

**Health Science Career Cluster  
Surgical Technician I  
Course Number: 25.44700**

**Course Description:**

The goal of this course is to provide fundamental surgical technician skills and knowledge to include the knowledge, skills, and attitudes necessary to succeed in the Surgical Technology profession; including safety, infection control, pharmacology, surgical equipment, perioperative procedures, instruments, and sterilization. Students will have the opportunity to explore careers in the operating room and the education required at each level. The prerequisites for this course are Introduction to Healthcare Science and Essentials of Healthcare.

*The ultimate goal of the Surgical Services pathway is to prepare students to move on into Post-Secondary education and training and/or to possibly take the Tech in Surgery assessment which could potentially result in an industry credential after completion of any required clinical experience. Individual states may have regulations that could impact certification and what a surgical technician can do in that state.*

**Course Standard 1**

**HS-STI-1**

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

**Standard: Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

**1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.**

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

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<b>Nonverbal Communication</b>	<b>Written Communication</b>	<b>Speaking</b>	<b>Applications and Effective Résumés</b>
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

### 1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

<b>Teamwork and Problem Solving</b>	<b>Meeting Etiquette</b>
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

### 1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

<b>Problem Solving</b>	<b>Customer Service</b>	<b>The Application Process</b>	<b>Interviewing Skills</b>	<b>Finding the Right Job</b>
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

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### 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

### 1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

### 1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

**Support of CTAE Foundation Course Standards and Georgia Standards of Excellence  
L9-10RST 1-10 and L9-10WHST 1-10:**

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

**Course Standard 2**

**HS-STI-2**

**Explore options in the Surgical Industry, including inpatient and outpatient surgery settings and the organizational structure.**

- 2.1 Research current employment options in the surgical technician profession, and the education and training required.
- 2.2 Distinguish between state and federal licensure laws.
- 2.3 Differentiate between roles, department and responsibilities of team members, and place all members in appropriate positions on the organizational chart.
- 2.4 Research the jobs that must be done in a surgery setting and who traditionally performs those job duties.

**Course Standard 3**

**HS-STI-3**

**Abide by regulations governing workplace safety, infection control, operational standards, patient confidentiality, and facility protocol.**

- 3.1 Demonstrate adhering to regulations regarding workplace safety (e.g., OSHA, NIOSH) for fire, gas, and electrical hazards specific to the operating room.
- 3.2 Demonstrate abiding by regulations regarding operational standards (e.g., JACHO, CDC).
- 3.3 Demonstrate accessing SDS (Safety Data Sheets) when chemicals are being used.
- 3.4 Demonstrate following exposure control plans in the event of occupational exposure.
- 3.5 Show appropriate use of personal protective equipment and effective hand sanitation procedures.
- 3.6 Demonstrate following policy for handling and disposing of biohazardous waste.
- 3.7 Demonstrate reacting to emergency situations following agency procedures and facility protocol.
- 3.8 Demonstrate the knowledge and skills to provide a safe Perioperative environment.

**Course Standard 4**

**HS-STI-4**

**Utilize appropriate surgical and medical terminology.**

- 4.1 Demonstrate the use of standard medical and pharmaceutical abbreviations and symbols.
- 4.2 Evaluate basic anatomy and physiology and pathophysiology terminology relating to general surgical procedure terminology.

**Course Standard 5**

**HS-STI-5**

**Apply principals of asepsis and infection control in the perioperative and operative settings.**

- 5.1 Identify infectious disease process, including acquisition, response, and defense mechanisms.
- 5.2 Demonstrate classifying common pathogenic microorganisms.
- 5.3 Demonstrate simulated basic wound care.
- 5.4 Describe stages of wound healing and possible complications.

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- 5.5 Demonstrate sanitation, disinfection and sterilization in the lab.
- 5.6 Demonstrate a thorough knowledge of aseptic technique and principles.
- 5.7 Evaluate the importance of workflow in and out of the operating rooms and the entire surgical suite.

### Course Standard 6

#### HS-STI-6

#### **Identify the need to respond to changes in medical status of surgical patients.**

- 6.1 Identify normal vital sign ranges for pediatric and adult patients.
- 6.2 Recognize vital sign variations and report to nurse.
- 6.3 Demonstrate first aid and Basic Life Support techniques and initiate when necessary.
- 6.4 Identify the need to monitor, assess and provide for the needs of the patient and the surgical team perioperatively and intraoperatively.