

Reese Campus

**Course Syllabus**

COURSE: SRGT 1405 (4:3:4) Introduction to Surgical Technology (4 Credit Hours)  
 SEMESTER: FALL 2022 (August- December; 16 week Semester)  
 CLASS TIMES: WEDNESDAY 8:30am -11:30pm (Lecture), WEDNESDAY 12:30pm – 4:00 pm (Lab)  
 Instructor: Paul Landsman AAS, CST  
 OFFICE: RC529  
 OFFICE HOURS: By Appointment  
 OFFICE PHONE: 806-716-4642  
 E-MAIL: [plandsman@southplainscollege.edu](mailto:plandsman@southplainscollege.edu)  
 PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

**The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.**

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

**“South Plains College improves each student’s life.”**

**GENERAL COURSE INFORMATION**

**COURSE DESCRIPTION**

This course provides an orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts.

**STUDENT LEARNING OUTCOMES**

Students will:
1. Understand surgical technology theory as it applies to the operating room. F-1, F-2, F-5, F-6, F-7, F-8, F-9, C-5, C-6, C-7, C-15
2. Identify various instrumentation sets. F-5, F-6, F-10, F-11, F-12, C-3, C-5, C-6, C-7, C-18, C-19, C-20
3. Describe the needs of the patient. F-1, F-2, F-5, F-6, F-8, F-9, C-5, C-6, C-7, C-8, C-11, C-14
4. Identify various credentials in the operating room. F-1, F-2, F-5, F-6, F-13, F-14, F-15, C-5, C-6, C-7, C-8
5. Be able to meet needs of the surgical patient during the pre-operative stage. F-1, F-2, F-5, F-6, F-7, F-8, F-10, F-12, F-17, C-1, C-3, C-5, C-7, C-9, C-10, C-11, C-12, C-15, C-19, C-20
6. Be able to meet needs of the surgical patient during the operative stage. F-1, F-2, F-5, F-6, F-7, F-8, F-10, F-12, F-17, C-1, C-3, C-5, C-7, C-9, C-10, C-11, C-12, C-15, C-19, C-20

**COURSE OBJECTIVES**

**The Cognitive Domain Objectives:**

- Define good and bad stressors
- State the reasons for surgical intervention
- Identify hospital organization structures
- List the chain of command in the operating room
- Describe environmental conditions in the OR and the purpose that each serves
- Define surgical conscience and ethics
- State the principles of Standard Precautions
- List members of the OR team and describe their duties
- List and define medical specialties
- List and define the uses of accessory equipment
- Describe types of wound healing
- Define the process of infection and types of wound infections
- Describe types, sizes, and uses of needles and sutures
- List types and purposes of dressings, sponges, and packing
- List tumor classifications
- Define the Patient's Bill of Rights
- Describe the steps for sponge, needle, and instrument counts
- List types of specimens and their care
- Identify historical figures who helped develop early microbiology and asepsis
- List historical theories in microbiology
- List the types of anesthesia care
- Describe inhalation anesthesia
- List physiological requirements for surgery
- List the use of common operative table accessories
- List characteristics of common surgical prep solutions
- List categories of controlled substances
- List basic needs types and their applications
- Recognize commonly used stapling devices

**The Psychomotor Domain Objectives:**

- Apply theory to practice in lab and Clinical settings
- Explain why preoperative fasting is important
- Differentiate among analgesia, sedation, unconsciousness, and amnesia
- Use the correct procedure to identify inhalant
- Describe the principles of safe positioning
- Identify necessary precautions to prevent injury associated with skin preparation
- List the proper technique for draping the patient for torso, limb, and lithotomy procedures
- Accurately define and use terminology describing drug handling and drug administration
- Identify the parts of a syringe and explain the importance of syringe safety features
- Recognize suture properties and materials by observing and handling suture
- Identify sutures by package labeling, and select proper sutures

**The Affective Domain Objectives:**

- Understand the importance of stress management
- Recognize the professional roles and competencies of the surgical technologists
- Understand the consequences of not adhering to Standard Precautions
- Recognize the importance of Patient's rights
- Discuss blood handling, blood loss, and cell savers
- Discuss special needs patients
- Describe the responsibilities of the surgical technologist in patient transport and transfer
- Demonstrate the transfer of patient from a stretcher to the operating table
- Demonstrate commonly used methods of patient positioning
- Discuss the concepts of body hair management prior to surgery
- Discuss the proper procedure to perform the surgical skin preparation for all areas of the body
- Discuss the aspects of drug action
- Demonstrate proper preparation of suture for use
- Discuss the process of wound healing
- Discuss the complications of wound healing
- Discuss possible post-anesthesia risks
- Discuss process of patient discharge
- Discuss the process of dying and death

**OUTCOMES ASSESSMENT METHODS**

Assessment methods for this course are both formative and summative.

Formative assessments include:

- discussions
- quizzes
- unit exams
- classroom activities
- lab activities

Summative assessment:

- comprehensive final exam

**ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books,

encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

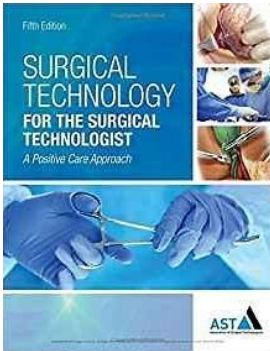
### SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

### VERIFICATION OF WORKPLACE COMPETENCIES - CAPSTONE EXPERIENCE NOT INCLUDED

## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS



1. Surgical Technology for the Surgical Technologist: A Positive Care Approach, 5th ed., AST (Text) and MindTap

### METHODS OF TEACHING:

- Lecture
- PowerPoint Presentations
- Role playing
- Question/answer
- Review
- Quizzes
- Examinations
- Demonstration

### ATTENDANCE POLICY

Class attendance is mandatory. Students are allowed three (3) absences and will be administratively withdrawn on the fourth (4<sup>th</sup>) absence. A tardy will be given if the student is not present for class or lab within 5 minutes of the beginning of the class period. Two (2) tardies equal one (1) absence. If a student misses more than 30 minutes of any class session, an absence will be given for the day.

**Due to the importance of medical information being taught, the instructor of this course defines excessive absences as upon missing the 4th class day (or having equivalent tardies) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.**

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- **Work schedule** is **not** an excuse for missing class.

- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the Surgical Technology Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**ASSIGNMENT POLICY**

The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook. In some instances, information from the reading assignments not covered during class may be included on a test.

**GRADING POLICY**

Grades in this course will be determined using the following criteria:

The course grade will be determined by a combination of major exams, quizzes, homework, lab work and a comprehensive final exam. Exam dates will be announced. The following guidelines are provided regarding exams:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **not** be given.
2. Late assignments will not be accepted.
3. The didactic final exam is comprehensive.
4. The final instrument exam is comprehensive.
5. The last two weeks of the semester is dedicated to the Summative Lab Final for SRGT 1409, due to the complexity and length of this final.

(6) Homework (MINDTAP)	10%	
(3) Exams / (1) LAB Skills*	20%	*Random Lab Skills testing
(1) Comprehensive Didactic Final Exam	25%	
(4) Instrument Tests	20%	

(1) Comprehensive Instrument Final 25%

*Grading Scale*            90-100 = A  
                                      80-89 = B  
                                      75-79 = C  
                                      Below 75 is failing

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass all courses to proceed to the next semester.

### COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

### Dropping a class

Students should submit a [Student Initiated Drop Form](#) online.

**Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

### Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

### Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

### STUDENT CONDUCT

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide.

There are no stupid questions. If you have a question, please ask.

You are under no pressure to sound like a genius every time you speak! However, we do reserve the right to give you a hard time if you ask questions like "Why do we have a right or left shoe and not right or left socks?"

You are primarily in lab to practice skills, not to check and update facebook or snapchat.

Your participation in the form of questions, comments and feedback is invited and appreciated. However, every semester there's at least one person who incessantly asks questions just to try to be funny, argue, or cause trouble. Nobody appreciates this behavior and it is counterproductive. You know who you are, please leave those attributes in your car on the way into the building.

### **SPECIAL REQUIREMENTS**

**Cell Phones** – Cell phones are permitted in class and lab. They **MUST** be turned to silent. A student whose phone sounds during class, or is observed to be using the phone in any way without permission from the instructor will be sent home for the day with an absence.

