

Surgical Technology

Student handbook

Class of 2004-2005

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* ASHB - Please see the Adult Student Handbook/College Catalog

Welcome

Welcome to the Surgical Technology program. As a Surgical Technologist you will be a very important member of the Healthcare Team. Therefore, it is essential that you study and work diligently to acquire the knowledge and skills necessary to function in this role.

This handbook has been prepared to help you study and work effectively within the guidelines of the school and participating hospitals.

We hope you will enjoy the coming year. We look forward to helping you achieve your goal of becoming a Surgical Technologist.

(name)
Program Director

(name)
Clinical Coordinator

The Surgical Technology Handbook is to be used in conjunction with the Secondary and Post-Secondary Adult Handbook/College Catalog.

Accreditation

The Committee on Accreditation of Allied Health Education Programs accredits the Surgical Technology Program. A copy of the Standards and Guidelines for Accredited Educational Programs in Surgical Technology Programs is available in the Program Director's office.

Medical Director

(name)
Medical Director
(name of hospital)

Definition and Purpose

Surgical Technology is an Allied Health profession whose primary concern is the care of surgical patients in the operating room. The Surgical Technologist helps prepare the operating room with necessary instruments and supplies while testing equipment. The primary role is to maintain the sterile field and aid the surgeon by passing sterile supplies or directly assisting with the surgery.

The Surgical Technologist is a direct patient care provider and is therefore in contact with and works in conjunction with the patient, his/her relatives, physicians, nurses and other health care professionals.

The purpose of the Surgical Technology Program is to prepare students who have demonstrated the necessary desire, aptitude, strength of character and maturity to pass the National Certification Exam for Surgical Technology and to be selected for and to hold a Surgical Technologist position. The purpose however does not end there. The student will be taught the Surgical Technology Code of Ethics, the Patient Bill of Rights, the principles of quality assurance and the elements of safety and infection control associated with all skills presented.

Requirements for Admission

Discrimination in regard to age, marital status, sex, national origin, race, color, creed, religion or handicap (to extent required by law) will not be tolerated.

Admission is competitive. Students are selected by a committee after completion of an application, testing and informational session.

All applicants must meet the following minimum requirements:

Be of good moral character, verified by submitted reference letters.

Be at least 18 years of age, as verified by a birth certificate.

Completed high school or have a 12th grade GED equivalent, verified by an official transcript or GED Scores.

Be in good health, as verified by a physical examination. Hepatitis B vaccination is required before clinical rotations begin.

All students in the Surgical Technology Program are required to take the series of Hepatitis B vaccinations. The Occupational Safety and Health Administration (OSHA) recommend Hepatitis B vaccine for persons with a potential blood exposure of at least one time per month.

Philosophy

Students who are selected for the program will be given every reasonable opportunity to successfully complete the program providing that proper attendance, behavior, attitude and willingness to work hard to complete assignments are demonstrated.

While a great deal of material must be learned to be successful, we believe that creativity, versatility, personability and mechanical inclination are extremely valuable and desirable attributes in a Surgical Technologist. All of these characteristics will be observed and evaluated along with the learning skills and required performance skills.

Foreign Students

Foreign students shall meet the same general admission requirements as other students.

All applicants from non-English speaking countries shall demonstrate a working knowledge of written and spoken English as verified by TOEFL and TSE Examinations. (Test of English an Foreign Language) – (Test of Spoken English)

Drug Screening Guidelines

See Adult Student Handbook

Terminal Objectives

Upon completion of the program of Surgical Technology, the Graduate Surgical Technologist shall:

1. Demonstrate growth in personal, vocational and community life.
2. Demonstrate responsibility in directing and delivering patient care commensurate with a safe and effective Certified Surgical Technologist.
3. Contribute to the delivery of health care as a resourceful member of the health care team.
4. Practice effective verbal and nonverbal communication with patients/clients, significant others and health care team members.
5. Exhibit attitudes and behavior that are respectful to patient/client, significant others and health care team members.
6. Practice effective verbal and written communication skills in relaying information to other health care providers.
7. Actively participate in educational and professional activities that will increase intellectual, technical and professional growth.
8. Display qualifications of successful completion of program eligibility to apply to take the National Certification Examination for Surgical Technologists.
9. Demonstrate individual responsibility as a Certified Surgical Technologist according to the Liaison Council on Certification for the Surgical Technologist.

