SURG 1002
BASIC SKILLS
Syllabus

COURSE NAME: Basic Skills

CREDIT HOURS: 1

INSTRUCTOR:

OFFICE HOURS: As Posted

OFFICE NUMBER:

OFFICE PHONE:

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SECRETARY PHONE: 353-3708 EMAIL: annette.starrett@nscc.edu

COURSE COREQUISITES:

- BIOL 1000
- BIOL 1004
- SURG 1001
- SURG 1003
- SURG 1004
- SURG 1005
- SURG 1006

COURSE DESCRIPTION:

This course is designed for the student to learn the skills necessary to allow him or her to function safely and proficiently in the operating room during clinical practica. Class time will be spent learning concepts and skills, including, but not limited to:

- handling common instruments
- gowning
- gloving
- draping
- case set up
- medication handling
- patient prepping
- preparing items for sterilization
- positioning
- discovering sources of contamination
- correcting contaminations in the sterile field
- executing several skills simultaneously
- managing stress
- developing focus in a stressful environment
- maintaining the highest levels of sterile technique
- demonstrating teamwork and appropriate conflict resolution skills
- demonstrating professional behavior at all times

Failure to pass this course will result in disqualification of the student from subsequent Surgical Technology courses (SURG 1010, SURG 1011, and SURG 1012).
COURSE OBJECTIVES:

- The student will read, understand, and abide by the Ground Rules for Participation in Lab as a condition for attending Basic Skills.
- The student will demonstrate sterile conscience at all times and demonstrate concern for the patient as the highest priority.
- The student will demonstrate the ability to work in an appropriate role as a team member.
- The student will demonstrate conflict resolution skills that prevent opinions, personal disagreements, or other factors arising from interpersonal interactions from adversely affecting his or her ability to deliver quality patient care.
- The student will demonstrate the ability to recognize, name and properly use common O.R. equipment and instrumentation.
- The student will demonstrate the ability to identify sterile and unsterile areas in the O.R.
- The student will demonstrate the ability to recognize contaminations in the sterile field and to correct them.
- The student will demonstrate the ability to perform a proper hand scrub, properly gown and glove him/herself as well as another person, drape O.R. furniture, and open sterile supplies without contamination.
- The student will demonstrate the ability to complete case setups in common surgical specialties and work efficiently from those setups.
- The student will demonstrate the ability to identify type and number of suture by package markings, and safely handle and properly load suture needles.
- The student will demonstrate the ability to identify and accurately count sponges, sharps, instruments and other countable items and will initiate counts at appropriate times.
- The student will demonstrate safe handling of medications in and out of the sterile field.
- The student will demonstrate the ability to remain calm and appropriately focused while under stress in all three domains of learning (cognitive, psychomotor, and affective).
- The student will demonstrate ability to draw conclusions about sterile technique based on facts, reasons, observations, and evidence.
- The student will demonstrate the ability to think clearly and to consistently perform the skills performed by surgical technologist in the scrub role while under pressure.
- The student will demonstrate the ability to accurately simultaneously perform several of the skills performed by surgical technologist in the scrub role.
REFERENCE MATERIALS:
• 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.
  • ISBN 978-0-8036-1676-9

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.

STERILE SURGICAL GOWNS
• A minimum of 8 gowns will be necessary to complete graded skills exercises
• Gowns are available in the Bookstore
• Student supplies may be kept in assigned bins in the lab

STERILE SURGICAL GLOVES
• A minimum of 1 box of gloves will be necessary to complete graded skills exercises
• Gloves are available in the Bookstore (DO NOT PURCHASE GLOVES UNTIL YOU HAVE BEEN SIZED BY AN INSTRUCTOR)
• Student supplies may be kept in assigned bins in the lab

FLASH DRIVE, THUMB DRIVE, DISK, OR COMPARABLE STORAGE DEVICE

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
• The use of this software is available to students of NSCC in the library and in the Computer Lab
• If you wish to print documents from these files, you will need to provide your own printer paper
**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 above 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](http://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](http://www.nscc.edu))
  - Log into MyNSCC with your A# and PIN
  - Click the ‘NS Online’ link at the top right of the MyNSCC homepage

**GRADING CRITERIA:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test average</td>
<td>20%</td>
</tr>
<tr>
<td>Mid term exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final exam</td>
<td>55%</td>
</tr>
</tbody>
</table>

**A PASSING GRADE (75%) ON THE FINAL EXAM IS MANDATORY TO PASS THIS CLASS**

**METHOD OF EVALUATION:**

- **Tests** will be objective, consisting of multiple choice, matching, and fill in the blank questions, unless stated otherwise.
  - The test average will count for 20% of the student’s final grade.

