



INSTRUCTIONAL PACKAGE

SUR 101

Introduction to Surgical Technology

Fall 2023

Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023

COURSE PREFIX: SUR 101

COURSE TITLE: Introduction to Surgical Technology

CONTACT HOURS: 3 Lecture/ 6 Lab

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:

BIO-Biology 210 Credit C /Or

BIO-Biology 210 Credit TC/ AND

AHS-Allied Health Science 102 Credit C /Or

AHS-Allied Health Science 102 Credit TC /AND

SUR-Surgical Technology 126 Credit C / Or

SUR-Surgical Technology 126 Credit TC

ENG- English Composition 101 Credit C / or Credit TC

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

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. Cengage Mindtap Access Unlimited

3. Surgical Instrumentation; An Interactive Approach 3rd Edition Elsevier 2019 ISBN: 978-0-323-52370-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 2nd Edition FADAVIS ISBN: 978-0-8036-4571-4
5. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Schein
7. Lange Q and A Surgical Technology Examination 7th Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112
8. Surgical Technologist Certifying Exam Study Guide 3rd Edition ISBN 9780926805668

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. Warm up Jacket (Black with ceil blue embroidery)
3. Scrubs: Ceil blue with black embroidery and Black Scrubs with Ceil Blue embroidery.
4. Lab Coat: White with ceil blue embroidery.
 - a. Both should read: HGTC Surgical Technology Student
5. White shoes and/or Black or Ceil Blue (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be waterproof that can be easily cleaned. (No cloth)
6. Goggles and Croakies
7. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
8. X-RAY Badge (ordered by Program director before 2nd semester clinical)
9. HGTC Lanyard (Optional)(Suggested)
10. CPR (BCLS) for health care provider
11. Clinical Compliance (Rhonda Todd: Rhonda.Todd@hgtc.edu or 843-477-2138)
 - a. (*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)
12. 3 ring 2" binder with dividers
13. Blue and Orange Highlighters
14. Sticky Notes (recommended)
15. Flash Drive
16. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365)
17. Printer/Scanner

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
 Access to myHGTC portal for student self-services.
 College email access – this is the college's primary official form of communication.
 Cengage Mindtap Access

Surgical Counts Access
Access to LapSimST
Access to PeriOpSim

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.

Questions are encouraged during class, but they need to be subject related. Questions that are not related to the material being covered will be viewed as a disruption and the student will receive a warning. Additional disruptions will result in the student being sent home with an absence. Once the student returns to class any additional disruptions will result in a critical u. Two critical U's will result in dismissal from the program.

Questions concerning tests or assignments should be submitted to the instructor through email and should not be addressed during class instruction time.

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. Please refer to the Surgical Technology Handbook for further information.

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.

Surgical Technology for the Surgical Technologist 5th Edition:

- Ch. 1: Orientation to Surgical Technology
- Ch. 5: Physical Environment and Safety Standards
- Ch. 6: Biomedical Science and Minimally Invasive Surgery
- Ch. 7: Preventative Perioperative Disease Transmission
- Ch. 10: Instrumentation, Equipment, and Supplies
- Ch. 12: Surgical Case Management

Surgical Instrumentation 3rd Edition

- Ch.1: Introduction to Surgical Instruments
- Ch.2: Basic Instruments
- Ch. 3: General Instruments

Surgical Equipment and Supplies 3rd Edition:

- Ch. 1: Aseptic Technique, Sterilization, OR Attire, National Time Out, and Hand Hygiene
- Ch. 2 Common Equipment and Supplies
- Ch.3 General Surgical Supplies and Splints
- Ch. 5 Lasers
- Ch. 6 Endoscopic and Robotic Equipment
- Ch.7 Specialty Equipment

Lecture:

- **Assignments/Classwork:**

- MindTap
- Outline
- Resume
- Daily Competition/Teams
- Leadership Roles: Lab Management

- **Lecture Tests:**

- ST4ST CH1: Orientation to Surgical Technology
- ST4ST CH12: Surgical Case Management
- ST4ST CH 5: Physical Environment and Safety Standards
- ST4ST CH 7: Preventing Perioperative Disease Transmission

