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Fall 9-1-2018

### AHST 201.50: Surgical Procedures I

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MISSOULA COLLEGE  
at the University of Montana

## **COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** AHST 201 Surgical Procedures I

**DATE REVISED:** Fall 2017

**SEMESTER CREDITS:** 4

**CONTACT HOURS PER SEMESTER:** 60

**PREREQUISITES:** Successful completion of the first year spring semester courses.

**INSTRUCTOR NAME:** Jill Davis, CSFA/CST, BS

**E-MAIL ADDRESS:** [jill.davis@mso.umt.edu](mailto:jill.davis@mso.umt.edu)

**PHONE NUMBER:** 406-243-7876 (Office)      406-253-4377 (Cell)

**OFFICE LOCATION:** Room: 318  
Missoula College – River Campus

**OFFICE HOURS:** by appointment—please arrange with me!

### **RELATIONSHIP TO PROGRAM:**

Upon completion of this course, the student will be able to correlate the knowledge and understanding of pertinent information on surgical procedures with a review of anatomy and discussion of perioperative surgical needs of the patient. This information will assist students to complete surgical case studies and is a corner stone to more complex procedures in AHST 202.

### **COURSE DESCRIPTION:**

A study of minor surgical procedures following the patient through the preoperative, intraoperative and postoperative phases in surgery.

## STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the learner will:

1. Describe surgical procedures in relationship to the total physiological aspects of the surgical experience.
2. Correlate the knowledge and understanding of surgical specialties through the **presentation** of the following categories that relate to specific minor surgical procedures:
  - a. Typical patient history
  - b. Significant findings on physical assessment
  - c. Diagnostic studies
  - d. Probable hospital course
  - e. Preparation for surgery
  - f. Pathology and/or specimen
  - g. General surgical rationale/scheme to include:
    - a. Pre-op diagnosis
    - b. Patient position
    - c. Anesthesia
    - d. Prep
    - e. Drapes
    - f. Incision site
    - g. Instrumentation
    - h. Suture and needles
    - i. Intra-operative medications
    - j. Packs and supplies
    - k. Equipment
    - l. Drains
    - m. Dressing
  - h. Step-by step surgical progression
  - i. Surgical hazards and complications
  - j. Early post-operative management

## STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Student grades are determined after careful judgment of each assignment against a set of criteria, as indicated for each unit. All exams will be administered online via Moodle except the final exam, which will be proctored and completed in person. Instructor discretion will be determined if the student is meeting course and program objectives.

**Discussion Forums are required again this year. Each week a discussion question will be posted within the corresponding Unit's forum. You will be expected to respond to each week's posted question by Sunday 1900 MST. Your response must include cited sources from the required reading. In addition to your response, you**

**must also reply to 2 fellow student's responses. Your replies must be insightful and include sources when necessary. Two replies are due each week by the Sunday deadline. No late responses will be accepted this semester without prior approval!**

Written assignments will be double-spaced and typed and submitted through our online platform, Moodle. Note that each written assignment includes careful evaluation of the quality of writing.

The evaluation process includes:

Unit exams	50% of grade
Final Exam	20% of grade
Online Discussion Forum	15% of grade
Assignments/Emails*/Attendance	15% of grade

**A Grade: 93-100%**

**B Grade: 86-92%**

**C Grade: 80-85%**

1. Any assignments will be due on the date indicated in its posting. Late assignments will be accepted for partial credit only and only with prior approval from course instructor.
2. \*Weekly emails are expected and must be submitted no later than Thursday, 2300 MST, of each week. Your emails are evaluated for spelling, grammar, and content. They are simply meant to inform me of how your week has gone and if you have any questions regarding online content or have experiences you would like to share. These do not have to be wordy. If you do not have questions or anything to share, your email can indicate just that.
3. There may be exam questions from the Work Book Materials.
4. Any final grade determination of less than an 80% will result in failure of the course.
5. **A Surgical Technology student must pass all required AHST courses with an 80% or will not be allowed to continue in the program and will need to re-apply for admission. As stated in the University of Montana catalog "any single course may be attempted a maximum of two times only".**
  - **Please note:** If a student does not successfully complete any required course or is out of sequence for any reason, it will be necessary to reapply to the program. Also a student will be required to repeat the Surgical Procedures Lab I and II, at the time of admission into the program.

**ATTENDANCE POLICY:**

Attendance and participation are valued in this course. Therefore, an online presence will be noted.