### **CAMPUS CARRY**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **SPECIAL REQUIREMENTS (\*Read Carefully)**

- **Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.**
- **These signature pages are due by Thursday of the first week of classes.**
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

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## **COURSE OUTLINE**

**Course Outline is subject to change by instructor.**

### **Lecture Topics**

- A. Orientation to Surgical Technology
- B. Standards of Conduct

- C. Physical Environment and Safety Hazards
- D. The Surgical Patient
- E. Special Populations
- F. Biomedical Science

**Please note Mindtap homework assignments are due the day of the chapter test– Mindtap *WILL NOT* be reopened.**

IN-CLASSROOM/ONLINE WORK	LABORTORY SCHEDULE (Wednesday)
<p>WEEK 1: 8/29-9/4: <b>IN CLASS AT 830AM</b>  <b>Syllabus, question/answer</b></p> <p><b>Lecture, Powerpoint</b>  <b>Suture</b></p> <ul style="list-style-type: none"> <li>▪ Suture material</li> <li>▪ Suture uses</li> <li>▪ Needles</li> </ul>	<p><b>To follow class time.</b>            First Set of Instrument            -Give Gown and Gloves            -PPE            -Basic Hand Wash</p>
<p>WEEK 2: 9/5-9/11  <b>power point, lecture</b>  <b>Chapter 1 – Orientation to Surgical Technology – Cont.</b></p> <ul style="list-style-type: none"> <li>▪ History of Surgery</li> <li>▪ Surgery today – Surgical Specialties</li> <li>▪ Field of Surgical Technology</li> <li>▪ The Surgical Technologist as a Professional</li> <li>▪ Clinical Ladder Program</li> <li>▪ Communication and Teamwork</li> <li>▪ Surgical Conscience</li> <li>▪ Health Care Facilities</li> <li>▪ Hospital Organization</li> </ul>	<p>IN PERSON LAB: Time 1230-4            _ Surgical Scrub</p>
<p>WEEK 3 9/12-9/18  <b>power point, lecture</b>  <b>Chapter 2 – Standards of Conduct</b></p> <ul style="list-style-type: none"> <li>▪ Legal issues</li> <li>▪ Ethical and moral issues</li> <li>▪ Scope of practice</li> <li>▪ Risk Management and Liability</li> </ul>	<p>IN PERSON LAB: Time 1230-4            _Opening Backtable            _Opening Supplies</p>
<p>WEEK 4: 9/19-9/25  <b>Exam Chapters 1 AND 2</b>  <b>Chapter 5 – Physical Environment and Safety Hazards</b></p> <ul style="list-style-type: none"> <li>▪ Physical design of the surgery department</li> <li>▪ Hazards and regulatory agencies                Safety considerations</li> <li>▪ Biological hazards and safety considerations</li> </ul>	<p>IN PERSON LAB: Time 1230-4  <b>INSTRUMENT EXAM SETS 1-2</b></p>



<ul style="list-style-type: none"> <li>▪ Chemical hazards and safety considerations</li> </ul>	
<p>WEEK 5: 9/26-10/2</p> <p><b>Chapter 5 – Physical Environment and Safety Hazards. Cont.</b></p> <ul style="list-style-type: none"> <li>▪ Physical design of the surgery department</li> <li>▪ Hazards and regulatory agencies</li> </ul> <p>Safety considerations</p> <ul style="list-style-type: none"> <li>▪ Biological hazards and safety considerations</li> <li>▪ Chemical hazards and safety considerations</li> </ul> <p><b>Chapter 3 – The Surgical Patient</b></p> <ul style="list-style-type: none"> <li>▪ The STSR and the surgical patient</li> <li>▪ Physical, Psychological, Social, and Spiritual needs of the surgical patient</li> <li>▪ Understanding the surgical patient as a human being</li> </ul>	<p>IN PERSON LAB: Time 1230-4</p> <p>_Opening Backtable</p> <p>_Opening Supplies</p>
<p>WEEK 6: 10/3-10/9</p> <p><b>EXAM CHAPTER 3/5 DUE</b></p> <p><b>Chapter 4 – Special Populations</b></p> <ul style="list-style-type: none"> <li>• Life stage development</li> <li>• Pediatric patients</li> <li>• Patients with obesity</li> <li>• Patients with diabetes</li> <li>• Pregnant patients</li> <li>• Immunocompromised patients</li> <li>• Patients with disabilities</li> <li>• Isolation patients</li> <li>• Geriatric patients</li> <li>• Trauma patients</li> <li>• Considerations for the ST/Preparation of the case</li> </ul>	<p>IN PERSON LAB: Time 1230-4</p> <p>_Hand Drying</p> <p>_Gowning and Gloving</p> <p>_Turning</p>
<p>WEEK 7: 10/10-10/16</p> <p><i>power point, lecture</i></p> <p><b>Chapter 4 – Special Populations cont.</b></p> <ul style="list-style-type: none"> <li>• Life stage development</li> <li>• Pediatric patients</li> <li>• Patients with obesity</li> <li>• Patients with diabetes</li> <li>• Pregnant patients</li> <li>• Immunocompromised patients</li> <li>• Patients with disabilities</li> <li>• Isolation patients</li> <li>• Geriatric patients</li> <li>• Trauma patients</li> <li>• Considerations for the ST/Preparation of the case</li> <li>•</li> </ul>	<p>IN PERSON LAB: Time 1230-4</p> <p><b>INSTRUMENT EXAM 1-4</b></p>
<p>WEEK 8: 10/17-10/23</p> <p><b>Chapter 6 – Biomedical Science</b></p> <ul style="list-style-type: none"> <li>• Computers</li> </ul>	<p>IN PERSON LAB: Time 1230-4</p> <p>_Hand Drying</p> <p>_Gowning and Gloving</p>

<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Physics</li> <li>• Surgical Robots</li> <li>• The OR of the future/role of the ST</li> </ul>	_Turning
WEEK 9: 10/24-10/30 <b>Chapter 6 – Biomedical Science</b> <ul style="list-style-type: none"> <li>• Computers</li> <li>• Electricity</li> <li>• Physics</li> <li>• Surgical Robots</li> <li>• The OR of the future/role of the ST</li> </ul>	IN PERSON LAB: Time 1230-4 _Open gloving  <p style="text-align: center;"><b>10/26</b></p> Annual Halloween Potluck! Dress up for extra credit and have fun with the senior class!
WEEK 10: 10/31-11/6 EXAM CHAPTERS 4/6	IN PERSON LAB: Time 1230-4 _Catheter Placement -Male/Female
WEEK 11: 11/7-11/13 INSTRUMENT EXAM 1-6	IN PERSON LAB: Time 1230-4 _Catheter Placement -Male/Female
WEEK 12: 11/14-11/20 Comprehensive FINAL EXAM	IN PERSON LAB: Time 1230-4 Skill Review
WEEK 13: 11/21-11/27 THANKSGIVING	NO LAB
WEEK14: 11/28-12/4 Skills Check off	IN PERSON LAB: Time 1230-4 Skills Check off
WEEK 15: 12/5-12/11 INSTRUMENT EXAM 1-6 FINAL	IN PERSON LAB: Time 1230-4 – RECORDS DUE Skills Check off
WEEK 16: 12/12-12/16 FINALS WEEK Complete and sign all paperwork	TBD

## ACCOMMODATIONS

### DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### 4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### 4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

#### 4.1.1.5 - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### Campus Covid Policy

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

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### FOUNDATION SKILLS

#### **BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

**THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

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**SCANS COMPETENCIES**

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

**INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

**INTERPERSONAL—Works With Others**

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

**SYSTEMS—Understands Complex Interrelationships**

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance

**TECHNOLOGY—Works with a Variety of Technologies**

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.



SRGT1405 Introduction to Surgical Technology

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

\_\_\_\_ Syllabus SRGT 1405

\_\_\_\_ SPC SRGT Program Handbook

\_\_\_\_ SPC SRGT Clinical Handbook

\_\_\_\_ South Plains College Grievance Policy

\_\_\_\_ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

\_\_\_\_ Lab Manual

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Signature

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Date