

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Advanced Clinical  
SRGT 2660.01**

**Mrs. F. Howard AA, CST**

**NOTE: This is a 16-week course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

## ADVANCED CLINICAL

### SRGT 2660

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#### **Course Description:**

The clinical component of a Surgical Technology program is vital in reinforcing the basic skills and concepts learned in the lab setting needed to perform as an entry level Surgical Technologist. Emphasis is placed on developing the surgical conscience, performing advanced level skills and applying sterile technique in the clinical setting. Students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among all systems associated within the Perioperative setting. The student will demonstrate legal and ethical behavior, safety practices, interpersonal skills and teamwork skills. Students will also demonstrate appropriate written and verbal communication skills using the proper terminology required. The student must demonstrate clinical proficiency within an acceptable level in all surgical procedures. Emphasis will be on the surgical technician in the first scrub role (first scrub); however, the student will have exposure to the surgical technician in the second scrub role (second scrub) and the circulating role.

This is a health-related work-based learning experience that enables the student to apply specialized occupational experience, theory, skills, concepts, and academic integrity in the clinical setting. Clinical professionals provide direct supervision.

#### **Prerequisites and/or Corequisites:**

SRGT 1660 Clinical – Intermediate  
SRGT 1542 Procedures II

#### **Course Notes and Instructor Recommendations:**

Attendance is mandatory. Missed clinicals cannot be made up. Students are required to be dressed and ready to receive their assignment at the instructors designated location. Mondays will count as clinical absences.

#### **Instructor Information:**

Instructor Name: Mrs. Felicia Howard AA, CST  
MCC E-mail: fhoward@mclennan.edu  
Office Phone Number: (254) 299-8301  
Office Location: HP 111  
Office/Teacher Conference Hours: By appointment  
Other Instruction Information:

## ADVANCED CLINICAL

SRGT 2660

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Instructor Name: Mrs. Marcie Rierson MSHRM, CST  
MCC E-mail: mrierson@mclennan.edu  
Office Phone Number: (254) 299-8292  
Office Location: HP 112  
Office/Teacher Conference Hours: By appointment only  
Other Instruction Information:

Instructor Name: Mrs. Christina Miller, CST  
MCC E-mail: cmiller@mclennan.edu  
Office Phone Number:  
Office Location:  
Office/Teacher Conference Hours: By appointment only

Instructor Name: Mrs. Holly Lockwood, CST  
MCC E-mail: hlockwood@mclennan.edu  
Office Phone Number:  
Office Location:  
Office/Teacher Conference Hours: By appointment only

### **Required Text & Materials:**

Title: Title: **Bundle:** Surgical Technology for The Surgical Technologist: A Positive Care Approach + Study Guide with Lab Manual + Mind tap  
Author:  
5th Edition, Cengage  
ISBN: 9781337584876

Pocket Guide to the Operating Room  
3rd Edition; F.A. Davis  
ISBN 10: 0-8036-1226-5  
Maxine Goldman

Surgical Notes  
F.A.Davis Company  
ISBN 978-0-8036-2592-1  
Susan D. Sheets

Surgical Instrumentation: An  
Interactive approach, 2nd edition  
Saunders Elsevier  
ISBN 13: 9781455707195  
Renee Nemitz

Surgical Technology Exam Review  
1st Edition, Elsevier  
ISBN: 978-0-323-41493-7  
George and Charleman

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**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Teaching methods include but are not limited to:

Supervised work experience in the operating room setting

Lectures on course content from faculty and visiting medical professionals

In-services and demonstrations from medical supply company representatives

**Clinical Objectives: (include but is not limited to the following)**

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

**Preoperative**

1. Don OR attire
2. Basic Hand wash
3. Back Table
  - a. Open sterile pack
  - b. Arrange supplies and instruments
  - c. Assemble a Balfour abdominal retractor
4. Open sterile basin on ring stand
5. Instrument set
  - a. Open wrapped set
  - b. Open container system
  - c. Remove instruments from container system
6. Open sterile supplies
  - a. Small wrapped package place onto sterile field
  - b. Small wrapped package secured by surgical technologist
  - c. Peel Pack
7. Pour Sterile Solution
8. surgical scrub
9. Gown and glove self
10. Mayo stand set-up
  - a. Drape
  - b. Arrange instrument and supplies
  - c. Construct a sponge stick
  - d. Load and unload scalpel blade on scalpel handle
11. Sutures and ties)
  - a. Transfer suture packets to the sterile back table
  - b. Straighten sutures
  - c. Cut ties in ¼, 1/3, and ½ lengths
12. Fill bulb syringe

