

Reese Campus

### Course Syllabus - Capstone

COURSE: SRGT 1560 (5:0:24) Clinical – Surgical Technology/Technologist (5 Credit Hours)  
SEMESTER: Spring 2011 (June 2 – August 8; 10 Week Semester)  
CLASS TIMES: Monday through Wednesday 6:45 am – 3:00 pm (Lab only course, No lecture)  
INSTRUCTOR: Paul Landsman, CST  
OFFICE: RC 512  
OFFICE HOURS: By appointment only Monday  
OFFICE PHONE: 806-716-4642  
CELL PHONE: Paul Landsman 806-928-8813  
E-MAIL: [plandsman@southplainscollege.edu](mailto:plandsman@southplainscollege.edu)  
FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

*"South Plains College improves each student's life."*

## GENERAL COURSE INFORMATION

### COURSE DESCRIPTION

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty or preceptor, generally in a clinical setting. Clinical education is an unpaid learning experience. This is an intermediate clinical experience.

### STUDENT LEARNING OUTCOMES

Students will:
1. Demonstrate clinical proficiency to an employment-acceptable level in general surgical procedures and commonly performed specialty procedures: F-1, F-5, F-6, F-8, F-9, F-10, F-17, C-1, C-3, C-5, C-6, C-7, C-8, C-9, C-11, C-14, C-15, C-16, C-17, C-18, C-19
2. Demonstrate confidence in their chosen field: F-13, F14, F-15, F-16, F17, C-13, C-17
3. Continue to expand knowledge of surgical procedures: F-7, F-11, F-12, C-12
4. Apply aseptic technique and assess patient needs: F-5, F-6, F-8, F-9, F-11, F-12, F-13, F-14, F-15, F-16, F-17, C-1, C-3, C-4, C-5, C-6, C-7, C-9, C-11, C-13, C-14, C-15, C-16, C-18, C-19, C-20

### COURSE OBJECTIVES -

#### The Cognitive Domain Objectives:

- Recognize and name various surgical instruments
- Describe how to drape a patient for surgery
- Describe safe handling procedures involving contaminated surgical supplies
- Identify the proper procedure for disposal of contaminated sharps
- List and describe personal protective equipment (PPE)
- Define decontamination
- Define contamination
- Define sterile
- List methods of verifying correct patient, correct surgeon, correct procedure, correct site

### **The Psychomotor Domain Objectives:**

- Function as a surgical team member
- Assist in gathering all necessary supplies and equipment for surgery
- Pass surgical instruments to team members properly and safely
- Dress a surgical wound appropriately to avoid infection
- Assist in positioning patient safely
- Perform circulating duties before, during, and after surgical procedures
- Take precautions against exposure to radiation
- Demonstrate proper care and handling of surgical instruments
- Aseptically gown and glove surgical team members
- Employ universal precautions

### **The Affective Domain Objectives:**

- Demonstrate the creation of the sterile surgical field
- Discuss various surgical procedures and the reason they are performed
- Demonstrate proper loading, passing, and handling of suture and sharps
- Demonstrate basic knowledge of patient monitoring devices
- Discuss patient biopsychosocial needs prior to administration of anesthesia
- Assists circulator in preoperative patient preparation
- Participate in safe transfer of patient pre and post operatively

## **OUTCOMES ASSESSMENT METHODS**

Evaluations are completed on a daily basis by your individual preceptors. These daily evaluations are

### **Formative assessments:**

- Daily preceptor-based evaluations

### **Summative assessments:**

- Two summative faculty evaluations are completed in this semester, a beginning and intermediate evaluation. These evaluations are inclusive of both behavior and performance. A personal faculty/student conference is held for each evaluation.

## **ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

### **SCANS and FOUNDATION SKILLS**

Refer also to Course Objectives. SCANS and Foundation Skills attached.

### **VERIFICATION OF WORKPLACE COMPETENCIES - CAPSTONE EXPERIENCE**

This course has a capstone experience due to the external learning experiences. This is a course that takes place completely at a hospital facility.

The clinical experience provides workplace settings in which learn and apply program theory and management of the work flow.