- ST4ST CH 10: Instrumentation, Equipment, and Supplies
 - DSES CH 6 Endoscopic and Robotic Equipment
 - DSES CH 7 Specialty Equipment
- ST4ST Ch 6: Biomedical Science and minimally Invasive Surgery
 - DSES CH 5: Lasers
 - DSES CH 6: Robotics
- Lab Tests:
 - Labeling Equipment, Instruments, and Supplies
 - SES: Ch. 1: Aseptic Technique, Sterilization, OR Attire, National Time Out, and Hand Hygiene
 - SES: Ch.2 Common Equipment and Supplies
 - SES: Ch.3 General Surgical Supplies and Splints
 - SI: Ch.1: Introduction to Surgical Instruments
 - SI: Ch.2: Basic Instruments
 - SI: Ch. 3: General Instruments
 - Cumulative Final (Lecture and Lab)
 - Including National Board Test prep questions
- Lab:
 - Skills Assessments
 - Equipment, Basic Instrumentation, Equipment, and Supply Identification
 - Environment Decontamination
 - Sterilization Exercise
 - Instrument Assembly
 - OR Prep
 - Case Prep

Learning Outcomes:

ST4ST CH1:

1. Trace the historical development of surgical technology.
2. Compare the separate roles of the team members in the surgical setting. 7CC
3. Identify the proper chain of command in the operating room. 7CC
4. Describe the healthcare facility (HCF) departments that provide direct and indirect patient care. 7CC
5. Describe the healthcare agencies that impact the provision of surgical services. 7CC
6. Discuss methods of successful surgical team participation. 7CC
7. Discuss strategies for the attainment of effective team goals. 7CC
8. Compare and contrast individual skills vs. collaboration roles and responsibilities. 7CC
9. Describe The characteristics of the professional surgical technologist. 7CC
10. Identify the traits of a Professional Surgical Technologist. 7CC
11. Compare and contrast the various roles of the surgical technologist.
12. Interpret the components of a job description for the surgical technologist.

13. Describe the credentialing options available to the surgical technologist. 7CC
14. Define and describe types of communication relationships. 7CC
15. Discuss the Goals of Communication 7CC.
16. Demonstrate the significance of content and tone in communication. 7CC
17. Demonstrate principles of communication in the surgical setting 7CC
18. Identify the skills necessary to resolve conflict in the workplace. 7CC
19. Distinguish the types of behavioral concerns found in society. 7CC
20. Discuss the strategies to negotiate effective problem resolution. 7CC
21. Evaluate the methods to prevent conflict in the surgical arena. 7CC
22. Relate awareness of aseptic principles to the surgical technologist's role in the care of the surgical patient
23. Summarize the several types of health care facilities.
24. Analyze a typical hospital organization structure.
25. Classify hospital departments and their relationship to surgical services.
26. Develop a plan of action to secure employment in the healthcare field. 7CC
27. Develop a professional resume. 7CC
28. Analyze various interview strategies. 7CC
29. Compare and contrast the various roles in the surgical technology profession. 7CC
30. Assess employment opportunities for the surgical technologist. 7CC
31. Evaluate personal employability qualities and develop an employment strategy that includes positive characteristics. 7CC
32. Compare and contrast several types of employment applications and follow-up correspondence. 7CC
33. Compare and contrast the various roles in the surgical technology profession. 7CC
34. Compare and contrast professional organizations related to the profession 7CC.
35. Identify the characteristics of a successful leader 7CC.
36. Discuss the functions and roles of leadership 7CC.
37. Explore pathways to advance in leadership roles 7CC.

ST4ST CH 5:

38. Describe basic floor plan designs for surgical services. 7CC
39. Discuss the location of the surgical services within the healthcare facility. 7CC
40. Explain the principles underlying the design of the surgical department. 7CC
41. Describe the floor plan of the operating room. 7CC
42. Summarize the components that comprise the environmental systems. 7CC
43. Recognize the working environment of the OR
44. Determine the physical components of the OR
45. Review the type of air handling system required in the OR and the temperature and humidity required to maintain a sterile field.
46. Describe the principles of environmental system safety controls. 7CC
47. Classify hospital departments that relate to surgical services.