Financial Aid

See Adult Student Handbook

Refund Policy

See Adult Student Handbook

Curriculum

1st trimester

- I. Anatomy and Physiology
Cells and human biology
Tissues, glands, and membranes
Organ systems

- II. Fundamentals of Surgical Technology
Preoperative issues
Intraoperative issues
Postoperative issues
Sutures, needles, staples
Asepsis

- III. Techniques of Surgical Technology
Asepsis
Creating and maintaining a sterile field
Demonstrate techniques of sterilization
Demonstrate techniques of disinfection
Identification of instruments by:
 Type
 Function
 Name
Identification of surgical supplies
Identification of suture/stapling devices
Identification of needles
Identification of equipment common to surgery
Practice basic surgical setups

- IV. Medical Terminology
Pronunciation and use of words common to surgery and the medical setting

- V. Pharmacology
Mathematics review
Terminology related to drugs
Sources of drugs
Legal aspect of pharmacy
Diagnostic agents
Antibiotics
Drugs that affect coagulation
Cardiac drugs
Diuretics
Ophthalmic agents
Obstetric drugs

Hormones
Antineoplastics
Drugs that affect the nervous system
Anesthesia

VI. Introduction to surgical technology

Computer skills
Information management
Professional organizations
Job descriptions
Safety
Patient needs
Ethical issues
Legal issue

VII. Biomedical Science

Electricity
Physics
Lasers
Cryo
Ultrasonic
Robotics

VIII. Pathophysiology

Cell pathology
Mechanism of disease
Tumors
Fluid and hemodynamic disorders
Inflammation and infection
Wound healing

2nd Trimester

I. Clinical practice

Application of Surgical Techniques

II. Surgical procedures

Students will learn the procedures for common surgical procedures including:

Preop diagnosis
Postop diagnosis
Intraoperative procedure

Disease processes

Students will learn what supplies, equipment and instruments are needed for common surgical procedures, both sterile and nonsterile

- III. Microbiology
Classification and identification of organisms
Isolation and Universal precautions

3rd Trimester

- I. Clinical practice
Application of surgical techniques
- II. Surgical procedures
This is an extension from the 2nd Trimester
Students will learn about more advanced procedures

Clinical Instruction and Practice

Each student is rotated through a planned program of clinical instruction in hospitals. Learning experiences are provided in the care of patients in the operating room, cardiac catheterization lab, central supply (sterile processing), obstetrics with selective experiences assigned by the clinical instructor. Refer to the Student Clinical Handbook for more details.

Promotion Policy

To remain in school students must:

Demonstrate the ability to consistently function in a safe and competent manner in each clinical area.

Maintain a minimum “C” average in each theory and clinical area.

Students not meeting the above requirements will be placed on probation.

Grade Key

93-100% = A
83-92% = B
75-82% = C
65-74% = D
below 65= F

Probation.

The student will be given a written evaluation specifying the type of probation, the time allowed to show improvement, and the criteria set forth by the Coordinator/Instructor in order to be removed from probation.

Types of probation:

- | | |
|---------------|--|
| 1. Academic | Grades in theory. Any subject with a grade below a “C” average. |
| 2. Clinical | Any clinical rotation with a grade below “C”, failure to meet the critical skills areas outlined in the clinical evaluation/clinical syllabus, or lack of professional conduct. (See Clinical Student Handbook for a complete list). |
| 3. Attendance | Excessive absenteeism/tardiness. |
| 4. Behavioral | Please see infractions listed in Surgical Technology Student Handbook pages 25-26. |

At the close of the stated probationary period the student’s progress will be re-evaluated by the Director, faculty and/or Vocational Dean. At that time the student will:

1. be removed from probation,
2. have probation extended, or
3. be dismissed from school.

Graduation Requirements

The student must have returned all books or other materials borrowed from the school and/or clinical rotation sites.

All tuition and expense monies owed to the college must be paid in full or arrangements satisfactory to the institution must have been made.

The student must have completed all clinical competencies.

A grade of “C” or better must be attained in all classes .

All terminal objectives must be met.

Academic Guidance and Student Counseling

Support services are available to Surgical Technology students. Students have access to these services, which include: financial aid, counselor, job placement counselor, and academic help services. Instructors will guide students toward understanding and observing program policies and practices and may provide guidance or referral for personal problems that may interfere with progress of the program.

