



INSTRUCTIONAL PACKAGE

SUR 101

Introduction to Surgical Technology

Effective Term

Fall 2024/Spring 2025/Summer 2025

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Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

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 [Distance Learning Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 6th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-0-357-62573-6

2. Cengage Mindtap Access Unlimited
3. Differentiating Surgical Instruments by Colleen J. Rutherford 3rd Edition FADAVIS ISBN: 978-0-8036-6831-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 3rd Edition FADAVIS ISBN: 978-1-7196-4841-7
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.

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

ADDITIONAL REQUIREMENTS:

1. Warm up Jacket (Black with ceil blue embroidery)
2. Scrubs: Ceil blue with Black embroidery and Black Scrubs with Ceil Blue embroidery. (recommend more than one pair)
3. Lab Coat: White with ceil blue embroidery.
 - a. Both should read: HGTC Surgical Technology Student
4. Black or Ceil Blue Shoes (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be waterproof that can be easily cleaned. (No cloth)
5. Goggles and Croakies
6. X-RAY Badge (ordered by Program director before 2nd semester clinical)
7. CPR (BCLS) for health care provider
8. 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)
9. Three ring 2" binder with dividers
10. Blue and Orange Highlighters
11. Sticky Notes (recommended)
12. Flash Drive (Mandatory with adaptor for laptop)
13. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365- free -offered on HGTC website for students)
14. 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 (Mandatory)- Contact IT with technical issues.

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

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.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Surgical Technology for the Surgical Technologist 6th Edition: (ST4ST)

- CH 1: Introduction to Surgical Technology
- CH 4: Physical Environment and Safety Standards
- CH 5: Technological Science Concepts
- CH 6: Principles of Microbiology
- CH 7: Surgical Asepsis and Sterility: Best Practices and Techniques
- CH10: Instrumentation, Equipment, and Supplies
- CH 12: Preoperative Surgical Case Management

Differentiating Surgical Instrumentation 3rd Edition (DSI)

- CH 1: Instruments, Care of Instruments, and Setup Guidelines
- CH 2: General Instruments

Surgical Equipment and Supplies 7th Edition: (SES)

- 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. 6 Microscopes
- Ch. 7: Lasers

Lecture:

- **Assignments/Classwork:**

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

- **Lecture Tests:**

- ST4ST CH1: Introduction to Surgical Technology
- ST4ST CH12: Preoperative Surgical Case Management
- ST4ST CH 4: Physical Environment and Safety Standards
- CH 5: Technological Science Concepts
 - SES CH 7: Lasers
- ST4ST CH 6: Principles of Microbiology

- ST4ST CH 7: Surgical Asepsis and Sterility: Best Practices and Techniques
- ST4ST CH 10: Instrumentation, Equipment, and Supplies
 - SES CH 8 Endoscopic Equipment
 - SES CH 6 Microscopes
- 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
 - DSI: Ch.1: Instruments, Care of Instruments and Set up Guidelines.
 - DSI 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 CH 1: Introduction to Surgical Technology

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. Discuss the key elements related to developing a surgical conscience. 7CC
11. Identify the traits of a Professional Surgical Technologist. 7CC
12. Compare and contrast the various roles of the surgical technologist.
13. Interpret the components of a job description for the surgical technologist.
14. Describe the credentialing options available to the surgical technologist. 7CC
15. Define and describe types of communication relationships. 7CC
16. Discuss the Goals of Communication 7CC.

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

ST4ST CH 4: Physical Environment and Safety Standards

39. Describe basic floor plan designs for surgical services. 7CC
40. Discuss the location of the surgical services within the healthcare facility. 7CC
41. Explain the principles underlying the design of the surgical department. 7CC
42. Describe the floor plan of the operating room. 7CC
43. Indicate cleaning procedures, traffic patterns, and routines required in the operative environment.
44. Analyze the role of the surgical technologist in the protection of self, patients, and others from hazards in the operative environment.
45. Summarize the components that comprise the environmental systems. 7CC
46. Recognize the hazards to the patient in the OR environment.
47. Distinguish among the support services that work with the operating room team in the care of the patient.
48. Classify hospital departments that relate to surgical services.
49. Recognize the working environment of the OR.
50. Review the type of air handling systems required in the OR and the temperature and humidity required to maintain the sterile field.
51. Identify the physical components of the OR
52. Identify the sections of the OR Table. 7CC
53. Explain the functions of the OR Table. 7CC
54. Describe the principles of environmental system safety controls. 7CC

- 55. Identify the fire hazard sources that are utilized in the OR. 7CC
- 56. Describe the best practices for identifying fire hazards and preventing patient harm. 7CC

ST4ST CH 5: Technological Science Concepts.

- 57. Describe the basic components of a computer system. 7CC
- 58. Perform basic word processing, Internet, and email functions.
- 59. Apply Computer knowledge to safe patient care. 7CC
- 60. Evaluate basic electronic medical records (EMR) systems used. 7CC
- 61. Evaluate safe practices for implementing information technology. 7CC
- 62. Describe best practices in securing protected health information (PHI). 7CC
- 63. Define terminology of the components of electricity. 7CC
- 64. Describe the principles of electrical flow. 7CC
- 65. Describe the various components of the electrosurgical unit. 7CC
- 66. Describe the ESU accessories. 7CC
- 67. Differentiate between Bipolar and Monopolar ESU. 7CC
- 68. Cite the basic principles of electricity and their application in the OR
- 69. Apply Electrical safety precautions. 7CC
- 70. Describe the biophysics of lasers. 7CC
- 71. Discuss the advantages of using lasers. 7CC
- 72. Describe the types of lasers. 7CC
- 73. Describe the specific applications of each type of laser. 7CC
- 74. Demonstrate the proper care and handling of Surgical Lasers. 7CC
- 75. Demonstrate patient and healthcare provider safety in relationship to lasers in the surgical setting. 7CC
- 76. Interpret terms related to physics.
- 77. Apply principles of physics to safe patient care practices in the OR

ST4ST CH 6: Principles of Microbiology

- 78. Correlate the impact of microbiology in relationship to the practice of sterile technique and infection control in the operative setting.
- 79. Identify the name and function of various parts of the compound microscope.
- 80. Compare and contrast the structure and characteristics of different microorganisms.
- 81. Analyze the various immune responses that occur in the body as defenses against invasion by pathogens.
- 82. Relate the infectious process to surgical practice.
- 83. Discuss the concepts for performing the Medical / Basic Handwash. 7CC

ST4ST CH 7: Surgical Asepsis and Sterility: Best Practices and Techniques.

- 84. Describe the terms related to asepsis and sterile technique. 7CC
- 85. Review information related to biofilm. 7CC
- 86. Define and discuss the concept of surgical conscience. 7CC
- 87. Discuss the principles of asepsis. 7CC
- 88. Apply concepts related to asepsis. 7CC
- 89. Explain point of use instrument cleaning. 7CC
- 90. Evaluate sources of contamination. 7CC
- 91. Discuss principles and practices of sterile technique. 7CC
- 92. Define terms related to sterile processing. 7CC

93. Describe the processes of decontamination.7CC
94. Describe the manual methods used for cleaning surgical instrumentation and equipment.7CC
95. Describe the mechanical methods used for cleaning.7CC
96. Describe the concepts of disinfection.7CC
97. Discuss the principles related to preparing items for sterilization. 7CC
98. Analyze the requirements for sterilizing items.7CC
99. Discuss the principles of sterile storage.7CC
100. Discuss the principles of distributing sterile supplies.7CC
101. Discuss the sterile practices related to principles of asepsis.
102. Identify the principles and procedures related to disinfection and sterilization.
103. Describe the purpose of disinfection of the surgical environment. 7CC
104. Describe the cleaning process utilizing disinfecting agents. 7CC
105. Describe disinfecting agents. 7CC
106. Discuss the surgical environment and the application of the principles of asepsis to the environment.
107. Discuss the relationship between the principles of asepsis and practice of sterile technique and surgical patient care.
108. Review how to recognize and correct a breach in aseptic technique. 7CC
109. Review how to maneuver through an OR with sterile fields applying spatial awareness.7CC
110. Demonstrate competency related to the practice of sterile technique.
111. Demonstrate competency in the procedures related to disinfection and sterilization.

ST4ST CH 10: Instrumentation, Equipment, and Supplies.

112. Recognize basic instruments by type, function, and name.7CC
113. Demonstrate proper care, handling, and assembly of instruments.7CC
114. Explain how to care for and handle powered equipment. 7CC
115. Identify the purposes of the various types of equipment. 7CC
116. Review the uses of the various types of equipment.7CC
117. Describe the perioperative handling of equipment.7CC
118. Discuss Surgical Microscopes. 7CC
119. Identify the manufacturing characteristics of surgical instruments.7CC
120. Compare the grades of surgical instruments.7CC
121. Describe the categories of surgical instruments.7CC
122. Apply knowledge of surgical instrumentation to specific surgical specialties.7CC
123. Evaluate perioperative instrumentation handling concepts. 7CC
124. Indicate items that require sterilization prior to use in the sterile field.
125. Differentiate the types of special equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions.7CC
126. Discuss the uses of the slush machine. 7CC
127. Discuss smoke evacuation systems. 7CC
128. Identify basic surgical supplies. 7CC
129. Discuss the usage of surgical supplies. 7CC
130. Discuss principles of handling surgical supplies. 7CC
131. Review the selection of surgical supplies. 7CC
132. Identify the role of the surgical technologist in the application of surgical supplies. 7CC
133. Describe the characteristics of draping materials. 7CC

134. Describe the types of draping materials. 7CC
135. Explain the application of drapes to equipment and furniture. 7CC
136. Explain the selection of drapes concerning anatomical regions. 7CC
137. Describe the draping sequence as related to surgical procedures. 7CC
138. Cite the names and functions of accessory equipment and demonstrate proper care, handling, and assembly.
139. Identify and describe various supplies used in the surgical setting 7CC.
140. Explain the principles behind the handling of the various types of surgical supplies. 7CC
141. Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
142. Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety.
143. Describe the types of surgical dressings. 7CC.
144. Evaluate the functions of surgical dressings. 7CC

ST4ST CH 12: Preoperative Surgical Case Management

145. Discuss the proper preparation of the OR for a mock surgical procedure. 7CC
146. Discuss the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
147. Review the steps needed to perform a medical handwash and surgical hand scrub. 7CC
148. Describe the considerations that are important to maintaining hand and skin integrity. 7CC
149. Discuss the concepts of the surgical scrub as related to infection control. 7CC
150. Describe the principles associated with establishing the sterile field. 7CC
151. Explain the steps for preparing an operating room. 7CC
152. Discuss how to properly don the sterile gown and gloves. 7CC
153. Discuss the assembly and organization of the sterile field. 7CC
154. Discuss the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
155. Discuss the proper technique for gowning and gloving a team member. 7CC
156. Discuss the proper technique for draping a surgical patient. 7CC
157. Discuss the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
158. Discuss the transportation and transfer of the surgical patient. 7CC
159. Discuss the proper use of a patient transfer device. 7CC
160. Identify select types of surgical attire. 7CC
161. Describe the purposes of surgical attire. 7CC
162. Identify the types of accessory attire. 7CC
163. Discuss restrictions involving surgical attire. 7CC
164. Discuss the initial tasks in OR preparation starting with wiping down or damp dusting the OR suite and arranging the appropriate furniture prior to opening sterile supplies. 7CC
165. Identify basic surgical supplies. 7CC
166. Discuss the usage of surgical supplies. 7CC
167. Demonstrate principles of handling surgical supplies. 7CC
168. Evaluate the selection of surgical supplies. 7CC
169. Demonstrate the role of the surgical technologist in the application of surgical supplies. 7CC

170. Discuss how to verify the package integrity of sterile instruments and supplies. 7CC
 171. Discuss how to verify that supplies and instruments are sterile. 7CC
 172. Discuss proper handling of irrigation. 7CC
 173. Discuss the ability to monitor and communicate amount of irrigation used. 7CC
 174. Discuss proper labeling of fluids to include irrigation. 7CC
 175. Describe the considerations that are important to maintaining hand and skin integrity.7CC
 176. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis.
 177. Demonstrate intraoperative handling of sterile equipment and supplies.
 178. Summarize and demonstrate postoperative routines.
 179. Explain the steps for preparing an operating room.7CC
 180. Discuss the use of the surgeon's preference card.7CC
 181. Explain the sequence of opening sterile supplies. 7CC
 182. Explain the steps for organizing the back table.7CC
 183. Explain the steps for preparing and organizing the Mayo stand.7CC
 184. Describe the final steps required to finish establishing the sterile field. 7CC
 185. Analyze special circumstances that require adjusting the normal routine for establishing the sterile field.7CC
 186. Describe the types of surgical gowns and gloves.7CC
 187. Describe the factors that affect the gown selection process.7CC
 188. Describe the purpose of surgical counts. 7CC
 189. Describe the types of documentation needed for counts. 7CC
 190. Identify the items that must be counted. 7CC
 191. Describe the methods used for counting.7CC
 192. Describe the frequency and timing for surgical counts.7CC
 193. Explain the intraoperative sequence for completing the surgical counts. 7CC
 194. Explain when additional counts may be required.7CC
 195. Discuss electronic methods of tracking surgical instruments. 7CC
 196. Review radiofrequency identification and bar code scanning. 7CC
 197. Demonstrate application of thermoregulatory devices.
 198. Demonstrate knowledge of patient positioning for various surgical procedures. 7CC.
 199. Demonstrate knowledge pf the application of patent safety devices. 7CC
 200. Summarize the methods of preparation of the operative site for surgery.
 201. Discuss the perioperative duties of the assistant circulator. 7CC
- SES CH 7:
202. Discuss the acronym LASER.
 203. Review the characteristics of a LASER beam.
 204. Describe the parts of a laser.
 205. Discuss the types of lasers and their application.7CC
 206. Discuss laser safety.
 207. Review the troubleshooting guide for the laser.
- SES CH 9:
208. Discuss how robotic surgery enhances minimally invasive surgery.7CC
 209. Discuss the technological advantages of robotic surgery.
- SES CH 6:

210. Discuss the compound microscope (p165-166) 7CC.
211. Discuss the various surgical interventions that use the microscope.7CC
212. Discuss the parts of an operative microscope.7CC
213. Discuss how to figure the amount of magnification.7CC
214. Discuss microscope care and handling.7CC

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 disinfection of the surgical environment. 7CC
5. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. 7CC
6. Identify the characteristics of a successful leader. 7CC
7. Discuss the functions and roles of leadership. 7CC
8. Explore pathways to advance in management roles. 7CC.
9. Demonstrate the use of the surgeon's preference card.7CC
10. Demonstrate the transportation and transfer of the surgical patient.7CC
11. Demonstrate the proper use of a patient transfer device. 7CC
12. Demonstrate knowledge of the tasks performed in the first scrub role. 7CC
13. Demonstrate knowledge of operating room equipment and supplies. 7CC
14. Demonstrate how to verify the package integrity of sterile instruments and supplies. 7CC
15. Demonstrate how to verify that supplies and instruments are sterile. 7CC
16. Identify surgical equipment necessary to perform surgical interventions in the operating room. 7CC
17. Demonstrate the assembly of various types of equipment. 7CC
18. Demonstrate proper sterile technique in a surgical environment.7CC
19. Demonstrate the key elements related to developing a surgical conscience. 7CC
20. Demonstrate the use of various types of equipment. 7CC
21. Demonstrate the care of various types of equipment. 7CC
22. Demonstrate knowledge of electrical safety while using various surgical equipment. 7CC
23. Identify the sections of the OR Table. 7CC
24. Explain the functions of the OR table. 7CC
25. Demonstrate the proper placement and use of the OR bed attachments and positioning aids. 7CC
26. Demonstrate operating room preparation. 7CC

27. Demonstrate care and use of the Surgical Back table. 7CC
28. Demonstrate the proper use of a back table pack. 7CC
29. Demonstrate care and use of the Surgical IV poles. 7CC
30. Demonstrate care and use of the Surgical Kick bucket. 7CC
31. Demonstrate care and use of the Surgical Mayo Stand 7CC
32. Demonstrate care and use of the Surgical Prep Stand 7CC
33. Demonstrate care and use of the Surgical Ring Stand 7CC
34. Demonstrate the proper placement and use of a basin on the ring stand, 7CC
35. Verify the proper number of suction systems for a surgical procedure. 7CC
36. Demonstrate the proper positioning and use of the OR lights. 7CC
37. Demonstrate the proper use of a suction system. 7CC
38. Demonstrate operating knowledge of the ESU in the monopolar and bipolar mode. 7CC
39. Discuss the Irrigating Bipolar system. 7CC
40. Demonstrate care and use of lighting. 7CC
41. Demonstrate the proper placement and operation of the SCD machine. 7CC
42. Demonstrate knowledge of the correct operation of the pneumatic tourniquet. 7CC
43. Describe the care and use of a cell saver or cell salvager device. 7CC
44. Review the functions of a doppler. 7CC
45. Demonstrate the proper preparation of the OR for a mock surgical procedure. 7CC
46. Demonstrate the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
47. Demonstrate the proper way to move around the OR with sterile items opened. 7CC
48. Demonstrate the steps for preparing to complete a surgical scrub. 7CC
49. Demonstrate the steps needed to perform a medical handwash and surgical hand scrub. 7CC
50. Demonstrate how to properly don the sterile gown and gloves. 7CC
51. Demonstrate the assembly and organization of the sterile field. 7CC
52. Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
53. Demonstrate the proper technique for gowning and gloving self. 7CC
54. Demonstrate the proper technique for gowning and gloving a team member. 7CC
55. Demonstrate the proper technique for draping a surgical patient. 7CC
56. Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
57. Demonstrate modifications to setting up the sterile field that must be taken when a special circumstance occurs. 7CC
58. Demonstrate the proper placement of equipment in the operating room prior to surgical cases. 7CC
59. Review steps for intraoperative testing and troubleshooting of equipment and instruments. 7CC
60. Demonstrate the principals involved in donning or doffing OR and sterile attire. 7CC
61. Demonstrate the proper way to don PPE to include hair cover, shoe cover, goggles, and mask. 7CC
62. Demonstrate the basic hand wash. 7CC

63. Demonstrate decontamination/ damp dusting of the operating room prior to first procedure of the day. 7CC
64. Demonstrate proper movement around the sterile field. 7CC
65. Demonstrate assembly of an instrument tray. 7CC

66. Identify basic Instruments, equipment, and supplies. 7CC
67. Demonstrate perioperative instrument handling. 7CC
68. Demonstrate proper transport of instrumentation. 7CC
69. Discuss the different types of container systems. 7CC
70. Demonstrate knowledge of the application and operating of basic surgical instrumentation, equipment, and supplies. 7CC
71. Demonstrate proper use of instrumentation. 7CC
72. Demonstrate the preparation of instrument and supplies for sterilization. 7CC
73. Demonstrate the proper preparation of peel packs, rigid containers, and instrument wraps. 7CC
74. Demonstrate sterile packaging techniques. 7CC
75. Participate in sterile storage and distribution. 7cc
76. Demonstrate point of use decontamination. 7CC
77. Demonstrate knowledge of the autoclave settings, and use. 7CC
78. Demonstrate knowledge of proper sterilization techniques. 7CC
79. Demonstrate the steps for preparing to complete a surgical scrub. 7CC
80. Demonstrate the surgical hand scrub. 7CC
81. Demonstrate the knowledge of the brushless, stroke, and timed method for performing a surgical scrub. 7CC
82. Demonstrate all components involved in the time out process. 7CC
83. Apply the principles of asepsis to sterile gowning and gloving of self and others. 7CC
84. Demonstrate removal of gown and gloves
85. Demonstrate opening sterile supplies. 7CC
86. Demonstrate the procedure to correct contaminations during the opening process. 7CC
87. Demonstrate the process of organizing the sterile field. 7CC
88. Demonstrate the principles of economy of motion. 7CC
89. Demonstrate the principles of spatial awareness when organizing the sterile field. 7CC
90. Demonstrate proper opening techniques for sterile supplies and instrumentation. 7CC
91. Demonstrate proper positioning of furniture prior to creating a sterile field.
92. Demonstrate proper placement and reading of biological indicators.
93. Demonstrate proper placement and reading of steam indicators.
94. Identify breaks in sterile technique and provide appropriate measures to correct these breaks. 7CC
95. Identify contaminated conditions of sterilized instrumentation and supplies.
96. Apply corrective measures to contaminated instrument and supplies.
97. Demonstrate knowledge of operating the electrosurgical unit. 7CC
98. Demonstrate electrical safety. 7CC
99. Demonstrate Fire Safety knowledge in the OR. 7CC
100. Demonstrate the procedure involved in performing an initial count. 7CC

101. Demonstrate critical thinking skills when various counting issues present themselves during an initial count.
102. Demonstrate proper handling of irrigation. 7CC
103. Demonstrate the ability to monitor and communicate amount of irrigation used. 7CC
104. Demonstrate proper labeling of fluids to include irrigation. 7CC
105. Demonstrate the ability to recognize a correct break in asepsis. 7CC
106. Demonstrate spatial awareness. 7CC
107. Demonstrate proper sharp safety procedures. 7CC
108. Review proper handling of medications. 7CC
109. Demonstrate the procedure for counting. 7CC
110. Demonstrate methods for monitoring the sterile field. 7CC
111. Demonstrate management of medications. 7CC
112. Demonstrate handling of various types of sponges on the sterile field. 7CC
113. Demonstrate the preparation of surgical dressings. 7CC
114. Demonstrate the application of surgical dressings. 7CC
115. Develop a plan of action to secure employment in the healthcare field. 7CC
116. Develop a professional resume. 7CC
117. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. 7CC

Simulation:

118. Demonstrate the ability to properly assemble instrument trays in a safe and efficient manner.
119. Demonstrate the ability to perform laparoscopic assignments with efficiency and accuracy demonstrating anticipation. (PeriOp/LapSimST)
120. Demonstrate proper camera operating mechanics in a laparoscopic setting.
121. Demonstrate instrument manipulation in a virtual setting.
122. Demonstrate instrument handling and passing techniques in a laparoscopic setting. 7CC
123. Complete Basic Skills in Simulation
124. 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.

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.



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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to

every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#).