### **FACEBOOK**

The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

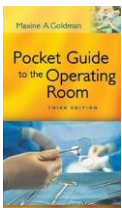
### **BLACKBOARD**

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

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## **SPECIFIC COURSE INFORMATION**

### **TEXT AND MATERIALS**



Pocket Guide to the Operating Room 2nd Edition, Maxine A. Goldman

### **METHODS OF TEACHING**

- Observation
- Question and answer
- Clinical skills applications

### **ATTENDANCE POLICY**

Clinical attendance is mandatory. Students are allowed 3 absences over the course of the entire clinical experience (June to the date of graduation). Upon the fourth absence the student will be dismissed from the program. Absences are not excused, but must be cleared with program faculty prior to the absence (before 9:00pm the night before, or before 6:00am the day of the absence). A student may not be counted absent if they need to leave a clinical site **AFTER** 10:30am, for any reason, up to 3 times from June to the date of graduation. Upon the fourth occurrence, the student will be counted absent.

Leaving a clinical site without permission from an instructor and notifying clinical site staff before 3:00 pm carries a penalty of a full day's absence. A warning will also be issued in this circumstance. A second similar incident will result in dismissal from the program.

It is the student's responsibility to make certain that their name tag is on the board in the appropriate place. **The instructors cannot and will not search for a student.** If a student cannot be found in a clinical site at any point in the day the assumption will be made that the student has left the site without permission and the same absence penalty will apply. The best course of action if your room finishes early or if you are reassigned, is to call the appropriate clinical instructor and inform them of the early finish and for reassignment. It is required that you inform the instructor where you are and what you are doing at all times throughout the clinical day.

**Physician Treatment: If a student is hospitalized or treated by a physician at any time during the program, then he or she must provide a signed statement, by the attending physician, to the Surgical Technology Faculty upon returning to clinicals. This statement must designate the nature of the illness, days missed and clearance to return to clinicals without restrictions.**

**PREGNANCY:** If a student becomes pregnant at any time during the program, the student must immediately provide a signed statement by a physician designating clearance to perform all duties, **without restrictions**, required by the program. To continue study after delivery, a statement releasing the student without restrictions is required. If either of these statements is not provided, the student will be dismissed each day until they are provided. Absences will occur with each dismissal.

#### **NOTIFICATION OF ABSENCE FROM A CLINICAL SITE:**

1. It is the responsibility of the student to have the phone numbers of the clinical instructors, these numbers have been provided in this syllabus.
2. The student must report absences to **the clinical site AND a clinical instructor**. The student **must call the hospital AND a clinical instructor between 5:30am and 06:00am on the day of the absence**. If an instructor has not been contacted, the occurrence will be considered a "No Call, No Show" (see no call/no show policy below). Tardiness must also be reported to both the facility and an instructor.
3. When phoning the O.R. the student must identify herself/himself and ask for the name of the person taking the message. If you cannot reach a staff member before 6:00 am, keep trying back until you do.
4. Should illness or injury occur during the clinical day, the student should notify the clinical instructor immediately; the clinical instructor will then inform the student of what procedures to take.
5. **No call/No Show Policy:** A student who does not follow the call in procedure will be classified as "No Show". On the second "No Show" over the course of the ENTIRE clinical experience (June through the date of graduation), the assumption will be made that the student has withdrawn from the clinical portion of the Surgical Technology Program. The student will be formally withdrawn by the Program Director or Clinical Coordinator/Instructor. There will also be a 10 percent deduction from faculty evaluations for a no call/no show. Any student that has a no call/no show will automatically be placed on probation. See explanation of Probation under the Special Requirements heading.

#### **LEAVING EARLY FROM A CLINICAL SITE:**

There are days in which surgeries finish early in the day. The student is expected to help out in any way possible at each site at the conclusion of scheduled cases. The student is expected to assist staff in pulling cases for the following day, terminal cleaning of rooms, stocking rooms and center core with supplies, etc. If there is absolutely nothing to do the student must:

1. Obtain permission to leave from the charge nurse.
2. Obtain permission from the clinical instructor.

#### **Rotation Schedule:**

1. Faculty reserves the right to make any schedule changes as necessary during the course of the semester.
2. Clinical sites such as Lubbock Heart Hospital and North Star are assigned to select students only per the facilities' requests, on a discretionary basis by faculty.

## ASSIGNMENT POLICY

**Students must have all documentation updated in their notebooks and online by 1300 (1:00pm) each Friday.**

After 1:00pm, a zero (0) will be given for the weekly documentation.

Notebooks are property of the school, if it is taken out of this building; a zero (0) will be given for all grades that week!

