COURSE NAME: Clinical Practicum I
CREDIT HOURS: 5
INSTRUCTORS:
OFFICE NUMBER:
OFFICE HOURS: As posted
OFFICE PHONE:
PAGER:
EMAIL:

PREREQUISITES: Program Application, interview and instructor permission, completed health and program documentation including Background Check. Also BIOL 1000, BIOL 1004, SURG 1001, SURG 1002, SURG 1003, SURG 1004, SURG 1005, and SURG 1006.

COREQUISITES: SURG 1010, SURG 1012

COURSE DESCRIPTION:
Course consists of one eight-week supervised clinical rotation (33.5 hr/week) during which students will complete comprehensive orientation to clinical practica, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their Practica.

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 unsterile 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 235 hours of supervised clinical experience and 10 Volunteer Hours. Documentation will include Evaluations, Morning 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:

  SURG 1011 PROGRESS GOALS:
  • WEEK 1 Orientation, scrubbing with assistance and some solo scrubbing
  • WEEKS 2-3 Solo scrubbing and some scrubbing with assistance
  • WEEKS 4-8 Solo scrubbing all cases unless the student is beginning a new specialty

  • ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY AFTER THE THIRD WEEK
    • BASIC PSYCHOMOTOR ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.
    • BASIC STERILIE TECHNIQUE ERRORS AFTER THE THIRD WEEK MAY NECESSITATE WITHDRAWAL FROM THE PROGRAM.

CASELOAD REQUIREMENTS
• A MINIMUM OF 140 CASES MUST BE SCRUBBED (IN THE SOLO OR ASSIST ROLE) FOR THE SEMESTER
• LEVELS OF DIFFICULTY: REQUIREMENTS FOR THE SEMESTER
  • MUST HAVE 10 LEVEL I CASES IN THE CORE SERVICES
  • MUST HAVE 10 LEVEL II CASES IN THE CORE SERVICES
  • MUST HAVE 5 LEVEL III CASES IN THE CORE SERVICES
  • MUST HAVE 5 EACH OF LEVEL I, II, AND III IN THE SPECIALTY SERVICES

CORE SERVICES are: GENERAL, GYN, UROLOGY, ENT, and ORTHOPAEDIC SURGERIES

SPECIALTY SERVICES are: CARDIOTHORACIC, OPHTHALMOLOGY, NEUROSURGERY, PLASTICS, and VASCULAR SURGERIES
Provided you turn in your Weekly CaseLoad Workbook that is on time and correct, you will receive a summary of your CaseLoad weekly.

Reference 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.

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 a Morning 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 a Morning Assignments Worksheet.
  - To create a new worksheet (in Microsoft Excel):
    - Right click on the tab (‘Morn Assing Wrksh’t)
    - Click on ‘Move or Copy’
    - Click on the checkbox next to ‘Create a Copy’ and select where in the list you want the new sheet to go.
    - Click ‘Ok’
• You may rename the tabs by double clicking on them
  o Include a copy for each day in your Notebook.

• **Each Day your cases must be verified and you must be evaluated by your preceptor on a Case Load Verification and Evaluation Form**
  o Complete one Case Load Verification and Evaluation Form per preceptor
  o **You do this:**
    • List all required information on each procedure
    • List your name, week number, clinical site, and date
  o **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 Case Load Verification and Evaluation Form.
  o Put your Case Load Verification and Evaluation Forms in your Notebook
  o **Procedures on unsigned verification forms will NOT COUNT**

**Note:** **All Morning Assignment Worksheets, Evaluations, and Case Load 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 Case Load Sheet for each week you attend clinical practica.**
  o Weekly Case Load Workbooks are provided in Microsoft Excel format.
    • **You must use Microsoft Excel** to make entries in and save your Case Load Workbook
    • If you do not have access to Microsoft Excel, there are plenty of PCs at your disposal here on campus; please see your instructor for guidance.
  o To receive full credit for your Weekly Case Load 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
        o Name of Procedure(s) as boarded
        o Surgical specialty of primary procedure
        o Your role in the procedure (Observe, Solo scrub, or Scrub with Assistance)
        o Level of difficulty (see Case Level lists on Web Shell)
        o Time procedure was scheduled
        o OR number
        o Names (First and Last) of the surgeon, scrub nurse, SA, and Circulator
        o 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 Case Load Sheet (to the right on each weekly sheet)
• Totals must be entered according to specialty, student role, level of difficulty, and type of case
• Enter totals under the appropriate day by typing the total number of each type procedure (1, 2, 3, etc.).

• Hours, Caseload totals, and other important information will total on your Summary sheet as you enter it.

NOTE: Weekly CaseLoad Workbooks are to be kept electronically and submitted weekly.

• **Weekly CaseLoad Workbooks are due by Midnight Each Sunday.**
• Weekly CaseLoad Workbooks must be submitted to Two people:
  o Your Clinical Coordinator (PAM.HOLLAND@NSCC.EDU)
  o The Instructor Supervising Your Site.
• 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:
  o You may only wear program scrubs or street clothes to and from your clinical site.
  o Your lab jacket is also to be worn to and from your site.
  o 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
  o 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 (06:55 at most hospitals)
    • 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.
  • Excused absences will be made up during or at the end of each rotation.
  • Unexcused absences will not be eligible for make-up time.
  • 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:
    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.

Nashville State Community College 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.

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, ringstand, 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.
o Don’t join in gossip or criticism of other staff; you are a visiting student, not an employee.

o ACCEPT SUGGESTIONS FROM YOUR PRECEPTOR.
  o Remember, you are there to learn.
  o Be careful not to come across as if you know everything; you do not.
  o You can show that you want to learn by listening to what your preceptor has to say and then using it.
  o If you fail to acknowledge your preceptors’ suggestions, don’t expect their support and understanding later.

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

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

o HAVE CLOSING SUTURE LOADED AHEAD OF TIME.
  o Identify closing suture at the beginning of the case.
  o Remember, you will need to count while you are closing. GET READY.

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

o HELP CLEAN UP.
  o If everyone pitches in, you’ll be finished much more quickly; then everyone can take a break.

o DON’T DISAPPEAR
  o REPORT TO YOUR PRECEPTOR AND THE BOARD RUNNER WHEN YOU TAKE A BREAK.
  o If you are reassigned, share that with the room you are leaving (so they know where you went)
  o Someone must know where you are at all times.
  o Few things are more frustrating than ‘disappearing students’.

o COME BACK ON TIME FROM LUNCH AND FROM BREAKS.
  o There will be a major problem if you fail to do this.
  o Report to the board, your preceptor, or your circulator when you return.
  o Come back on time even if your preceptor does not.

o STAY BUSY ALL THE TIME.
  o There is ALWAYS something to do in the O.R.
  o 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.
  o Once one of you becomes known as a ‘lounge lizard’ your classmates will earn the same reputation.
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.
CLASSROOM CONDUCT POLICY

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.