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WELCOME

Dear Surgical Technology Student:

Hello, we are very glad to have you in our program here at (name of college). We hope that the experience and knowledge that you will gain as a student Surgical Technologist will help you become a dedicated, skilled and eager surgical team member as well as a more rounded person.

We have a sincere interest in you as an individual. We are all students & every day is a learning opportunity for students, faculty, and hospital staff. We are all in this together!

This Surgical Technologist Student Handbook as well as the Student Handbook outlines policies and procedures that will guide your education. Policies are subject to change. You are responsible to adhere to these policies and any changes. Keep the Handbooks readily available for reference.

As Director of the S. T. Program, I promise to work closely with you, provide needed individualized direction, and to work diligently in all phases of the curriculum to prepare you for employment as a Surgical Technologist.

We wish you a very happy and fulfilling time during this phase of your education.

Sincerely,

(name of program director)

HISTORY

The Surgical Technologist Program at (name of school) began in 1968. One to two classes have graduated every year since May 1969. The program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (formerly, Committee on Allied Health Education and Accreditation), 35 E. Wacker Drive, suite 1970, Chicago, IL 60610-2208, Phone: (312) 553-9355, e-mail: caahep@caahep.org.

Many graduates are employed in the (____) area. Some are employed by different hospitals, out-patient Surgi-centers, physicians offices, the Red Cross, as travel techs, and as private scrubs for surgeons.

SURGICAL TECHNOLOGIST PROGRAM PHILOSOPHY

We believe the Surgical Technologist is an integral member of the health care team. The Surgical Technologist provides technical care of patients during surgery with awareness of the human dignity, individual uniqueness, physical, emotional, and spiritual needs. The Surgical Technologist functions as a "scrub" or "circulator" during surgical procedures in a variety of health care settings.

As part of the Health Careers Department, we accept the philosophy that our major function is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the National Certification Exam, to be accountable as a health care provider, and to be a contributing, self-directing responsible member of society.

The teaching/learning process is a mutually reciprocal relationship on the part of the teacher and the learner. The instructor uses a variety of methods to stimulate both didactic and clinical learning in order to meet specific objectives and to enable students to grow as a person. An essential outcome of learning is to increase the learner's ability to apply and transfer the learning to new problems or situations.

We believe the Surgical Technologist student should be a part of the general College and participate in College social and cultural activities to attain those attitudes, skills, and understanding necessary to be a more responsible citizen.

In light of the emerging trends in surgical care, continual education and evaluation must be the professional responsibility of the faculty. All changes made must be consistent with the core values and objectives of (name of school) and the Health Careers Department.

OBJECTIVES

The goal of the Surgical Technologist program is to provide the student with planned learning experiences which enable him/her to:

1. Develop professional attitudes and responsibilities.
2. Work collaboratively as a team member.
3. Understand and apply knowledge gained from the Basic Sciences.
4. Demonstrate a safe level of practice and knowledge related to:
 - a) patient safety, b) surgical technique, c) surgical and obstetrical procedures, and d) ethical/legal responsibilities.
5. Meet the requirements for a Surgical Technologist certificate from (name of school).
6. Be eligible to write the National Certification examination for Surgical Technologists to become a Certified Surgical Technologist.

BEING A HEALTH PROFESSIONAL

Becoming a health professional can be an exciting, rewarding experience. However, being a student in a health program or working in a health career may expose you to certain hazards that you should know about. The following information is being shared with you to increase your awareness.

Many health occupations require standing for many hours, walking much of employment shift, lifting heavy patients and equipment, and stooping or assuming uncomfortable positions. Consequently, it is possible to be subjected to back injuries if improper techniques are used. Students with existing back and joint problems run the risk of aggravating such conditions. To minimize this risk, we suggest that students with specific problems contact their physicians to determine their physical limitations and their ability to participate in a selected program.

Health workers frequently are exposed to diseases such as hepatitis and Human Immunodeficiency Virus (HIV) infections. Of course, the special techniques that professionals and students are expected to follow minimize contagion, but the potential danger (particularly to needle sticks and sharps), even with efficient use of precautions, must be recognized. Other potential workplace risks include chemical, electrical and fire hazards, and exposure to radiation.