ST4ST CH 6:

48. Describe the basic components of a computer system. 7CC
49. Perform basic word processing, Internet, and email functions.
50. Apply Computer knowledge to safe patient care.
51. Evaluate basic electronic medical records (EMR) systems used. 7CC
52. Evaluate safe practices for implementing information technology. 7CC

53. Describe best practices in securing protected health information (PHI). 7CC
54. Define terminology of the components of electricity. 7CC
55. Describe the principles of electrical flow. 7CC
56. Describe the various components of the electrosurgical unit. 7CC
57. Cite the basic principles of electricity and their application in the OR
58. Apply Electrical safety precautions. 7CC
59. Describe the biophysics of lasers. 7CC
60. Discuss the advantages of using lasers. 7CC
61. Describe the types of lasers. 7CC
62. Describe the specific applications of each type of laser. 7CC
63. Discuss application of MIS systems. 7CC
64. Discuss advantages and disadvantages to MIS. 7CC
65. Discuss the equipment, instruments and supplies used in MIS 7CC.
66. Discuss interventional radiology applications 7CC.
67. Discuss the considerations in the use of interventional radiology. 7CC
68. Describe the various imaging modalities. 7CC
69. Evaluate the role of the surgical technologist in interventional radiology. 7CC
70. Interpret terms related to physics.
71. Apply principles of physics to safe patient care practices in the OR

ST4ST CH 7:

72. Describe the terms related to asepsis and sterile technique. 7CC
73. Define and discuss the concept of surgical conscience. 7CC
74. Discuss the principles of asepsis. 7CC
75. Apply concepts related to asepsis. 7CC
76. Evaluate sources of contamination. 7CC
77. Discuss principles and practices of sterile technique. 7CC
78. Define terms related to sterile processing. 7CC
79. Describe the processes of decontamination. 7CC
80. Describe the manual methods used for cleaning surgical instrumentation and equipment. 7CC
81. Describe the mechanical methods used for cleaning. 7CC
82. Describe the concepts of disinfection. 7CC
83. Discuss the principles related to preparing items for sterilization. 7CC
84. Analyze the requirements for sterilizing items. 7CC
85. Discuss the principles of sterile storage. 7CC
86. Discuss the principles of distributing sterile supplies. 7CC
87. Discuss the sterile practices related to principles of asepsis.
88. Identify the principles and procedures related to disinfection and sterilization.
89. Discuss the surgical environment and the application of the principles of asepsis to the environment.
90. Discuss the relationship between the principles of asepsis and practice of sterile technique and surgical patient care.
91. Demonstrate competency related to the practice of sterile technique.
92. Demonstrate competency in the procedures related to disinfection and sterilization.

ST4ST CH 10:

93. Recognize basic instruments by type, function, and name.
94. Demonstrate proper care, handling, and assembly of instruments.

95. Identify the purposes of the various types of equipment. 7CC
96. Review the uses of the various types of equipment. 7CC
97. Describe the perioperative handling of equipment. 7CC
98. Identify the manufacturing characteristics of surgical instruments. 7CC
99. Compare the grades of surgical instruments. 7CC
100. Describe the categories of surgical instruments. 7CC
101. Apply knowledge of surgical instrumentation to specific surgical specialties. 7CC
102. Evaluate perioperative instrumentation handling concepts. 7CC
103. Indicate items that require sterilization prior to use in the sterile field.
104. Differentiate the types of special equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions. 7CC
105. Cite the names and functions of accessory equipment and demonstrate proper care, handling, and assembly.
106. Identify and describe various supplies used in the surgical setting 7CC.
107. Explain the principles behind the handling of the various types of surgical supplies. 7CC
108. Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
109. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety.

