



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

SUR 101

Introduction to Surgical Technology

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026

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

MAT–College Algebra 155/110 Credit C/ Or Credit TC

ENG– English Composition 101 Credit C / or Credit TC

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 4th Edition FADAVIS ISBN: 978–1–7196–5337–4

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/ Mock Medical
7. Pearson's Surgical Technology Exam Review 4th Edition by Emily Rogers
and Ann McGuiness Leary ISBN-13: 978-0-13-521342-1

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.
 - α. Both should read: HGTC Surgical Technology Student
4. Black or Ceil Blue Shoes (Athletic shoes are allowed) no clogs or open toes.
 - α. Shoes should be waterproof and 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)
 - α. 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 to
LapSimST Access
to PeriOpSim

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

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

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

Suggested text, delete section if you do not plan to use.

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 an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

No cell phones are allowed in the 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 in 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.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by

instructors. For more information, login to your myHGTC account under “Student Rights and Responsibilities” card then select “Student Code of Conduct” or the “Student Catalog and Handbook.”

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
- CH 10: Instrumentation, Equipment, and Supplies
- CH 12: Preoperative Surgical Case Management.

Differentiating Surgical Instrumentation 4th Edition (DSI)

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

Surgical Equipment and Supplies 3rd 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 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 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 CH 2: General Instruments
 - Cumulative Final (Lecture and Lab)

- Including National Board Test prep questions
- ST4ST CH12: Preoperative Surgical Case Management (Various Parts)

- **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**

- Trace the historical development of surgical technology.
- Compare the separate roles of the team members in the surgical setting. 7CC
- Identify the proper chain of command in the operating room. 7CC
- Describe the healthcare facility (HCF) departments that provide direct and indirect patient care. 7CC
- Describe the healthcare agencies that impact the provision of surgical services. 7CC
- Discuss methods of successful surgical team participation. 7CC
- Discuss strategies for the attainment of effective team goals. 7CC
- Compare and contrast individual skills vs. collaboration roles and responsibilities. 7CC
- Describe The characteristics of the professional surgical technologist. 7CC
- Discuss the key elements related to developing a surgical conscience. 7CC
- Identify the traits of a Professional Surgical Technologist. 7CC
- Compare and contrast the various roles of surgical technologists.
- Interpret the components of a job description for the surgical technologist.
- Describe the credentialing options available to the surgical technologist. 7CC
- Define and describe types of communication relationships. 7CC
- Discuss the Goals of Communication 7CC.
- Demonstrate the significance of content and tone in communication.

7CC

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

- **ST4ST CH 4: Physical Environment and Safety Standards**

- Describe basic floor plan designs for surgical services. 7CC
- Discuss the location of the surgical services within the healthcare facility.7CC
- Explain the principles underlying the design of the surgical department. 7CC
- Describe the floor plan of the operating room.7CC
- Indicate cleaning procedures, traffic patterns, and routines required in the operative environment.
- Analyze the role of the surgical technologist in the protection of self, patients, and others from hazards in the operative environment.
- Summarize the components that comprise the environmental

systems.7CC

- Recognize the hazards to the patient in the OR environment.
- Distinguish between the support services that work with the operating room team in the care of the patient.
- Classify hospital departments that relate to surgical services.
- Recognize the working environment of the OR.
- Review the type of air handling systems required in the OR and the temperature and humidity required to maintain the sterile field.
- Identify the physical components of the OR
- Identify the sections of the OR Table. 7CC
- Explain the functions of the OR Table. 7CC
- Describe the principles of environmental system safety controls.7CC
- Identify the fire hazard sources that are utilized in the OR. 7CC
- Describe the best practices for identifying fire hazards and preventing patient harm. 7CC

- **ST4ST CH 5: Technological Science Concepts.**

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

- **ST4ST CH 6: Principles of Microbiology**

- Correlate the impact of microbiology in relationships to the practice of sterile technique and infection control in the

operative setting.

- Identify the name and function of various parts of the compound microscope.
- Compare and contrast the structure and characteristics of different microorganisms.
- Analyze the various immune responses that occur in the body as defenses against invasion by pathogens.
- Relate the infectious process to surgical practice.
- Discuss the concepts for performing the Medical / Basic Handwash. 7CC

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

- Describe the terms related to asepsis and sterile technique.7CC
- Review information related to biofilm. 7CC
- Define and discuss the concept of surgical conscience.7CC
- Discuss the principles of asepsis.7CC
- Apply concepts related to asepsis.7CC
- Explain point of use instrument cleaning. 7CC
- Evaluate sources of contamination.7CC
- Discuss principles and practices of sterile technique.7CC
- Define terms related to sterile processing. 7CC
- Describe the processes of decontamination.7CC
- Describe the manual methods used for cleaning surgical instrumentation and equipment.7CC
- Describe the mechanical methods used for cleaning.7CC
- Describe the concepts of disinfection.7CC
- Discuss the principles related to preparing items for sterilization. 7CC
- Analyze the requirements for sterilizing items.7CC
- Discuss the principles of sterile storage.7CC
- Discuss the principles of distributing sterile supplies.7CC
- Discuss the sterile practices related to principles of asepsis.
- Identify the principles and procedures related to disinfection and sterilization.
- Describe the purpose of disinfection of the surgical environment. 7CC
- Describe the cleaning process utilizing disinfecting agents. 7CC
- Describe disinfecting agents. 7CC
- Discuss the surgical environment and the application of the principles of asepsis to the environment.
- Discuss the relationship between the principles of asepsis and practice of sterile technique and surgical patient care.
- Review how to recognize and correct a breach in aseptic technique.

7CC

- Review how to maneuver through an OR with sterile fields applying spatial awareness.7CC
- Demonstrate competency related to the practice of sterile technique.
- Demonstrate competency in the procedures related to disinfection and sterilization.

- **ST4ST CH 10: Instrumentation, Equipment, and Supplies.**

- Recognize basic instruments by type, function, and name.7CC
- Demonstrate proper care, handling, and assembly of instruments.7CC
- Explain how to care for and handle powered equipment. 7CC
- Identify the purposes of the various types of equipment. 7CC
- Review the uses of the various types of equipment.7CC
- Describe the perioperative handling of equipment.7CC
- Discuss Surgical Microscopes. 7CC
- Identify the manufacturing characteristics of surgical instruments.7CC
- Compare the grades of surgical instruments.7CC
- Describe the categories of surgical instruments.7CC
- Apply knowledge of surgical instrumentation to specific surgical specialties.7CC
- Evaluate perioperative instrumentation handling concepts. 7CC
- Indicate items that require sterilization prior to use in the sterile field.
- Differentiate the types of special equipment utilized in the OR practice and demonstrate proper care, handling techniques and safety precautions.7CC
- Discuss the use of the slush machine. 7CC
- Discuss smoke evacuation systems. 7CC
- Identify basic surgical supplies. 7CC
- Discuss the usage of surgical supplies. 7CC
- Discuss principles of handling surgical supplies. 7CC
- Review the selection of surgical supplies. 7CC
- Identify the role of surgical technologists in the application of surgical supplies. 7CC
- Describe the characteristics of draping materials. 7CC
- Describe the types of draping materials. 7CC
- Explain the application of drapes to equipment and furniture. 7CC
- Explain the selection of drapes concerning anatomical regions. 7CC
- Describe the draping sequence as related to surgical procedures. 7CC
- Cite the names and functions of accessory equipment and demonstrate proper care, handling, and assembly.
- Identify and describe various supplies used in the surgical setting 7CC.
- Explain the principles behind the handling of the various types of

- surgical supplies. 7CC
 - Associate the relationship between instrumentation, equipment and supplies with quality patient care in the OR
 - Identify the relationship between instruments, equipment and supplies and the OR environment and related to safety.
 - Describe the types of surgical dressings. 7CC.
 - Evaluate the functions of surgical dressings. 7CC
- **ST4ST CH 12: Preoperative Surgical Case Management**
 - Discuss the proper preparation of the OR for a mock surgical procedure. 7CC
 - Discuss the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
 - Review the steps needed to perform a medical handwash and surgical hand scrub. 7CC
 - Describe the considerations that are important to maintaining hand and skin integrity. 7CC
 - Discuss the concepts of the surgical scrub as related to infection control. 7CC
 - Describe the principles associated with establishing the sterile field. 7CC
 - Explain the steps for preparing an operating room. 7CC
 - Discuss how to properly Don the sterile gown and gloves. 7CC
 - Discuss the assembly and organization of the sterile field. 7CC
 - Discuss the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
 - Discuss the proper technique for gowning and gloving a team member. 7CC
 - Discuss the proper technique for draping a surgical patient. 7CC
 - Discuss the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
 - Discuss the transportation and transfer of the surgical patient. 7CC
 - Discuss the proper use of a patient transfer device. 7CC
 - Identify select types of surgical attire. 7CC
 - Describe the purposes of surgical attire. 7CC
 - Identify the types of accessory attire. 7CC
 - Discuss restrictions involving surgical attire. 7CC
 - 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
 - Identify basic surgical supplies. 7CC
 - Discuss the usage of surgical supplies. 7CC
 - Demonstrate principles of handling surgical supplies. 7CC

- Evaluate the selection of surgical supplies. 7CC
- Demonstrate the role of the surgical technologist in the application of surgical supplies. 7CC
- Discuss how to verify the package integrity of sterile instruments and supplies. 7CC
- Discuss how to verify that supplies and instruments are sterile. 7CC
- Discuss proper handling of irrigation. 7CC
- Discuss the ability to monitor and communicate amount of irrigation used. 7CC
- Discuss proper labeling of fluids to include irrigation. 7CC
- Describe the considerations that are important to maintaining hand and skin integrity. 7CC
- Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis.
- Demonstrate intraoperative handling of sterile equipment and supplies.
- Summarize and demonstrate postoperative routines.
- Explain the steps for preparing an operating room. 7CC
- Discuss the use of the surgeon's preference card. 7CC
- Explain the sequence of opening sterile supplies. 7CC
- Explain the steps for organizing the back table. 7CC
- Explain the steps for preparing and organizing the Mayo stand. 7CC
- Describe the final steps required to finish establishing the sterile field. 7CC
- Analyze special circumstances that require adjusting the normal routine for establishing the sterile field. 7CC
- Describe the types of surgical gowns and gloves. 7CC
- Describe the factors that affect the gown selection process. 7CC
- Describe the purpose of surgical counts. 7CC
- Describe the types of documentation needed for counts. 7CC
- Identify the items that must be counted. 7CC
- Describe the methods used for counting. 7CC
- Describe the frequency and timing for surgical counts. 7CC
- Explain the intraoperative sequence for completing the surgical counts. 7CC
- Explain when additional counts may be required. 7CC
- Discuss electronic methods of tracking surgical instruments. 7CC
- Review radiofrequency identification and bar code scanning. 7CC
- Demonstrate application of thermoregulatory devices.
- Demonstrate knowledge of patient positioning for various surgical procedures. 7CC.
- Demonstrate knowledge of the application of patient safety devices.

7CC

- Summarize the methods of preparation of the operative site for surgery.
- Discuss the perioperative duties of the assistant circulator. 7CC

- **SES CH 7: Lasers**

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

- **SES CH 9:**

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

- **SES CH 6:**

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

Lab Skill Assessments:

Clinical Skills Required of the Surgical Technologist

The surgical technologist must develop a broad range of clinical skills to perform safely, efficiently, and competently within the surgical environment. Throughout the program, students are introduced to each required clinical skill through classroom instruction, demonstration, and guided practice. Students are provided multiple opportunities to develop proficiency by practicing and performing each skill under the supervision of assigned instructors and clinical preceptors. Competency is formally evaluated using established performance criteria to ensure students meet the standards required for safe and effective surgical practice.

First Semester Skills Assessments include, but not limited to:

- Demonstrate principles of communication in the surgical setting. 7CC
- Demonstrate body language and non-verbal communication. 7CC
- Demonstrate principles of teamwork in the surgical environment. 7CC
- Demonstrate disinfection of the surgical environment. 7CC
- Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. 7CC
- Identify the characteristics of a successful leader. 7CC
- Discuss the functions and roles of leadership. 7CC
- Explore pathways to advance in management roles. 7CC.
- Demonstrate the use of the surgeon's preference card. 7CC
- Demonstrate the transportation and transfer of the surgical patient. 7CC
- Demonstrate the proper use of a patient transfer device. 7CC
- Demonstrate knowledge of the tasks performed in the first scrub role. 7CC
- Demonstrate knowledge of operating room equipment and supplies. 7CC
- Demonstrate how to verify the package integrity of sterile instruments and supplies. 7CC
- Demonstrate how to verify that supplies and instruments are sterile. 7CC
- Identify surgical equipment necessary to perform surgical interventions in the operating room. 7CC
- Demonstrate the assembly of various types of equipment. 7CC
- Demonstrate proper sterile technique in a surgical environment. 7CC
- Demonstrate the key elements related to developing a surgical conscience. 7CC
- Demonstrate the use of various types of equipment. 7CC
- Demonstrate the care of various types of equipment. 7CC
- Demonstrate knowledge of electrical safety while using various surgical equipment. 7CC
- Identify the sections of the OR Table. 7CC
- Explain the functions of the OR table. 7CC
- Demonstrate the proper placement and use of the OR bed attachments and positioning aids. 7CC
- Demonstrate operating room preparation. 7CC
- Demonstrate care and use of the Surgical Back table. 7CC

- Demonstrate the proper use of a back table pack. 7CC
- Demonstrate care and use of the Surgical IV poles. 7CC
- Demonstrate care and use of the Surgical Kick bucket. 7CC
- Demonstrate care and use of the Surgical Mayo Stand 7CC
- Demonstrate care and use of the Surgical Prep Stand 7CC
- Demonstrate care and use of the Surgical Ring Stand 7CC
- Demonstrate the proper placement and use of a basin on the ring stand, 7CC
- Verify the proper number of suction systems for a surgical procedure. 7CC
- Demonstrate the proper positioning and use of the OR lights. 7CC
- Demonstrate the proper use of a suction system. 7CC
- Demonstrate operating knowledge of the ESU in the monopolar and bipolar mode. 7CC
- Discuss the Irrigating Bipolar system. 7CC
- Demonstrate care and use of lighting. 7CC
- Demonstrate the proper placement and operation of the SCD machine. 7CC
- Demonstrate knowledge of the correct operation of the pneumatic tourniquet. 7CC
- Describe the care and use of a cell saver or cell salvager device. 7CC
- Review the functions of a doppler. 7CC
- Demonstrate the proper preparation of the OR for a mock surgical procedure. 7CC
- Demonstrate the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
- Demonstrate the proper way to move around the OR with sterile items opened. 7CC
- Demonstrate the steps for preparing to complete a surgical scrub. 7CC
- Demonstrate the steps needed to perform a medical handwash and surgical hand scrub. 7CC
- Demonstrate how to properly don the sterile gown and gloves. 7CC
- Demonstrate the assembly and organization of the sterile field. 7CC
- Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
- Demonstrate the proper technique for gowning and gloving self. 7CC

- Demonstrate the proper technique for gowning and gloving a team member. 7CC
- Demonstrate the proper technique for draping a surgical patient. 7CC
- Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
- Demonstrate modifications to setting up the sterile field that must be taken when a special circumstance occurs. 7CC
- Demonstrate the proper placement of equipment in the operating room prior to surgical cases. 7CC
- Review steps for intraoperative testing and troubleshooting of equipment and instruments. 7CC
- Demonstrate the principals involved in donning or doffing OR and sterile attire. 7CC
- Demonstrate the proper way to don PPE to include hair cover, shoe cover, goggles, and mask. 7CC
- Demonstrate the basic hand wash. 7CC
- Demonstrate decontamination/ damp dusting of the operating room prior to first procedure of the day. 7CC
- Demonstrate proper movement around the sterile field. 7CC
- Demonstrate assembly of an instrument tray. 7CC
- Identify basic Instruments, equipment, and supplies. 7CC
- Demonstrate perioperative instrument handling. 7CC
- Demonstrate proper transport of instrumentation. 7CC
- Discuss the different types of container systems. 7CC
- Demonstrate knowledge of the application and operating of basic surgical instrumentation, equipment, and supplies. 7CC
- Demonstrate proper use of instrumentation. 7CC
- Demonstrate the preparation of instrument and supplies for sterilization. 7CC
- Demonstrate the proper preparation of peel packs, rigid containers, and instrument wraps. 7CC
- Demonstrate sterile packaging techniques. 7CC
- Participate in sterile storage and distribution. 7CC
- Demonstrate point of use decontamination. 7CC

- Demonstrate knowledge of the autoclave settings and use.7CC
- Demonstrate knowledge of proper sterilization techniques. 7CC
- Demonstrate the steps for preparing to complete a surgical scrub. 7CC
- Demonstrate the surgical hand scrub. 7CC
- Demonstrate the knowledge of the brushless, stroke, and timed method for performing a surgical scrub. 7CC
- Demonstrate all components involved in the time out process. 7CC
- Apply the principles of asepsis to sterile gowning and gloving of self and others. 7CC
- Demonstrate removal of gown and gloves
- Demonstrate opening sterile supplies.7CC
- Demonstrate the procedure to correct contaminations during the opening process.7CC
- Demonstrate the process of organizing the sterile field. 7CC
- Demonstrate the principles of economy of motion. 7CC
- Demonstrate the principles of spatial awareness when organizing the sterile field. 7CC
- Demonstrate proper opening techniques for sterile supplies and instrumentation. 7CC
- Demonstrate proper positioning of furniture prior to creating a sterile field.
- Demonstrate proper placement and reading of biological indicators.
- Demonstrate proper placement and reading of steam indicators.
- Identify breaks in sterile technique and provide appropriate measures to correct these breaks.7CC
- Identify contaminated conditions of sterilized instrumentation and supplies.
- Apply corrective measures to contaminated instrument and supplies.
- Demonstrate knowledge of operating the electrosurgical unit. 7CC
- Demonstrate electrical safety. 7CC
- Demonstrate Fire Safety knowledge in the OR.7CC
- Demonstrate the procedure involved in performing an initial count.7CC
- Demonstrate critical thinking skills when various counting issues present themselves during an initial count.
- Demonstrate proper handling of irrigation. 7CC
- Demonstrate the ability to monitor and communicate the amount of irrigation used. 7CC
- Demonstrate proper labeling of fluids to include irrigation. 7CC
- Demonstrate the ability to recognize a correct break in asepsis. 7CC
- Demonstrate spatial awareness. 7CC
- Demonstrate proper sharp safety procedures.7CC

- Review proper handling of medications. 7CC
- Demonstrate the procedure for counting. 7CC
- Demonstrate methods for monitoring the sterile field. 7CC
- Demonstrate management of medications. 7CC
- Demonstrate handling of various types of sponges on the sterile field. 7CC
- Demonstrate the preparation of surgical dressings. 7CC
- Demonstrate the application of surgical dressings. 7CC
- Develop a plan of action to secure employment in the healthcare field. 7CC
- Develop a professional resume. 7CC
- Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist. 7CC

Simulation:

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

- **Final Skills Assessment Check List:**

- Complete 15 hours of clocked skills practice in the lab. (This cannot be used for instruments or simulation)
- Review steps of the skills assessment and any available skills videos
- Complete 3 Peer practice assessments in Surgical Counts for each skill and the Final skills.
- Complete 1 self- assessment after each peer assessment
- Complete 1 self-assessment with a video recording for the final skill practice. (USB)
- Complete 1 Instructor assessment with submitted video (USB)
- Schedule your final skills practicum with your lab instructor.

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 d2l 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.

Final Skills Appeal Check List:

- Fill out the Final Skills Check List Appeal form.
- Complete an additional 5 hours of lab practice. (2 hours must be proctored)
- Video record your practice and review with the instructors.
- Review areas that were marked as insufficient on your check off.
- 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 30-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 attempt 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.***

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:

- ☒ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☒ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☒ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

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, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

- Attendance will be taken at 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.

Students 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 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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



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

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER - TECH Central:



TECH Central offers all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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. You may also call (843) 349-5199.

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 have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or

online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team

at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

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:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

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, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and 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.

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 sexual harassment, 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@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* that can be found [here](#).