Pregnant women may be particularly susceptible to infectious diseases, such as rubella, that could affect the well-being of their babies. Exposure to radiation is also a hazard. Women of child-bearing age, therefore, should be aware of these potential dangers when they enter a health occupations program. Discussing these problems with your physician is highly recommended when pregnancy is suspected.

Occasionally, health professionals encounter violent or uncooperative patients who could inflict bodily harm to themselves and others. Learning how to cope with such patients is usually included in the curricula of health programs.

We do not want to dampen your enthusiasm for participating in a health career. Rather, we hope this information will make you aware of some of the potential problems and stresses that could affect your own well-being. We urge you to carefully adhere to the safety measures that the faculty emphasize in class.

Please contact your instructor if you have questions concerning these matters.

SKILLS TYPICALLY PERFORMED BY A SURGICAL TECHNOLOGIST

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, eye-hand coordination, and distinguish left from right.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to sixty (60) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
5. Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
6. Withstand unusual smells.
7. Wear full surgical attire including personal protective equipment.
8. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
9. Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions.
10. Perform fine motor skills with both right and left hands. [Dexterity and application in working with microscopic pieces of equipment and sutures (finer than a human hair), hold retractors, etc.]
11. Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness.
12. Respond quickly and in an emotionally controlled manner in emergency situations.
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
15. Show evidence of skin integrity, without open weeping lesions of the skin.
16. Be able to problem solve using conceptual, integrative, and quantitative reasoning skills.
17. The ability to develop and improve skills in organization of work and in learning to use economy of time and motion.
18. The ability to use English language to communicate with individuals of all professions and social levels.
19. No latex allergies.

If you have concerns that you don't meet these standards, please make appointment with Program Supervisor or School Nurse.

STUDENT RESPONSIBILITIES

Specific responsibilities of the students include:

Attending classes regularly and explaining reasons for absences to instructors.

Operating motor vehicles safely and legally.

Intelligent care of equipment and facilities used.

Actions characterized by honesty. Contrary actions, such as plagiarism or giving unauthorized help on examinations, may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from the College.

Refraining from:

Giving false or misleading information to any College official or tampering with any College record;

Possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician;

Giving, exchanging, or selling any drug to another person;

Possessing or consuming any alcoholic beverage on campus;

Giving, exchanging, or selling such beverages to another;

Using the College name or emblems in an unauthorized or unseemly manner.

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or college authorities.

If students are in doubt about any particular matter, they should consult the Dean of Student Services.

Health occupation students have additional rights and responsibilities because of the sensitive and confidential role they will be assuming during their education. These additional responsibilities include:

1. PERSONAL HONESTY/INTEGRITY AND PROFESSIONAL ETHICAL BEHAVIOR

- a. Be accountable for your own actions. The student is to inform the instructor of any error or accident that occurred in clinical.
- b. Complete a clinical incident report and follow protocol in the event of unusual occurrence (e.g., handling medication, burns, personal harm such as needle sticks).

2. MAINTAINING CONFIDENTIALITY

- a. Discuss information related to patients in appropriate learning situations in classroom or conferences only.
- b. Read hospital records of assigned patients only. Students must obtain instructor's permission to read hospital records other than assigned patients.
- c. Not use patient's name in written assignments.

3. BEING FULLY PREPARED TO FUNCTION IN CLINICAL PRACTICUM

- a. Follow policies, procedures, and student affiliation guidelines of the clinical agencies.
- b. Be punctual reporting to assigned clinical unit.
- c. Complete preclinical preparations to provide safe and competent care to assigned clients. Students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical unit.
- d. Notify clinical instructor of absence prior to scheduled clinical practicum session.

Violations of any of these responsibilities may subject the student to disciplinary sanctions in accordance with the procedure in the *ICC Student Handbook*.

At any time throughout the program, a faculty member may request that the student leave the clinical area because of an altered state of health in which, in the professional judgment of the faculty, the student is unable to perform the assigned duties. This may be counted as an absence. The Chemical Impairment Policy may be initiated. See policy at back of this booklet.

Matters relating to academic honesty or contrary action such as cheating, plagiarizing, flagrant disruptiveness, unsafe practice in clinical assignments, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment or test and also recommending the student be given a failing grade for the course and/or be subject to dismissal. Situations involving academic dishonesty as well as other situations which, in an instructor's opinion, might create problems should a student remain in a class or program are referred by the instructor to the appropriate Department Chair, who, after consulting with the appropriate Dean, also may recommend a failing grade for the course and/or suspension or dismissal. Concurrence by the consulted Dean and the Vice President for Instruction and Student Services is necessary.