13. Draw up medications
  - a. Vial held by circulator
  - b. Receive medication(s) onto sterile field
  - c. Label medications
14. Gown and glove another person
15. Drape patient
  - a. Laparotomy
  - b. Vagina
  - c. Extremity – leg

**Intraoperative:**

1. Recognize, prepare and pass instruments
  - a. Sutures and ties
  - b. Load and pass NH swaged needle holder: right – and left –handed surgeon
  - c. Load free needle onto NH; thread suture ; pass and reload
  - d. Tag and cut sutures
  - e. Pass ties: free hand; instrument
2. Contaminated sterile attire
  - a. Re-glove
  - b. Re-gown

**Postoperative:**

1. Dressings
  - a. Assemble and apply abdominal dressings
  - b. Assemble and apply Montgomery strap dressing
2. Connect ostomy bag to stoma site
3. Drains
  - a. Connect Hemovac
  - b. Connect Jackson-Pratt
  - c. Connect chest tube to chest drainage system
4. Remove sterile gown and gloves
5. Disinfecting OR
  - a. End of case
  - b. Terminal

**Perioperative:**

1. Sponge, sharp, and instrument counts

**Assistant Circulator Role**

1. Turn and tie sterile gown
2. Transporting patient

## ADVANCED CLINICAL

SRGT 2660

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- a. Prepare patient stretcher
    - b. Transport patient from ward room to preop holding or OR
  3. Transferring patient
    - a. Stretcher to OR table
    - b. OR table to stretcher
  4. Taking vital signs
    - a. Temperature
    - b. Pulse
    - c. Respirations
    - d. Blood Pressure
  5. Electrosurgery
    - a. Position grounding pad
    - b. Connect Bovie Pencil cord to ESU
    - c. Complete ESU checklist
  6. Sellick's Maneuver
  7. Positioning the patient
    - a. Supine
    - b. Lateral
    - c. Prone
  8. Urinary Catheterization
    - a. Straight catheter a male
    - b. Straight catheter a female
    - c. Foley urinary catheterization – male and female
  9. Positioning a pneumatic tourniquet cuff
  10. Skin Prep
    - a. Abdomen
    - b. Vagina
    - c. Extremity
  11. Connect suction
  12. Documentation
    - a. Lab test requisition
    - b. Pathology – specimen

### **Disinfection and Sterilization**

1. Hand wash Instruments
2. Disinfect an endoscope
3. Assemble an instrument set
4. Packing items for sterilization
  - a. Peel Pack
  - b. Container system
  - c. Envelope fold wrap

## ADVANCED CLINICAL

SRGT 2660

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- d. Square fold wrap
  5. Operate Stem sterilizer
    - a. Flash
    - b. Routine
  6. Operate Sterrad Steris System

**SCANS:** The Secretary's Commission for Achieving Necessary Skills (SCANS) are incorporated into the learning outcomes and activities for the course

### **Course Outline or Schedule:**

Wednesday-Friday

6:30a-3:00p

**\*\*Note: We ask that you are flexible with your clinical assignment. Times and locations can change daily/weekly. Students will be notified through one of the following methods of communication – BrightSpace, Email or Phone. Any questions regarding a clinical assignment should be directed to Mrs. Howard. There may be times when the student that is scrubbed into a case cannot be relieved at exactly 3:00. Please keep this in mind when making plans or informing your employer due to the out of town travel.**

### **Clinical Facilities:**

Students may rotate through each clinical site at least one time during the clinical semester.