The Surgical Technology Program Director and Clinical Coordinator will:

Maintain an “Open Door” policy. There may be times however when visitation is inopportune; therefore, we ask that you request permission before entering the office;

Provide disciplinary counseling in accordance with program policies and procedures, when needed (written documentation kept in student files); or

Refer student to the Student Counselor, when deemed necessary by the Program Coordinator/or Clinical Coordinator (written documentation kept in student files).

Students may seek services from the Student Counselor without consulting any other member of the faculty by drop-in, phone, or e-mail.

Leave of Absence Policy

A leave of absence may be considered for a student with medical or family emergency or pregnancy, which requires an absence from school for no more than 10 consecutive school days. In order to receive a leave of absence the student must:

Have a satisfactory grade and attendance record

Complete a written request for leave prior to the first day of school missed for emergency or pregnancy leave if at all possible.

Provide documentation to verify facts pertaining to request for leave if requested by the Financial Aid office.

Contact the instructors on the first day back to arrange to make up missed assignments. Failure to do so will result in a no grade for missed work.

Obtain permission from instructor, program director and administration.

Leave of absence request forms are available in the Financial Aid Office. No student may receive a leave of absence more than once in a 12-month period. (name of college) reserves the right to grant a leave of absences in situations the school regards eligible. If a student collects Title IV Federal Financial Aid while on an Emergency Leave of Absence, and does not return to school, the student must repay the funds to the school to return to the U.S. Department of Education.

Termination from Program

Withdrawal

Students desiring to withdraw from school must contact the school office and submit a written statement giving reason for withdrawal within seven (7) calendar days of last day's attendance.

Dismissal

To remain in school, a student must maintain a satisfactory record of attendance, punctuality, personal hygiene, scholastic standing, and demonstrate the ability to consistently function in a safe and competent manner in the classroom and clinical areas. The following steps will be taken if a student does not meet the above criteria:

1. The program director will make an evaluation of student's record.
2. Documentation of findings will be furnished by the program director to the school Vocational Dean with recommendation for action to be taken.
3. The Vocational Dean will review all documentation and if he/she finds that the student fails to meet policies and procedures requirements, letters of dismissal will be issued.

Appeals/Grievance Procedure

- Step 1. A student who has a grievance and/or feels dismissal was unjust must submit a written statement to the Vocational Dean within ten (10) days of the event giving rise to the grievance. The Vocational Dean will investigate and render a decision in writing within ten (10) days of receipt of the formal written grievance. The student must continue in any clinical component and complete all classroom assignments
- Step 2. If the grievance is not settled in Step 1 to the satisfaction of the student initiating the grievance, an appeal may be made to the Director of Vocational Programming within five (5) days of receiving the previous decision. All written reports shall be forwarded for review. The Director will investigate the grievance and render his/her written decision within ten (10) days of receiving the appeal.
- Step 3. If the student still does not feel the action is justified in Step 2, an appeal may be made to the Superintendent of the Public Schools within five (5) days of receiving the previous decision. All written reports shall be forwarded for review. The Superintendent will investigate the grievance and render his/her written decision within ten (10) days of receiving the appeal.
- Step 4. If the student is still not satisfied, an appeal may be made to the Board of Education by filing a written notice with the Superintendent of the Public

Schools, stating the grounds of the appeal, within five (5) days of receipt of the written decision in Step 3. The Board of Education will independently investigate the grievance and render a decision within 30 days after the notice of appeal is filed. Such investigation, at a minimum, shall include a review of all written reports pertaining to the grievance and conferences by at least one school board member with person filing the grievance, any person to whom the grievance is directed (if applicable), the Vocational Dean, the Director of Vocational Programming, and the Superintendent of the Public Schools. A public hearing before the Board of Education may be requested by the person filing the grievance or the School Board, in which event the School Board will not make an independent investigation but will render its decision based on the evidence presented at the public hearing. The decision of the Board of Education shall be final.

Student Conduct

In any organization it is important that all members work together for the good of the whole, so the rights and interests of all are assured. In the Surgical Technology program and the hospitals in which you will be working it is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the well being of the patients. It is for this reason the following rules of conduct have been established. It is your responsibility to know and to follow them. Common sense, good judgment and acceptable personal behavior on your part will make our program and the hospitals a better place to study and learn. Demonstration of poor behavior and unprofessional attitudes of others are not an excuse for you.

You are accountable for your own actions.

Attendance Policy

Student's attendance is to be regular and punctual in both classroom and clinical areas. Tardiness and absenteeism reflects a lack of professional responsibility. The services you will be providing are very necessary for optimum care of the patient. Good attendance is a mark of dedication and maturity, which is a component of professionalism that future employers consider seriously.