Serious violations of professional or ethical standards by a student may result in suspension or dismissal from a course or the program.

Discipline of a serious nature involving probation, suspension or dismissal, which may be from the College or from an individual class, must be approved by the Vice President for Instruction and Student Services.

4. STUDENTS MAY BE DISMISSED FROM THE PROGRAM FOR THE FOLLOWING ACTIONS:

- a. use of profanity
- b. falsifying or altering records X cheating on exams/quizzes
- c. abusing, stealing, destroying any property on the school or agency premises
- d. leaving an assignment without properly notifying instructor or charge personnel
- e. violating confidentiality policy
- f. possession of guns or weapons on campus or at agency
- g. violating or falsifying health/incident forms (including not reporting properly)
- h. willfully disregarding College or Agency policies
- I. failure to maintain satisfactory clinical performance and classroom grades (a 78% is required for all ST courses)
- j. failure to follow and maintain attendance policies
- k. unprofessional or unsafe patient care upon recommendation of clinical personnel or instructor
- l. sexual harassment (read College policy)
- m. smoking in prohibited areas of campus or agency
- n. as part of process of chemical impairment policy implementation
- o. representing self as a (name of school) student to patients during nonscheduled clinical times
- p. theft of any kind

Any student dismissed from the program must meet with Program Director and Department Chair. A student may appeal dismissals by following the Colleges Grievance Procedure.

POLICIES AND PROCEDURES

ADVISEMENT

The S.T. Program Supervisor is assigned to serve as academic advisor upon admission to the program. The student should make an appointment to meet with the academic advisor for course selection before registering for classes for the following semester. The student should make an appointment by calling (number).

COUNSELING

Counseling Services are available to help students who have problems. The office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

EMPLOYMENT

The College Catalog provides guidelines for employment. "Students carrying a full-time course load should be employed no more than 10 to 15 hours per week. Employment in excess of 15 hours per week should be accompanied by corresponding reduction of course load."

The student has an obligation to the College and the program in which the student is enrolled. Generally, the student should plan to study three hours for each semester hour of credit carried, remembering that ST courses tend to require more.

Because the clinical agency and faculty cannot assume the added responsibility for the student's safe performance, students **are requested not to work any shift immediately preceding their clinical experience.**

Students may not seek employment under the title Student Surg. Tech. At no time are students to wear a student uniform or name pin on the job. The College assumes no responsibility for work performance related to skills learned as part of the program courses. You are held personally liable and responsible for your actions in the work setting. Students may not receive pay for any time during assigned clinical experiences.

FINANCIAL ASSISTANCE

Financial assistance available to students includes state and federal grants, local and state scholarships, long-term loans, and employment opportunities. Students who need assistance should contact the Financial Assistance Office.

INSURANCE/HEALTH REQUIREMENTS

All S.T. students are required to carry health insurance during entire length of program. Students must return the **insurance** coverage to the school nurse by **September 1**. The student who is not covered by a policy may apply for student accident and sickness insurance plan. Application forms are available in Room (number).

If a student becomes ill or is injured during a clinical day, the instructor and Program Director must be notified, and the proper incident report completed immediately. **The student is responsible for expenses resulting from injury in the clinical area.**

PHYSICAL EXAMINATION

A physical examination is required after admission to the program. These documents: (1) a completed physical examination form and (2) evidence of Hepatitis B immunization must be submitted to the school nurse by **September 1**.

Readmission students must have current physical examination, insurance, and hepatitis forms on file in the Health Services office by first day of classes. It is the student's responsibility to review the immunization record with the Health Services nurse to make sure all immunization requirements are met.

HEALTH PROBLEMS

The student with preexisting controlled health problems such as back problems, hypertension, diabetes, or seizure disorders must notify the clinical faculty prior to the start of each clinical rotation. Be sure to read and understand Communicable Disease policy in this *Handbook*.

The student who becomes pregnant, develops a health problem or is on prescription/nonprescription medication that may affect clinical performance may continue in the program provided that the student:

1. Submits a written statement from a physician regarding the nature of the health problem, the nature and the duration of the restriction, and the student's ability to continue in the program to the program supervisor.
2. Informs current clinical faculty.
3. Meets all clinical and didactic objectives and requirements.
4. If absent for three (3) or more days, must have a release from the attending physician before returning to clinicals.

