



# **INSTRUCTIONAL PACKAGE**

SUR 102  
Applied Surgical Technology

Effective Term  
Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: SUR 102

COURSE TITLE: Applied Surgical Technology

CONTACT HOURS: 3 Lecture/ 6 Lab

CREDIT HOURS: 5

### RATIONALE FOR THE COURSE:

This introductory level course is designed to continue the principles and application of case preparation, aseptic techniques, patient safety, medical legal aspects of the operating room, the perioperative role, supplies, equipment, and instrumentation related to basic, intermediate, and advanced surgical procedures

### COURSE DESCRIPTION:

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects

### PREREQUISITES/CO-REQUISITES:

BIO\_ Anatomy and Physiology I\_ 210 Credit C or Credit TC

BIO\_ Anatomy and Physiology II\_ 211 Credit C or Credit TC

AHS\_ Medical Terminology\_ 102 Credit C or Credit TC

ENG\_ English Composition\_ 101 Credit C or Credit TC

SUR\_ Introduction to Surgical Technology \_ 101 Credit C

SUR\_ Principles of Surgical Pharmacology\_ 126 Credit C

SUR\_ Surgical Procedures I\_ 103 Credit C

Humanities Elective\_ 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 5th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-1-305-95641-4
2. Cengage Mindtap Access Unlimited
3. Surgical Instrumentation; An Interactive Approach 3<sup>rd</sup> Edition Elsevier 2019 ISBN: 978-0-323-52370-7

4. Surgical Equipment and Supplies by Colleen J. Rutherford 2<sup>nd</sup> Edition FADAVIS ISBN: 978-0-8036-4571-4
5. Pocket Guide to the Operating Room 4<sup>th</sup> Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Schein
7. Lange Q and A Surgical Technology Examination 7<sup>th</sup> Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112

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.
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. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
7. X-RAY Badge (ordered by Program director before 2<sup>nd</sup> semester clinical)
8. HGTC Lanyard (Optional)(Suggested)
9. CPR (BCLS) for health care provider
10. 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)
11. 3 ring 2" binder with dividers
12. Blue and Orange Highlighters
13. Sticky Notes (recommended)
14. Flash Drive
15. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365)

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.

Access to Cengage Mindtap

Access to Surgical Counts  
Access to LapSim ST  
Access to Periop Sim

### **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.

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\*:**

Lecture:

Surgical Technology for the Surgical Technologist (ST4ST)

- CH 2: Legal Concepts, Risk Management, and Ethical Issues
- CH 3: The Surgical Patient
- CH 8: Emergency Situations, and All Hazards Prep
- CH 9: Surgical Pharmacology and Anesthesia
- CH 11: Hemostasis, Wound Healing, and Wound Closure
- CH 12: Preoperative Surgical Case Management.
- CH 13: Intraoperative and Postoperative Surgical Case Management.

Surgical Equipment and Supplies (SES)

- CH 5: Suture and Suture Needles
- CH 10: Specialty Equipment
- CH 11: Anesthesia Supplies and Equipment

Assessment(s):

- Lecture:
  - Assignments
    - Mindtap/Classwork
    - Outlines
  - Tests:
    - CH 2: Legal Concepts, Risk Management, and Ethical Issues
    - CH 3: The Surgical Patient
    - CH 8: Emergency Situations, and All Hazards Prep
    - CH 9: Surgical Pharmacology and Anesthesia
      - SES CH 11: Anesthesia Supplies and Equipment
    - CH 11: Hemostasis, Wound Healing, and Wound Closure
      - SES CH 5: Suture and Suture Needles
    - CH 12: Preoperative Surgical Case Management.
      - CH 10: Specialty Equipment
    - CH 13: Intraoperative and Postoperative Surgical case Management
    - Cumulative Final (Lecture and Lab)
      - All Tests taken in SUR courses are cumulative and may include questions from previous tests.

- Lab:
  - Assignments
  - Skills Assessments/Classwork
  - Competency Instrumentation and Equipment Exercise
  - Lab In-Service /Equipment Use and safe practices.
  - Proper Body Mechanics Exercise

### **Learning Outcomes:**

#### **CH2: Legal Concepts, Risk Management, and Ethical Issues.**

1. Interpret the legal responsibilities of the surgical technologist and other surgical team members.7CC
2. Analyze the concepts of law. 7CC
3. Define the various types of legal doctrines. 7CC
4. Analyze the American Hospital Association's Patient Care Partnership (Patient Bill of Rights) 7CC.
5. Analyze the Role of Morality during ethical decision making.7CC
6. Discuss Principles of patient confidentiality, including verbal and written (HIPAA) 7CC
7. Assess errors that may occur in the operating room and devise a plan for investigation, correction, and notification.7CC
8. Discuss the concepts that influence the standards of conduct.7CC
9. Assess resources that aid the surgical technologist in interpreting and following professional standards of conduct.7CC
10. Discuss the role of morality during ethical decision making. 7CC
11. Review the principles of problem solving in ethical decision making.7CC
12. Discuss examples of ethical situations and problems in the health care profession. 7CC
13. Discuss the Key elements related to developing a surgical conscience.7CC
14. Understand the influence of ethics in professional practice. 7CC
15. Describe the credentialing options available to the surgical technologist. 7CC
16. Analyze scope of practice issues as they relate to surgical technology.
17. Evaluate the role of the risk management department in the health care facility.7CC
18. Summarize the purpose of documentation.7CC
19. Analyze the recommended practices and legal elements of proper documentation. 7CC
20. Describe types of sentinel events. 7CC
21. Summarize the intentions of risk management. 7CC
22. Discuss the implementation of the Neutral Zone. 7CC
23. Describe the documents found in the surgical patient's chart. 7CC
24. Discuss the purpose of informed consent. 7CC
25. Describe the types of informed consent.7CC
26. State the purpose of patient identification. 7CC
27. Describe the patient identification procedure according to the patient situation. 7CC
28. Describe the purpose of the time out procedure.7CC
29. Identify the sequence for the time out procedure. 7CC
30. Recall who will participate in the time out procedure. 7CC
31. Identify the time out components. 7CC
32. Describe the need for professional liability insurance policies.

#### **CH3: The Surgical Patient**

33. Distinguish and assess the physical, spiritual, and psychological needs of a patient. 7CC
34. Evaluate the holistic needs of the surgical patient. 7CC
35. Identify responses concerning the needs of the patient population. 7CC
36. Discuss the needs of susceptible populations. 7CC
37. Evaluate perceptions regarding death and dying. 7CC
38. Define the various causes of death. 7CC
39. Discuss the definitions of death. 7CC
40. Distinguish and assess cultural and religious influences of the surgical patient.
41. Compare and contrast the patient's responses to the process of death. 7CC
42. Discuss the various coping strategies and mechanisms. 7CC
43. Analyze quality vs. quantity of life. 7CC
44. Discuss the procedure for a patient death in the operating room (OR). 7CC
45. Discuss the issues regarding organ and tissue recovery from a deceased individual. 7CC
46. Discuss the various procedures and requirements surrounding organ donation. 7CC
47. Discuss hospital policy and various issues surrounding suicide. 7CC

#### **CH8: Emergency Situations and All-Hazard Preparations. 7CC**

48. Recognize developing emergency situations, initiate appropriate action, and assist in the treatment of the patient. 7CC
49. Apply knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient. 7CC
50. Discuss the various roles the surgical technologist can fulfill during an all-hazards event. 7CC
51. Describe the purpose and coordination of the all-hazard systems, including the hospital incident command system, national incident management systems, and national response framework. 7CC
52. Describe the types of disasters or public health emergencies. 7CC
53. Describe the components of a healthcare facility emergency operations plan. 7CC
54. Explain the personal and professional responsibilities of healthcare workers when participating in the management of a disaster or hazard. 7CC
55. Describe how to mitigate casualties according to specific types of hazards. 7CC
56. Discuss nature-, human-, and nature/human-caused types of disasters. 7CC
57. Explain the various components of personal, health care facility, and national disaster planning. 7CC
58. Describe the initial response and steps taken when an all-hazards event occurs. 7CC
59. Discuss the various roles a surgical technologist can fill during emergency situations 7CC.
60. Recognize developing emergency situations and initiate the appropriate action 7CC.
61. Describe the effect disasters can have on the environment. 7CC
62. Discuss natural disaster planning for the hospital and the operating room 7CC
63. Discuss natural disaster planning for the nation and state 7CC
64. Describe the four responses that apply to every type of disaster. 7CC
65. Describe triage procedures 7CC.
66. Describe the role of a surgical technologist during triage. 7CC
67. Describe the support roles of the surgical technologist. 7CC

68. Review Cardiopulmonary Resuscitation
69. Discuss Malignant Hypothermia and its causes.
70. Discuss Disseminated Intravascular Coagulation. 7CC
71. Discuss anaphylactic Reactions.
72. Apply knowledge of radiological and chemical injuries to treatment of the patient 7CC
73. Apply knowledge of biological injuries to the treatment of the patient 7CC
74. Discuss the Effects of emerging infectious diseases. 7CC
75. Discuss the types of natural disasters.
76. Discuss the types of man-made disasters.
77. Describe how healthcare facilities can manage waste 7CC.
78. Describe the processes used to control contamination. 7CC
79. Describe the moral and ethical issues relevant to hazards 7CC.

### **CH9: Surgical Pharmacology and Anesthesia**

80. Discuss pharmacokinetics and pharmacodynamics 7CC.
81. Discuss Medication nomenclature, classifications, sources, and forms. 7CC
82. Discuss Medication actions, effects, and routes of administration. 7CC
- 83.
84. Assess the action, uses, and modes of administration of medications and anesthetic agents used in the care of the surgical patient.7CC
85. Compare and contrast methods, agents, and techniques of anesthesia administration and preparation. 7CC
86. Correlate anesthesia monitoring devices with patient homeostasis. 7CC
87. Discuss laws, policies, and procedures. 7CC
88. Review drug publications 7CC.
89. Convert equivalents from one system to another and accurately identify and measure medications for patient use.7CC
90. Review medication measurements to include conversion systems, basic mathematics, dosage calculations, and mixing medications. 7CC.
91. Discuss the medication label information. 7CC
92. Review labeling the medication on the sterile field. 7CC
93. Discuss the six rights of medication administration and patient safety. 7CC
94. Discuss proper transferring methods of medication. 7CC
95. Recognize general terminology and abbreviations associated with pharmacology and anesthesia.7CC
96. Demonstrate safe practice in transferring medications and solutions from the nonsterile area to the sterile field.7CC
97. Demonstrate the procedure for identifying a medication or solution on the sterile field.7CC
98. Recognize the side effects and contraindications for the use of various medications and anesthetic drugs.7CC



99. Discuss the proper way to handle medication and solutions in surgery. 7CC
100. Interpret the factors that influence anesthesia selection for individual patients.7CC
101. Discuss the various risks and complications associated with general anesthesia 7CC.
102. Discuss the application of Sellicks Maneuver. 7CC
103. Discuss adverse/ anaphylactic reactions. 7CC
104. Discuss the roles of the surgical team members during general, local, regional, spinal, and epidural anesthesia 7CC.
105. List the equipment used during anesthesia administration.7CC
106. Correlate anesthesia monitoring devices with patient homeostasis 7CC
107. Demonstrate the precautions when identifying medications and solutions in the operating room.7CC
108. Interpret the principles and demonstrate the measurement and recording of vital signs.7CC
109. Discuss classifications and types of medications used in surgery 7CC.
110. Analyze how sterile technique is used in relation to anesthesia procedures.