Ascension Providence  
6901 Medical Parkway  
Waco, TX 76712  
254-751-4200

Baylor Scott and White Hillcrest  
100 Hillcrest Medical Boulevard  
Waco, TX 76712  
254-202-5800

Goodall-Witcher Hospital  
101 South Avenue T  
Clifton, TX 76634  
(254) 675-8322

Coryell Memorial Hospital  
1507 West Main Street  
Gatesville, Texas 76528  
(254) 865-8251

McLane Children's Hospital Scott & White  
1901 SW H.K. Dodgen Loop  
Temple, TX 76502  
(254) 935- 4250

Baylor Scott and White Memorial  
2401 S. 31st St.  
Temple, TX 76508  
(254) 724-2401

## ADVANCED CLINICAL

SRGT 2660

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### **Clinical Rotations:**

Clinicals will be held in the hospital, outpatient surgery center, and/or MCC campus. While in the clinical setting students may be placed in different areas to observe different duties and functions of surgical personnel. Students are not to assign themselves. Students will be required to wear the proper clinical attire. Please refer to the handbook for the specifics.

### **Clinical Attire:**

All students are required to wear the appropriate Caribbean scrub top and pants with the white cover-up within the clinical setting. The cover-up must be worn over the scrubs before and after the clinical day and upon leaving the surgery department. The MCC-ST patch must be sewn on and the student must wear the appropriate identification badge for that particular clinical site. Failure to do so may result in the student being sent home to change, sent home for the day, and/or points taken off the final grade.

When in the clinical setting that requires the student to wear hospital scrubs, the student is required to wear the MCC-ST program attire and will change into provided clinical scrubs.

While in the hospital setting the student will wear the designated hospital identification as well.

***\*\*Please review the COVID -19 Updates for clinical attire and protocol***

***\*\*Please review the scrub uniform policy.***

***\*\*\*Students will be notified about any changes to schedule by posting in Brightspace, announcement by faculty, clinical instructors, or student email.***

### **COVID -19 Protocol for Clinical sites:**

- If feeling sick, please self report on the MCC website
- Notify the Clinical Coordinator asap
- Use respiratory etiquette. Cover your cough or sneeze with a tissue or a sleeve!
- Wash your hands frequently.
- Use alcohol-based hand sanitizer.
- Maintain physical distancing in common areas. Maintain a distance of at least 6 feet from others when at all possible.

### **Ascension Providence:**

- Student must take self-assessment prior to arriving at site
- Notify your Clinical Instructor and the Clinical Coordinator asap if ill



## ADVANCED CLINICAL

SRGT 2660

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### **Corvell Memorial:**

- Student must be COVID 19 vaccinated to attend clinicals .
- Students will be required to check in through the main entrance where they will be asked questions and temperature will be taken daily. Student will need to sign HIPPA form.

### **Goodall- Witcher:**

- The hospital's main entrance is open 0800-1700 Monday thru Friday.
- The students will need to come in thru the ED entrance if they arrive prior to 0700.
- They will be screened each time they enter (through either entrance) and receive a sticker they need to place on their top showing they have been screened.
- They will need to change into scrubs once they arrive and return before they leave each day.

### **Baylor Scott and White Facilities:**

- Student must take self-assessment prior to arriving at site
- Notify your Clinical Instructor and the Clinical Coordinator asap if ill

### **Course Grading Information:**

#### **Evaluation System:**

#### **Evaluation of Students**

1. Assignments
2. Performance in meeting clinical competencies
3. Attendance
4. Clinical, staff, instructor performance evaluations
5. Professionalism and teamwork

#### **Evaluation of Course**

1. Results of student competencies
2. Student Course Feedback

### **Grading Rubric:**

A – 100 – 89.5

B – 89.4 – 79.5

C – 79.4 – 74.5

D – 74.4 – 69.5

F – 69.4 – 0

**\*\*Final grade will be determined on the following percentages:**

75% Clinical Performance Assessment

25% Clinical Journal / Assignments/ Evaluate

100%

## ADVANCED CLINICAL

### SRGT 2660

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#### **Assignments:**

All students are required to turn in graded assignments on the date due. Late assignments will be penalized 10 points per day. No assignments will be accepted past 1 week. Assignments are to be turned in at the beginning of the clinical day they are due. Quizzes cannot be made up.

Students are required to keep a clinical journal with a record of the cases they have participated in. These journals are part of the graded assignments and must be kept neat and legible.

\*\*\*note: some assignments may be required to be turned in via Brightspace. The student will be informed as to which assignments will be required to be turned in on Brightspace and what assignments are required to be turned in to the instructor.

Students are required to enter their clinical cases into the E\*Value data base. E\*Value is a Healthcare Education Management online system that provides the program an oversight of the students clinical case count. The student will log all case from their clinical rotation to include observation, first scrub and second scrub cases in E\*Value by **Monday** of the next clinical week.

