Nashville State Community College
SURG 1004

COURSE NAME: Advance Skills Laboratory
CREDIT HOURS: 1
INSTRUCTOR:
OFFICE PHONE:
EMAIL ADDRESS:
COURSE PREREQUISITES:
    BIOL1000  BIOL1004  SURG 1005
    SURG 1001  SURG1006
COURSE CO-REQUISITES:
    SURG 1002  SURG 1003

COURSE DESCRIPTION:
A study of advanced sterile and basic techniques necessary to function as a Surgical Technologist in
the Scrub Role. Topics include principles of sterile technique, surgical scrub, gowing and gloving
self and others, case setup, medication handling, counts, draping and proper instrument handling.

ADDITIONAL COURSE DESCRIPTION:
This course is designed for the student to practice and reinforce the skills necessary to allow him or
her to function safely and proficiently in the operating room during clinical practicum. Class time
will be spent practicing and reinforcing skills, including, but not limited to:
    • handling common instruments
    • gowing
    • 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
    • maintaining the highest levels of sterile technique
    • demonstrating professional behavior at all times
    • Failure to pass this course will result in disqualification of the student from subsequent
      clinical experience (SURG 1011/1012).
COURSE OUTCOMES:
Upon successful completion of this course, students will:

- Demonstrate sterile conscience at all times and demonstrate concern for the patient as the highest priority.
- Demonstrate the ability to work in an appropriate role as a team member.
- Demonstrate interpersonal 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.
- Demonstrate the ability to recognize, name and properly use common O.R. equipment and instrumentation.

COURSE COMPETENCIES:
- 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 think clearly and to consistently perform the skills of a surgical technologist under pressure.
- The student will demonstrate the ability to accurately simultaneously perform several of the skills of a surgical technologist student during graded exams (Mid term and Final).

REQUIRED TEXT:
- Alexander’s Care of the Patient in Surgery 13th ed.; Rothrock/Tinghe; Mosby
  ISBN 0.323.03927.8 (just Alexander’s)
- 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

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.

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GRADING CRITERIA:

Skills check-off  40%
Tests  20%
Evaluations  40%

A PASSING GRADE OF 75 IS MANDATORY TO PROGRESS IN THE PROGRAM!

METHOD OF EVALUATION:

SKILLS CHECKOFFS will be completed regularly throughout the semester. Each student will be scheduled to complete their check-off by the lab instructor. This schedule will be posted in the lab and is subject to change with proper notification. Skills check-offs will make up 40% of your grade. Grading of skills check offs will follow these general guidelines:

- **TECHNICAL ERRORS** will be deducted at two points each.
- **CONTAMINATIONS** during a checkoff will be scored by a deduction of two points per contamination.
- Two points will be deducted for each WASTED ITEM.
- Two points will also be deducted for each instance of BAD STERILE TECHNIQUE.
- **TWENTY-SIX POINTS** will be deducted if the STUDENT IS NOT STERILE at the end of the exercise. Therefore, if a student is not sterile at the end of an exercise, the highest grade that can be awarded is a 74.

PROFESSIONALISM will be expected of each student at all times. Professional protocol includes, but is not limited to:

- Promptness
- Honesty
- Communication
- Respect for others as well as yourself
- Proper attire and hygiene
- Personal control
- Acceptance of criticism with a positive attitude

FAILURE TO FOLLOW PROFESSIONAL PROTOCOL WILL RESULT IN DEDUCTIONS FROM THE STUDENT’S GRADE.

- Repeated failure to maintain professional protocol will result in the student being placed on probation.
- 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.
TESTS:
- Test will be objective, consisting of multiple choice, true or false, and fill in the blank questions, unless stated otherwise.
- Test will make up 20% of your grade.