### **CH11: Hemostasis, Wound Healing and Wound Closure**

111. Analyze the principles of surgical hemostasis 7CC.
112. Differentiate between the various methods of hemostasis. 7CC
113. Discuss the various instruments and supplies needed for thermal, mechanical, and chemical hemostasis. 7CC
114. Compare and contrast methods of hemostasis and blood replacement.7CC
115. Review the components of blood. 7CC
116. Discuss the clotting mechanism of blood 7CC
117. Discuss the factors involved with blood loss.7CC
118. Discuss intraoperative communication and teamwork involved in managing blood loss. 7CC
119. Review how to determine the amount of blood loss or estimated blood loss. 7CC
120. Discuss the preparation and use of appropriate hemostasis agents or devices.7CC
121. Discuss wound closure techniques. 7CC
122. Indicate terms relevant to wound healing.
123. Summarize the possible complications of wound healing.
124. Recognize the classifications of surgical wounds.
125. Indicate types of traumatic wounds and give examples of each.
126. Analyze the factors that influence healing and how they affect the healing process.
127. Recognize the characteristics of inflammation.
128. Define terminology related to sutures. 7CC.
129. Discuss the requirements of suture packaging. 7CC
130. List the desired characteristics of suture materials. 7CC
131. Describe the factors that must be considered when choosing suture materials. 7CC

132. Explain the characteristics used to classify suture material. 7CC
133. Analyze the characteristics of each type of suture material. 7CC
134. Describe the characteristics of suture needles. 7CC
135. Identify the factors that must be considered when choosing a suture needle. 7CC
136. Describe the parts of a suture needle. 7CC
137. Explain the principles of handling suture needles. 7CC
138. Describe the various types of suture techniques. 7CC
139. Define the types of wound closure. 7CC
140. Identify the factors that must be considered when selecting the type of needle holder.  
7CC
141. Describe the techniques for cutting suture material. 7CC
142. Summarize the skin closure techniques. 7CC
143. Describe the various types of wound closure accessories. 7CC
144. Define the terminology related to wound healing. 7CC
145. Describe the various types of wounds. 7CC
146. Analyze the mechanisms of wound healing. 7CC
147. Evaluate the classification of surgical wounds. 7CC
148. Analyze the factors that influence wound healing. 7CC
149. Describe the complications that interrupt normal wound healing. 7CC
150. Classify and differentiate the usage of suture materials and stapling devices. 7CC
151. Recognize the types, characteristics, and uses of suture materials. 7CC
152. Demonstrate application of recommended preparation and handling techniques for suturing and stapling devices. 7CC
153. Cite and interpret common suture techniques. 7CC
154. Summarize the basic uses and advantages of stapling instruments. 7CC
155. Demonstrate proper handling of the various types of surgical needles. 7CC
156. Assess the types of injuries that cause damage to tissues.
157. Recognize the characteristics of the types of healing.
158. Recognize the stages/phases of wound healing.

### **CH12: Preoperative Surgical Case Management.**

159. Review the proper preparation of the OR for a mock surgical procedure. 7CC
160. Review the technique of opening and delivering sterile items utilizing aseptic technique.  
7CC
161. Review the steps needed to perform a medical handwash and surgical hand scrub. 7CC
162. Review how to properly don the sterile gown and gloves. 7CC
163. Review the assembly and organization of the sterile field. 7CC
164. Review the procedure for counting sponges, sharps, instruments, and accessory items.  
7CC
165. Review the proper technique for gowning and gloving a team member. 7CC
166. Review the proper technique for draping a surgical patient. 7CC

167. Review the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
168. Discuss the proper handling and safety measures need for sharps. 7CC
169. Review all hand hygiene and surgical scrub material.
170. Review all sterile technique involved in opening a sterile field.7CC
171. Review all information on gowning and gloving self.
172. Describe the technique involved in gowning and gloving a team member.
173. Describe the proper way to doff a surgical gown.
174. Describe the proper way to finalize a sterile field.7CC
175. Describe the protocol and policies involved in intraoperative surgical counts. 7CC
176. Explain when additional counts may be required.7CC
177. Review all items that should be included in a count.7CC
178. Explain how and when light handles and cords should be applied to a sterile field.
179. Explain order of use procedural set up and how the knowledge of a surgical procedure contributes to an efficient set up.
180. Discuss methods of patient transport.7CC
181. Discuss the principles of transporting a patient.7CC
182. Discuss the principles of patient transfer.7CC
183. Discuss the various equipment that can be used to transfer a patient.7CC
184. State the purpose of patient identification. 7CC
185. Describe the patient identification procedure.7CC
186. Describe the purpose of the time out.7CC
187. Explain how to properly conduct the time out process.7CC
188. Explain who participates in the time out.7CC
189. List the components that make up a surgical time out. 7CC
190. Discuss the preoperative physical preparation of the surgical patient.7CC
191. Discuss the procedure involved in positioning a surgical patient.7CC
192. Discuss the procedure involved in draping a surgical patient.7CC
193. List the indications for urinary catheterization.7CC
194. Discuss the important components involved in proper urinary catheterization.7CC
195. List the supplies that are required to properly perform a urinary catheterization.7CC
196. Discuss the steps involved to perform a urinary catheterization.7CC
197. Discuss the principals involved in monitoring urine output.7CC
198. Discuss the application of the safety devices used to secure and protect a surgical patient.
199. Explain the factors involved in patient positioning. 7CC
200. Discuss the various types of positions and how the correct position is chosen.7CC
201. Discuss the various types of accessory positioning devices.7CC
202. Evaluate the uses of accessory devices. 7CC
203. Discuss the application of a grounding pad.

204. Discuss the various types of prepping solutions used in a surgical prep.7CC
205. Discuss how to properly prep a surgical patient.7CC
206. Discuss the safety precautions for surgical prep.7CC
207. Discuss how patient conditions affect the selection of surgical prep.7CC
208. Discuss how patient conditions affect the selection of surgical instrumentation and supplies.
209. Discuss the various types of drapes used in draping.7CC
210. Describe the characteristics of draping material.7CC
211. Explain the application of drapes to equipment and furniture7CC.
212. Explain the selection of drapes concerning anatomical regions.7CC
213. Describe the draping sequence as related to surgical procedures. 7CC
214. Describe the purpose of the time out procedure. 7CC
215. Discuss the components of a proper time out. 7CC
216. Discuss the proper transfer of fluids to the sterile field.7CC
217. Discuss proper handling of irrigation. 7CC
218. Discuss proper labeling of fluids to include irrigation. 7CC

### **CH 13 Intraoperative and Postoperative Case Management**

219. Analyze the role of the CST in in caring for the intraoperative surgical patient.7CC
220. Explain concepts for maintaining the sterile field.7CC
221. Demonstrate contamination containment and mitigation. 7CC
222. Describe how to perform closing counts. 7CC
223. Explain how to care for the incision site and apply dressings. 7CC
224. Discuss anticipation of the needs of the surgeon and surgical team through management of the instruments, supplies, and additional items needed for the procedure. 7CC
225. Review safe practices involving the esu, endoscope, lase, sharps, eyewear, and x-ray. 7CC
226. Discuss field visibility using retractors and suction. 7CC
227. Discuss instrument handling techniques for passing. 7CC
228. Discuss special considerations that should be managed intraoperatively. 7CC
229. Discuss Bowel Technique and isolation techniques to manage cancer. 7CC
230. Summarize the steps of the postoperative routines.7CC
231. Demonstrate the initial steps for starting a procedure.
232. Demonstrate the procedure for counting instruments, sponges, and sharps on the sterile field.7CC
233. Discuss intraoperative transfer of care. 7CC
234. Discuss the intraoperative and postoperative handling of sharps. 7CC
235. Demonstrate how to intraoperatively handle sterile instruments, equipment, and supplies.
236. Describe special considerations that require the surgical technologist to adjust the sterile field. 7CC
237. Discuss the ability to monitor and communicate amount of irrigation used. 7CC

- 238. Analyze the postoperative care of the surgical patient. 7CC
- 239. Describe the potential surgical patient complications during post-anesthesia care. 7CC
- 240. Describe the assistive role of the surgical technologist in Post anesthesia care. 7CC
- 241. Describe equipment and supplies needed for post- anesthesia care. 7CC
- 242. Discuss the criteria for patient discharge. 7CC
- 243. Discuss postoperative care of equipment to include cleaning and tagging for repair.  
7CC
- 244. Discuss the concepts for the breakdown of the sterile field. 7CC
- 245. Explain the steps that are taken to break down the sterile field. 7CC

**Lab:**

- 1. Demonstrate the proper preparation of the OR for a mock surgical procedure. 7CC
- 2. Demonstrate the technique of opening and delivering sterile items utilizing aseptic technique.  
7CC
- 3. Demonstrate the steps needed to perform a medical handwash and surgical hand scrub. 7CC
- 4. Demonstrate how to properly don the sterile gown and gloves. 7CC
- 5. Demonstrate the assembly and organization of the sterile field. 7CC
- 6. Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
- 7. Demonstrate the proper technique for gowning and gloving a team member. 7CC
- 8. Demonstrate the proper technique for gowning and gloving self. 7CC
- 9. Demonstrate the proper technique for draping a surgical patient. 7CC
- 10. Demonstrate the principles of asepsis when draping the patient, furniture, and equipment. 7CC
- 11. Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
- 12. Demonstrate the proper way to gown and glove a team member. 7CC
- 13. Demonstrate the knowledge of the factors involved with blood loss. 7CC
- 14. Demonstrate intraoperative communication and teamwork involved in managing blood loss.  
7CC
- 15. Demonstrate how to determine the amount of blood loss or estimated blood loss. 7CC
- 16. Demonstrate the Surgical Technologist role in hemostasis. 7CC
- 17. Demonstrate thermal, chemical, and mechanical hemostasis methods. 7CC
- 18. Describe how to perform closing counts. 7CC
- 19. Explain how to care for the incision site and apply dressings. 7CC
- 20. Demonstrate field visibility using retractors and suction. 7CC
- 21. Demonstrate instrument handling techniques for passing. 7CC
- 22. Identify hand signals used for various instrumentation. 7CC
- 23. Demonstrate the proper methods for passing sharps. 7CC
- 24. Demonstrate knowledge of instrument function, paired, and ring handled instruments 7CC.
- 25. Demonstrate the best way to position instruments in relation to the surgeon. 7CC
- 26. Demonstrate point-of-use cleaning methods. 7CC
- 27. Identify basic surgical supplies. 7CC

28. Discuss the usage of surgical supplies. 7CC
29. Demonstrate principles of handling surgical supplies. 7CC
30. Evaluate the selection of surgical supplies. 7CC
31. Demonstrate the role of the surgical technologist in the application of surgical supplies. 7CC
32. Demonstrate the breakdown of the sterile field. 7CC
33. Demonstrate proper suture selection, preparation, handling, and cutting techniques. 7CC
34. Demonstrate the proper placement, handling, loading, and disposal of surgical needles. 7CC
35. Demonstrate the application of the principles of asepsis to basic wound care techniques. 7CC
36. Demonstrate the key elements related to developing a surgical conscience. 7CC
37. Analyze the role of the surgical technologist in caring for the surgical patient.
38. Verify the preoperative routines that must be completed.
39. Demonstrate the transportation of the surgical patient. 7CC
40. Demonstrate transfer of the surgical patient to the OR bed. 7CC
41. Demonstrate the principles of surgical positioning. 7CC
42. Demonstrate techniques of opening and preparing supplies and instruments always needed for any operative procedure with the maintenance of sterile technique. 7CC
43. Demonstrate the preparation of the operative site for surgery.
44. Demonstrate scope of practice for the surgical technologist in the perioperative role.
45. Demonstrate problem solving and ethical decision-making concepts in the perioperative role.
46. Verify knowledge of a proper consent for surgery in the surgical setting. 7CC
47. Demonstrate the application of thermoregulatory devices.
48. Interpret the principles and demonstrate the taking and recording of vital signs. 7CC
49. Interpret the principles of urinary catheterization and demonstrate the procedure. 7CC
50. Demonstrate skin Preparation. 7CC
51. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis. 7CC
52. Demonstrate the proper techniques for the surgical hand scrub, gowning, gloving, and assisting team members. 7CC
53. Demonstrate the proper technique for preparing supplies and instruments on a sterile field. 7CC
54. Demonstrate participation in the Surgical Safety Checklist process. 7CC
55. Participate in the identification process of the patient. 7CC
56. Demonstrate the initial steps for starting a procedure. 7CC
57. Demonstrate how to perform a proper time out. 7CC
58. Demonstrate intraoperative handling of sterile equipment and supplies. 7CC
59. Summarize and demonstrate postoperative routines.
60. Demonstrate proper handling of irrigation. 7CC
61. Demonstrate the proper transfer of fluids to the sterile field. 7CC
62. Demonstrate proper handling of irrigation. 7CC
63. Demonstrate proper labeling of fluids to include irrigation. 7CC
64. Demonstrate proper transfer of items to and from a sterile field.

65. Demonstrate contamination containment and mitigation. 7CC
66. Demonstrate wrong count protocol for preop, Intraop, and postop. 7CC
67. Demonstrate proper draping for laparotomy procedure. 7CC
68. Demonstrate proper cord maintenance.
69. Demonstrate sterile furniture placement for procedure. 7CC
70. Demonstrate the completion of the sterile field. 7CC
71. Demonstrate the ability to adjust the sterile set up to accommodate special circumstances. 7CC
72. Demonstrate the frequency and timing for surgical counts. 7CC
73. Demonstrate the intraoperative sequence for surgical counts. 7CC
74. Complete all surgical counts demonstrating knowledge of sequencing, timing, and procedures. 7CC
75. Demonstrate movement in and around a sterile field (non-sterile and sterile)
76. Demonstrate proper application of the tourniquet.
77. Demonstrate the proper tourniquet setting for an extremity.
78. Demonstrate proper application and placement of SCDs.
79. Demonstrate proper transfer of the surgical patient from stretcher to bed and bed to stretcher.
80. Demonstrate proper case management in Intraoperative patient scenarios to include MH and Cardiac arrest.
81. Demonstrate time out procedure.
82. Identify patient allergies and adjust case preparation.
83. Describe the various uses for a basin warmer. 7CC
84. Describe the proper way to operate the hypothermia and hyperthermia units. 7CC
85. Demonstrate how to properly operate the suction system. 7CC
86. Demonstrate how to properly operate the Bair Hugger. 7CC
87. Demonstrate proper sharp safety procedures. 7CC
88. Demonstrate fire safety precautions during the intraoperative surgical phase. 7CC
89. Review proper handling of medications. 7CC
90. Demonstrate the proper way to fill a bulb syringe or a hypodermic syringe. 7CC
91. Demonstrate the proper way to make hypodermic needles with the capped and uncapped method. 7CC
92. Demonstrate how to load a hypodermic needle. 7CC
93. Demonstrate the proper handling of sutures, hypodermic needles and staplers. 7CC
94. Demonstrate how to label meds and irrigations. 7CC
95. Demonstrate the forms of Medication and irrigation verification. 7CC
96. Demonstrate the proper assembly of the back table, medication and irrigation, sponges, and supplies. 7CC
97. Demonstrate the procedure for counting of sponges, sharps, instruments, and accessory item. 7CC
98. Demonstrate correctly passing instruments. 7CC
99. Demonstrate methods for monitoring the sterile field. 7CC

100. Demonstrate the ability to recognize and correct breaks in asepsis. 7CC
101. Demonstrate spatial awareness. 7CC
102. Demonstrate the transfer of care. 7CC
103. Demonstrate management of medications. 7CC
104. Review proper assembly and organization of surgical sponges. 7CC
105. Demonstrate the proper way to create 2 different types of sponge sticks. 7CC
106. Demonstrate the proper way to load Kitners and peanuts. 7CC
107. Demonstrate techniques for handling various types of specimens. 7CC
108. Demonstrate handling of various types of sponges on the sterile field. 7CC
109. Demonstrate the application of various types of dressings. 7CC

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 during 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.

**Please refer to the handbook concerning Final Skills check off and Appeals requirements. Student Policy 6, Line #6.**

***\*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](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto: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](mailto: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](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto: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](mailto: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](mailto: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](mailto: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](#).