It is required that students notify the Program Coordinator or Clinical Coordinator as early as possible of each absence. When in clinical, the clinical coordinator and clinical site must also be notified before 6:45 a.m.

When absent or tardy the student is required to sign the absenteeism form in the classroom. Any clinical time missed must be made up. (See clinical handbook for details)

Absence/Tardy	classroom/clinical	1-29 Minutes = Tardy
		30 minutes or more=Absent

Students leaving early will be counted absent for the number of hours they miss. If less than 30 minutes it will count as a tardy.

Absence Policy

Each student will be allowed 6 absences for the year. Any absence over the stated amount may be cause for student dismissal. On the 6th absence, the student will be placed on attendance probation and will meet with Surgical Technology Coordinator. After the 7th absence the student will meet with the Attendance Review Board. (See Attendance Review Board Policy below)

Any absence, without notification or prior approval (no call-no show), may be cause for dismissal. (See Attendance Review Board Policy below)

Tardy Policy

Each student will be allowed 5 tardies. Any tardy over the stated amount may be cause for student dismissal. On the 5th tardy, the student will be placed on attendance probation and will meet with the Surgical Technology Coordinator. After the 6th tardy the student will meet with the Attendance Review Board. (See Attendance Review Board Policy below).

Attendance and Probation

Attendance probation will be issued on the 6th day absence and/or the 5th day tardy. The student will be provided a written reminder of the attendance/tardy policy. For any absence over the 6th day or tardy over the 5th day, the student must appear before the Attendance Review Board. If the student fails to appear before this board on the scheduled time, automatic dismissal could result.

Attendance Review Board Policy

The Attendance Review Board shall meet to consider appeal regarding exceptions to the excessive absence/tardy policy and program dismissal pursuant to such policy. The board shall include, but is not limited to the following: a member of administration, Coordinator Surgical Technology Program, Clinical Coordinator Surgical Technology Program, class representative, and program advisory board member. Other persons may be designated by the Surgical Technology Coordinator to serve on the Attendance Review Board as deemed appropriate.

Students who, pursuant to the excessive absence/tardy policy, have accrued seven (7) absences/six (6) tardies, or who anticipate accruing seven (7) or more absences/six (6) or more tardies attributable to illness or other good cause, will appear before the Attendance Review Board for the purpose of requesting one or more of the following:

An exception to the excessive absence/tardy policy for unavoidable absence/tardy due to illness or other good cause

An extension of the number of absences/tardies that shall accrue before program dismissal

Other appropriate relief within the contents of the excessive absence/tardy policy.

The board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. Relevant factors may include, but are not limited to, the following:

The reason(s) for the accrued or anticipated absences/tardies

The distribution of absences/tardies during the semester, i.e., scattered throughout the semester(s) or occurring as a single block

The duration of each period of absence

The pattern of attendance prior to the accrual of absences/tardies at issue
Whether all class work has been satisfactorily completed

The extent to which the class objectives have been met

The Attendance Review Board will convene within fourteen (14) calendar days of the student's return to the classroom following the seventh absence/sixth tardy. The student will be notified of the meeting date.

Procedure for Attendance Review Board

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, (Vocational Dean) in regards to decision of board.
4. Board discusses appeal and makes decision regarding request. Board chairperson (Vocational Dean) will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Appeals/Grievance procedure outlined in this handbook under Appeals/Grievance Procedure.

All information discussed within the Attendance Review Board meeting is confidential.

Perfect Attendance

An award will be received at the end of the year by the student(s) who has/have perfect attendance (no missed days, does not use personal days or has no tardies in class and clinical).

Make Up Policy

The first day student returns to school, he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so could result in a zero for missed assignments.

Classroom

1. The following deductions will occur on late assignments:
1 day late-5% deducted
2 days late-8% deducted
3 days late-10% deducted
more than 3 days late-50% deducted.
2. Make-up will only be allowed if arrangements to do so are made by the student with each instructor on the first day student returns to school.
3. See individual course syllabus for details on making up exams.
4. Early tests will not be allowed.
5. No tests will be made up during class time. Tests may be made up during lunchtime, before/after school upon instructor's approval.

