



INSTRUCTIONAL PACKAGE

SUR 101

Introduction to Surgical Technology

Fall 2020
202010

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202010

COURSE PREFIX: SUR101

COURSE TITLE: Introduction to Surgical Technology

CONTACT HOURS: 5

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

This introductory level course is designed to introduce the student to the surgical discipline for usage in preparing surgical environment, team concepts, aseptic technique, and hospital organization, basic instrumentation and supplies, sterilization principles of infection control, wound healing, medical and legal aspects of the operating room, anesthesia and pharmacology.

COURSE DESCRIPTION:

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing

PREREQUISITES/CO-REQUISITES:

Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED:

- Meet minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved)
- Transfer students must meet the College transfer student admission requirements
- Completion of BIO 210, BIO 211 and BIO 225 with a minimum grade of "C"
- Completion of AHS 102 Medical Terminology
- Complete the criminal background check and drug screening requirements(Dana.Gasque@hgtc.edu)
- Current CPR certification (Health Care Provider) (Dana.Gasque@hgtc.edu)
- Submit a complete Health Sciences Division Physical Examination Form. (Dana.Gasque@hgtc.edu)

REQUIRED MATERIALS:

June 2020

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 5th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-1-305-95641-4
2. Surgical Technology for the Surgical Technologist Mind Tap access 5th Ed. Delmar Cengage Learning
3. Pocket Guide to the Operating Room 3rd Ed. F.A. Davis, 2008
4. LANGE Q&A Surgical Technology Examination 6th Edition ISBN 978-0-07-174576-5
5. Association of Surgical Technology Certifying Exam Study Guide - 3rd Edition Book, AST 2013 ISBN 978-0-926805-66-8 (Optional) (Suggested)
6. Approved Certification Review Apps include: AST (Association of Surgical Technologist) and Appleton and Lange Q&A

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

1. White Lab Coat (¾ length)
2. Scrubs: Ceil blue with white embroidery
3. Lab Coat: White with ceil blue embroidery
 - a. Both should read: Horry Georgetown Technical College Surgical Technology Student
4. White shoes (tennis shoes are allowed) no clogs or open toes
5. Goggles
6. Student ID to be worn in class and at clinical sites
7. X-RAY Badge (ordered by Program director before 2nd semester clinical)
8. HGTC Lanyard (Optional)
9. CPR (BCLS) for health care provider
10. Clinical Compliance (See Dana Gasque: Dana.Gasque@hgtc.edu or 843-477-2025)
 - a. (*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)
11. Flash Cards
12. 3 ring 2" binder with dividers
13. Blue and Orange Highlighters
14. Sticky Notes
15. Flash Drive
16. 2x2 passport picture

List other tools, resources, and materials needed by the student for success in the course, including specific costs associated (i.e., calculators proctor fees, hardware/software). Remove section if you don't plan to use.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

No cell phones allowed in lab.

There will be no talking when the instructor is talking. Each student will receive only one warning. After the initial warning, the student will be asked to leave the classroom, will receive a critical u, and will be marked absent. As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

No cell phones allowed in lab.

Questions are encouraged during class but they need to be subject related. Question that are not related to the material being covered will be viewed as a disruption and the student will be asked to leave the classroom and will receive an absence along with a critical U write up. Two critical U's will result in dismissal from the program.

Any student that is insubordinate to an instructor will be removed from the classroom and receive a critical U and an absence for the day.

Any student who uses threatening language or action towards an instructor or fellow student will be removed from the program. Please refer to the critical U paperwork for additional disciplinary protocol.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Program Cognitive Objective:

At the completion of the program, the graduate of Horry Georgetown Technical College Surgical Technology Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry level Surgical Technologist in Horry and Georgetown counties.

Program Psychomotor Objective:

At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Surgical Technology in Horry and Georgetown counties.

Program Affective Objective:

At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Surgical Technology in Horry and Georgetown counties.