ST4ST CH 12:

110. Demonstrate the transportation of the surgical patient.
111. Identify select types of surgical attire. 7CC
112. Describe the purposes of surgical attire. 7CC
113. Identify the types of accessory attire. 7CC
114. Discuss restrictions involving surgical attire. 7CC
115. Demonstrate techniques of opening and preparing supplies and instruments needed for any operative procedure site, always maintaining sterile technique.
116. Describe the considerations that are important to maintaining hand and skin integrity. 7CC
117. Discuss the concepts for performing the medical hand wash. 7CC
118. Discuss the concepts of the surgical scrub as related to infection control. 7CC
119. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis.
120. Demonstrate the initial steps for starting a procedure.
121. Demonstrate intraoperative handling of sterile equipment and supplies.
122. Summarize and demonstrate postoperative routines.
123. Describe the principles associated with establishing the sterile field. 7CC
124. Explain the steps for preparing an operating room. 7CC
125. Describe the use of the surgeon's preference card. 7CC
126. Describe the concepts that are applied for opening sterile items. 7CC
127. Explain the sequence of opening sterile supplies. 7CC
128. Explain the steps for organizing the back table. 7CC
129. Explain the steps for organizing the Mayo stand. 7CC
130. Describe the final steps required to finish establishing the sterile field. 7CC
131. Analyze special circumstances that require adjusting the normal routine for establishing the sterile field. 7CC

- 132. Describe the types of surgical gowns and gloves.7CC
- 133. Describe the factors that affect the selection process.7CC
- 134. Describe the methods of gowning.7CC
- 135. Evaluate each method of gloving.7CC
- 136. Demonstrate the proper technique for preparing supplies and instruments on a sterile field.
- 137. Demonstrate and explain in detail the procedure for counting instruments, sponges, needles, and other items on the sterile field.7CC
- 138. Describe the methods used for counting.7CC
- 139. Describe the frequency and timing for surgical counts.7CC
- 140. Explain when additional counts may be required.7CC
- 141. Demonstrate application of thermoregulatory devices.
- 142. Apply the principles of surgical positioning.
- 143. Summarize the methods of preparation of the operative site for surgery.

DSES CH 5:

- 144. Discuss the acronym LASER.
- 145. Review the characteristics of a LASER beam.
- 146. Describe the parts of a laser.
- 147. Discuss the types of lasers and their application.7CC
- 148. Discuss laser safety.
- 149. Review the troubleshooting guide for the laser.

DSES CH 6:

- 150. Discuss how robotic surgery enhances minimally invasive surgery.7CC
- 151. Discuss the technological advantages of robotic surgery.

DSES CH 7:

- 152. Discuss the compound microscope (p165-166)
- 153. Discuss the various surgical interventions that use the microscope.
- 154. Discuss the parts of an operative microscope.
- 155. Discuss how to figure the amount of magnification.
- 156. Discuss microscope care and handling.

Lab Skill Assessments:

INFORMATION - THE CLINICAL SKILLS REQUIRED OF THE SURGICAL TECHNOLOGIST:

There are many clinical skills the ST must possess to be efficient and proficient in the surgical environment. Each skill required, is introduced to the students. The student will practice each skill, perform each skill, and is graded on each skill during this program by assigned instructors/preceptors.

First Semester Skills Assessments include, but not limited to:

1. Demonstrate principles of communication in the surgical setting. 7CC
2. Demonstrate body language and non-verbal communication. 7CC
3. Demonstrate principles of teamwork in the surgical environment. 7CC
4. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. 7CC
5. Identify the characteristics of a successful leader. 7CC