Clinical

See Student Clinical Handbook for details

Personal Appearance

As a Surgical Technology student you represent your school, classmates, and Surgical Technology as a profession to the public, patients and their visitors. Your conduct, dress, and appearance are important. Cleanliness and neatness are necessary because of the nature of your work. The following requirements have been established:

1. Good personal hygiene-includes personal cleanliness, use of effective deodorant and good oral hygiene.

2. Hair must be clean, simply styled and well groomed.

In all areas of personal appearance the student is to judge his/her own dress. If there is a problem related to this area, the instructors will advise the student of any problem with the personal appearance as it relates to professional patient care. Should the issue not be resolved by informal discussion, the issue will be addressed formally by the program director. Disciplinary action may be a result for failing to meet and maintain the above standards.

Patient Records and Confidentiality

During clinical rotations you are permitted to obtain patient records from the Medical Records department of the hospital for the purpose of preparing a case study only. Obtaining a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal.

Information concerning any patient and his/her illness is private. It is your obligation, as well as every member of the hospital, to keep this information strictly confidential. Do not discuss patient information with friends, relatives, classmates or even hospital employees with the following exception: you may discuss a patient's medical condition with other Surgical Technologists, physicians, your instructors and Surgical Technology students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgements concerning the patient's personal life. This would be an invasion of privacy.

A tape recorder will only be allowed in the classroom with special permission and prior approval of instructor.

VIOLATION OF THIS POLICY MAY RESULT IN IMMEDIATE DISMISSAL

Cheating

Cheating, in any form, will not be tolerated.

1. If a student is found cheating, he/she will receive written warning and be placed on behavioral probation.
2. A second offence will result in dismissal from the program.

Harassment

The Program of Surgical Technology will not tolerate harassment in any form. Students who feel they have been victims of sexual harassment should report the incident at once to the Program Director and/or administration of the college. Complaints will be handled in the strictest confidence with protection from reprisals. If, after investigation, an allegation of sexual harassment is substantiated, immediate and appropriate disciplinary action will be taken.

The Program Director, and/or vocational dean/director shall follow up regularly with the “violated” student to ensure that the harassment has stopped and that no retaliation has occurred.

Health Care Policy

If you become ill while in the classroom or on duty at a hospital, please report to your instructor or clinical supervisor. This person will take appropriate action, including taking you to the emergency room, if necessary, where your family physician will be called for necessary instructions for treatment and/or medications. Such care will be at the expense of the student. It is strongly recommended that each student carry health insurance.

Health Record

A complete and continuous health record will be kept for each student during the school year.

It will consist of:

1. pre-entrance physical exam
2. record of current immunizations
3. record of illness or injuries during the school year
4. Hepatitis B vaccination record/declination form
5. Emergency information form

Emergency Information Form

All students must have on record an emergency information form which will contain necessary information should an emergency arise. This form shall include the name of the person to notify, phone number to be reached during the day, and names and phone numbers of adult friends or relatives who would take responsibility should it be impossible for an adult student to make a decision rendering his/her own care.

Emergency, Injury and/or Illness

If you become ill or injured while in the classroom or on duty at a health care facility, please report to your classroom/clinical instructor immediately.

Emergency care will be the responsibility of the individual student. Such care will be at the expense of the student.

In the event of an emergency/illness or injury, first aid measures may be initiated by the director/faculty or administrator of vocational school until parent, spouse, significant other or emergency services are rendered. This service is limited to the comfort and protection of the student until medical evaluation and recommendation is secured.

Clinical

See Student Clinical Handbook

Communicable/Infectious Diseases

The Surgical Technology Program is in compliance with the Public Schools Policy regarding communicable/infectious diseases.

A student shall not be permitted to attend class or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the Board or its designers has determined, based upon medical evidence, that: (1) the infected student is no longer liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student's being excluded from school.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality.

Smoking

While in the classroom smoking will be permitted only during scheduled breaks and then only in designated areas. While at the clinical site smoking will not be allowed.

Telephone

Phone calls are not to be made or received by students during class time or in the clinical sites except in cases of emergency, and then the student is to ask permission. Cellular phones, pagers and other electronic devices are to be turned off while in the classroom and clinical sites.

Parking

While in class students are to park in the designated parking area. Parking at a clinical site will be in accordance to the policy of that facility.

Library

The library facilities for the Surgical Technology program include the resources in the classroom, the college library, university library and medical libraries of our clinical sites. Each has rules for using and checking out books and periodicals. The student will be expected to adhere to those rules. Violation of those rules may lead to fines, loss of

privileges and/or disciplinary action. All books and periodicals must be returned and any fines paid prior to graduation.

Computer Lab

See Adult Student Handbook.

Student Organizations

Class Club

All students will participate in the student organization that will hold meetings at least once a month.

An agenda will be provided by the class President for each scheduled meeting. Minutes will be kept of each meeting and posted on bulletin board in the classroom prior to next meeting.

By the end of the first month the following officers are to be elected by the class to serve for the year:

President	Secretary
Vice-President	Treasurer

Dues will be collected with enrollment fees.

One faculty member will serve as an advisor. This person must approve all school-related activities.

Each student will participate in all approved service projects.

Association of Surgical Technologists (AST)

All students will become members of AST and be entitled to all of its benefits.

All students are highly encouraged to participate.

Dues will be collected with enrollment fees.

Advanced Credit Policy

Advanced credit/placement may be granted to the student for the following subjects:

Anatomy & Physiology (including lab)	4 hours
Microbiology (including lab)	4 hours

Provided the student meets the following criteria:

1. The Surgical Technology Program Director and the Student Affairs office must evaluate the credit.
2. The credit granted must be from an accredited post-secondary institution.
3. The student must have a C average or above in the course.
4. The course must have been taken within the last five years.
5. An official transcript must be received at least one month before school begins.

Liabilities

The (name of college), the Public School System, the Faculty and staff will not be held accountable for the health, safety or behavior of students of the Surgical Technology Program during non-classroom or non-clinic hours or when travelling to and from sites for scheduled educational experiences regardless of the time of day.

Class Schedules

DAY	TIME	ACTIVITY	INSTRUCTOR
<i>1st Trimester</i>			
Monday	8:00 a.m.-11:00 a.m.	Anatomy & Physiology (Lec)	
	11:00 a.m.- 12:00 p.m.	Lunch	
	12:00 p.m.- 4:30 p.m.	Techniques of ST (Lab)	Julie Armistead
Tuesday	8:00 a.m.- 9:00 a.m.	Medical Terminology	Tammy Mangold
	9:00 a.m.-11:00 a.m.	Introduction to ST (1 month)	Tammy Mangold
		Fundamentals of ST (1month)	
		Biomedicine (1month)	
		Pathophysiology (1month)	
	11:00 a.m.- 12:00 p.m.	Lunch	
	12:00 p.m.- 3:00 p.m.	Anatomy & Physiology (Lab)	
Wednesday	8:00 a.m.- 9:00 a.m.	Medical Terminology	Tammy Mangold
	9:00 a.m.-12:00 p.m.	Introduction to ST (1 month)	Tammy Mangold
		Fundamentals of ST (1month)	
		Biomedicine (1month)	
		Pathophysiology (1month)	
	12:00 p.m.-1:00 p.m.	Lunch	
	1:00 p.m.-4:30 p.m.	Techniques of ST (Lab)	Julie Armistead
Thursday	8:00 a.m.- 9:00 a.m.	Medical Terminology	Tammy Mangold
	9:00 a.m.-12:00 p.m.	Introduction to ST (1 month)	Tammy Mangold
		Fundamentals of ST (1month)	
		Biomedicine (1month)	
		Pathophysiology (1month)	

	12:00 p.m.-1:00 p.m.	Lunch	
	1:00 p.m.- 4:30 p.m.	Techniques of ST (lab)	Julie Armistead
Friday	8:00 a.m.- 9:00 a.m.	Surgical Pharmacology	Tammy Mangold
	9:00 a.m.-12:00 p.m.	Introduction to ST (1 month) Fundamentals of ST (1month) Biomedicine (1month) Pathophysiology (1month)	Tammy Mangold
	12:00 p.m.-1:00 p.m.	Lunch	
	1:00 p.m.- 4:30 p.m.	Techniques of ST (lab)	Julie Armistead

2nd Trimester

Monday	8:00 a.m.-11:30 a.m.	Procedures 1 (Lec)	Tammy Mangold
	11:30 a.m.-12:15 p.m.	Lunch	
	12:15 p.m.-3:00 p.m.	Microbiology (Lec)	
	3:00 p.m.- 4:30 p.m.	Clinical 1 (at RTC)	Julie Armistead
Tuesday	7:30 a.m.- 9:00 a.m.	Procedures 1 (Lec)	Tammy Mangold
	9:00 a.m.- 11:45 a.m.	Microbiology (Lab)	
	11:45 a.m.- 12:30 p.m.	Lunch	
	12:30 p.m.- 3:30 p.m.	Clinical 1 (Lab)	Julie Armistead
Wed.-Fri	6:45 a.m.- 3:15 p.m.	Clinical 1 (at clinical site)	Julie Armistead