Lecture:

Surgical Technology for the Surgical Technologist 5th Edition:

- Ch. 1: Orientation to Surgical Technology
- Ch. 3: The Surgical Patient
- Ch. 4: Special Populations
- Ch. 7: Preventative Perioperative Disease Transmission
- Ch. 10: Instrumentation, Equipment, and Supplies
- Ch. 11: Wound Healing, Sutures, Needles, and Stapling Devices

Lab:

Surgical Technology for the Surgical Technologist 5th Edition:

- Ch.10: Instrumentation, Equipment, and Supplies
- Ch.11: Wound Healing, Sutures, Needles, and Stapling Devices
- Ch.12: Surgical Case management

Assessment(s):

Lecture:

Writing Assignments

Homework/ Workbook Assignments

Chapter Tests

Cumulative Evaluation Exams

Lab:

- Homework/ Outlines
- Group Projects
- Competency Skills Evaluations
- Unit Tests
- Oral Comprehensive Exams

Learning Outcomes:

1. Trace the historical development of surgical technology
2. Recognize members of the surgical team and their roles
3. Compare and contrast the various roles of the surgical technologist
4. Interpret the components of a job description for the surgical technologist
5. Demonstrate principles of communication in the surgical setting
6. Relate awareness of aseptic principles to the surgical technologist's role in the care of the surgical patient
7. Summarize the different types of health care facilities
8. Analyze a typical hospital organization structure
9. Classify hospital departments and their relationship to surgical services
10. Recognize basic instruments by type, function and name
11. Demonstrate proper care, handling and assembly of instruments
12. Indicate items that require sterilization prior to use in the sterile field
13. Differentiate the types of special equipment utilized in the OR practice and demonstrate proper

- care, handling techniques and safety precautions
14. Cite the names and functions of accessory equipment and demonstrate proper care, handling and assembly
 15. Collect and prepare supplies used in the OR
 16. Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
 17. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety
 18. Distinguish and assess the physical, spiritual, and psychological needs of a patient
 19. Distinguish and assess the cultural and religious influences on the surgical patient
 20. Assess the patient's response to illness and hospitalization
 21. Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis
 22. Determine the general needs associated with special populations of surgical patients
 23. Describe the unique physical and psychological needs of each special population
 24. Compare and contrast the surgical considerations for pediatric patients and special patient populations
 25. Compare and contrast the intraoperative considerations for pediatric patients and special patient populations
 26. Assess the ethical commitment that is required of surgical technologists as it relates to special populations care
 27. Evaluate the role of the surgical technologist for the surgical care of each special population
 28. Recognize the design types of the OR
 29. Recognize the working environment of the OR
 30. Determine the physical components of the OR
 31. Identify the type of air-handling system required in the OR and the temperature and humidity required to maintain a sterile field
 32. Classify hospital departments that relate to surgical services
 33. Distinguish between services that work with the OR team in the care of the patient
 34. Indicate cleaning procedures, traffic patterns, and routines required in the operative environment
 35. Recognize the hazards to the patient in the operative environment
 36. Analyze the role of the surgical technologist in the protection of self, patients and others from hazards in the operative environment.
 37. Define the terms related to asepsis
 38. Define and discuss the concept of surgical conscience
 39. Discuss the principles of asepsis
 40. Discuss the sterile practices related to principles of asepsis
 41. Identify the principles and procedures related to disinfection and sterilization
 42. Discuss the surgical environment and the application of the principles of asepsis to the environment
 43. Discuss the relationship between the principles of asepsis and practice of sterile technique and surgical patient care
 44. Demonstrate competency related to the practice of sterile technique
 45. Demonstrate competency in the procedures related to disinfection and sterilization
 46. Demonstrate the transportation of the surgical patient
 47. Demonstrate techniques of opening and preparing supplies and instruments needed for any

