This is FREE for every student.

SPC EMAIL – Students are required to have their SPC email in working order at all times.
- Instructor will not communicate using private email accounts.
- I will return e-mails within 24 hours. If you need immediate assistance, please call me 806-716-4643. If leaving a message please give your name, student ID #, and a good phone # to return your call

Remind – Students are required to sign up for Remind for the duration of the Surgical Technology Program, this is used for program communication. Students may use Remind system to alert the instructor after 7:00 am and before 8:00 pm. This system is NOT for use on testing, assignment or project questions please email the course instructor.

Additional Classroom Requirements:
METHODS OF TEACHING
- Observation
- Question and answer
- Clinical skills applications
- Preceptor Evaluations
- Clinical Feedback and Discussions

Students should be at the clinical sites with everything needed to successfully complete the day including:
1. Pen for documentation
2. Empty Preceptor Evaluations

Computer Usage:

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

LOGGING INTO THE COURSE

Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason. If you are taking this course along with a roommate, spouse, or significant other, you need to let me know immediately. Failure to do so could result in your being dropped from this course with an 'F.

Computer Lab Usage:

The computer lab(s) on any campus may be used by students during scheduled hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

Course Schedule: Refer to blackboard for assignments and course outline.

SYLLABI ACKNOWLEDGEMENT STATEMENT

Required completion by the end of Week 1, Sunday, by 11:59pm.

After reading and understanding the contents of this syllabus:
- Go to SPC's Blackboard, https://southplainscollege.blackboard.com
- Choose the course
- Click on the Course content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:

I, (fill in your first and last name), student ID (xxxxxxx), have received, read, and understand the contents of the syllabus for the (Course title and number), Spring 2024. Date (today's date).