

**(school name)**

**STUDENT HANDBOOK  
FOR  
SURGICAL TECHNOLOGY PROGRAM**

**COPYRIGHT  
(school name)  
SURGICAL TECHNOLOGY DEPARTMENT**

## **STUDENT HANDBOOK**

### **WELCOME!!!!**

Welcome to the Surgical Technology Program. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a surgical technologist. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals.

We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. (School name) has numerous resources to assist you including help with such things as study habits, test-taking skills, increasing reading skills, time management. These are only a few of the resources available. Please seek help early and take advantage of the assistance available. We are committed to helping you reach your educational and life goals. You will be assigned an advisor who can be reached by phone, mail, e-mail, or in person during office hours.

It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files:

- General Catalog
- Schedule for each semester you are enrolled
- Surgical Technology Program Student Handbook
- Surgical Technology Policy and Procedures Manual for Surgical Rotation

All students are subject to the policies of the college as found in the General Catalog, Surgical Technology Program Student Handbook, and Surgical Technology Policy and Procedure Manual for Surgical Rotation. Because the Surgical Technology Program is unique (as are other allied health programs), this handbook has been developed as an information resource for you.

**WE WISH YOU SUCCESS**

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## **DISCRIMINATION PROHIBITED**

(School name) is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

## **ADA STATEMENT**

Students in this program who, due to a disability, have a need for non-standard note taking, test taking, or other course modifications should notify the instructor, in private, as soon as possible.

## **INTRODUCTORY STATEMENT**

The mission of (school name) is to develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families, and communities.

The primary goal of surgical technology education is the student's acquisition of knowledge and abilities commensurate with entry-level professional practice as a surgical technologist.

Surgical technology:

- is a dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained;
- is dedicated to the improvement of the profession;
- promotes enhancement of the safety and protection of personnel and patients;
- promotes, restores, and maintains health for patients;
- requires observation of a code of ethics;
- supports the dignity and rights of the patient;
- assesses and meets the needs of the patient;
- promotes life-long learning.

The motto of the Association of Surgical Technologists (AST) is "*Aeger Primo – The Patient First.*" This is facilitated through caring, critical thinking, and effective communication. The educational goal of AST is "Enhancing the Profession to Ensure Quality Patient Care." The Surgical Technology Program is a reflection of both of the statements.

Surgical technologists are allied health professionals who are an integral part of the surgical team, providing surgical care to patients in a variety of settings, integrating sciences with specialized knowledge, skills, and technology.

## STUDENT CODE OF ETHICS

Because professionals should exemplify high moral and ethical standards, surgical technology students will uphold an honor code relating to (school name), Student Standards of Conduct in addition to the (school name) Student Code of Ethics. Simply stated an honor code is a process by which students, having knowledge of any violations of the Student Standards of Conduct or Student Code of Ethics, are expected to first counsel the offender(s), and then report any additional occurrences to the course instructor and/or the program director. Violations of the honor code, the (school name) Student Standards of Conduct, or the Student Code of Ethics will not be tolerated and will be considered grounds for dismissal from the program.

(School name) and the Surgical Technology Program's beliefs, principles, values, and ethics are concepts reflected in the following philosophy and code of ethics, and are interrelated and mutually dependent.

The following Student Code of Ethics shall be followed throughout the Surgical Technology Program.

### **Student Shall:**

1. Use his/her own knowledge and skill to complete examinations without referring to others' answers, old examinations, class notes, or other references, unless specifically permitted by the instructor. He/she shall not cheat.
2. Use his/her own knowledge and skill to write papers or compile research information. He/she shall not plagiarize, quote or copy other persons' work without giving proper recognition as stated in a standard manual on style.
3. Respect the opinions of instructors and other learners. He/she shall not insult, slur, or degrade instructors, other health professionals, or students. (This ethic statement does not infringe upon a student's right to raise questions and request clarification, but does modify the manner in which the questions or clarification is brought forth).
4. Respect the limited resources of textbooks, library books, reprints, and journals. He/she shall not mutilate, deface, damage, or withhold resources for his/her own use.
5. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. He/she shall not waste supplies or misuse equipment.
6. Assist in maintaining class and laboratory rooms in good order. He/she shall not leave these rooms dirty or in disarray or disorder.
7. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. He/she shall not expect to receive equal consideration in grading unless such arrangements are made.
8. Observe all safety procedures when working with students, patients, and equipment whether in the operating room, class, or laboratory. He/she shall not endanger the safety and welfare of patients, other students, or faculty and staff.
9. Not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.

10. Observe all policies and procedures established by the Surgical Technology Program and all off-campus facilities. He/she shall not exempt himself/herself without specific permission by a faculty member or clinical supervisor.
11. Respect the confidentiality of patient information regardless of source (patient/physician, records, charts). He/she shall not repeat information outside of the classroom, surgery department, or health facility. He/she shall not make written reports outside the clinic or facility in which any part of the patient's name appears except initials.
12. Work in cooperation with and with respect for other health care professionals. He/she shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.
13. Protect the property and property rights of the facility, laboratory, and patient. He/she shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.
14. Respect other students projects. He/she shall not handle, steal, alter, deface or otherwise harm another patient's project, especially in a manner, which might cause the project to receive a lower grade by the instructor. He/she must also respect his/her classmate's confidentiality.
15. The student will also adhere to the AST Code of Ethics.

#### **AST CODE OF ETHICS**

1. TO MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT AND PATIENT CARE.
2. TO HOLD IN CONFIDENCE, WITH RESPECT TO THE PATIENT'S BELIEFS, ALL PERSONAL MATTERS.
3. TO RESPECT AND PROTECT THE PATIENT'S LEGAL AND MORAL RIGHTS TO QUALITY PATIENT CARE.
4. TO NOT KNOWINGLY CAUSE INJURY OR ANY INJUSTICE TO THOSE ENTRUSTED TO OUR CARE.
5. TO WORK WITH FELLOW TECHNOLOGISTS AND OTHER PROFESSIONAL HEALTH GROUPS TO PROMOTE HARMONY AND UNITY FOR BETTER PATIENT CARE.
6. TO ALWAYS FOLLOW THE PRINCIPLES OF ASEPSIS.
7. TO MAINTAIN A HIGH DEGREE OF EFFICIENCY THROUGH CONTINUING EDUCATION.
8. TO MAINTAIN AND PRACTICE SURGICAL TECHNOLOGY WILLINGLY, WITH PRIDE AND DIGNITY.
9. TO REPORT ANY UNETHICAL CONDUCT OR PRACTICE TO THE PROPER AUTHORITY.
10. TO ADHERE TO THE CODE OF ETHICS AT ALL TIMES IN RELATIONSHIP TO ALL MEMBERS OF THE HEALTH CARE TEAM.

## **VALUES OF SURGICAL TECHNOLOGY PROGRAM**

We acknowledge these values as general guides for our choices and actions.

### Respect

Individual autonomy and respect for human beings. People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

### Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligations to justify any violation of a confidence.

### Society Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

### Nonmaleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimized harm to them and others involved in their treatment.

### Beneficence

We have a primary role in promoting the well being of individuals and the public by engaging in health promotion/disease prevention activities.

### Justice and Fairness

We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable health care.

### Veracity

We accept our obligations to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

### Universality

The principles of universality assumes that, if one individual judges action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

### Complementarity

The principle of complementarity assumes the existence of an obligation to justice and basic human rights. It requires us to act towards others in the same way they would act toward us if the roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

### Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

### Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

### Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

### Individual

Each person is individually and uniquely motivated toward meeting human needs, fulfillment of which is based on many factors, including available resources, individual choices, value systems, and mores.

### Health

Is a dynamic multi-faceted state, individually and culturally defined, that incorporates experiences of wellness and illness. Environment, culture, interpersonal interactions, available personal decision options, extent of control, all contribute to an individual's personal concept of health.

### Education

The interactive processes and experiences occurring between instructor and learner facilitate education. A focus on critical thinking and problem solving is essential. Theory, laboratory, and clinical experiences allow the learner to integrate knowledge and skills.

### Learning

Learning is an active, self-directed process, influenced by the individuals past experiences, needs, values, and beliefs. Individuals must become responsible for their own learning, moving from a novice state of relative dependence toward mastery and consequent greater independence in preparation for the professional role. Essential components are life-long professional growth, and the acquisition of life-long learning patterns.

## **PROGRAM ACCREDITATION**

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is approved by the Community Colleges of (state's name).

## **GOALS OF THE SURGICAL TECHNOLOGY PROGRAM**

1. To educate students academically and clinically for preparation to successfully pass the national surgical technology certification examination.
2. To develop practitioners with high ethical codes of conduct and high professional standards.
3. To graduate students with a life-long commitment to personal growth and professional development through continued involvement in the profession.
4. To enhance the community college philosophy by promoting the professional development of all students accepted into the Surgical Technology Program to an appropriate level of knowledge and skill.
5. To develop knowledgeable, competent, highly motivated individuals who will accept responsibilities involved in surgical care of patients.

## **TERMINAL OBJECTIVES OF THE SURGICAL TECHNOLOGY PROGRAM**

The student will develop the knowledge, skills, and attitudes necessary to practice as a certified surgical technologist by acquiring the following fundamental capabilities:

1. To utilize appropriate medical terminology.
2. To apply a basic understanding of human physiology and surgical anatomy in the perioperative role of a surgical technologist.
3. To demonstrate a basic understanding of the concepts of pharmacology.
4. To demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, and patient care.
5. To identify and assume appropriate responsibility for patient care.

## **DESCRIPTION OF SURGICAL TECHNOLOGY PROGRAM**

The Surgical Technology Program is a (Certificate or Associate Degree) Completion program. Successful completion of the course of studies meets the qualifying standards required to take the National Certification Examination for Surgical Technologists. These certifying examinations are written and administered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST).

Successful completion of the program is established as completing the following:

1. Complete a minimum of ( ) quarter hours of credit in approved course work.
2. Complete a minimum of ( ) quarter hours of credit at (school name) in a program area.

3. Meet the (school name) Surgical Technology program minimum level for reading, English, and mathematics or successfully complete the prescribed remediation.
4. Achieve and maintain a GPA of 2.0 (minimum grade of C) or higher in all certificate courses.
5. Be classified as a degree-seeking student.

The student should recognize that the clinical orientation of the Surgical Technology Program demands that attitude, work habits, communication skills, and manual dexterity are evaluated along with academic readiness.

## **CURRICULUM**

The organizing framework includes (1) unifying concepts and core abilities, and (2) process strands, which are attributes, desired in graduates.

### Unifying Concepts

Incorporate the essential components of the curriculum. These concepts include human needs, caring, and environment.

1. A need is an individually defined deficiency with complex components. Major categories include needs for survival, closeness, and freedom.
2. Caring is a moral imperative, comprehensive, incorporating commitment, compassion, conscience, competence, and confidence. Commitment involves deliberate choice involving reconciliation between desires and obligations. Compassion is sensitivity to others, involving sharing. Conscience is a state of moral awareness. Competence refers to the state of having the knowledge, judgement, skill, energy, experience, and motivation required for adequate professional response. Confidence is the quality which fosters trust in caring without promoting dependency (Roach, 1984).
3. The environment is recognized as having a tremendous impact on health needs.

### Core Abilities

1. Incorporate critical thinking and use of problem-solving techniques.
2. Act responsibly.
3. Demonstrate honesty and integrity.
4. Interpret and communicate information.
5. Recognize patient rights, needs, and values.

### Process Strands: Program Outcomes

1. Incorporates basic patient-care concepts.
2. Integrates the principles of asepsis in practice to provide optimum patient care.
3. Incorporates basic surgical case preparation skills.
4. Facilitates the creation and maintenance of the sterile field.

5. Incorporates the role of first scrub on all basic surgical cases.
6. Integrates responsible behavior as a health care professional.

**COURSE SEQUENCE** (each course is foundational for subsequent courses)

<b>General Education Requirements</b>	<b>Credit Hours</b>
BIO 201: Human Anatomy & Physiology I	4
BIO 202: Human Anatomy & Physiology II	4
ENG 131: Technical Writing I	3

<b>Fall</b> (entry to program, first semester)	<b>Credit Hours</b>
SUT 105: Introduction to Surgical Technology/Medical Terminology	2
SUT 130: Surgical Technologist Lab. I	5
SUT 140: Surgical Techniques I	6
SUT 107: Controlling Microorganisms in the Surgical Environment	2

<b>Spring</b> (second semester)	
SUT 131: Surgical Technologist Instructional Lab. II	4
SUT 141: Surgical Techniques II	3
SUT 132: Surgical Technologist Instructional Lab. III	4
SUT 142: Surgical Techniques III	3
SUT 167: Basic Pathophysiology	2
SUT 157: Pharmacology for the Surgical Technologist	1

<b>Summer</b> (third semester)	
SUT 133: Surgical Technologist Instructional Lab. IV	4
SUT 143: Surgical Techniques IV	3
SUT 134: Surgical Technologist Instructional Lab. V	5

## **POLICIES AND PROCEDURES**

The student is responsible for understanding the policies and procedures of the Surgical Technology Program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills.

Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology Program.

## **ATTENDANCE POLICY**

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology Program depends, in part, on consistent attendance. In academic courses, grades are earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinic based courses, attendance is one of the factors that will be evaluated

weekly. Guidelines for missed clinical days are established and failure to comply may result in withdrawal from the program.

Students who must miss a class or clinical experience are expected to notify the Surgical Technology Program Director or their Clinical Instructor in advance according to the guidelines established for the course. The Program Director or Clinical Instructor may require documentation of illness.

- 1. The student must notify the instructor of a clinical absence no less than thirty minutes in advance of the scheduled start time.**
- 2. The student must notify the instructor EACH day she/he is absent.**
- 3. Medical or other documentation may be required for verification.**
- 4. Instructor initiated withdrawal may result if these procedures are not followed.**

Because of the importance of attendance in the Surgical Technology program, students will be expected to adhere to the following attendance policies:

1. Absences exceeding the course established criteria printed in the course syllabus would be brought to the attention of the Program Director. The student will be expected to participate in a conference with the Program Director and/or an Evaluation Committee.
2. Theory Courses: Attendance is required. PCC policy states that missing 20% of course (theory or clinical) may result in being dropped from the course.
3. Lab./Clinical Courses: 100% attendance is required. Absences must be made up. **STUDENTS MUST NOTIFY CLINICAL SITE AND INSTRUCTOR.** Failure to do so may result in sanctions.
4. It is recognized that occasional emergencies do occur. Notify appropriate instructor as soon as possible. Makeup exam policy will be set for each individual course. This may vary from course to course.
5. Instructor-initiated withdrawal may result if the absence limits are exceeded.
6. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Program Director and/or Clinical Instructor.
7. A student may submit request thirty (30) days in advance to obtain leave for a Holy Day.
8. Three tardies equal one absence in both academic and clinical settings. These will be counted as an absence in the course.
9. In order for the student to maximize their learning in the classroom and lab, and the instructor to be able to assure the student receives full benefit of her/his instruction, students are not to leave the classroom except during scheduled breaks by the instructor. If a student feels they must leave the classroom, they are to obtain the instructors approval. Students are responsible for any material covered while they are absent from the classroom.

## **ADVISING**

An advisor, usually the Program Director, is available. The advisor will assist the student in meeting preliminary requirements, following curriculum scope and sequence, and in planning schedules.

## **ADDRESS, PHONE, NAME CHANGE**

Changes are to be reported in writing to the program office as soon as possible. The program is not responsible for inability to contact the student where changes have not been reported.

The state of (\_\_\_\_) asks each student, upon graduation, to leave an address through which the student can be reached for the next three years. This is to assist in getting statistical data, and has an effect on funding.

## **ACCESS TO PERSONAL STUDENT RECORD**

Refer to the (school name) Student Handbook.

## **RETENTION**

To foster retention advisors, student services, student senate, and tutoring services are available for any student who qualifies. The student must initiate the request for tutoring from the course instructor. The course instructor will obtain a tutoring form from student support services and will assist the student in completing the form. **PLEASE** consult your instructor or your advisor. **Don't wait until you are in over your head; get help when you need it.**

## **STUDENT SERVICES**

Services available: tutoring; counseling for the disabled student; academic advising; basic skills assessment; new student orientation; career center; variety of student activities.

## **FINANCIAL AID**

The office of Student Financial Aid provides information pertaining to grants, loans, and work-study programs to those students who otherwise would be unable to attend college. The amount and type of aid a student may receive depends on availability of funds and the student's established financial need. Financial Aid Office telephone number is \_\_\_\_\_.

## **JOB PLACEMENT**

The surgical technology program will post job employment advertisements and resources to assist you in finding a job. Even with this assistance, you are not guaranteed a job upon graduation. If you are interested in assistance with job seeking skills, contact Counseling and Career Services at (\_\_\_\_).

## **GRADING SYSTEM**

The grading system for theory is:

A= 92-100

B= 84-91

C= 76-83

D= 68-75

F= 67 or less

Clinical/Lab. grading system is:

S/U defined for individual courses

1. The grade of D is not accepted for transfer in the Surgical Technology Program.
2. Specific information concerning grades is found in the separate course syllabus.
3. Students must pass all sections of the Surgical Technology curriculum in order to receive a certificate of completion.
4. A minimum grade of C is required in all courses with a minimum overall GPA of 2.0. A course with a grade of D or F must be repeated before graduation with a minimum grade of C. Such a course may only be repeated once. In exceptional circumstances students may petition for a second repetition of the course.
5. Two or more D or F grades within one year may result in dismissal from the program.
6. Courses are sequential. Students who fail to complete requirements in a given course, (1) may be allowed to continue in the program provided specific contract arrangements are made with the Department Chair, (2) an incomplete may be given if the student has completed 85% of the course material (refer to the General Catalog). Course work must be completed with a passing grade by the next semester in which the course is offered. Arrangements for removing an incomplete grade must be made by the student with the instructor/department chair.
7. Once admitted to the Surgical Technology Program, students must be continually enrolled in courses in the appropriate sequence. If a student finds it necessary to drop application for re-admission is required. Any lapse in continuity will require documentation for current surgical technology skills.
8. To progress from one course to another and to enter the operating room for clinical experience, students must meet competencies outlined in each course syllabus.

## **PROBATION DEFINED**

Probation is a trial period in which the student must improve or be withdrawn from the program. The program director or an Evaluation Committee may place a student on probation in the Surgical Technology Program for any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health necessary to function in the program
5. Lack of attendance

## **PROBATION PROCEDURE**

Probation may begin only following a conference with the student. Members present may include the program director, Clinical Instructor, non-surgical technology instructor, and other school administrators. Probation status forms will be filled out and signed by the parties attending the conference.

Program director and/or instructors may initiate other disciplinary actions such as warnings.

Students have the right to appeal any academic decisions. The Grievance/Appeals Process is found in the General Catalog on p. \_\_. Academic appeals should be made first to the instructor, then to the Department Chair, then to the appropriate school administrator. If a satisfactory resolution cannot be reached, the school administrator may convene an Evaluation Committee to hear the appeal and make recommendations.

## **READMISSION POLICY**

All requests for re-entry must be submitted in writing to the program director of Surgical Technology. For re-entry into the program, letters must be submitted by the date preceding the academic year in which readmission is requested. Requests will be accepted for only one year from the date of withdrawal from the program.

Readmission is limited to one time. Approval for readmission to semester 2 or 3 of the clinical sequence requires passage of a Clinical Readiness Exam.

Readmission to the program is based on several factors:

1. Review of student files by the program director and Evaluation Committee.
2. Recommendation by the program director.
3. Academic status of the student requesting readmission.
4. Proper and timely completion of all school requirements.
5. Space available at clinical sites.

Readmission for re-entering students will be filled in the following sequence:

1. Former student who withdrew in good standing
2. Successful challenge by students from another accredited surgical technology program who withdrew in good standing

**Any readmission will be at the discretion of the program director in consultation with the student, Evaluation Committee and the school administrator.**

## **EMERGENCY SCHOOL CLOSURE**

Check local radio stations for announcements. If, in an emergency, a building is temporarily declared off limits, notices will be posted on doors. If evacuation is required: aid the disabled; exit the building according to instructions.

IN THE EVENT OF TOTAL CAMPUS EVACUATION, ALL PERSONS WILL GO TO (\_\_\_\_\_).

Makeup of missed hours is required by the program.

## **STUDENT FILES**

Files are kept in the Surgical Technology Office and the Admissions/Record Office.

Confidentiality is a must. Students must not and will not be allowed to examine other student's files. Family members will not be allowed access to the student's files. Grades from the surgical technology program instructors will not be provided over the telephone.

## **STUDENT CONFERENCES**

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and the students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. These student conferences are two types. The first type of student conferences is those held at midterm and final of every semester. (Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often). The second type of student conference is for a student experiencing academic, attendance, or attitudinal difficulties. These conferences are scheduled with the program director and/or Evaluation Committee.

A written conference form will be provided for all conferences. The student, instructor, or program director will sign the form.

## **SURGICAL TECHNOLOGY LABORATORY AND CLASSROOM**

The lab provides a setting for students to practice and demonstrate skills in a mock operating room under faculty supervision.

Students may also be assigned specific experience in central service, and will enter operating rooms for varied supervised experience early in the program. Students are required to pay lab fees, (see current bulletin). These are used to help offset the high cost of practice supplies.

## **GUIDELINES FOR USE OF LABORATORY**

1. No smoking

2. No food or drinks allowed in the lab
3. Handle all equipment/supplies with care
4. Report breakage/spillage to the instructor
5. Use care with electrical cords. Do not run wheels over cords. If frayed, report.
6. Accidental injuries, report
7. Keep lab clean and picked up

## **LABORATORY AND CLINICAL COURSES**

1. Be prepared. Instructors will determine preparedness.
2. For lab experience:
  - a. be prepared for check offs (validation of competencies)
  - b. request extra practice time if needed
3. For clinical rotation:
  - a. review assigned cases & be prepared to demonstrate knowledge of the procedure
  - b. prepare case record (if applicable)
  - c. pull surgeon's preference card (if applicable)
  - d. check the case cart

## **CLINICAL SCHEDULES**

Clinical rotation schedules are arranged in advance. Personal preferences are considered when possible. Schedules may need to be changed occasionally. Clinical sites are located at (names of hospitals). This requires that the student have reliable transportation. 100% attendance is required. If a clinical day is missed, makeup is required.

## **TRAVEL REQUIREMENTS**

Students will be expected to attend surgical rotation off campus to maximize educational opportunities. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete surgical rotation. (School name) and the Surgical Technology Program are not liable for any accidents during the off campus surgical rotation.

## **ACCIDENTS AND INCIDENTS IN LAB. AND THE SURGERY DEPARTMENT**

If the student is involved in any kind of accident or incident at the clinical site, the clinical instructor and director of the program should be immediately notified. Hospital procedures will be followed with respect to Incident/Accident reports.

Students, during the course of their education, will become very familiar with Universal Precautions and will know the precautions to follow when there is a chance of contact with body fluids. Students are expected to observe Universal Precautions during lab practice and clinical rotation to minimize incidents in the Surgery Department.

If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment and will be responsible for any costs incurred by using hospital services.

### **PROCEDURE FOR SHARP INJURY DURING SURGICAL ROTATION**

The student must follow this policy and procedure if they sustain a sharps injury, such as a needle stick or cut by the surgical knife blade, during surgical rotation. This does not pertain to an injury sustained in the lab. Injuries in the lab are either covered by the student's personal health insurance or paid for by the student.

1. Student is to report to (personal physician or what school determines).
2. Before the end of the second business day after the incident occurred, the student must report to the (school name) Human Resource Office and complete an accident report.
3. The student is to give to the program director of the Surgical Technology Department a written or typed description of the occurrence. The description will include date, an approximate time of incident, hospital name, witnesses (if any), brief description of incident. The (program director) will type a formal report based on the information to be included in the student's surgical technology file and a copy will be given to the student.

### **UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED**

Student behaviors are expected to reflect ethical and legal accountability for actions taken in the course of the practice of surgical technology. The ultimate attainment of professional behaviors is the responsibility of the student, but faculty assumes a mentoring role. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Safety of all is paramount. This includes students, peers, faculty, clinical instructors, and members of the operating room team and above all, the patient.

Patient confidentiality is highly important. Keep discussion to classroom and operating room. If a violation of patient confidentiality is reported, the sanctions may be imposed upon the student up to dismissal from the program.

Refrain from participating in surgery when physical or emotional condition is a threat to patients and others. Student health must be such that no potential harm can come to a patient from care provided by a student. If the clinical instructor/preceptor has reason to question a student's ability to provide appropriate care, the student will be excluded from the clinical setting.

Students are expected to communicate effectively and positively in the clinical area. It is sometimes necessary to report errors or omission or commission to appropriate persons. Don't ignore the situation- guidance and support is available. This is the part of the development of a **Surgical Conscience**.

Students are expected to be drug and alcohol free in classroom and clinical settings. Students should notify the instructor/preceptor if use of prescription or non-prescription drugs may cause adverse effects or affect ability to do the work. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to her/his care.

The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

**PHYSICAL SAFETY:** unsafe behaviors: inappropriate use of siderails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

**BIOLOGICAL SAFETY:** unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision , fails to seek help when needed, etc.

**EMOTIONAL SAFETY:** unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology Program or (school name).

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

**Violations of these standards are considered to be exceptionally serious. At the clinical instructor's discretion the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and MAY result in withdrawal from the program.**

## DRESS CODE

Surgical Technology students are in pre-professional training and appearance is governed by standards that may be different from the rest of the campus. At all times, students will be expected to be well groomed, clean, and neat. There are specific dress codes for clinical rotation, laboratory, and the classroom. Personal hygiene must be excellent and personal habits concerning nutrition, rest, exercise, and overall health should reflect genuine belief in preventive maintenance for health.

Students who do not adhere to the DRESS CODE AND PROFESSIONAL APPEARANCE POLICY will be warned **ONCE**. Further interactions will be grounds for dismissal from the laboratory, classroom or clinical rotation.

1. Each student must own at least one pair of scrubs (shirt and pants) and white, button down, knee length lab coat.
2. Each student must own a nametag.
3. Each student must own an appropriate pair of shoes to be used for the operating room only. It is recommended, white leather shoes with good arch support of an athletic cut are most comfortable; some markings are acceptable. **Remember** that you could be standing in one spot for long periods of time, plus doing a lot of walking in the surgery department and hospital.
4. Classroom: Student is to wear appropriate street clothes. Shirts with inappropriate language, symbols, and/or picture(s) will be dismissed from the classroom.
5. Lab: Student is to wear scrubs with nametag. Outside of lab, lab coat must be worn.
6. Clinical Rotation: Wear scrubs and lab coat with nametag and change into appropriate scrub attire with nametag. The hospital will provide scrubs for clinical rotation.
7. Protective eyewear must be worn on all surgical procedures and in the lab
8. Fingernails should be short, well groomed, unpolished, and no artificial nails are to be worn.
  - a. The Association of Operating Room Nurses (AORN) *1999 Standards, Recommended Practices, and Guidelines* states the following:  
 “ **Interpretive Statement:** Artificial nails should not be worn. **Rationale:** It has not been proven that artificial and acrylic nails on healthy hands increase the risk of surgical infection. Artificial nails, however, may harbor organisms and prevent effective hand washing. Higher numbers of gram-negative microorganisms have been cultured from the fingertips of personnel wearing artificial nails than from personnel with natural nails, both before and after hand washing. Fungal growth occurs frequently under artificial nails as a result of moisture becoming trapped between the natural and artificial nails.”
9. Individuals entering the semi-restricted and restricted areas of the surgical department must have jewelry and watches confined or removed. Rings and watches harbor organisms that cannot be removed during hand washing. Personal jewelry worn in the surgical department shall be limited to the following: watches, necklace – one small single chain, earrings – small studs, rings – wedding set or one ring per hand.
10. All jewelry (rings and watches) are to be removed prior to performing the surgical scrub. All other jewelry must be removed.

11. Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover.
12. Good personal hygiene is mandatory for the surgical technologist.
13. **MALES AND FEMALES: DO NOT WEAR COLOGNE, AFTER-SHAVE, OR PERFUME IN THE SURGERY DEPARTMENT.**

### **GENERAL PROGRAM POLICIES**

1. Your increasing knowledge of aseptic technique will assist you in complying with infection control policies and procedures and implementing Universal Precaution in the following areas:
  - a. blood borne pathogen plan
  - b. a clean environment
  - c. principles of asepsis in the operating room
  - d. obtain immunizations and vaccinations
  - e. maintain healthy life-style habits
  
2. Telephone Calls  
 Telephone calls are to be made during classroom breaks. Pay phones are available on the campus for students to use. The telephone in the Program directors office is **NOT** available for student use.  
  
 Incoming emergency calls to the surgery department will be routed through the clinical instructor/preceptor. Families should be informed to ask for the instructor/preceptor to have messages forwarded.
  
3. Misconduct Including Cheating and Plagiarism  
 Cheating and plagiarism will not be tolerated. If faculty suspect this has occurred, students will have an opportunity to explain the circumstances. If a student is found to be in violation, sanctions could be imposed.
  
4. Pregnancy: Agency policy and obstetrician's recommendations will be followed.

### **CPR CARD**

The student is responsible for submitting a photocopy, front and back, of a signed current CPR card to the program director of the Surgical Technology Department. The student will not be allowed to enter a surgery department until proof has been submitted. It is also the student's responsibility to maintain and provide proof of current certification throughout the program.

### **IMMUNIZATIONS**

Studies have shown that health care providers in the surgical setting are at a higher risk of contracting Hepatitis B than HIV. Therefore, it is highly recommended the surgical technology student receive the HBV vaccine.

The student will have received during Orientation two forms that must be completed and returned to the program director of the Surgical Technology Department before entry into a surgical department is allowed. The first form is titled *Student Immunization Record* and the second *Hepatitis B: Vaccine Status*. The forms will be included in the student's surgical technology file.

## **PERSONAL LIABILITY AND MALPRACTICE INSURANCE**

All surgical technology students must carry liability insurance. The student can pay for the insurance at the Cashier's Office. Proof of payment must be given to the program director of the Surgical Technology Department before entry into a surgical department is allowed. The proof of payment is included in the student's surgical technology file. Refer to the next page for details concerning how long the coverage lasts, amount of coverage, etc.

### **Drug Screening and Background Check Procedure For Health Profession Students**

***All students assigned clinicals must have drug screening and background check conducted prior to their entering the clinical assignment. .***

***Policies for Drug Screenings: results of the drug screening must be on file at the school and available to clinical sites upon request. The drug screen will include: Marijuana, Cocaine, Opiates, Phencyclidine, Amphetamines, Barbiturates, Benzodiazepines, Methadone, and Propoxyphene.***

***Policies for Background Checks: investigation must go back at least seven years. Specific concerns are evidence of drug trafficking, violent or aggressive behavior and theft. The (name of state investigating agency) to conduct the background checks.***

\*\*\*\*\*

#### **Drug Screening Procedures:**

1. Students shall call (name of office) to set up an appointment for urine sample to be taken. The office is located at (address of office).
2. Students shall pay (\$\_\_) by check or exact cash amount to (name of office) at the time of specimen collection.
3. Results shall be sent Confidential by (name of office) to (name of individual at school) within 7 days and shall be sent in a secure and confidential manner. (Name of individual at school) shall ensure and maintain confidentiality of the results and provide them to the program director. The program director shall provide a list of students to (name of individual at school).

4. The program director is responsible for reviewing the results and notifying students of questionable results. If the program director determines that a student is ineligible to participate in the clinical assignment because of the results of the drug screening, the program director shall notify the student in writing. Clinical sites will not accept students who have a positive drug screen.
5. (Name of individual at school) shall be responsible for filing the drug screening results. The results will be kept in a separate, confidential location away from student files with restricted access.

### **Background Check Procedures**

1. Students shall obtain a fingerprint card and applicant oath from (name of individual at school).
2. Students shall complete the oath in the presence of (name of individual at school) prior to receiving the fingerprint card.
3. Students shall complete the personal information on the card and take it to the Sheriff's Department located at (\_\_\_\_). The Sheriff's Department shall take the fingerprints. Fingerprinting is done on (\_\_\_\_). Cost is (\$\_\_\_\_) and shall be paid by the student at the time of fingerprinting.
4. Students shall be billed by (name of school) for the cost of the background check, which shall be conducted by the (name of state investigative agency). Approximate cost for a (state name) background check is (\$\_\_\_\_) and the approximate cost for a nationwide check is (\$\_\_\_\_). If a student has lived in other states within the last seven years, a nationwide background check must be conducted.
5. The fingerprint card shall be returned to (name of individual at school) by the student. (Name of individual at school) shall send the fingerprint card to the (state name bureau of investigations) office.
6. Results of the background check shall be sent Confidential by the (state investigative office name) to (name of individual at school). (Name of individual at school) shall ensure the confidentiality of the results and provide them to the program director.
7. The program director is responsible for reviewing the results and notifying students of questionable results. If the program director determines that a student is ineligible to participate in the clinical assignment because of the results of the background check, the program director shall notify the student in writing. Clinical sites do not accept students who have a criminal background that shows convictions in the last seven years related to violent/aggressive behavior, drug trafficking or theft.
8. (Name of individual at school) shall be responsible for filing the background check results. The results will be kept in a separate, confidential location away from student files with restricted access.

## STATEMENT OF AGREEMENT

The following statement confirms that the student agrees to the requirements and policies of (school name) and the Surgical Technology Program as written in this handbook.

I have read the (school name) Surgical Technology Student Handbook and agree to comply with the printed policies expressed therein and in the (school name) General Catalog and Student Handbook. Furthermore, I have been informed that changes may occur as determined by developments in clinical and/or academic settings. As far as possible, changes will be effective prior to the beginning of the academic term. When notified verbally and in writing of these changes, I will comply with them. I understand that a minimum grade of “C” in theory and “S” in clinical rotation will be required to pass each course. I accept the responsibility for payment of liability insurance, lab fees, personal transportation, purchase of books and supplies, required uniform, drug screening and background check. I am aware that failure to adhere to the Surgical Technology Program policies as outlined in this Student Handbook or the objectives/outcomes identified in course syllabi may result in my dismissal from the Surgical Technology Program.

This statement of agreement will become part of my file in the Surgical Technology Department Office.

My signature indicates acceptance of this agreement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_