#### **Clinical Journal Requirements:**

All students are required to keep a clinical journal where they will document their clinical activities and competency accomplishments. A template/outline will be given to each student so that the journal will be consistent for grading purposes. Journals are to be turned in at the beginning of the clinical day or designated time. Failure to do so will result in 10 pts. deduction per day and will not be taken after one week (no exceptions). ***The clinical journal/assignments make up 25% of the total clinical grade.***

It is the responsibility of ***each student*** to keep up with the surgical cases or clinical activities they participate in by documenting them in their Clinical Journals and in Evalue. All surgical cases must be input into Evalue by the Friday prior to the Clinical Journal. All cases including observed cases must be put in Evalue. Confirmation of the activity and cases ***will*** be signed off by the clinical coordinator each week. If a case is rejected, then the student will have 1 week to correct and resubmit. ***The clinical journal /assignments/ Evalue make up 25% of the total clinical grade.***

Assignments completed on campus and online assignments will be part of the clinical journal grade. These assignments may be found on the Monday schedule and are expected to be completed by their due date. Assignments may be completed prior to their due date. Due to the pace of the class, no online assignments will be accepted after the due date. ***Monday activities and assignments are part of the clinical assignments make up 25% of the total clinical grade.***

#### **Clinical Performance Assessment:**

## ADVANCED CLINICAL

### SRGT 2660

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The Clinical Performance Assessment (CPA) is an evaluation of the student's skills according to workforce education. Student's skill levels are assessed according to accreditation standards and state standards or the Secretary's Commission on Achieving Necessary Skills (SCANS). Clinical performance skills will be assessed on a bi-weekly base from both clinical instructor and clinical coordinator; the official copy will be kept in the student's file. \ ***The CPA consists of 75% of the total clinical grade.***

#### **Clinical Case Requirements:**

The following is taken directly from the Association of Surgical Technology Core Curriculum 6<sup>th</sup> edition and will be used to guide the student to a successful completion of all scrubbed case requirements for graduation. The total number of cases the student must complete is 120. This is divided into the following criteria:

- 30 General cases – 20 of these cases must be performed in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role. (It is acceptable to have 30 first scrub cases.)
- 90 Surgical Specialty cases – 60 of these cases must be performed in the first scrub role and distributed amongst a minimum of four specialties. A minimum of 10 cases in the first scrub role must be completed in each of the required minimum four surgical specialties. (40 cases) The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 surgical specialty cases (to reach the total of 90) may be performed in any surgical specialty either in the first or second scrub role.
- Specialty areas include : Cardiothoracic, ENT, Eye, GU, Neuro, Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant  
\*\*10 diagnostic/endoscopy cases and 5 vaginal delivery cases may be applied toward the second scrub case total.
- No more than 40 second scrub cases (10 general and 30 specialties) may be counted towards the 120 total case count.
- Case experience in the second scrub role is not mandatory.
- Observation cases must be documented but do not count towards the 120 required cases.

#### **First Scrub Role**

The student 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.
- Setup the sterile field with instruments, supplies, equipment, medications 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 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 cameras

\*\* Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

\*\* At no time are students allowed to manipulate tissue or “assist” the surgeon during surgery.

\*\* Due to legality issues students are to be assisted by an employee when handling specimen and during counting.

### **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. Observations do not count towards the total counted cases but must be documented on the case log.

## ADVANCED CLINICAL

### SRGT 2660

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Clinical Case Log will be assessed on a bi-weekly base and validated with a signature from the student and clinical instructor/clinical coordinator.

#### **Academic Standing**

Students will be evaluated on a constant and frequent basis. This will allow the student and faculty to track the students' progress throughout the program. Students will be required to come into the program directors office on a scheduled time and review their degree plan, lab, clinical, and classroom academic standing. An Academic Counseling form will be signed and kept in the students' file. Students are encouraged to ask for academic counseling any time they feel the need for it.

#### **Late Work, Attendance, and Make Up Work Policies:**

##### **Assignments:**

All students are required to turn in graded assignments on the date due. Late assignments will be penalized 10 points per day that they are late. No assignments will be accepted past 1 week. Assignments are to be turned in at the beginning of the clinical day they are due.