6. Discuss the functions and roles of leadership. 7CC
7. Explore pathways to advance in management roles. 7CC.
8. Demonstrate knowledge of operating room equipment and supplies. 7CC
9. Identify surgical equipment necessary to perform surgical interventions in the operating room. 7CC
10. Demonstrate knowledge of electrical safety while using various surgical equipment. 7CC
11. Identify the sections of the OR Table. 7CC
12. Explain the functions of the OR table. 7CC
13. Demonstrate care and use of the Surgical Back table.
14. Demonstrate care and use of the Surgical IV poles.
15. Demonstrate care and use of the Surgical Kick bucket.
16. Demonstrate care and use of the Surgical Mayo Stand
17. Demonstrate care and use of the Surgical Prep Stand
18. Demonstrate care and use of the Surgical Ring Stand
19. Demonstrate care and use of lighting.
20. Demonstrate the proper placement of equipment in the operating room prior to surgical cases.
21. Demonstrate the principals involved in donning or doffing surgical attire. 7CC
22. Demonstrate the basic hand wash. 7CC
23. Demonstrate decontamination of the operating room prior to first procedure of the day
24. Demonstrate assembly of an instrument tray. 7CC
25. Identify basic Instruments, equipment, and supplies. 7CC
26. Demonstrate perioperative instrument handling. 7CC
27. Demonstrate proper transport of instrumentation. 7CC
28. Demonstrate knowledge of the application and operating of basic surgical instrumentation, equipment, and supplies. 7CC
29. Demonstrate proper use of instrumentation. 7CC
30. Demonstrate the preparation of instrument and supplies for sterilization. 7CC
31. Demonstrate the proper preparation of peel packs, rigid containers, and instrument wraps.
32. Demonstrate knowledge of the autoclave settings, and use.
33. Demonstrate knowledge of proper sterilization techniques.
34. Demonstrate the steps for preparing to complete a surgical scrub. 7CC
35. Demonstrate the surgical hand scrub. 7CC
36. Apply the principles of asepsis to sterile gowning and gloving of self and others. 7CC
37. Demonstrate removal of gown and gloves
38. Demonstrate opening sterile supplies. 7CC
39. Demonstrate the procedure to correct contaminations during the opening process.
40. Demonstrate the process of organizing the sterile field. 7CC
41. Demonstrate the principles of economy of motion. 7CC
42. Demonstrate the principles of spatial awareness when organizing the sterile field. 7CC
43. Demonstrate proper opening techniques for sterile supplies and instrumentation.
44. Demonstrate proper positioning of furniture prior to creating a sterile field.
45. Demonstrate proper placement and reading of biological indicators.

46. Demonstrate proper placement and reading of steam indicators.
47. Identify breaks in sterile technique and provide appropriate measures to correct these breaks.
48. Identify contaminated conditions of sterilized instrumentation and supplies.
49. Apply corrective measures to contaminated instrument and supplies.
50. Demonstrate knowledge of operating the electrosurgical unit. 7CC
51. Demonstrate Fire Safety knowledge in the OR.
52. Demonstrate the procedure involved in performing an initial count. 7CC
53. Demonstrate critical thinking skills when various counting issues present themselves during an initial count.
54. Demonstrate proper handling of medication and irrigation. 7CC

Simulation:

55. Demonstrate the ability to properly assemble instrument trays in a safe and efficient manner.
56. Demonstrate the ability to perform laparoscopic assignments with efficiency and accuracy demonstrating anticipation. (PeriOp/LapSimST)
57. Demonstrate proper camera operating mechanics in a laparoscopic setting.
58. Demonstrate instrument manipulation in a virtual setting.
59. Demonstrate instrument handling and passing techniques in a laparoscopic setting.
60. Complete Basic Skills in Simulation
61. Complete Instrument identification and assembly in PeriOp sim

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 prep assignments prior to lab will indicate that the student is not prepared and will not be able to participate in the lab skills exercise.

Students will be trained through a process of being “called out.” This process will bring attention to any break in sterile technique while training. During a calling out process students will experience identification of the break in technique, announcement of the break in technique, assessment of the break in technique, application of the proper corrective measure, and the application of the correct technique. This technique of “calling out” is done so that everyone is aware and able to adjust. This process is also the protocol practiced in every clinical site. This process protects the patient and helps the team, work as a cohesive unit.

The student is responsible for skills taught in the lab setting. Students will be introduced to the skill, will practice the skill, will go through several forms of evaluation of the skill, and will check off on that skill with the instructor. Students will have to meet all criteria prior to the instructor check off. If a student has an unsuccessful check off, they will be allowed to appeal for a second check off once certain criteria have been accomplished. Students will record all lab skills attempts on the Surgical Counts Lab Skills digital Format.