**It is the student's responsibility to obtain all necessary documentation forms from dropbox or online, and have them available at clinical facilities daily. Credit will not be given for cases that are not recorded properly and on the appropriate form. All forms must be signed and initialed by both the student and preceptor in correct areas as well.**

**The student is required to document their clinical experience in five types of records:**

### **1. Clinical Case Log:**

The Clinical Case Log is available online to record each case the student observes or participates in for the entirety of the clinical rotation. The student will then document the following information following each procedure:

- A. The clinical site (hospital location)
- B. The name and type of surgical procedure
- C. The name of the surgeon
- D. Tasks performed during the surgical case by the student (this is explained on the clinical case log form)
- E. The date of the surgical procedure
- F. A signature is required by a member of the operating room staff participating in the case. The operating room staff member can be a/an: MD, ST, CST, CFA, CSA, RN, or LVN. The operating room staff member who signs for this case must also initial in the appropriate category for your role in the procedure. The student will not receive credit for a case if no signature and/or initial is not present. Falsification of documentation is equivalent to cheating. The first occurrence will receive a written warning and will receive a grade of zero for the week's documentation grade. The second occurrence will result in dismissal from the program.

### **2. Case Counts:**

Case records regarding procedure type, level, specialty, etc., will be recorded online via the Insolex system. An Insolex training session will be held the first Friday of the course.

### **3. Journal Entries**

The student is responsible for completing this document once a week for the duration of the clinical experience. The journal entry must be completed for the highest level case participated in that week (cases not eligible for journaling include: dental, pain, or local anesthesia cases unless no other cases were available for that week). Journals must show a progressive increase in technicality and depth of understanding over the course of the clinical experience.

### **4. Daily Preceptor Evaluation: (Daily Clinical Evaluation Form)**

The student is responsible for this document for every day of clinical attended. If a student does not have a completed and signed evaluation for each day, a 0 (zero) will be given for that day. It is the student's responsibility to place these in their clinical notebook every Friday by 1:00pm.

This daily preceptor evaluation is crucial to your overall grade and assessment. It is a fundamental tool to help you and the instructors to assess your strengths and weaknesses. **The completed form will include**

**your name, the date, clinical site, the preceptor's name in print so that their name can be clearly read, the preceptor's signature and the procedures applicable to that day's evaluation.**

If a preceptor is reluctant to complete these forms, notify a clinical instructor within 24 hours. It is your responsibility, and also in your best interest to encourage your preceptor to include comments, both positive and negative, which explain the scores you have been given. Preceptors may need to be reminded that the evaluation is a useful tool for them as well. You are not only a potential fellow employee to the preceptor, but ultimately a future health care professional. Their feedback on your behalf is instrumental in your clinical development.

**5. Core/Specialty/Level Case Requirements:**

The student will be responsible for keeping an accurate log of the cases they have participate in each week in the Insolex system.

**All students are required to participate in the following number/type/level of surgical cases in order to qualify for graduation:**

## SURGICAL ROTATION CASE REQUIREMENTS

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30 <sup>2</sup>	20 <sup>2</sup>	10
Surgical Specialties: <ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• Ob-Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral vascular</li> <li>• Plastics</li> <li>• Procurement/Transplant</li> </ul>	90 <sup>5</sup>	60 <sup>3</sup>	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the second scrub cases. <sup>5</sup>
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases. <sup>5</sup>
<b>Totals</b>	<b>120<sup>1,7</sup></b>	<b>80</b>	<b>40</b>

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

- |                            |       |
|----------------------------|-------|
| (2) Instructor Evaluations | - 15% |
| Preceptor Evaluations      | - 25% |
| Documentation              | - 20% |
| (10) Journal Entries       | - 40% |

*Grading Scale*

91-100 = A  
81-90 = B  
75-80 = C  
Below 75 is failing

### Journals

Daily Journal Entry- This document will be completed once weekly for the highest level case, regardless of your role in the procedure. The grading criteria are as follows:

**Pathology/Diagnosis of case=10 points**  
**Positioning=5 points**  
**Prep=5 points**  
**Steps of procedure = 30 points**  
**Suture = 20 points**  
**Mayo set-up/Instrument sets used = 20 points**  
**Dressings = 5 points**  
**Specimens = 5 points**

**Maximum points can only be obtained for each section by incorporating thorough and detailed explanations.**

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass all courses to proceed to the next semester.

### **COMMUNICATION POLICY**

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” (or “Blackboard”) and South Plains College email systems. Instructor will not initiate communication using private email accounts. **Students are encouraged to check SPC email on a regular basis.**

### **CONTACTING INSTRUCTORS**

Instructor’s cell phone numbers are located on the syllabus, which students are required to carry at all times during clinicals. If an instructor does not answer, the instructor will return the call ONLY IF the student leaves a message noting their name, facility in which they are located, and a number that the student may be reached. The student must wait for the instructor to respond before continuing any clinical activity. Do **NOT** call from blocked or unknown numbers, the call will not be answered. It is acceptable for a student to contact an instructor using a cell phone ONLY in the locker rooms, employee lounge, or personal vehicle, however use of a hospital phone is preferred. Cell phones are absolutely not allowed in the operating room at any facility.

**It is not acceptable to utilize instructor cell phone numbers between the hours of 9pm and 5:30am weekdays, or at any time on weekends or holidays. Calls or texts during this time will be disregarded, and student is subject to disciplinary action.**

### **STUDENT CONDUCT**

- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 11-14.

### **SPECIAL REQUIREMENTS**

#### **APPOINTMENTS:**

**Appointments for doctor visits or any other reason not relevant to clinicals are to be made outside of scheduled class time. An appointment made during clinical hours will result in absence, period.**

**BEHAVIORAL CONDUCT:** While representing South Plains College, Surgical Technology students will be expected to conduct themselves in such a manner as to reflect favorably on themselves as individuals, as well as the Surgical Technology Program and the College.

If a student acts in such a manner as to reflect immature judgment and disrespect for others, disciplinary action will be taken by the instructors. This action can range from dismissal for the day resulting in an absence to being called before the Chairperson of the Allied Health Department to determine their status in the program.



**PROBATION** - Probation is a trial period in which the student must improve their behavior and/or skills or be withdrawn from the program. A student may be placed on probation in the Surgical Technology Program for any of the following reasons:

- Inappropriate conduct - behavior that reflects unfavorably on the student, program or college.
- Falsification of records
- Use of obscene or abusive language, or acting in a disrespectful manner to any faculty member, patient, visitor, staff member, or classmate (at the hospital or school)
- Unsatisfactory work performance.
- A student may be dismissed for violation or refusal to submit to drug screening, gossip, mistreatment of patients, abusive or profane language to faculty, staff, fellow students, or supervisors, lack of cooperation, habitual tardiness, absenteeism, uncleanliness, violation of confidentiality of patient information, patient abandonment, request by clinical site staff (in writing by staff member) that a student is not permitted to return to that site (even if the student is not scheduled to return).

### **UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE**

The Surgical Technology Program Director and or the clinical Coordinator and Instructor may remove the Surgical Technology student from clinical setting if the student demonstrates unsafe/unsatisfactory clinical performance as evidenced by the following:

1. Places the patient in physical or emotional jeopardy.
2. Violates previously mastered principles and learning objectives in carrying out Surgical Technology skills and or delegated medical functions.
3. Assumes inappropriate independence in action or decisions in the operating room.
4. Fails to recognize own limitations, incompetence and or ethical legal responsibility.
5. Fails to accept moral or legal responsibility for his/her own actions thereby violating the professional integrity of the hospital, student, and college. This includes gossip. Student shows unsatisfactory aseptic technique.

**The student may be removed from the clinical setting for failure to adhere to the policies and procedures of the Surgical Technology Program and the clinical site.**

**Any student found in noncompliance with the program or hospital requirements and criteria will be suspended from the program and or dismissed from the program.**

### **ACCIDENTS AND INCIDENTS THAT OCCUR WHILE ON CLINICAL ROTATIONS**

If a student is involved in any kind of an accident, during the clinical day, the operating room supervisor and the clinical instructor should be notified immediately. If an incident report is filled out on a case a student was in the room for, regardless of student's role in the case, an instructor must be notified immediately. Failure to do so may result in dismissal from the program.

### **EXPOSURE TO INFECTIOUS DISEASES REQUIRING MANAGEMENT/PROPHYLAXIS**

Please refer to the Surgical Technology Student Handbook

### **CELL PHONE POLICY**

Cell phones are strictly prohibited in the operating room. Cell phones use/possession is only permitted in the employee lounge or locker room. If a student is found by faculty, or clinical site staff, to have/use a cell phone in **any** area other than the employee lounge or locker room, the student will be sent home immediately with an absence.