**SKILLS EXERCISES** (checkoffs, Mid Term, Final Exam) will be completed regularly throughout the semester. Grading of skills exercises will follow these general guidelines:

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol Errors</td>
<td>-2</td>
</tr>
<tr>
<td>Essential Errors</td>
<td>-5</td>
</tr>
<tr>
<td>Critical Errors</td>
<td>-10</td>
</tr>
<tr>
<td>Life-Affecting Errors</td>
<td>-26</td>
</tr>
</tbody>
</table>

**Time deductions:**

- 1 point per minute for the first ten minutes over the time limit for the exercise
- -26 points after ten minutes over the time limit
PROFESSIONALISM will be expected of each student at all times. Professionalism includes (but is not limited to) the demonstration of the following traits:

- Promptness
- Honesty
- Communication
- Appropriate Conflict Resolution skills
- Cooperation and teamwork
- Respect for others as well as yourself
- Proper attire and hygiene
- Personal control
- Acceptance of criticism with a positive attitude

FAILURE TO DEMONSTRATE PROFESSIONALISM WILL RESULT IN DEDUCTIONS FROM THE STUDENT’S GRADE AND MAY RESULT IN DISCIPLINARY ACTION.

- Repeated failure to maintain professional protocol will result in the student being removed from class.
- Minor breaches of professional protocol during a graded exercise will result in a 5 (five) point deduction each.
- Major breaches of professional protocol (characterized by aggression, anger, abusive behavior, loss of personal control, or repeated minor breaches) will result in a 26 (twenty-six) point deduction.

There will be a MID-TERM EXAM to determine each student’s level of progress with respect to basic skills and concepts of sterile technique. The mid-term exam will:

- Include skills and information covered in the first half of the semester
- Determine 25% of the final grade.

The FINAL EXAM will:

- Require the successful completion of all skills learned during the course
- A minimum grade of C (75%) must be made on the Final Exam to pass this course.
- The Final Exam will determine 55% of the grade for the course.

Both the Mid Term and Final Exams will not only measure a student’s ability to perform individual skills but will also measure the student’s ability to:

- Perform accurately and consistently under stress
- Perform accurately and consistently in a timed exercise
- Adapt to unexpected situations with accuracy and consistency
- Maintain accuracy and consistency while performing many skills simultaneously

OPEN LAB:

- Lab space and supplies will be available for students to practice outside of class time ONLY when an instructor is on campus and has granted permission.
- A weekly Open Lab schedule must be submitted prior to participating in Open Lab
- Each student must be accompanied by at least one lab partner in order to participate in Open Lab.

Our ability to have open lab is in part dependent on us to police ourselves. We must be responsible for the lab and what happens there individually and as a group.
• During Lab, the lab rooms, substerile room, and student closet must be accessible for lab practice to occur.
• Bins in the student closet are not lockable and are intended only for the lab supplies you have brought to use in lab—not for valuables or other personal belongings.
• Any valuables you bring to campus or to clinical sites should be kept on your person or in a secure (locked) location at all times.
• Be aware of your surroundings at all times.
• Be aware that if you have valuables (like money, wallets, or electronics) out in a public setting (like class or lab) you must take particular care not to leave them in and unattended accessible location where they can be taken.

Please be reminded that stealing and misrepresentation constitute a violation of the Surgical Technology Program’s Code of Ethics and may result in immediate dismissal from the program. Also be reminded that veracity (truthfulness) is required by our Code of Ethics.

MAKE-UP TESTS:
Tests and graded exercises will be completed at the time specified unless other arrangements are made PRIOR 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 the original exam was given.

GRADING SCALE:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>84-92</td>
<td>B</td>
</tr>
<tr>
<td>75-83</td>
<td>C</td>
</tr>
<tr>
<td>66-74</td>
<td>D</td>
</tr>
<tr>
<td>65 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

CHEATING:
• 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 information
• Failure to abide by these rules will result in receiving a failing grade for the course.

ATTENDANCE:
Two unexcused absences will be permitted without penalty.
• Every TWO lates will be counted as one absence.
• Absences in excess of two may result in receiving a failing grade for the course. Excuses will require documentation including student name, date, time, and reason for absence on letterhead and may require third party verification. An excuse DOES NOT remove the absence from the student’s record.

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
Nashville Tech complies with the Americans with Disabilities Act. If you wish to request any accommodations for this class, please notify the instructor as soon as possible.

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.

Nashville State Community College

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:
  
  o Offensive language
  o Harassment of students or professors
  o Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught
  o Failure to cooperate in maintaining classroom decorum
  o 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.