Each student will perform a self-assessment of the skill (video) and 3 peer assessments of each skill in preparation for the final skill assessment. If the student has not completed the self-assessments, peer assessments, and one instructor assessment they will not be allowed to take the final skill assessment. Each student is responsible for scheduling and obtaining the self and peer assessments. The self-assessment should include a video that the student has recorded of their performance and is made available to the instructor prior to the scheduled instructor assessment.

Each student is **required to complete 15 hours of clocked skills practice** prior to the final skills assessment. (Instructors will not write in time or approve written clock-in times) Students who

have not completed 15 hours of skills practice will not be allowed to complete the final skills assessment. Each student is allowed 1 attempt at their Final Skill Assessment. If a student is unsuccessful at this attempt, the student can file an appeal with the faculty to gain another attempt. Please review the procedure and check lists for taking the Final Skills assessment. Please Review the steps for filing an appeal to gain a second attempt.

A. Final Skills Assessment Check List:

- a. Complete 15 hours of clocked skills practice in the lab. (This cannot be used for instruments or simulation)
- b. Review steps of the skills assessment and any available skills videos
- c. Complete 3 Peer practice assessments in Surgical Counts for each skill and the Final skills.
- d. Complete 1 self- assessment after each peer and instructor assessment for each skill and the final skills.
- e. Complete 1 self-assessment with a video recording for the final skill practice. (USB)
- f. Complete 1 Instructor assessment with submitted video (USB)
- g. Schedule your final skills practicum with your lab instructor.
- h. Prepare all supplies for your final skills check off the day before the final skills assessment. A preparation form must be filled out and submitted to the dropbox in d21 by 5 pm the day before or the students name will be removed from the schedule. (It is up to the student to re-schedule their check off during lab hours.) If the student is unable to schedule their final lab competency prior to exam week they will receive an incomplete until the final skills competency can be scheduled and completed.

B. Appeal Check List:

- i. Fill out the Final Skills Check List Appeal form.
- j. Complete an additional 5 hours of lab practice. (2 hours must be proctored)
- k. Video record your practice and review with the instructors.
- l. Review areas that were marked as insufficient on your check off.
- m. Complete a written review of the skill and submit an action plan for improvement.

*All students are required to perform a recording of their cumulative assessment and must schedule a review of that assessment with their lab instructor, prior to their final cumulative skills check off. *

*Failure in the second assessment will result in a failure for the entire course, regardless of grade. *

First semester cumulative assessment involves OR prep and opening of sterile supplies prior to sterile scrub. Sterile scrub and case set up in an orderly fashion without breaks in sterile technique. All case set up should be performed in an orderly fashion within a 20-minute time period. A deduction in points will be assessed for every 5 minutes a student exceeds the time allotment. The entire assessment and grade review should not take more than a total of one hour. Any student that exceeds the time limit without completing the skill requirements within a 45-minute period will receive an automatic failure and will have to repeat.

Students who fail their skills attempts more than twice will receive a failing grade, regardless of overall score.

****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: 40%
- Assignments: 15%
- Final Cumulative Exam: 25%

Lab: 20%

- Competency: 20%
- Skills: 20%
- Simulation: 20%
- Final Skills Check Off: 40%

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.

Please follow the proper exit protocol found in the Surgical Technology Handbook.

Part IV: Attendance

- Attendance will be taken each class.
- No more than three (3) absences will be allowed in (Lecture Only).
- Students must maintain 100% attendance in Lab. (Make Up days must be scheduled with the instructor to assure proper instruction in skills is received.
- More than three (3) absences in lecture will result in withdrawal from the program by the instructor or withdrawal by the student.
- Anyone leaving more than thirty (30) minutes prior to the end of class will be marked as a class absent.
- The student will be responsible for any information given out while not in class.
- Any student that comes to class late 2 times will receive one absence.
- Students are expected to inform the instructor when they are going to be absent.
- Students cannot request exemption from an attendance policy.
- Instructors cannot and will not give permission to be late or absent.
- Every absence or tardy falls within the parameters of the attendance policy.

Student will be dropped from the course with a W or a WF if they have violated the attendance policy as written.

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, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. 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.



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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a

variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu