



INSTRUCTIONAL PACKAGE

SUR 102
Applied Surgical Technology

Effective Term
Fall 2025/Spring 2026/Summer 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: Spring 2026

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

REQUIRED MATERIALS:

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 5th Ed. Delmar Cengage Learning, 2017 ISBN-13: 978-1-305-95641-4
2. Cengage Mindtap Access Unlimited
3. Surgical Instrumentation; An Interactive Approach 3rd Edition Elsevier 2019 ISBN: 978-0-323-52370-7

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

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

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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 complete identity 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 (DSES)

- 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:

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. Assess resources that aid the surgical technologist in interpreting and following professional standards of conduct.7CC
9. Analyze the role that morality plays during ethical decision making. 7CC
10. Apply principles of problem solving in ethical decision making.7CC
11. Cite examples of ethical situations and problems in the health care profession. 7CC
12. Discuss the Key elements related to developing a surgical conscience.7CC
13. Describe the credentialing options available to the surgical technologist. 7CC
14. Analyze scope of practice issues as they relate to surgical technology.
15. Evaluate the role of the risk management department in the health care facility.7CC
16. Analyze the recommended practices and legal elements of proper documentation. 7CC
17. Describe the different types of documentation. 7CC
18. Explain the types of informed consent.7CC
19. Explain the reasons for informed consent.7CC

20. Describe the need for professional liability insurance policies.

CH3:

21. Assess the patient's response to illness and hospitalization.
22. Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis.
23. Distinguish and assess the physical, spiritual, and psychological needs of a patient.7CC
24. Distinguish and assess cultural and religious influences of the surgical patient.
25. Compare and contrast the patient's responses to the process of death.7CC
26. Discuss the various coping strategies used to deal with hospitalization, disease, and dying. 7CC
27. Discuss quality vs. quantity as it pertains to chronic illness. 7CC
28. Discuss the procedure for a patient death in the operating room (OR).7CC
29. Discuss the various procedures and requirements surrounding organ donation. 7CC
30. Discuss hospital policy and various issues surrounding suicide. 7CC

CH8:

31. Recognize developing emergency situations, initiate appropriate action, and assist in the treatment of the patient.7CC
32. Apply knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient.7CC
33. Discuss the various roles the surgical technologist can fulfill during an all-hazards event.7CC
34. Discuss nature-, human-, and nature/human-caused types of disasters.7CC
35. Explain the various components of personal, health care facility, and national disaster planning.7CC
36. Describe the initial response and steps taken when an all-hazards event occurs.7CC
37. Discuss the various roles a surgical technologist can fill during emergency situations 7CC.
38. Recognize developing emergency situations and initiate the appropriate action 7CC.
39. Describe the effect disasters can have on the environment. 7CC
40. Discuss natural disaster planning for the hospital and the operating room 7CC
41. Discuss natural disaster planning for the nation and state 7CC
42. Describe the four responses that apply to every type of disaster.7CC
43. Describe triage procedures 7CC.
44. Describe the role of a surgical technologist during triage. 7CC
45. Review Cardiopulmonary Resuscitation

46. Discuss Malignant Hypothermia and its causes.
47. Discuss Disseminated Intravascular Coagulation
48. Discuss anaphylactic Reactions.
49. Apply knowledge of radiological and chemical injuries to treatment of the patient
7CC
50. Apply knowledge of biological injuries to the treatment of the patient 7CC
51. Discuss the Effects of emerging infectious diseases. 7CC
52. Discuss the types of natural disasters.
53. Discuss the types of man-made disasters.
54. Describe how healthcare facilities can manage waste 7CC.
55. Describe the processes used to control contamination. 7CC
56. Describe the moral and ethical issues relevant to hazards 7CC.

CH9:

57. Discuss pharmacokinetics and pharmacodynamics 7CC.
58. Discuss Medication nomenclature, classifications, sources, and forms. 7CC
59. Discuss Medication actions, effects, and routes of administration. 7CC
- 60.
61. Assess the action, uses, and modes of administration of medications and anesthetic agents used in the care of the surgical patient.7CC
62. Compare and contrast methods, agents, and techniques of anesthesia administration and preparation. 7CC
63. Correlate anesthesia monitoring devices with patient homeostasis. 7CC
64. Discuss laws, policies, and procedures. 7CC
65. Review drug publications 7CC
66. Convert equivalents from one system to another and accurately identify and measure medications for patient use.7CC
67. Review medication measurements to include conversion systems, basic mathematics, dosage calculations, and mixing medications. 7CC.
68. Discuss the medication label information. 7CC
69. Review labeling the medication on the sterile field. 7CC
70. Discuss the six rights of medication administration and patient safety. 7CC
71. Discuss proper transferring methods of medication. 7CC
72. Recognize general terminology and abbreviations associated with pharmacology and anesthesia.7CC
73. Demonstrate safe practice in transferring medications and solutions from the nonsterile area to the sterile field.7CC