3rd Trimester

Mon.-Thurs.	6:45 a.m.- 3:15 p.m.	Clinical 2 (at clinical site)	Julie Armistead
Friday	8:00 a.m.-12:00 p.m.	Procedures 2	Tammy Mangold
	12:00 p.m.-1:00 p.m.	Lunch	
	1:00 p.m.- 4:00 p.m.	Clinical 2 (at RTC)	Julie Armistead

Times may be adjusted at the discretion of the Instructor or Program Director.

Clinical rotations will be determined by the Clinical Coordinator. See Student Clinical Handbook.

**SURGICAL TECHNOLOGY PROGRAM
SCHOOL CALENDAR
2004-2005**

Schedule

August 12	<i>1st Trimester begins</i>
September 6	No school-Labor Day
October 1	No school-teachers meeting
November 24-28	Thanksgiving break
December 17	End of 1 st trimester
December 20-January 3	Christmas break
January 4	<i>2nd Trimester begins</i>
January 17	No school-Martin Luther King
February 21	No school-President's Day
March 4-6	Missouri Assembly of the Association of Surgical Technologists State Meeting
March 28-April 1	No school-Spring break
May 20	End of 2 nd trimester
May 31	<i>3rd Trimester begins</i>
July 4	No School-Independence Day
July 14	Last day of clinical
July 20	Final exam for Julie Armistead
July 21	Final exam for Procedures II
July 22	GRADUATION

Make -up schedule for missed days

1-5	Built into Calendar
6	Feb. 21
7	Jan. 17

School Cancellation

In the event of inclement weather, the Surgical Technology program will comply with cancellations of the Rolla Public Schools. This information is available on:

Cable TV Channel 6

Local radio stations: KTTR 1490 AM or 99.7 FM

KZNN 105.3 FM

KQMX 93.4 FM

www.Cancellations.com

If in doubt, contact Surgical Technology Program Director or Clinical Coordinator.

Miscellaneous

1. Transportation to and from all clinical sites and offsite school activities is the responsibility of the individual student.
2. Each student is required to attend designated field trips, seminars and/or conventions along with other students and faculty.
3. Lunch may be eaten in the classroom as long as trash and leftovers are properly disposed of and messes are cleaned up promptly.
4. Sodas, juices and snacks are permitted in classroom at the discretion of the instructors.

Infractions

1. Falsification of records (includes hospital, patient or school records).
2. Unauthorized absence from assigned duty station during scheduled hours.
5. Loitering, loafing, or sleeping while in classroom or assigned clinical area.
6. Refusal to follow instructions in carrying out the duties assigned you by your classroom or clinical instructor, or preceptor, insubordination.
7. Use of abusive or obscene language, or acting in a disrespectful manner to any faculty member, patient, visitor, staff member, supervisor or classmate (hospital or school).
8. Illegal conduct of any nature.
9. Smoking in unauthorized area.
10. Use of, or unauthorized possession of intoxicating beverages on school or hospital premises, or reporting to school or hospital under the influence of intoxicants.
11. Use of, or unauthorized possession of, narcotics or other drugs illegally, except by prescription, or reporting to work or school under the influence of drugs.
12. Threatening, intimidating, or coercing a classmate, co-worker or other employee of school or hospital.
13. Fighting, horseplay, harassment, or other disorderly conduct on school or hospital premises.
14. Possession of a weapon such as a gun, knife (blade in excess of 3 inches), or any other object commonly considered to be a “weapon” on hospital or school premises.

15. Gambling, or conducting games of chance, or possession of gambling devices on hospital or school premises.
16. Creating unsafe or unsanitary conditions.
17. Unauthorized posting or removal of notices in the hospital or school at any time.
18. Unauthorized possession, use, copying or reading of patient hospital records, or disclosure of information contained in such records to unauthorized person.
19. Disregard of one's appearance, uniforms, dress or personal hygiene.
20. Larceny, misappropriation, or unauthorized possession or use of property including food, books and supplies of all kinds belonging to the school, hospital or to any patient, visitor, co-worker, classmate, etc.
21. Unauthorized solicitation or distribution on hospital premises at any time.
22. Deliberate destruction or misuse of school or hospital property or property of another classmate, co-worker, patient, visitor, etc.
23. Any negligence involving patient care.
24. Soliciting or accepting gratuities from patients, visitors or staff.
25. Inducing others to commit any breach of the foregoing rules or regulations.
26. Disruptive behavior or intentional creation of distractions, disruptions or interference with the attention of instructors or other students in the classroom, or of staff, families or patients in the clinical sites.