## CLINICAL GUIDELINES

In an effort to maintain a professional image, students are required to abide by the following dress and personal appearance code while in the clinical area. Failure to abide by the clinical guidelines will result in a written warning and can result in dismissal for the day with an absence. In addition to the appropriate hospital policies, the following program clinical policies will apply:

1. The student must be clean and neat.
2. No caps or hats of any kind.
3. Approved scrub uniform must be worn to and from clinical sites. The approved scrub color is royal blue.
4. The scrub top must be tucked into the scrub pants in the operating room.
5. Absolutely no prints, light blue or "hospital" green scrubs.
6. A separate pair of clean, comfortable tennis shoes is required for use only in the operating room.
7. Clean tennis shoes should be worn to the clinical site. Uniform tennis shoes are to be 100% white or 100% black.
8. Surgical Technology Students are not allowed to wear jewelry at the clinical sites during clinical rotations, this includes eyebrow rings, nose rings, and tongue rings.
9. Absolutely no fake nails or nail polish of any kind. Nails are to be kept short and clean.
10. Any visible tattoo and/or hickey must be covered.
11. All students must wear underwear.
12. Personal pagers and cellular phones are not allowed in the operating room.
13. Eyewear must be worn at all times while participating in any surgical procedure.
14. Student shall abide by all hospital policies and rules while in facility.
15. Student will conduct himself/herself in a professional manner at all times.
16. **Student must accept constructive criticism while maintaining a positive attitude. He/she will avoid confrontational attitude with OR staff. Repeated conferences on this subject may result in dismissal from the program.**
17. Student will handle concerns/complaints with OR staff by speaking with clinical coordinator and clinical instructor and provide a written statement of the complaint. If not addressed to student's satisfaction, concerns may be brought to the Program Director's attention and grievance process will ensue only if necessary.

## Changes and Amendments to Syllabus

The program director or the clinical coordinator reserve the right to make reasonable changes to the syllabus at any time during the semester. If this occurs, the students will be notified and furnished with a copy of all applicable changes or amendments.

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## **COURSE OUTLINE**

Clinical rotations will require the student to function in the operating room Monday through Wednesday from 6:45am-3:00pm. Students are required to be properly attired and ready to be assigned by 6:45am.

Upon completion of the course, the student will be able to:

1. Know the difference between a sterile and an unsterile field.
2. Scrub in and set up various instruments and supplies for various surgical procedures.

3. Function as an entry level Surgical Technologist.
4. Possess a working knowledge of the layout of an operating room suite.
5. Identify other departments which function as a part of the operating room and their duties, for example, Radiology, Pathology, the Cath Lab, and the Recovery Room.
6. Identify the roles of other health care personnel.
7. Perform housekeeping duties necessary for a proper functioning operating room.

The student must rotate through all areas of surgery in order to receive the necessary experience to function as an entry level surgical technologist.

**Core Areas are:**

- General Surgery
- Obstetrics and Gynecology
- Otorhinolaryngological surgery
- Genitourinary surgery
- Orthopedic surgery

**Specialty Areas are:**

- Ophthalmic surgery
- Oral & maxillofacial surgery
- Plastic and reconstructive surgery
- Cardiovascular surgery
- Peripheral vascular surgery
- Neurological surgery

**No Level Areas are:**

- Endoscopic procedures

**Scrub Roles:**

## **FIRST AND SECOND SCRUB ROLE AND OBSERVATION**

### **FIRST SCRUB ROLE**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

### **SECOND SCRUB ROLE**

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

### **OBSERVATION ROLE**

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

## ACCOMMODATIONS

### DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Coordinator of Special Services. For more information, call or visit the Special Services Office in rooms 809 and 811, Reese Center Building 8, (806) 885-3048 ext. 4654.

## FOUNDATION SKILLS

### BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

### THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

## SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

### **INTERPERSONAL—Works With Others**

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

### **SYSTEMS—Understands Complex Interrelationships**

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **TECHNOLOGY—Works with a Variety of Technologies**

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.



SRGT1560 – Clinical I

I \_\_\_\_\_ have received a copy of the South Plains College Student Guide. I understand that I must comply with all areas of the Student Guide as a student in the Surgical Technology Program and South Plains College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date