



INSTRUCTIONAL PACKAGE

SUR 114
Surgical Specialty Practicum

Effective Term
Fall 2025/Spring 2026/Summer 2026

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Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: SUR 114

COURSE TITLE: Surgical Specialty Practicum

CONTACT HOURS: 19 Clinical

CREDIT HOURS: 7

RATIONALE FOR THE COURSE:

Surgical Specialty Practicum is a continuation of the Advanced Surgical Practicum. Students build on skills and knowledge obtained in the previous surgical practicum courses and apply that knowledge in the clinical setting. Students are introduced to a wider variety of surgical specialties. Students will participate in the first scrub role in a variety of areas, including General, Genitourinary, Gynecologic, Cardiothoracic, Otorhinolaryngologic, Neurology and Orthopedic procedures.

COURSE DESCRIPTION:

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

PREREQUISITES/CO-REQUISITES:

SUR: Introduction to Surgical Technology_101 Credit C
 SUR: Principles of Surgical Pharmacology_ 126 Credit C
 SUR: Applied Surgical Technology_102 Credit C
 SUR: SURGICAL PROCEDURES I_103 Credit C
 SUR: SURGICAL PROCEDURES II_104 Credit C
 SUR: Surgical Procedures III_105 Credit C or Credit TC
 SUR: Surgical Practicum I_112 Credit C
 SUR: Advanced Surgical Practicum_113 Credit C
 AHS: Medical Terminology_102 Credit C
 BIO: Anatomy and Physiology I_210 Credit C
 BIO: Anatomy and Physiology II_211 Credit C
 ENG: English Composition_101 Credit C
 Humanities Elective

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

REQUIRED MATERIALS:

1. Surgical Counts Access

2. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
3. Laptop with Camera and Microphone capability
4. USB
5. Scanner/Printer
6. 3 Ring Binder (2" rings)
7. Tab/Dividers:
 - a. HGTC Surgical Technology Program Handbook
 - b. Clinical Manual
 - c. Incident and Exposure Paperwork
 - d. Assigned clinical facility policy and procedure manuals.
 - e. Preceptor Evaluation Paperwork
 - f. CS and Ancillary Services paperwork
 - g. Clinical Rotation Schedule
 - h. Sterile Technique Standards Handbook
 - i. Contact Information

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:

Mandatory:

1. White $\frac{3}{4}$ length Lab Coat
 - a. Monogrammed: Ciel Blue (above left pocket)
2. Ceil Blue Scrubs
 - a. Monogrammed: White (above left pocket)
3. Black Scrub Jacket
 - a. Monogrammed: Ceil Blue (above left pocket)
4. Black Scrubs
 - a. Monogrammed: Ceil Blue (above left pocket)
5. Mandatory Monogram wording:
 - a. First Line: HGTC
 - b. Second Line: Surgical Technology
 - c. Third Line: Student
6. Goggles
7. White shoes or Black (Athletic shoes will be accepted) (Waterproof)
8. Student ID (worn in class and at clinical site)
9. House Lanyard
10. CPR (BLS) updated annually.

11. Clinical Compliance up to date
12. Clinical Binder
13. Clinical Book bag/ Blue
14. Luggage lock
15. Luggage Name Tag

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.

Students will be expected to upload Word or Pdf Documents to D2L Dropbox or Surgical Counts.

Students need to have the ability to scan documents as well.

Access to Surgical Counts

Access to Microsoft Teams and Notifications enabled.

STUDENT IDENTIFICATION VERIFICATION

Students must wear the proper identification in lecture, lab, and clinical settings.

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:

Cell phones are not allowed in the Operating Room.

All students will present themselves in a professional manner in all of the following categories: dress, attitude, and hygiene. Please refer to the Surgical technology handbook and professional conduct guide.

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.

- Describe the purpose of the observation role. 7CC
- Develop professional competency by performing in the scrub role during an arranged clinical experience. 7CC
- Evaluate the development of professionalism throughout clinical experiences using various methods. 7CC
- Utilize Sufficient documentation for verifying cases and roles performed. 7CC
- Demonstrate procedural proficiency by completing a minimum of 135 surgical cases. 7CC
- Receive Soiled Instrumentation and thoroughly clean instruments and equipment.
- Remove Bioburden from surface of Instrumentation and Transport cart.
- Demonstrate mechanical cleaning of Surgical Instruments and Equipment
- Demonstrate the use of the ultrasonic cleaner in bioburden removal. 7CC

- Identify the chemicals used to free the instrumentation of bioburden
- Discuss the purpose of the three-sink method of cleaning in decontam
- Explain the appropriate operation of the washer-sterilizer.7CC
- Prepare decontaminated Instruments for use.
- Inspect instruments and prepare surgical trays for sterilization
- Apply the appropriate chemical indicators and filters to the rigid trays.
- Use knowledge of envelope wrapping and square wrapping for vendor trays
- Appropriately label and load all wrapped and rigid containers for sterilization
- Differentiate the types of sterilization processes and appropriately apply them to the surgical items being sterilized.7CC
- Differentiate between the various biological indicators and the applicable sterilization method.
- Demonstrate the proper technique of storing, handling, and distributing sterile supplies. 7CC
- Gather Sterile Instruments and supplies for scheduled cases using a surgeons preference card.7CC
- Demonstrate the knowledge necessary to operate sterilizer equipment.7CC
- Check supplies and equipment required for surgical procedures.7CC
- Scrub, gown, and glove demonstrate appropriate technique.7CC
- Assemble the sterile field with instruments, supplies, equipment, and medication/solutions needed for the procedures.7CC
- Assess the anatomy, physiology, and pathophysiology as applicable to each case.
- Identify the incision used for each procedure.7CC
- Perform appropriate counts with the circulator prior to the procedure and before the incision is closed.7CC
- Gown and glove additional surgical team members. 7CC
- Identify the patient position that is appropriate for each procedure performed.
- Assist with draping the sterile field.
- Analyze the procedural steps appropriate to the surgical intervention.
- "Pass" instruments and supplies to sterile surgical team members during the procedures.
- Demonstrate 'Point of use "cleaning methods during surgical intervention. 7CC
- Describe the care of the specimens as appropriate to the procedures.
- Maintain the highest standard of sterile technique during the procedures.7CC
- Demonstrate knowledge of sterile technique in the surgical environment.7CC
- Prepare sterile dressings.
- Perform terminal activities of cleaning and preparation of instruments, supplies, and the OR.
- Discuss the postoperative considerations for patients requiring surgery.
- Demonstrate retention and integration of theory and laboratory instruction applicable to the clinical setting.
- Demonstrate interpersonal skills and conduct appropriate to the OR environment.
- Review sterilization equipment and supplies.7CC
- Review Sterilization methods. 7CC
- Review of decontamination equipment and supplies.
- Review decontamination methods 7CC
- Students will be able to function in each of the defined Surgical scrub roles. 7CC

- Students will review role descriptions as defined in the student handbook and the Instructors Course information sheet. 7CC

****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*

Case Log:	25%
In-Service:	15%
Clinical/Case Prep:	25%
Evaluations:	<u>35%</u>
	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

Clinical Attendance is 100%. Any missed Clinical day will require a makeup day. Make up days are normally scheduled for Fridays and must be approved by the clinical site and the instructor.

Missed clinical days also include being sent home for not following directions or breaking patient safety and aseptic technique rules. Student is required to remediate before scheduling a makeup day. Any student failing to make up their missed days will receive an incomplete until all make up days have been completed. If a student has failed to make up their days, 5 days past semester completion, they will be receiving a D for the class.

Students will only be allowed to make up 2 missed clinical days regardless of reasons.

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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the 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).

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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](#).