		Student Name: _____
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2004/2005 Estimated Surgical Technology Program Costs						
Tuition	ECC Tuition	Books	Supplies/ Other	Administrative Fee	Lab Fee	Total
\$6,690.00	\$780.00	\$833.00	\$752.50	\$100.00	\$40.00	\$9,195.50

2004/2005 Surgical Technology Program

1ST HALF OF PROGRAM EXPENSES:

	Description	Amount	Initials
	Acceptance Deposit for Administration Fee (Non-refundable)	\$ 100.00	
	1/2 of tuition	\$ 3,345.00	
	**East Central College (Anatomy and Physiology)	\$ 390.00	
	1/2 of lab fee	\$ 20.00	
Total			
Books	Surgical Technologist Certifying Exam Study Guide	\$ 60.00	
\$ 709.00	Surgical Technology for the Surgical Technologist	\$ 88.00	
	Technological Sciences for the Operating Room	\$ 40.00	
	Handbook of General Surgery Instruments	\$ 40.00	
	Fullers: Surgical Technology Principles & Practice	\$ 72.00	
	Berry & Kohn's Operating Room Technique	\$ 69.00	
	Pharmacology for the Surgical Technologist	\$ 34.00	
	Instrumentation for the OR	\$ 51.00	
	Exploring Medical Lang. / Mosby's Medical, Nursing & Allied Health Dict. Set	\$ 81.00	
	BLS Healthcare Provider Text	\$ 15.00	
	Essentials of Human A & P text & lab manual set (ECC class)	\$ 159.00	
Total			
Supplies	Student planner	\$ 5.00	
\$ 447.50	BLS for Healthcare Provider Card	\$ 3.50	
	Back Ground Check	\$ 5.00	
	Professional Liability Insurance	\$ 15.00	
	Surgical Technology Club Dues	\$ 10.00	
	Professional Seminars/Meeting	\$ 125.00	
	Professional Organization Dues	\$ 45.00	
	Uniforms: 3 sets scrubs, polo shirt & T-shirt	\$ 140.00	
	Goggles	\$ 8.00	
	Name Tag (2)	\$ 7.00	
	Shoes	\$ 84.00	
Total 1st half of program		\$ 5,011.50	

2ND HALF OF PROGRAM EXPENSES:

	1/2 of tuition	\$ 3,345.00	
	**East Central College (Microbiology)	\$ 390.00	

	1/2 of lab fee		\$ 20.00		
Books					
\$ 124.00	Microbiology Textbook (ECC class)		\$ 124.00		
Total					
Supplies	Program Assessment Exam		\$ 25.00		
\$ 305.00	National Certification Exam		\$ 190.00		
	Graduation expenses: diploma, picture, pin, invitations		\$ 90.00		
Total 2nd half of program			\$ 4,184.00		
<i>If a student does not need an item, the cost of that item can be deducted from the cost of the program with approval in writing from director of program.</i>					
<i>The above charges may be waived if the student has agency funding, scholarships or a completed financial aid file and is eligible for a pell grant and/or loan. The amount waived will depend on how much financial aid the student is eligible to receive. It is the student's responsibility to make sure the RTI Financial Aid Office has documentation from the agency agreeing to pay for the above expenses. Otherwise, the student is responsible for making the payments.</i>					
**East Central College price per credit hour subject to change. Fee waived only if advanced credit awarded (otherwise everyone will take courses for college credit).					
<u>IMPORTANT NOTICE TO STUDENTS:</u>					
Failure to pay program expenses may be grounds for dismissal from the program.					
<u>REFUND POLICY:</u>					
Refunds due to cost adjustments will be processed in the months of December and March and must be approved by the Rolla Board of Education.					

I, _____, have received and will read and abide by the Student
(Please print)

Handbook for the Surgical Technology Program at Rolla Technical Center.

By my signature below, I indicate that I have received and understand the contents of the Student Handbook of the Rolla Technical Center Surgical Technology Program and will abide by these rules, regulations and guidelines.

This acknowledgment will be placed in my personal file.

Student Signature _____ Date _____