LEARNING RESOURCE CENTER

The Library has a fine collection of medical reference material and related subjects. The LRC subscribes to many health-related periodicals. During the first weeks of school, it is advisable to visit the LRC and become acquainted with the facility and request a library card.

The Audiovisual Department is located in the library. Audiovisual media is used to support theoretical and clinical content in the program. **Throughout the program, independent study will be required in this department.** All books and materials must be returned before reimbursement or transcripts are released.

SAFETY

The student must:

1. report all accidents or errors immediately to the instructor
2. complete an (name of school) Incident Report
3. fill out the proper forms according to hospital policy
4. submit all forms to Program Director

BOOKS

A book list for each course is available in the Bookstore. Required books and a ST manual must be purchased prior to the first day of the semester.

SMOKING REGULATION

(Name of school) is a smoke-free campus. No smoking is permitted inside the campus buildings. Smoking is also prohibited on the premises of the affiliating clinical facilities.

DRESS POLICY

The student is expected to follow the policies of the dress code which is supported by the agencies in which clinical experience is obtained.

Class: Proper street attire should be worn when attending class. To promote professionalism, no ball caps are to be worn during class/lab times, in the hospital, or at professional meetings.

Clinical area:

1. Students in a professional program are representing (name of school) as they perform clinical assignments. Clean street shoes and clothing should be worn to clinicals. The professional attire for clinical assignments in the Surgical Technologist program includes no short shorts. Shorts will be allowed if you are changing clothes immediately to scrub attire. They need to be at length of fingertips with arms at side. No halter-tops, no tank tops, and no midriff showing is also part of the dress policy. Remember professional appearance at all times.
2. Aerobic type shoes are to be purchased. These are dedicated to clinical use and worn **only** on the clinical unit. Shoes must be clean. Lightweight sneakers, thongs, or open heeled clog shoes are not permitted.
3. A student name badge must be worn on street clothing and transferred to scrubs on the clinical unit. You will receive information about when pictures will be taken for ID badges during the first week of the program. There is no charge.
4. Protective eye wear will be required for preventing blood and body fluid exposure and is currently provided by the clinical site.
5. **No** jewelry, including earrings and eyebrow, will be worn during assigned clinical experiences.
6. Hair must be clean, neat, appropriately styled, and worn away from the face and off the collar. Male students are expected to keep beards and mustaches trimmed, neat, and clean.
7. Makeup must be in good taste. Fingernail polish and acrylic nails are unacceptable; long nails must be trimmed. Limit cologne to minimal amounts.
8. Cigarette breath, halitosis, and body odors are most distasteful. Deodorants, mouthwash, breath fresheners, or mints are recommended. Gum chewing is not permitted.

ATTENDANCE CLASS/CLINICAL

Regular classroom, clinical and laboratory attendance is mandatory. The two experiences are interrelated and absence from the theory session will make you less effective in the clinical area.

Attendance records will be kept in all courses. In all cases, it is the student's responsibility to inform the instructor of foreseen or unforeseen absence. Because of the diversity in types of experiences and facilities used in the clinical portion of the program, no two clinical days can be duplicated.

A student is allowed two **excused** absences for the semester. To obtain an excused absence the student must follow protocol to let the instructor know prior to the start time that they will not be there that day. If the student does not contact the instructor prior to the start time, it will be **unexcused** and the student will be considered for dismissal from the course. If no contact is made to the instructor on a scheduled quiz/test day prior to the start of class, an automatic 0 will be earned for that test with no make-up allowed. If the student has three absences during the semester, they will be considered for dismissal from the course. The start times/end times for class/clinical/lab are the start time and end times announced in class.

Two tardy and or leaving early will result in an absence. Arriving 30 minutes late or leaving 30 minutes early is an automatic absence. Surgical Technologist students are studying to work in a professional career. Absenteeism is unprofessional and will not be tolerated.

There will be no makeup on pop quizzes/tests and tests will begin at the established class start time. For each clinical/lab day absent, the student will make up hour for hour all time missed. Makeup time will be approved by clinical instructor and completed before the last week of the semester.

All outside appointments must be scheduled at times other than clinical and class hours i.e., physician, dentist, counseling, other family appointments.

GRADING

A student must receive a "C" or better in all Surgical Technology (ST) and BIOL courses to be retained in and graduate from the program. In order to receive a passing grade of "C" or better in any ST course, a student must maintain a 78 or higher grade average in didactic classes and must have a satisfactory clinical evaluation based on the standards stated on the clinical evaluation form.

The student grading policy used in assigning a semester grade is as follows:

- A = 93 B 100%
- B = 85 B 92%
- C = 78 B 84%
- D = 70 B 77%
- F = 69 and below

Evaluation of student achievement is based on:

ST 110		ST 113, 114, 115	
Final exam	= 30%	Quizzes	= 80%
Midterm exam	= 20%	Final Exam	= 20%
Quizzes and projects	= 50%	Satisfactory	= clinical
Satisfactory	= clinical		

WRITTEN ASSIGNMENTS

All written assignments must be typed, printed, or legibly written.

A patient's full name is never used in hand-in written assignments. First names or initials may be used to identify the patient.

Unless specific permission is received from instructor, all materials submitted after the due date will be penalized by loss of points from the final grade.

TESTS AND EXAMINATIONS

Dates of examinations in ST courses are identified in the lecture schedule. The final examination may be given on a different day and/or time than is listed on the College final examination schedule. When a change is necessary, students will be notified in class.

Making up a missed scheduled test rarely is permitted except in extenuating circumstances. If you are late or absent on the day of test, **you** must notify your instructor **before** the test begins. If no prior arrangements have been made, a 0 will be earned for the test. Students entering class late on the day when a quiz or exam is being given may be allowed to take the exam, but **will not** receive additional time to complete the exam. All tests must be made up within one (1) week, or a grade of zero (0) will be given.

Unannounced quizzes may be given in any lecture class, clinical conference, or laboratory session. "Make up" is rarely allowed. Each instructor, within College policy, will determine if an exception may be made. Students entering class late may be allowed to take the exam, but will not be given additional time.

PROMOTION, GRADUATION, NATIONAL CERTIFICATION

A "C" grade is required in each ST course in order to progress to the next course in the sequence. In addition, the student must fulfill the graduation requirements of the Surgical Technologist Program. It is the responsibility of the student to know the current (name of school) Catalog requirements. The student must complete all requirements and graduate to establish eligibility to write the National Surgical Technologist Certification Exam. Failure to complete the required courses needed for this exam by the designated graduation day will result in inability to write the Exam. It is the student's responsibility to apply for graduation, during the final semester, pay the fee, and verify with their advisor that graduation requirements will be completed.

CLINICAL EXPERIENCE

All transportation to clinical facilities is the responsibility of the student. Students will park in designated parking areas **only**. Occasionally clinical agencies will restrict parking; on those occasions information will be given.

Lockers for purses and coats are provided by some clinical agencies. When lockers are available, students will be asked to share. Location of lockers will be indicated during the orientation session. Please remember to take only small amounts of money to the agencies.

The student is not allowed in the hospital in a student capacity except during assigned clinical hours or when picking up assignments. The students in the Surgical Technology Program are not allowed to perform as agency employees while on clinical assignments. The student uniform policy is in effect during these times (name badge worn so can be seen). No cellular phones are permitted in the operating room.

The faculty member must be notified when you are ill or when a family emergency occurs **at least one-half hour prior** to the designated clinical time. This way faculty can readjust assignments with the clinical agency. Some faculty may require a longer notification time. Clarification as to the specifics are your responsibility.

It is your responsibility to be sure that your family, child's schools, etc. know how to reach you in an emergency. You should instruct them to call your assigned OR and ask for your instructor to relay a message to you.

When inclement weather threatens to interfere with local activities, students should listen to the radio or TV for an announcement of closing of the College. **If an announcement is not made over the radio or TV, it is to be assumed that classes and clinicals are being held as usual.** If an announcement concerning closing is not made before a student must leave for the hospital or College, the student must use their own judgement and properly contact the instructor or clinical affiliate of not attending or lateness.

The student should report to the clinical unit properly attired and prepared to function at the designated time. The student should seek help as needed from the faculty, particularly when undertaking a new technique.



CLINICAL EVALUATION

Clinical evaluation criteria for each of the three clinical courses have been established. The student's performance in the following areas is evaluated:

- Preparation
- Aseptic Technique
- Priority of Duties
- Use of Time
- Professional/Personal Habits
- Safety/Ethical Aspects
- Skills

The student receives a satisfactory clinical performance rating by achieving the established numerical value stipulated on each clinical evaluation criteria form. If the student does not achieve this numerical value, clinical performance is rated as unsatisfactory and results in an "F" grade for the ST course regardless of the grade the student has achieved in the classroom portion of the course.

WITHDRAWAL

A student who wishes to withdraw from the program is requested to do so through the Program Supervisor. If the student chooses to withdraw on his/her own, a written note verifying withdrawal to the Program Supervisor is requested for student files. Be sure to follow the College catalog procedure for proper withdrawal.

READMISSION

A written request for readmission should be initiated through the Program Director. The date of this request will be considered in eligibility.

A Surgical Technology student who has received lower than a C or has withdrawn from a ST course may be readmitted only once during the entire Surgical Technology program. Admission is based on a space-available basis beyond the first semester. Failure to earn a "C" (2.00 or better) on the second attempt denies the opportunity to return to the Program. The student seeking readmission may be asked to demonstrate retention of previously learned material or may be required to repeat the entire sequence.

Students who have withdrawn from the program must follow the readmission policy of the College to re-enter both the College and the Surgical Technologist program.

HAVE YOU COMPLETED THE FOLLOWING?

- * Physical examination
- * Insurance requirement
- * Purchased shoes
- * Purchased books and manual
- * Signed and returned the Confidentiality Statement, Chemical Impairment Statement, and the last page of this booklet

NEED HELP?

Consult with program faculty before you drop a class, get too far behind, or become too overwhelmed by college responsibilities.

Careful planning and consideration of your problems may save you time and money. Most problems can be solved and sometimes two heads are better than one.

The faculty is here because of you. Come see us when the need arises.

Appointments with instructors may be made by calling (number).

Emergency situations do arise and the secretary will assist you at these times. Messages can be left by calling (number).

ENJOY! ENJOY!

YOUR COLLEGE LIFE

College is more than books. Now is the time to explore (and to learn) many activities with relatively little expense to you.

The College offers many opportunities for you in music, drama, art, concerts, movies, dances, and informal get-togethers. There are also opportunities to participate in tennis, bowling, basketball, volleyball, golf, etc. Involvement in student government may be an area of interest to you. The Surgical Technologist Club is an area where ST students can promote their chosen career, participate in community projects, or plan social events.

Remember: College is more than books, but you must be the one to create a balance between your academic and social life. There may be extremes in either direction.

**Surgical Technologist
Program Costs**

Tuition	\$60 per cr. hr.	\$ 2,100
Parking	\$10 returned at end of semester with return of parking card	30
Textbooks	first semester	450-600
	second, third semester	40-50
Uniform: shoes		60
Association of Surgical Technologist Application, second semester		45
National Certification Exam application fee, last semester		190
Misc.	Workshops	200
	Notecards, typing paper	
	Portfolios, report covers	
	Class projects	
	Surgical Tech Club	
Possible costs educational field trip	?	

STATEMENT OF CONFIDENTIALITY

As a student in a health occupations program, I recognize the necessity of maintaining confidentiality and understand the following statements.

It is the responsibility of every health occupations student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

In the course of clinical learning, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under the Federal or State laws, pursuant to, but not limited to, the Federal or State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act and Mental Health and Developmental Disability Confidentiality Act.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violation of this policy could result in disciplinary action, including dismissal from the program.

HEALTH CAREERS AND PUBLIC SERVICES DEPARTMENT POLICY ON CHEMICAL IMPAIRMENT

Introduction

The Health Careers and Public Services faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment for students and clients who receive care from students. To fulfill this purpose, students must be free from chemical impairment during participation in all aspects of Health Careers and Public Services Programs including classroom, laboratory, clinical, and field settings.

The chemically impaired student is defined as a person in the academic or clinical/lab/field setting under the influence of, either separately or in combination: alcohol, illegal drugs, prescribed or over-the-counter medications*, synthetic designer drugs, or inhalants. Abuse of these substances includes episodic misuse or chronic use that produces psychological or physical symptomatology. (Asteriadis, Marilyn et al. *Nurse Educator*, Volume 20, No. 2, March/April 1995)

The following may be indications of the behavioral and physiological effects in the chemically impaired student:

Behavioral effects

- * Absenteeism; tardiness
- * Behavioral changes, e.g., mood swings and irritability
- * Excuses or apologies for failure to meet deadlines
- * Isolation/withdrawal from group
- * Decreased classroom and clinical productivity
- * Difficulty in calculations
- * Inability to follow directions
- * Fluctuating clinical performance
- * Inappropriate physical appearance

Physiological effects

- * Pervasive alcoholic odor
- * Flushed face
- * Red eyes or dilated/constricted pupils
- * Unsteady gait
- * Slurred speech
- * Blackouts
- * Fine motor tremors
- * Nausea, vomiting or sweating
- * General decline in health

* *It is the students responsibility to determine from the physician whether these medications may affect clinical performance.*

Policy

(Name of school) policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the *College Catalog* and *Student Handbook*.) In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Careers and Public Services Programs.

Procedure

All Health Careers and Public Services students will be required to sign and adhere to the (name of school) Wellness Contract.

When a faculty member or a clinical agency representative suspects a Health Careers and Public Services student may be chemically impaired, the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

1. Seek corroboration regarding the observed student behavior, if possible.
 - a. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
 - b. Should the observed behavior occur on campus, the faculty member should use his/her discretion in allowing continued participation in the learning activity.
 - c. Immediately notify program supervisor and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
 - d. Upon request, the student will undergo a drug screen, blood alcohol level, and mental health evaluation. Drug screens and alcohol levels will be completed at the student's expense at the nearest Emergency Department. If the student is at a facility without an emergency room, the instructor will call Public Safety who will arrange for transportation from the clinical site/agency to the nearest Emergency Department that provides appropriate testing. Public Safety will notify the testing site that a student is being referred for evaluation. Transportation costs to the testing site will be paid by (name of school). Students **will not be allowed** to use personal transportation. Students will be responsible for arranging transportation **from the testing site to their home**.
 - e. If results are negative, (name of school) will be responsible for costs incurred by the student.
 - f. Failure to comply with a request for evaluation will result in termination from the respective program.
2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Supervisor, Department Chair, and Dean of Student Services or their representative will be held. The purpose of the conference is to:
 - a. present documented observations of behavior(s) and lab results
 - b. re-emphasize concern for both client and student well-being
 - c. provide emotional support for the student

- d. if results are positive, review student options:
 - (1) withdrawal from program *Or*
 - (2) implementation of the "Student Wellness Contract" for the purpose of chemical professional evaluation of dependency status and the determination of a treatment plan, if indicated
 - (a) *Student capability to participate in class, clinical/lab/field/assignments will be evaluated on a day-to-day basis while awaiting evaluation results.*
 - (b) *The evaluation will be determined by faculty for the course.*
3. If the result of the mental health evaluation for substance use/abuse is negative, the student will be counseled regarding the previously identified behaviors and/or physiological characteristics which led to the request for professional evaluation. The student may be referred to a private physician for follow-up.
4. If the result of the mental health evaluation is positive, the student will be allowed to continue in the program depending on the student's compliance to the individualized treatment plan.
5. Noncompliance with the individualized treatment plan or positive results on subsequent drug screens and/or alcohol levels will result in a student being restricted from participation in clinical/labs/field assignments. Inability to complete required course assignments may result in failure of the course.
6. All oral/written documents and communications related to this procedure are confidential.

Eligibility for Professional Licensure/Certification

The student should understand that laws and standards in the health professions prohibit the use/abuse of drugs and alcohol, and that a person with a history of such use/abuse may be denied certification or licensure, or placed on a probationary status. Where a problem exists, faculty will support and assist the student throughout the application process.

Students as well as faculty are reminded that it is their ethical responsibility to report knowledge of substance use/abuse by health students or personnel.

Health Careers & Public Services Department

STUDENT COMMUNICABLE DISEASE POLICY

Purpose: This policy has been adopted to protect the rights of and to ensure the safety of the infected individual student and all those with whom he/she interacts.

Definition: *An infected individual*, as defined in this policy, means an individual student who is diagnosed as having a communicable disease or exhibiting classic symptoms thereof, and has not been diagnosed by a physician.

All those with whom he/she interacts ≅ means all interactions between the infected individual student and other persons in the following areas: classrooms; laboratories; clinical areas; office areas.

Procedure:

1. Infected individuals who determine that their medical condition may pose an imminent risk to patients/others or are unsure of their ability to perform essential function as students **SHALL IMMEDIATELY NOTIFY** the Supervisor of the specific Health Career Program they are enrolled in.
2. After conferring with the involved Program Supervisor, the individual may be requested to obtain a letter from his/her treating physician. The letter must state whether or not the student can safely perform in a clinical setting and if any specific precautions need to be taken for that student to perform without posing a risk to others.
3. Each infected individual's situation will be considered individually and decisions will be based on the written statement provided by the physician. In those situations in which a physician has not yet been consulted, decisions will be based on "reasonable medical judgments given the state of medical knowledge" about the nature of the stated condition, the potential risk to others and the probability of transmission. These decisions will be made by the Program Supervisor, the Health Careers & Public Services Department Chair, and any other persons deemed appropriate.
4. The Health Careers Department Faculty will make reasonable efforts to accommodate the infected individual with the understanding that regulations set forth by the clinical agencies must be considered.
5. The infected individual is assured of confidentiality in accordance with state and federal requirements.
6. The Program Supervisor and Health Careers & Public Services Department Chair reserve the right to initiate contact with an individual who exhibits the signs and symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or may be unable to perform as a student.

Adopted 12/01

STUDENT WELLNESS CONTRACT

I, _____, agree to undergo a drug screen and blood alcohol level upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Supervisor. I understand that the payment for the drug screening, evaluation, treatment and follow-up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Chemical Impairment policy. Written evidence of my treatment program, ability to return to the health program (evidence exhibiting positive student behaviors), and my follow-up care plan will be submitted to the Program Supervisor. I further understand that random drug screens may be a part of my treatment and follow-up program.

Date: _____

Student signature (agreement)

(disagreement)

Program Supervisor/Faculty signature:

Witness signature:

REHABILITATION/EVALUATION SERVICES

Proctor Chemical Dependency Center
5409 N. Knoxville Ave., Peoria
691-1055

White Oaks Center
3400 New Leaf Ln., Peoria
692-6900

REFERENCES

1. Chemical Impairment of Nursing Students: A Comprehensive Policy + Procedure
Nurse Education
Vol 20, Number 2 pp 19-22 March/April, 1995
2. Section 1300.42
Standards of Professional Conduct for Registered Professional Nurse (Taken from Rules
for the Administration of Illinois Nursing Act)
3. Affiliate Hospital=s policies on Substance Abuse

I have read and understand the contents of the Confidentiality Statement in the Surgical Technologist Student Information Booklet and accept my responsibilities as a student in the health care setting.

Student Signature

Program

Date

The ST Program Supervisor has reviewed the information and policies in the ST Student Handbook with me. As a Surgical Technology student, I accept the responsibility to abide by all policies as outlined in this handbook and the College Catalog.

Student Signature

Date

RELEASE OF INFORMATION

PURPOSE: Under the Family Educational Rights and Privacy Act of 1974, permission is needed to release information.

EXPLANATION: It is necessary to develop clinical rotation schedules for students enrolled in health occupation courses.

The information is distributed to:

1. Surgical Technologist faculty and staff
2. Clinical affiliate
3. Classmates
4. Association of Surgical Technologist of Greater Peoria

Schedules are used by faculty and staff at (name of school) and the clinical affiliate to notify students of messages received, especially in the event of an emergency situation.

I, _____, give my permission for (name of school) to post and distribute the following items:

- ___ clinical schedule with names of students
- ___ telephone, home and work address
- ___ *date of CPR certification
- ___ *TB skin test, and rubella results and dates
- ___ reference for employment
- ___ *Hepatitis vaccine status/dates
- ___ continuing education and professional association mailing lists

*Failure to release this information may result in non-admittance to clinical facilities. Clinical affiliates require this information of all students providing patient care.

Signature: _____

Date: _____

Student Surgical Technology Handbook Receipt and Understanding Signature Form

I have received, read, and understand the surgical technology student handbook. **(If you do not understand any part of this handbook, do not sign this sheet until all questions have been answered fully and to your understanding.)** I will abide by these rules and regulations and by all (name of school) rules and regulations.

PRINT NAME _____

SIGN NAME _____

DATE _____