74. Demonstrate the procedure for identifying a medication or solution on the sterile field.7CC
75. Recognize the side effects and contraindications for the use of various medications and anesthetic drugs.7CC
76. Discuss the proper way to handle medication and solutions in surgery. 7CC
77. Interpret the factors that influence anesthesia selection for individual patients.7CC
78. Discuss the various risks and complications associated with general anesthesia 7CC.
79. Discuss the application of Sellicks Maneuver. 7CC
80. Discuss adverse/ anaphylactic reactions. 7CC
81. Discuss the roles of the surgical team members during general, local, regional, spinal, and epidural anesthesia 7CC.
82. List the equipment used during anesthesia administration.7CC
83. Correlate anesthesia monitoring devices with patient homeostasis 7CC
84. Demonstrate the precautions when identifying medications and solutions in the operating room.7CC
85. Interpret the principles and demonstrate the measurement and recording of vital signs.7CC
86. Discuss classifications and types of medications used in surgery 7CC.
87. Analyze how sterile technique is used in relation to anesthesia procedures.

CH11: Hemostasis, Wound Healing and Wound Closure

88. Analyze the principles of surgical hemostasis 7CC.
89. Differentiate between the various methods of hemostasis. 7CC
90. Discuss the various instruments and supplies needed for thermal, mechanical, and chemical hemostasis. 7CC
91. Compare and contrast methods of hemostasis and blood replacement.7CC
92. Review the components of blood. 7CC
93. Discuss the clotting mechanism of blood 7CC
94. Discuss the factors involved with blood loss.7CC
95. Discuss intraoperative communication and teamwork involved in managing blood loss. 7CC
96. Review how to determine the amount of blood loss or estimated blood loss. 7CC
97. Discuss the preparation and use of appropriate hemostasis agents or devices.7CC
98. Indicate terms relevant to wound healing.

99. Summarize the possible complications of wound healing.
100. Recognize the classifications of surgical wounds.
101. Indicate types of traumatic wounds and give examples of each.
102. Analyze the factors that influence healing and how they affect the healing process.
103. Recognize the characteristics of inflammation.
104. Define terminology related to sutures. 7CC.
105. Discuss the requirements of suture packaging. 7CC
106. List the desired characteristics of suture materials. 7CC
107. Describe the factors that must be considered when choosing suture materials. 7CC
108. Explain the characteristics used to classify suture material. 7CC
109. Classify and differentiate the usage of suture materials and stapling devices.
110. Recognize the types, characteristics, and uses of suture materials. 7CC
111. Demonstrate application of recommended preparation and handling techniques for suturing and stapling devices.
112. Cite and interpret common suture techniques.
113. Summarize the basic uses and advantages of stapling instruments.
114. Demonstrate proper handling of the various types of surgical needles.
115. Assess the types of injuries that cause damage to tissues.
116. Recognize the characteristics of the types of healing.
117. Recognize the stages/phases of wound healing.

CH12:

118. Review the proper preparation of the OR for a mock surgical procedure. 7CC
119. Review the technique of opening and delivering sterile items utilizing aseptic technique. 7CC
120. Review the steps needed to perform a medical handwash and surgical hand scrub. 7CC
121. Review how to properly don the sterile gown and gloves. 7CC
122. Review the assembly and organization of the sterile field. 7CC
123. Review the procedure for counting sponges, sharps, instruments, and accessory items. 7CC
124. Review the proper technique for gowning and gloving a team member. 7CC
125. Review the proper technique for draping a surgical patient. 7CC
126. Review the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
127. Review all hand hygiene and surgical scrub material.
128. Review all sterile technique involved in opening a sterile field.

129. Review all information on gowning and gloving self.
130. Describe the technique involved in gowning and gloving a team member.
131. Describe the proper way to doff a surgical gown.
132. Describe the proper way to finalize a sterile field.
133. Describe the protocol and policies involved in intraoperative surgical counts.
134. Explain when additional counts may be required.
135. Review all items that should be included in a count.
136. Explain how and when light handles and cords should be applied to a sterile field.
137. Explain order of use procedural set up and how the knowledge of a surgical procedure contributes to an efficient set up.
138. Discuss methods of patient transport.7CC
139. Discuss the principles of transporting a patient.7CC
140. Discuss the principles of patient transfer.7CC
141. Discuss the various equipment that can be used to transfer a patient.7CC
142. State the purpose of patient identification. 7CC
143. Describe the patient identification procedure.7CC
144. Describe the purpose of the time out.7CC
145. Explain how to properly conduct the time out process.7CC
146. Explain who participates in the time out.7CC
147. List the components that make up a surgical time out. 7CC
148. Discuss the preoperative physical preparation of the surgical patient.7CC
149. Discuss the procedure involved in positioning a surgical patient.7CC
150. Discuss the procedure involved in draping a surgical patient.7CC
151. List the indications for urinary catheterization.7CC
152. Discuss the important components involved in proper urinary catheterization.7CC
153. List the supplies that are required to properly perform a urinary catheterization.7CC
154. Discuss the steps involved to perform a urinary catheterization.7CC
155. Discuss the principles involved in monitoring urine output.7CC
156. Discuss the application of the safety devices used to secure and protect a surgical patient.
157. Explain the factors involved in patient positioning. 7CC
158. Discuss the various types of positions and how the correct position is chosen.7CC
159. Discuss the various types of accessory positioning devices.7CC
160. Discuss the application of a grounding pad.
161. Discuss the various types of prepping solutions used in a surgical prep.7CC

- 162. Discuss how to properly prep a surgical patient.7CC
- 163. Discuss the safety precautions for surgical prep.7CC
- 164. Discuss how patient conditions affect the selection of surgical prep.7CC
- 165. Discuss how patient conditions affect the selection of surgical instrumentation and supplies.
- 166. Discuss the various types of drapes used in draping.7CC
- 167. Describe the characteristics of draping material.7CC
- 168. Explain the application of drapes to equipment and furniture7CC.
- 169. Explain the selection of drapes concerning anatomical regions.7CC
- 170. Describe the draping sequence as related to surgical procedures. 7CC
- 171. Describe the purpose of the time out procedure. 7CC
- 172. Discuss the components of a proper time out. 7CC
- 173. Discuss the proper transfer of fluids to the sterile field.7CC
- 174. Discuss proper handling of irrigation. 7CC
- 175. Discuss proper labeling of fluids to include irrigation. 7CC

CH 13 Intraoperative and Postoperative Case Management

- 176. Analyze the role of the CST in in caring for the intraoperative surgical patient.7CC
- 177. Explain concepts for maintaining the sterile field.7CC
- 178. Demonstrate contamination containment and mitigation. 7CC
- 179. Explain in detail the procedure for counting instruments, sponges, and sharps.
- 180. 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
- 181. Summarize the steps of the postoperative routines.
- 182. Demonstrate the initial steps for starting a procedure.
- 183. Demonstrate the procedure for counting instruments, sponges, and sharps on the sterile field.
- 184. Demonstrate how to intraoperatively handle sterile instruments, equipment, and supplies.
- 185. Describe special considerations that require the surgical technologist to adjust the sterile field. 7CC
- 186. Discuss the ability to monitor and communicate amount of irrigation used. 7CC
- 187. Discuss the postoperative routine.
- 188. Discuss postoperative care of equipment to include cleaning and tagging for repair. 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 draping a surgical patient. 7CC
9. Demonstrate the proper steps for finalizing the sterile field and transitioning to the operative field. 7CC
10. Demonstrate the proper way to gown and glove a team member. 7CC
11. Demonstrate the knowledge of the factors involved with blood loss. 7CC
12. Demonstrate intraoperative communication and teamwork involved in managing blood loss. 7CC
13. Demonstrate how to determine the amount of blood loss or estimated blood loss. 7CC
14. Demonstrate the Surgical Technologist role in hemostasis. 7CC
15. Demonstrate thermal, chemical, and mechanical hemostasis methods. 7CC
16. Analyze the role of the surgical technologist in caring for the surgical patient.
17. Verify the preoperative routines that must be completed.
18. Demonstrate the transportation of the surgical patient. 7CC
19. Demonstrate transfer of the surgical patient to the OR bed. 7CC
20. Demonstrate the principles of surgical positioning. 7CC
21. Demonstrate techniques of opening and preparing supplies and instruments always needed for any operative procedure with the maintenance of sterile technique. 7CC
22. Demonstrate the preparation of the operative site for surgery.
23. Demonstrate scope of practice for the surgical technologist in the perioperative role.
24. Demonstrate problem solving and ethical decision-making concepts in the perioperative role.
25. Verify knowledge of a proper consent for surgery in the surgical setting. 7CC
26. Demonstrate the application of thermoregulatory devices.

27. Interpret the principles and demonstrate the taking and recording of vital signs.
7CC
28. Interpret the principles of urinary catheterization and demonstrate the procedure.
7CC
29. Analyze how the principles of operative site preparation and urinary catheterization are related both to patient care and to the principles of asepsis.7CC
30. Demonstrate the proper techniques for the surgical hand scrub, gowning, gloving, and assisting team members.7CC
31. Demonstrate the proper technique for preparing supplies and instruments on a sterile field.7CC
32. Demonstrate participation in the Surgical Safety Checklist process.7CC
33. Demonstrate the initial steps for starting a procedure.7CC
34. Demonstrate how to perform a proper time out.7CC
35. Demonstrate intraoperative handling of sterile equipment and supplies.
36. Summarize and demonstrate postoperative routines.
37. Demonstrate proper handling of irrigation.7CC
38. Demonstrate the proper transfer of fluids to the sterile field.7CC
39. Demonstrate proper handling of irrigation. 7CC
40. Demonstrate proper labeling of fluids to include irrigation. 7CC
41. Demonstrate proper transfer of items to and from a sterile field.
42. Demonstrate contamination containment and mitigation. 7CC
43. Demonstrate wrong count protocol for preop, Intraop, and postop.7CC
44. Demonstrate proper draping for laparotomy procedure.7CC
45. Demonstrate proper cord maintenance.
46. Demonstrate sterile furniture placement for procedure.7CC
47. Demonstrate the completion of the sterile field. 7CC
48. Demonstrate the ability to adjust the sterile set up to accommodate special circumstances. 7CC
49. Demonstrate the frequency and timing for surgical counts.7CC
50. Demonstrate the intraoperative sequence for surgical counts.7CC
51. Complete all surgical counts demonstrating knowledge of sequencing, timing, and procedures. 7CC
52. Demonstrate movement in and around a sterile field (non-sterile and sterile)
53. Demonstrate proper application of the tourniquet.
54. Demonstrate the proper tourniquet setting for an extremity.
55. Demonstrate proper application and placement of SCDs.

56. Demonstrate proper transfer of the surgical patient from stretcher to bed and bed to stretcher.
57. Demonstrate proper case management in Intraoperative patient scenarios to include MH and Cardiac arrest.
58. Demonstrate time out procedure.
59. Identify patient allergies and adjust case preparation.
60. Describe the various uses for a basin warmer. 7CC
61. Describe the proper way to operate the hypothermia and hyperthermia units.
7CC
62. Demonstrate how to properly operate the suction system. 7CC
63. Demonstrate how to properly operate the Bair Hugger. 7CC
64. Demonstrate proper sharp safety procedures. 7CC
65. Demonstrate fire safety precautions during the intraoperative surgical phase.
7CC
66. Review proper handling of medications. 7CC
67. Demonstrate the proper way to fill a bulb syringe or a hypodermic syringe. 7CC
68. Demonstrate the proper way to make hypodermic needles with the capped and uncapped method. 7CC
69. Demonstrate how to load a hypodermic needle. 7CC
70. Demonstrate how to label meds and irrigations. 7CC
71. Demonstrate the forms of Medication and irrigation verification. 7CC
72. Demonstrate the proper assembly of the back table, medication and irrigation, sponges, and supplies. 7CC
73. Demonstrate the procedure for counting of sponges, sharps, instruments, and accessory item. 7CC
74. Demonstrate correctly passing instruments. 7CC
75. Demonstrate methods for monitoring the sterile field. 7CC
76. Demonstrate the ability to recognize and correct breaks in asepsis. 7CC
77. Demonstrate spatial awareness. 7CC
78. Demonstrate the transfer of care. 7CC
79. Demonstrate management of medications. 7CC
80. Review proper assembly and organization of surgical sponges. 7CC
81. Demonstrate the proper way to create 2 different types of sponge sticks. 7CC
82. Demonstrate the proper way to load Kitners and peanuts. 7CC
83. Demonstrate techniques for handling various types of specimens. 7CC
84. Demonstrate handling of various types of sponges on the sterile field. 7CC
85. 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.***

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:

(Check all that apply.)

- ☒ 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

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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 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 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 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 Academic Coaching for 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 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 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. 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. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries 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 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.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. 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 sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation 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.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

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

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu

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).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

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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](#).