SURG 1001
SYLLABUS

COURSE NAME: Introduction to Surgical Technology

CREDIT HOURS: 3

INSTRUCTOR:

OFFICE NUMBER:

OFFICE HOURS: As posted

OFFICE PHONE: EMAIL: Annette.starrett@nscc.edu

SECRETARY’S PHONE: 353-3708 EMAIL: Annette.starrett@nscc.edu

COURSE PREREQUISITES: DSPW 0700/0800, DSPR 0700/0800, DSPM 0700, Program Application, interview and instructor permission, completed health and program documentation including Background Check

COURSE COREQUISITES: BIOL 1000, BIOL 1004, SURG 1005, SURG 1006

COURSE DESCRIPTION:
An introduction to principles, techniques and issues in the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional management and self-management.

COURSE OUTCOMES:
- The student will demonstrate mastery of basic computer competencies
- The student will demonstrate knowledge of the structure and function of an operating suite
- The student will demonstrate proper operating room attire
- The student will demonstrate knowledge of the proper identification, naming and function of common operating room instrumentation
- The student will demonstrate knowledge of the function and safe operation of sterile and unsterile equipment used routinely in the operating room
- The student will demonstrate knowledge of the proper identification and use of sterile and unsterile supplies used routinely in the operating room
- The student will demonstrate knowledge of the proper procedure and precautions for positioning and preparing the patient for surgery
- The student will demonstrate use of knowledge of legal and ethical doctrines and concepts to evaluate patient care practices
- The student will complete 12 hours of service to the community
TEXTS:
- Alexander’s Care of the Patient in Surgery 13th ed.; Rothrock/Tinghe; Mosby  
  - ISBN 0.323.03927.8
- Surgical Technology for the Surgical Technologist 3rd ed; AST; Delmar  
  - ISBN 1.4180.5168.3
- Medical Language Instant Translator 3rd ed; Saunders  
  - ISBN: 1.4160.3485.4
- Pocket Guide to the Operating Room 3rd ed; F.A. Davis Co.  
  - ISBN 0.8036.1226.5
- Surgical Technology Review: Certification & Professionalism; F.A. Davis Co.  

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

OTHER SUPPLIES/REQUIRED SOFTWARE/ETC:
- Student Handbook
  - Students are responsible for obtaining, reading, and understanding the Nashville State Community College Student Handbook.
  - If you have trouble locating a copy or understanding its contents, please see your instructor as soon as possible to avoid any misunderstandings.

NSCC LIVE!
- NSCC Live! is a virtual desktop available to all students enrolled at Nashville State
  - The following software is provided at no charge at NSCC Live!:
    - Microsoft Outlook—in NSCC Live! is Nashville State’s ‘official’ email for sharing information with enrolled students
    - All Microsoft software listed below is also available at NSCC Live!
    - 25 gigabytes of storage may be found in your ‘SkyDrive’
  - To log into NSCC Live!:
    - Click on one of the MyNSCC links from the school homepage
      (www.nscc.edu)
    - Log into MyNSCC with your A# and PIN
    - Click the ‘Email’ link at the top right of the MyNSCC homepage

NS ONLINE
- Students must log into the Web Shell (in NS Online) for this course frequently to:
  - Communicate with the instructor and classmates
  - Access material referred to in class
  - Complete and submit assignments

To access NS Online:
- Click on one of the MyNSCC links from the school homepage (www.nscc.edu)
- Log into MyNSCC with your A# and PIN
- Click the ‘NS Online’ link at the top right of the MyNSCC homepage
SOFTWARE
Assignments and other class materials will be provided in common software formats including:
  o Microsoft Word
  o Microsoft PowerPoint
  o Microsoft Excel
  o Adobe Acrobat Reader
You will need a memory device (flash drive or similar) to save materials from the web delivery system

GRADING CRITERIA:
Test average 55%
Assignments 5%
Instrument Tests 15%
Comprehensive Final Exam 25%

METHOD OF EVALUATION:
TESTS:
  • Tests will be objective and projective, consisting of multiple choice, matching, and fill in the blank and other question types.
  • Some testing and test preparation may be completed online.
  • The test average for the semester will constitute 55% of the grade for SURG 1001; Instrument Tests will constitute 15% of the grade for SURG 1001.

ASSIGMENTS:
  • Assignments will be completed throughout the semester and will include in-class as well as take home assignments.
  • Assignments will consist of Grand Rounds Quizzes, Surgical Procedure Definitions, Reading Assignments, Volunteer Service and others.
  • The average of all assignments will constitute 5% of the grade for SURG 1001

COMPLETION OF WORK:
  • Failure to complete any tests or assignments by the specified deadline will result in lowering of the student’s grade by 5 points per (calendar) day it is late.
  • Assignments more than four (calendar) days late will receive a zero unless exception is granted by the instructor making the assignment.
  • Failure to complete all tests and assignments by the end of the semester will result in an Incomplete grade for SURG 1001.

FINAL EXAM:
  • Tests will be objective, consisting of multiple choice, matching, and fill in the blank questions unless otherwise stated..
  • The final exam for SURG 1001 will be comprehensive and will constitute 25% of the overall grade for SURG 1001.
MAKE-UP TESTS:
Tests will be taken as a class at the time specified on the schedule unless other arrangements are made PROIR TO the regularly scheduled time.
  • If a student fails to make such arrangements, the score for that test will be recorded as ZERO.
  • A maximum of one makeup tests may be given.
  • Make-up tests must be made up within 48 hours of the time they are placed in the Testing Center.

GRADING SCALE:
93 to 100   A
84 to 92    B
75 to 83    C
66 to 74    D
65 and below F

CHEATING:
  • Cheating or any form of academic dishonesty is not permitted. Cheating may include, but is not limited to:
    o The use of books, notes, or any materials other than those specified at the time of testing
    o Exchange of information with another individual during a test or graded exercise
    o Knowingly submitting inaccurate documentation
    o Knowingly communicating false and/or fraudulent information
    o Failure to abide by these rules will result in dismissal with a grade of F.

ATTENDANCE:
  • Two absences will be permitted without penalty.
  • Arriving late to class TWO times will be counted as one absence.
  • Unexcused absences in excess of three will result in a failing grade for the course.

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

NOTE:
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.

Americans with Disabilities Act (ADA)
Nashville State Technical Community College complies with the American with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible.

If you require special accommodations for this class, please contact the Disabilities Office at 353-3592.
ACADEMIC DISHONESTY

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (A Writer’s Reference 331).

Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by:
- claiming credit for the work of another person, using information from a web page or source without citing the reference
- fraudulently using someone else’s work on an exam, paper, or assignment
- recycling your own work from another course
- purchasing papers or materials from another source and presenting them as your own
- attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor
- impersonating someone else in a testing situation
- providing confidential test information to someone else
- submitting the same assignment in two different classes without requesting both instructor’s permission
- allowing someone else to copy or use your work
- using someone else’s work to complete your own
- altering documents, transcripts or grades
- forging a faculty/staff member’s signature

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination, or to assign an “F” for the course.
Nashville State has a zero tolerance policy for disruptive conduct in the classroom.

- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.

- He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct, or conduct which violates the general rules and regulations of the College.

- Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
  - Offensive language
  - Harassment of students or professors
  - Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught
  - Failure to cooperate in maintaining classroom decorum
  - Continued use of any electronic or other noise or light emitting device which disturbs others:
    - Beepers
    - Cell phones
    - Palm pilots
    - Lap-top computers
    - Games

- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved.