

SCHOOL OF SURGICAL TECHNOLOGY

POLICY: STUDENT CASE PREPARATION RECORDS

Case preparation records are used as a valuable teaching/learning tool for the student surgical technologist. **Their completion is mandatory.** Preparation for a surgical procedure allows the student to participate safely in the care of the surgical patient.

PROCEDURE

1. Each student is to purchase a large, 3-ringed notebook or binder to use as permanent storage for case preparation records.
2. Each student is responsible for obtaining his or her surgical procedure schedule for the next day. Assignments are posted on the student clinical rotation and are posted daily in the operating room. Assignments may also be obtained by contacting the clinical instructor.
3. Each student completes one case preparation record for each surgical procedure that they have participated in. The student should utilize appropriate resources. These resources should include: the surgeons preference sheet, operating room instrument set photographic library, staff nurses and technologists, text books, professional journals, various computer labs, and the medical library.
4. Case preparation records must have the following completed prior to the surgical procedure:
 - a. Suture preferences
 - b. Instruments, drapes, sterile/unsterile supplies
 - c. Synopsis of the surgical procedure
 - d. Special considerations and surgical techniques

The post-operative notes are completed after the student has participated in the surgical procedure.

5. The clinical instructor reviews the case preparation records at least weekly, more often if possible. The instructor may write additional comments on the case preparation record. A (+) written on the top of the record indicates that the instructor has reviewed the record and found it satisfactory. A (-) written on the top of the record indicates that the instructor's review has found the record incomplete. The instructor will make notations on the record as to the steps the student must take to make the record acceptable.
6. Students complete a case preparation record for each NEW procedure. If the same procedure has been documented before (for the same surgeon, etc.), a new record will not need to be completed. If a different surgeon is completing the same procedure, a new record will need to be completed including surgeon's preferences. The case preparation synopsis may be omitted in this case.
7. Students may work together on case preparation records.
8. Students who have not completed case preparation records for a period of 2 days are to be verbally counseled. The counseling session will be documented in the student's file. Students who repeat a 2 day episode or go longer than 2 days will be given a written warning and placed on probation. Students will not be permitted to scrub and will be considered absent until case preparation records are current. In the event of a third 2-day episode, or if the student has not completed the case preparation records for 10 days, the student will be dismissed from the program.