

**Nashville State Community College  
Healthcare Professions  
Surgical Technology**

**Master Course Syllabus**

**SURG 2103-N70 Clinical Practicum I**

The purpose of the syllabus is to inform you of how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified. You must hold a current passing grade in Surgical Patient Care II (SURG 2420) before visiting an operating room in an observation setting.

**Course Information:**

**Course Title: Clinical Practicum I**

**Credits: 1**

**Class Hours: 3**

**Course Description:**

Clinical experience allows a student to affiliate with healthcare facilities under the joint supervision of the school and professional staff of affiliated clinical sites to provide practical clinical work experience in an operating room setting. A grade of "C" or above in all Surgical Technology courses must be earned prior to graduation.

PREREQUISITES: Acceptance into the Surgical Technology Program, SURG 1102, SURG 1305, SURG 1410, SURG 2310, SURG 2420, BIOL 1000, SURG 1304. Completion of all required clinical onboarding processes and immunization compliance.

**COREQUISITES:** SURG 2321, SURG 2330, SURG 2201, SURG 2302

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Instructor Zoom Room link:**

**Scheduling Link for Appointments:**

**Course Delivery Method**

- **Hybrid:**

**Required Textbook(s) & Other Materials**

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the term, this is what you should know and/or be able to do:  
Upon successful completion of this course, students should be able to:

- Actively participate in and adequately document at least 35 ~~500~~ hours of clinical experience in the observation or scrub role.
- Actively participate in and adequately document at least 7 ~~120~~ surgical procedures in the observation, first or second scrub roles.
- Correctly document all clinical experiences, and documentation requirements utilizing Platinum Planner.
- Demonstrate adequacy in all psychomotor and affective competencies consistent with the performance of the duties of an entry-level surgical technologist in the scrub role.
- After completing course assignments, students will be able to identify multiple positions in the operating room, as well as have a general understanding of operating room equipment.

**Course Competencies:** The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes.

- 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 five weeks of clinical observations to receive a grade.
- The student will work as a team member with honesty, integrity, and professionalism in different clinical settings.
- The student will observe how to 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 are assigned.
- The student will observe 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 observe how sterile fields are maintained and sterile instruments are set up throughout surgical cases and observe how the practicing Surgical Technologist is prepared to deliver instrumentation and supplies to the surgeon and surgical team before they are needed.
- The student will observe surgical counts at appropriate times with qualified personnel.
- The student will complete and correctly, document clinical observation experience and Volunteer Hours. Documentation will include Case Observation Forms and logging opportunities in Platinum Planner.
- In addition to the objectives above, each student is expected to progress according to the following set of goals.

ALL PSYCHOMOTOR SKILLS AND APPLIED BEHAVIORAL SKILLS MUST BE PERFORMED PROFICIENTLY AFTER THE END OF THE THIRD WEEK OF THE ROTATION

Topics to Be Covered:

Orientation, Observe a minimum of 2 hours of surgical cases. Assignment #1.
Observe a minimum of 5 hours of surgical cases. Assignment #2 & Platinum Planner Assignment.
Observe or scrub a minimum of 8 hours of surgical cases. Assignment #3.

Observe or scrub a minimum of 12 hours of surgical cases. Assignment #4.
Observe or scrub a minimum of 15 hours of surgical cases. Assignment #5.

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills.

- Clinical documentation. This will encompass all clinical documentation and Platinum Planner submissions.
- Class assignments.
- Interview Project.

**Grading Policy:**

Clinical Documentation: 40% of final grade  
 Class Assignments: 30% of final grade  
 Interview Project: 30% of final grade

**Grading Scale:**

Letter Grade	Percentage Range
A	100-93%
B	92-84%
C	83-75%
D	74-66%
F	65 and below

**FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

**FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

No late or make-up work will be accepted. Any incomplete or unsubmitted work by the due date will be recorded as a zero grade.

**Attendance Policy**

- Unless otherwise specified, each student will be expected to arrive at his or her clinical site at least 15 minutes before you are to report to your assigned unit.
- If applicable, students will be expected to be dressed according to hospital dress code and to report to their assigned unit 15 minutes before scheduled start time. Example: If your shift begins at 6:30 a.m., you should be at your clinical site by 6:00, get dressed out (if hospital requires you do so), and be at your assigned unit by 6:15 awaiting the supervisor/manager to give you direction.

- 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 UNIT SUPERVISOR/MANAGER 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, e-mail or text 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 one for the entire semester).
- Only excused absences are eligible to be made up
  - Unexcused absences are NOT ELIGIBLE for make-up time.
    - Documentation must include the date, time, reason, and possibly require third party verification.

#### TARDINESS:

- TWO 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 to assigned unit 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 unit supervisor/manager, and instructor.
- One absences will be permitted FOR THE ENTIRE FIVE WEEKS.
- 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'.
- ONLY EXCUSED ABSENCES are eligible for makeup time.

#### General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

**For financial aid purposes, attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor’s email
- posting to a discussion board
- completing and submitting assignments

### **Technology Statement**

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

## ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at [615-353-3363](tel:615-353-3363), or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

## Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

## Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nsc\)](https://www.getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.

- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

## **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.