##### **Absences:**

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. In the SRGT program, setting your clinical instructor is your supervisor and must be notified about these instances.

Clinical is an important part of a student's education. Failure to show up on time or to appear will put the student behind. It is the student's responsibility to call the clinical instructor, clinical coordinator, or program director if the student knows they will be late or cannot appear. Texting is **not** an acceptable way to notify the clinical instructor.

Students are expected to report their absence as soon as possible and at least 30 minutes before scheduled clinical time. Students are required to call their clinical instructor for that day however, if you are not able to contact that instructor please call the clinical coordinator's office phone at 254-299-8301 and leave a message.

Students are required to report to clinical at the designated time. Students will be marked tardy at 15 minutes after the assigned clinical time. Assigned clinical time is typically 6:30 am. After 7:30 am, the student will be counted absent.

Students who request to leave the clinical site early due to personal reasons will receive an incomplete for the day. Instructors will relieve the student from the operating room when it is safe for the patient.

## ADVANCED CLINICAL

### SRGT 2660

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“No call, No show” will result in a program review and a higher point deduction from the student’s overall grade. Point deduction for a “No call, No show” is **5 points** from the student’s overall grade. Students will need to contact the Program Director before being allowed to return to the clinical site.

Points will be deducted from the student’s overall grade for excessive tardies, incompletes, and absences. Attendance may be found in D2L|Brightspace.

The point deduction for absences is as follows:

- 1 day of absence = **0 point** deduction from overall clinical grade
- 2 days of absence = **2 point** deduction from overall clinical grade
- 3 days of absence = **4 point** deduction from overall clinical grade
- 4 days of absence = **6 point** deduction from overall clinical grade
- 5 days of absence = **8 point** deduction from overall clinical grade
- 6 days of absence = **10 point** deduction from overall clinical grade
- 7 days of absence = **12 point** deduction from overall clinical grade

The point deduction for tardies and incompletes is as follows:

- 3 tardies = 1 absence
- 3 incompletes = 1 absence
- Any combination of tardies and incompletes that equal 3 will result in 1 absence.

*\*Absences due to COVID-19 will be assessed on a case by case basis.*

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member (i.e. grandparent, parent, spouse, child, sibling – three clinical days maximum)
2. Subpoena to be present at a court case. (Jury Duty does not qualify – court issued work notice required)
3. Activities outside of clinical that are directed by the program faculty (i.e. award ceremony, advisory committee meeting, and inclement weather)
4. Illnesses will be reviewed on a case by case basis.

Any student that is absent for more than 25% of the clinical class will be withdrawn from the course and may not continue in the program.

Students that are absent due to a medical condition are required to bring a doctor’s release to be allowed back into the clinical setting – **NO EXCEPTIONS**

**Student Behavioral Expectations or Conduct Policy:**

**Competency Policy:**

The surgical technology student is expected to have a competent knowledge base of aseptic technique as well as technical skills that will allow them to work safely and confidently within a perioperative setting.

**\*\*NOTE\*\***

2 non-recognized contaminations in the clinical setting will result in program evaluation status. The student will be evaluated for type of contamination and reasons for not recognizing the contamination. If it is determined that the student should have known how to recognize, prevent or correct the contamination then the student may be removed from the clinical setting and either placed in remediation or dismissed from the program

**All student conferences will be held on MCC campus.**

**Patient Care:**

Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by a clinical instructor. Students ***CANNOT*** refuse to provide care for a patient unless they are personal friends, relatives, or active TB case as the students have not been fitted for the special masks required to be in those cases. When assigned to a clinical affiliate, the student is considered to be a guest in that facility and can be asked to leave from the clinical affiliate, they may also be dismissed from the program. Students are to treat every patient with dignity, respect and provide quality care, abiding with the Patient's Bill of Rights.

***\*\*Please refer to the MCC-ST handbook for additional information***

**General Practices:**

Attendance is mandatory. Missed clinicals cannot be made up. Students are required to be dressed and ready to receive their assignments at the instructors designated location.

Artificial or acrylic nails are not allowed into the clinical settings. Artificial nails harbor bacteria and possible fungus that can be transmitted to the patient if there is an accidental tear or hole in the sterile glove. Nails are to be kept short, clean and polish free.