EVALUATIONS:
- Each student will be evaluated periodically by the instructor to determine his or her level of progress.
- Evaluation grades are based on student participation, professionalism, and skills.
- Instructor evaluations will make up 40% of your grade.
- Each criterion is evaluated on a scale of 1-5. Points values are as follows:
  - 1=0 point
  - 2=1 point
  - 3=2 points
  - 4=3 points
  - 5=4 points
- Evaluation grades of 2 or below in the same criteria will be handled according to the following process:
  - First occurrence: Verbal counseling
  - Second occurrence: Written probation and warning
  - Third occurrence: Corrective action up to and including dismissal

OPEN LAB:
- The lab space and supplies will be available for students to practice outside of class time in Open Lab.
- EACH STUDENT MUST BE ACCOMPANIED BY AT LEAST ONE LAB PARTNER IN ORDER TO PARTICIPATE IN OPEN LAB.
- An instructor must be available for students to participate in OPEN LAB.

MAKE-UPS:
- Test will be taken as a class at the time specified on the schedule unless other arrangements are made PRIOR TO the regularly scheduled time. If a student fails to take a test or skills checkoff without making such arrangements, the score for that test of check off will be recorded as ZERO.
- Check offs are to be completed by the stated deadline. Failure to meet the deadline may result in a point deduction. Deadline extensions will be granted only if arrangements are made PRIOR TO the deadline.
- Any make-up scheduled without prior notice will require documentation including student name, date, time, and reason for absence on letterhead and may require third party verification.
GRADING SCALE:
93-100 A
84-92 B
75-83 C
66-74 D
65 and below F

CHEATING:
• DON’T even think about it. 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 information
  o Failure to abide by these rules will result in dismissal from the program with a grade of F. So why even risk it?

ATTENDANCE:
Students will be required by instructor to sign in and out each time they enter or leave the lab.
  Two unexcused absences will be permitted without penalty.
• Every TWO lates will be counted as one absence.
• Unexcused absences in excess of two will result in the deduction of five (5) points from the student’s grade for the course and placement on probation.
• Unexcused absences and tardies that result in a student missing 25% of class time will be subject to dismissal from the course with a grade of F.
• Tardies = arriving late to class or leaving class early
  Excuses will require documentation including student name, date, time, and reason for absence on letterhead and may require third party verification.

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.
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 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.
The Surgical Technology Lab will be available to you for instruction during formal classes and labs, for Open Lab to practice your skills prior to graded exercises. Because there are a great deal of supplies and equipment in the lab, you must first understand and agree to abide by some basic rules for using the lab.

- Violation of the Ground Rules may result in the LOWERING OF YOUR GRADE for the course by one letter grade.
- You are required to attend open lab with a minimum of one lab partner in order to have access to the lab; *YOU WILL NOT BE PERMITTED TO USE THE LAB IF YOU ARE ALONE.
- ALL students MUST be properly attired (scrubs; PPE) before entering lab. *YOU WILL NOT BE PERMITTED TO USE THE LAB IF YOU ARE NOT PROPERLY ATTIRE.
- Each time you participate in formal class lab or Open Lab, you must sign in/out and you must record the case packs, instruments sets, and all other equipment you used on the Laboratory Log Sheet for that day. *It is the students’ responsibility to bring a Laboratory Log Sheet to lab each day.
- Violation of Sharps and Medication rules may result in dismissal from the Program.
- Abuse and/or misuse of the lab will result in dismissal from the Surgical Technology program.

1. LAB MAINTENANCE:
   - Each of you will be assigned a responsibility for maintaining some aspect of the lab.
     i. Instrument sets
     ii. Case packs
     iii. Practice Gowns/Gloves
     iv. Peel packs
     v. Wrapped items
     vi. Medications
     vii. Scrub sinks and supplies/Furniture
     viii. Drapes
   - The student(s) assigned a particular responsibility are not there to do the work other students should be doing. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING HOW TO MAINTAIN THE LAB AND MUST CLEAN UP AFTER THEMSELVES.
   - The student(s) assigned a particular responsibility ARE responsible for knowing how that aspect of the lab is to be properly maintained (i.e. if you don’t know how to properly fold a gown or where to put it, see the person responsible for gowns).
   - Weekly the lab will be inspected to insure that things are accounted for and in order.
   - Any lab supplies that are running low should be reported to your instructor so that more may be ordered.
2. **Case Packs:**
   - All case packs are to be properly reassembled EVERY TIME THEY ARE USED according to the inventory list found in each pack. The inventory list must be signed by the student reassembling that pack.
   - Any items added to your setup during practice must be removed from the case pack and returned to its proper place BEFORE THE CASE PACK IS REASSEMBLED.