- ❖ Students may be asked to furnish a physician's statement regarding an absence. The student is responsible for gathering any information or course materials he or she may have missed due to absence or tardiness.
- ❖ Repeated absences will result in completion of a "Student Contract". A student's final grade will be decreased by one percentage point for each absence after the first one.
- ❖ Unit tests will administered online through the Moodle platform. If a student misses an exam, the make-up test will have to be rescheduled with the course instructor. No make-up exams may be taken after five days. **No exams make be taken early.**
- ❖ Chronic car problems, finances, jobs or job interviews are not valid excuses for missing class.
- ❖ Each case is considered by the instructor on an individual basis. It is up to the discretion of the instructor whether or not a student is meeting course objectives.
- ❖ Your course of instruction should be your highest priority.
- ❖ Students are expected to conduct themselves in a professional and mature manner at all times.
- ❖ Students are expected to be prepared for online forums by having completed assigned reading materials and/or any assignments.

**INSTRUCTIONAL NOTES:**

Students will engage in class discussions via online forums. Other teaching techniques to be utilized include, use of computer and video applications, and guest presentations.

Students are responsible for the material in the assigned Work Book page(s) and may be tested on that material. Pop quizzes may be given at any time and will likely include information taken from homework assignments.

If you have special needs as an individual or as a group and require some accommodation, I encourage you to discuss it with me. Open communication will assist all of us in making this a successful venture for you. If you have questions regarding the course content or assignments please contact me.

### **ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/student_conduct.php)

Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

1. Plagiarism
2. Misconduct during an examination or academic exercise
3. Unauthorized possession of examination or other course materials
4. Tampering with course materials
5. Submitting false information
6. Submitted work previously presented in another course
7. Improperly influencing conduct
8. Substituting, or arranging substitution, for another student during an examination or other academic exercise
9. Facilitating academic dishonesty
10. Altering transcripts, grades, examinations or other academically related documents

**Exams are the property of the program. Any attempt to copy exam content in any manner will result in a violation of the Student Conduct Code.**

**For any Academic Dishonesty Occurrence, the students involved will be subject to dismissal from the Surgical Technology Program.**

### **DISABILITY ACCOMMODATION:**

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students. If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or 406.243.2243. I will work with you and Disability Services to provide an appropriate modification.

**Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.**

#### **BACKGROUND CHECK:**

Students will be required to have a criminal background check and an OIG review (Office of Inspector General). A drug screen may also be required. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. Students with positive checks and/or screenings will be denied clinical experience in the healthcare agency.

**If a student is denied agency access, there will be no placement at an alternate site, and the subsequent inability of the student to complete their clinical education will result in their inability to continue in the surgical technology program.**

#### **CLINICAL AREAS:**

If a student is removed from a clinical site at the site's request, the program is not responsible for finding additional facilities for the student. This may be due to student behavior, background check information or any reason the site chooses. **No student is allowed access to a clinical site outside of assigned hours. A student may be suspended from the program if found in a clinical area without approval.**

#### **CATALOG**

It is a student's responsibility to read and understand the content included in the University catalog section that applies to you. You may access this information at the following site:

<http://www.umt.edu/catalog/>

**REQUIRED TEXTS:**Pocket Guide to the Operating Room

Author: Goldman  
 Publisher: F.A. Davis

Surgical Technology for the Surgical Technologist

Author: AST  
 Publisher: Delmar

Surgical Technology Principles and Practice – 6<sup>th</sup> ed

Author: Fuller  
 Publisher: Elsevier

Surgical Technology Principles and Practice Workbook

Author: Fuller  
 Publisher: Elsevier

**OTHER COURSE MATERIALS:**

- Access to a computer
- Anatomy text of choice
- Medical Dictionary of choice

**AHST 201 COURSE OUTLINE:**

Unit I: Introduction to course and general protocols  
 Unit II: Endoscopic Procedures  
 Unit III: General/Minor Procedures  
 Unit IV: Gastrointestinal Procedures (GI)  
 Unit V: Radiation/Laser Hazards and Precautions  
 Unit VI: Orthopedics  
 Unit VII: Obstetrics & Gynecology Procedures (Ob/Gyn)  
 Unit VIII: Otorhinolaryngology Procedures (ENT)



**SYLLABUS ACKNOWLEDGEMENT**  
**AHST 201**

I have read and understand the contents of the AHST 201 Surgical Procedures I Syllabus.

I am familiar with the contents of the Student Conduct Code and agree to abide by them.

I have had the opportunity to ask questions for clarification and understand my responsibilities as a surgical technology student in this course.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be signed and submitted to the instructor, no later than **Friday, August 31, 2018**.

08/2016