Students must make the program faculty aware of any environmental allergies related to latex or iodine based products. The medical community is aware of the seriousness of these allergies and has tried to eliminate the use of latex in the medical environment. Not all patient contact items are latex-free. In addition Betadine scrub and solutions contain iodine which can cause an allergic reaction. If you have sensitivity to either latex or iodine you must make the faculty aware of this and provide documentation.

## ADVANCED CLINICAL

### SRGT 2660

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Proper clinical attire is required which consists of a clean and pressed scrub suit designated by the program (2 pairs). Clean socks and shoes with no emblems on them. These must be solid toe shoes of either leather or a durable material that is resistant to liquids or stains. No clogs, sandals or open-toed shoe is allowed. One clean and pressed lab coat with the MCC-ST program patch and name tag. Students must wear the hospital ID badge. Failure to do so will result in the student being sent home for the day.

All students are encouraged to be prepared for the clinical experience by having the required textbooks, folders and supplies with them for each day.

When at an offsite facility, students must check the schedule for the next clinical day. If there is nothing scheduled, the student must contact Clinical Coordinator for further instruction.

Clinicals will be held in the hospital setting. While in the hospital students may be placed in different areas to observe different duties and functions of surgical personnel. Students are not to assign themselves.

Students must check in with the instructor before going to and upon arrival from L&D, GI Lab, Central Sterile, and the cafeteria.

Students will be assigned to off-site clinical experiences that will require them to travel. Travel time must be factored into arrival time to these clinical sites so that tardiness can be avoided.

If a student is going to be absent to an off-site facility, the student is responsible for contacting the clinical site first, then contacting the Clinical Coordinator. The Clinical Coordinator will contact the student with their assignment for the next day, pending schedule by the end of the clinical day.

Since this semester is primarily clinical time students must check Brightspace and email daily for messages, assignments, grades and any class information updates. Students may be required to report to the MCC campus instead of the hospital.

Students are encouraged **not** to bring any valuables into the clinical setting. McLennan Community College, Baylor Scott and White Hillcrest, Ascension Providence Hospital, Coryell Memorial, Goodall-Witcher, Baylor Scott and White Memorial or McLane Children's Hospital is not responsible for student belongings or valuables.

Cell phones, smart watches, ear buds or beepers are **not allowed** during clinicals. However, it is understood that when traveling, students are highly advised to carry their cell phone, to the facility. Cell phones and smart watches are to be off and placed in a locker. At the end of the day before leaving the offsite facility, the student must contact the Clinical Coordinator. While at



## ADVANCED CLINICAL

### SRGT 2660

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lunch or break, the student may use their cell phone. If caught with these items in an area where they are not allowed, the student can be sent home for the day and receive an incomplete.

Students are to remain in their assigned areas until the clinical instructor relieves them. Students are not to enter any of the operating rooms while surgery is going on unless they are assigned to that case.

Students are expected to help clean up the OR and turn over the room in between cases

Talking and noise must be kept to a minimum while in the clinical setting. Please do not congregate around the front desk.

When in the clinical setting lunches are 30 minutes and breaks are 15 minutes only. Lunches must be taken in the cafeteria and not the employee lounge.

All students are required to report to the clinical instructor before leaving and upon arrival to the surgery department. Students must be dismissed by the MCC clinical instructor and not the hospital staff where an instructor is present.

Due to the personal nature of what goes on in the operating room students will not discuss any confidential information about surgeries outside the classroom. Taking topics that are discussed in the classroom into the public setting is a direct violation of program policies and will not be tolerated. This will lead to dismissal from the program.

**BAD WEATHER DAYS:** Students are encouraged to watch the MCC website and the local news stations for campus closing. In the event that students are already at the clinical site and scrubbed into cases they will not be taken out of the case until it is finished. It will be up to the Program Director and the Clinical Coordinator as to the time the students can be dismissed from clinicals. Just because the campus closes does not mean the students will be released immediately from clinicals. Students will be released when it is deemed safe for the patient and the student. There is to be no disruption of the surgical cases as this causes an unsafe environment for patients. A delay for campus does not equal a delay in clinical for question contact your clinical instructor. Students are asked to sign up for the campus alert system MyAlert.

***\*\*Please refer to the MCC-ST handbook for all other information***

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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Updated 11/04/2022

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**COLLEGE**

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## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
8122  
Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.