3. **Instrument Sets:**
   - Each instrument set is to be assembled according to its count sheet. Any variation from the count sheet should be noted. You are then to sign the count sheet to verify for the next person that you assembled it correctly.
   - In general, all instruments are to be disassembled before being put into a casket for sterilization.
   - Ringed instruments are to be strung on a stringer or on sponge sticks (in the order that they appear on the count sheet) with all ratchets open.
   - Smaller or finer instruments (e.g. forceps, elevators, scissors, small retractors, etc.) will be arranged on a towel according to their order on the count sheet. The edges of the towel will then be folded over the ends of the instruments, and internal indicator will be placed in the towel, and the towel will be rolled up.
   - Retractors and miscellaneous instruments too large to be rolled in a towel will be neatly arranged in the bottom of the basket before the rings and rolled instruments are added.
   - Once everything is placed in the casket, an internal indicator will be placed so that it is visible and the signed count sheet will be placed on top.
   - Check all grates to verify that filter paper is intact and correctly sealed into the grate.
   - Close the casket and engage the locks.
   - Place an external indicator on the casket and thread a plastic seal through the locks.

4. **Sterilization Packs (or ‘Peel Packs’):**
   - Peel packed items in the lab will generally be labeled with red tape for easy identification.
   - Peel packed items added to your sterile field during practice must be removed from your field when you are finished and returned to a new peel pack.
   - **DO NOT LEAVE PEEL PACKED ITEMS IN YOUR CASE PACK when you reassemble it.**
   - Retrieve a new peel pack from the supply drawer and put the item and its internal indicator into the peel pack.
   - Seal the open end of the peel pack being careful to fold along the perforation and not to wrinkle or crease the adhesive.
   - Label the item and put your initials and the date on the peel pack.(plastic side.)

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5. **GOWNS:**
   - Generally, new gowns will be reserved for graded exercises and replacing worn out gowns and should not routinely be used for practice.
   - When gowning with a new gown, **BE SURE TO SAVE THE CARD** attached to the ties. You will need this to repackage the gown.
   - Refold the gown properly after you have finished practicing with it.
   - Once the gown has been refolded, place it back into its original inner wrapper and add a cloth towel to replace the paper towel with which it came.
   - Rewrap the gown and towel and return it to the supply cabinet.

6. **Drapes:**
   - Generally, new drapes will also be reserved for graded exercises and replacing worn out drapes and should not routinely be used for practice.
   - Allow yourself plenty of space for refolding most drapes; they are not small (pushing three tables together usually allows adequate space to fold most drapes).
   - Refold the drape properly after you have finished practicing with it.
   - Once the drape has been properly refolded, return it to its original inner wrapper or to the case pack from which it came.

7. **Sharps and Medications:**
   a. **No syringes, hypodermic needles, scalpel blades, suture needles, or other sharps are to be accessed without an instructor present.**
      i. To access sharps, students must arrange for an instructor to open the lab, inventory, and sign out a Needle book.
      ii. When finished, all Needle books must be inventoried and signed in with an instructor present and returned to the locked sharps cabinet.
      iii. **No sharps of any type are to be unattended at any time.**
   b. **No medication containers, e.g. vials, bottles, are to be accessed without an instructor present.**
      i. To access medication containers, students must arrange for an instructor to open the lab, inventory, and sign out a Med Set.
      ii. When finished, all Med Set must be inventoried and signed in with an instructor present and returned to the locked medication cabinet.
      iii. **No medication containers of any type are to be unattended at any time.**
      iv. All medication bottles are to be refilled and returned to the medication tray in the closet after use.