- operative procedure site maintaining sterile technique at all times
48. Demonstrate the proper techniques for the surgical hand scrub, gowning, gloving, and assisting team members and demonstrate the taking and recording of vital signs
 49. Interpret the principles of urinary catheterization and demonstrate
 50. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis
 51. Demonstrate the initial steps for starting a procedure
 52. Demonstrate intraoperative handling of sterile equipment and supplies
 53. Summarize and demonstrate postoperative routines
 54. Demonstrate the proper technique for preparing supplies and instruments on a sterile field
 55. Demonstrate and explain in detail the procedure for counting instruments, sponges, needles and other items on the sterile field
 56. Demonstrate application of thermoregulatory devices. Apply the principles of surgical positioning
 57. Summarize the methods of preparation of the operative site for surgery
 58. Interpret the principles
 59. Assess the types of injury that cause damage to tissues
 60. Indicate and give examples of traumatic wounds
 61. Recognize the classifications of surgical wounds
 62. Recognize the characteristics of inflammation
 63. Indicate terms relevant to wound healing
 64. Recognize the characteristics of the types of healing
 65. Recognize the stages/phases of wound healing
 66. Analyze the factors that influence healing and describe the manner in which they affect the healing process
 67. Summarize the possible complications of wound healing
 68. Cite and interpret common suture terms
 69. Recognize the types, characteristics and uses of natural and synthetic absorbable suture materials
 70. Compare and recognize the common natural and synthetic nonabsorbable sutures
 71. Classify and differentiate suture materials and stapling devices and their uses
 72. Apply preparation and handling techniques for suturing and stapling devices and factors relating to the choice
 73. Summarize the basic uses and advantages of stapling instruments
 74. Distinguish, describe the use of, and demonstrate proper handling of the various types of suture needles

Lab Skill Assessments:

INFORMATION - THE CLINICAL SKILLS REQUIRED OF THE SURGICAL TECHNOLOGIST:

There are many clinical skills the ST must possess in order to be efficient and proficient in the surgical environment. These will be taught during this program and monitored and graded by the assigned instructor/preceptors during the classroom and clinical experience. Skills Assessments include, but are not limited to:

1. Demonstrate the basic hand wash
2. Demonstrate decontamination of the OR as if prior to first procedure of the day
3. Demonstrate assembly of an instrument tray
4. Demonstrate the surgical hand scrub

5. Demonstrate gowning and gloving of one self and assisted gowning and gloving
6. Demonstrate removal of gown and gloves
7. Demonstrate open glove technique
8. Demonstrate a Surgical Skin Prep
9. Demonstrate Urinary Catheterization
10. Demonstrate opening sterile supplies and setting up the sterile field
11. Demonstrate case Set-up
12. Demonstrate proper handling and passing of instruments
13. Demonstrate proper identification, handling and labeling of medications/solutions
14. Demonstrate instrument Sharps – load and pass
15. Demonstrate basic passing of instruments with hand signals
16. Demonstrate attention to safety of patient, self and others
17. Demonstrate proper infection control methods
18. Demonstrate the proper method for labeling and handling specimens
19. Demonstrate Patient Confidentiality
20. Demonstrate taking of Vital Signs
21. Demonstrate patient identification and transporting to the OR
22. Demonstrate proper positioning of sterile field prior to surgery and light handle placement
23. Demonstrate proper placement and attachment of laparoscopic equipment prior to case
24. Demonstrate knowledge of the autoclave settings, and use
25. Demonstrate the proper technique for draping of general procedures
26. Demonstrate wrapping trays for sterilization
27. Demonstrate peel packing instruments for sterilization
28. Demonstrate proper placement and reading of biological indicators
29. Demonstrate proper placement and reading of steam indicators

The student must be able to perform these skills safely, with proficiency and confidence. It is vital that the student be able to “function” in the role of the surgical technologist. The knowledge gained in lecture is important, but alone is not sufficient for employment in the surgical area.

Failure to complete skills assignment prior to lab will indicate that the student is not prepared and will not be able to participate in the lab skills exercise

Failure of Lab Skills assessment will result in a second assessment in that particular skill. Failure in the second assessment will result in a failure for the entire course, regardless of grade.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

- Lecture: 80%

- Tests (6 Total): 40%
- Assignments (2 total): 10%
- Lab: 20%
- Final Exam: 30%
 - Total: 100%
- Lab: 20%
 - Tests: 15%
 - Assignments: 15%
 - Skills: 20%
 - Final Skills Check Off: 50%
 - Total: 100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

93-100 = A 85 - 92 = B 77 - 84 = C 69 - 76 = D 68 or below = F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

- Attendance will be taken each class
- No more than three (3) absences will be allowed
- More than three (3) absences will result in withdrawal from the program by the instructor or withdrawal by the student.
- Any one leaving more than thirty (30) minutes prior to the end of class will be marked as a class absence.
- The student will be responsible for any information given out while not in class.
- Any student that comes to class late three times will received one absence.

After the allowed number of misses, the student will be dropped from the course with a W or a WF.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent

(90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu