SEWARD COUNTY COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2018-2019

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Please sign and bring to first day of class.

SEWARD COUNTY COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM

Accreditation Statement

Seward County Community College is accredited by the Higher Learning Commission and the Kansas Board of Regents.

The surgical technology program is accredited by the**:**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350 Phone
727-210-2354 Fax
http://www.CAAHEP.org

PHILOSOPHY

The philosophy of the surgical technology program is based on the following beliefs:

We believe that the surgical technologist occupies an essential role in the total pattern of patient care; that the surgical technologist can gain certain knowledge and technical skills in a specific period of time in a well-planned education program which will enable him/her to assist nurses, surgeons and anesthesia providers in the care of the surgical patient.

We believe that emphasis should be placed on the specific role of the surgical technologist as a member of the surgical team. The surgical technologist does not replace the nurse, but assists the surgeon and the nurse by performing technical duties for which he/she has been trained and educated.

We believe that both instructor and student must understand the duties of the surgical technologist in relationship to their respective roles on the health care team.

We believe that the curriculum is an ongoing process which requires educators in both nursing and the technical specialties to work together in developing the total surgical team concept.

SCCC Surgical Technology Program Mission Statement

The SCCC surgical technology program will provide an education forum responsive to the needs of the student and also responsive to the health care community, both locally and nationally, focusing on professionalism and contributing to quality patient care.

PROGRAM GOALS

The purpose of this Seward County Community College Surgical Technology Program is to provide students with the general and technical education to function as a safe, competent surgical technologist in entry level positions. The program provides the community with knowledgeable, competent and ethical professionals who can fulfill the community's healthcare needs. As well as, present a safe and effective educational program that meets the learning needs of the students and employment needs of the service area of the college. This is achieved by cognitive (knowledge), psychomotor (hands-on skills), and affective (behavior) learning domains.

At the completion of the plan of study the student will be able to:

- Demonstrate the ability to perform the role of first scrub and second scrub on basic surgical cases.

- Demonstrate the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.

- Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care.

- Work cooperatively and become an integral member of the health care team.

- Demonstrate basic surgical case preparation skills in the sterile processing and communication role.

- Demonstrate knowledge of instrumentation and use in surgical procedures during perioperative care.

- Demonstrate appropriate communication skills when working with members of the healthcare team.

FACULTY

Director of Surgical Technology Program	Office	Secretary
Ashley Davis, CST ashley.davis@sccc.edu	620-417-1411	620-417-1401

Clinical Director		
Travess Funk, CST travess.funk@sccc.ed	620-417-1412	620-417-1401

PROGRAM EXPECTATIONS OF THE STUDENT

- Meets standards/competencies for course completion.
- Follows standards stated in SCCC Surgical Technology Student Handbook.
- Completes all assignments.
- Participates in lab as care giver and patient.
- Maintains classroom work area, equipment, and supplies in a manner conducive to efficiency and safety.
- Participates fully in didactic, laboratory, team activities, and clinical experience.
- Meets attendance requirements.
- Maintains personal appearance and hygiene.
- Complies with dress code.
- Deals effectively with adverse situations.
- Demonstrates effective written and oral communications.
- Models socially appropriate behaviors.
- Able to deal with multiple tasks.
- Manages time effectively.
- Demonstrates problem solving skills.
- Travels to clinical site.
- Follows all procedures and policies of clinical site.
- Maintains patient/client confidentiality.

On an average day a student may have the following physical demands during a lab or clinical day:

Sit	2-6 hours
Walk/Travel	2-6 hours
Stand	2-6 hours

Program Objectives

Upon program completion, the graduate will be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.
- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the Operating Room team during the perioperative experience.
- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Demonstrate safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Apply knowledge and skills as a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
- Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
- Value the professional attributes of the Surgical Technologist.

EXPECTED BEHAVIORS of the SURGICAL TECHNOLOGIST

Surgical technologists are expected to be human and humane, as well as competent. The ability to discharge duties successfully contributes to the efficient execution of teamwork, but more importantly, to the patient's sense of security. Perceived behavior makes a lasting impression that patients associate with their experiences in the operating room. It may reveal self-confidence or a lack of it, interest or indifference and proficiency or ineptitude. In addition to possessing special technical expertise, operating room personnel must possess personal attributes that inspire confidence, trust, and honesty in patients and team members. OR personnel must show these traits that typify professionalism:

- *Conscientious:* These persons will not compromise or sacrifice principles of self-accountability. A surgical conscience implies an awareness of the importance of applying knowledge to ensure quality in practice.
- *Efficient and well organized:* Organized work habits greatly contribute to the ability of the OR personnel to anticipate the needs of patients and team members. They save time and energy by being properly prepared and having the OR ready for the procedures with the required equipment and supplies, and having them in good working order. They are prepared for the unexpected.
- *Flexible and adaptable:* Team members must react quickly to changing circumstances in a calm manner. Appropriate judgment prepares adaptable people to cope with all situations with professional decorum.
- *Skilled listeners, keen observers, and able communicators:* People who watch, look, and listen will act effectively. Personnel who are aware will not underestimate the value of communication in their relationships with patients and coworkers.
- *Considerate:* These persons respect other people's concepts and do not automatically reject those different from their own. Consideration extends to all interpersonal relationships.
- *Objective:* These individuals assemble factual data before making a judgment. They view situations from all sides prior to taking action. Objectivity requires experience and self-discipline. This attribute includes concern and is combined with empathy.
- *Manually and intellectually dexterous:* These people have quick hands, sharp minds, and keen eyes. Manual dexterity is perfected with experience.
- *Versatile:* These persons have a vast comprehensive knowledge of an extensive amount of instrumentation and equipment. They are familiar with many operative procedures and the care required for a diversity of patients. They are able to adapt and apply their knowledge and experience to unplanned and unexpected circumstances.
- *Analytical:* These persons are competent in analyzing and correlating significant data. They know the *"why"* as well as the "*how*" of surgical intervention. Patients depend on their judgment.
- *Intellectually eager and curious:* OR personnel have legal responsibility to keep current in their knowledge, to be present-oriented and informed, Documented proof of continuing education and demonstrated competence in performing functions are of value in litigation Continuing education is a shared responsibility of the hospital, the department, and the individual.
- *Humanistic:* OR team members act in a humane manner toward others. They consider the patient as a person, not as a procedure.
- *Ethical:* These persons utilize ethical principles, moral values, and professional codes as a basis for making decisions and solving problems. Personal values do influence behavior, but they should not violate the legal or ethical rights of patients or the hospital. Personnel should always be honest and tell the truth. There are many ethical dilemmas you will encounter in your career that must be resolved in the best interest of all involved.

Program Description

Seward County Community College offers an 11-month program leading to a certificate in Surgical Technology. The curriculum consists of general education support courses and technical courses. The students will be provided theory in the college web-based learning platform, practice in the college laboratory, and clinical operating room experience in hospitals and clinics. The student learns aseptic (sterile) techniques, instrumentation, surgical procedures, and patient care in the circulating assistant and scrub roles. The program prepares students for entry-level positions as Surgical Technologists.

The didactic section of the core surgical technology classes will be taught using an online learning platform. All labs and clinical will be taught utilizing a face-to-face format at the SCCC Surgical Technology Skills lab and/or local clinical facilities.

Students successfully completing the 11 month Surgical Technology program receive a certificate in Surgical Technology and become eligible to make application to the National Board for Surgical Technology and Surgical Assisting to take the National Certifying Exam for Surgical Technologists provided all the eligibility requirements are met.

Admission Procedures

1. Obtain application packet.
2. Complete application forms, health record form, and questionnaire.
3. Obtain three references. (See guidelines in application packet.)
4. Submit an official high school transcript or GED scores to registrar office.
5. Submit official college transcript(s) to registrar office.
6. Schedule an interview with the Financial Aid office regarding financial aid.
7. Interview with a Surgical Technology faculty member.
8. Submit proof of work experience, if applicable.
9. Be admitted by the Allied Health Admission committee.

Program of Study

PREREQUISITE	CR. HR
CPR certification	
Anatomy & Physiology with lab	5-8
Microbiology with lab	5
FALL SEMESTER	**CR. HR.**
Introduction to Surgical Technology	4
Principles and Practices of Surgical Technology	5
Principles and Practices of Surgical Technology lab	3
*Medical Terminology	3
SPRING SEMESTER	
Surgical Procedures I	4
Surgical Procedures I Clinical	6
Pharmacology for the Surgical Technologist	3
SUMMER SEMESTER	
Surgical Procedures II	5
Surgical Procedures II Clinical	7
**ST Certification Review	1
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*Required General Education courses may be taken prior to admittance to the Surgical Technology program or concurrently with the Surgical Technology program. General education courses must be completed prior to or in the sequence/semester shown above.
**Students are required to take the NBSTSA Certification Exam (CST) on the program scheduled date or they will fail the ST Certification Review course. Failing the ST Certification course means the student will not graduate from the SCCC Surgical Technology program.

Clinical Case Requirements

The SCCC surgical technology program requires at least the following to be eligible to graduate.

1. The total number of cases the student must complete is 120.
    a. General Surgery cases
        i. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
    b. Specialty cases
        i. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
            1. A minimum of 60 surgical specialty cases must be performed in the Frist Scrub Role and distributed amongst a minimum of four surgical specialties.
                a. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
                b. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
            2. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
        ii. Optional surgical specialties
            1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
                a. Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.
                b. Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/BYN specialty.
        iii. Case experience in the Second Scrub Role is not mandatory.
        iv. Observation cases must be documented, but do not count towards the 120 required cases.
        v. Counted cases
            1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to b. ii. 1. a. above.)
            2. Examples of counting cases
                a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
                b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
                c. Endoscopic cases that convert to an open case (e.g.; Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (10 procedures – one case.
        vi. The surgical technology program is required to verify through the surgical rotation documentation (www.dataarc.ws) the students' progression in scrub role in surgical

procedures of increased complexity as he/she moves towards entry-level graduate competency.

    1. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.

First Scrub Role

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medications(s) and solutions needed for the procedure
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

If the clinical instructor or program coordinator should feel at any time that a student is not making adequate and timely progress toward the required clinical case count for graduation, the clinical instructor will assign extra clinical time to the student. The student's outside work obligations will be taken into consideration when extra clinical time is assigned.

The extra clinical time could be in the form of any or all of the following:

- Extra day during the normal week (Monday-Thursday)
- Extended clinical day already in progress (anything past 2:30 pm of a regularly scheduled clinical day)
- Friday
- Evening shift during the normal week (Monday-Thursday)
- Weekend Call (Saturday 0700-2300)

CST Exam

Students who are currently enrolled in the surgical technology program and have successfully completed the academic and clinical requirements to pass all courses required by the ST program will be required to take the National Examination for the Certified Surgical Technologist (CST). Students who do not meet the requirements for graduating from the ST program will not be allowed to take the CST exam. Students are required to take the NBSTSA Certification Exam (CST) on the program scheduled date or they will fail the ST Certification Review course. Failing the ST Certification course means the student will not graduate from the SCCC Surgical Technology program.

In order to take this exam, the student must show the following identification. If the student does not have the proper identification they will not be permitted to take the examination.

Two forms of identification must be presented to the test proctor; at least one must have a recent photograph. Both forms of identification must be current and include the individual's current name and signature. The primary identification with the recent photograph must be one of the following:

- Valid driver's license with a color photograph and signature
- Valid passport or military identification card with a color photograph and signature
- A government-issued identification card with a color photograph and signature

The second identification item can be a signed, valid credit card, a signed bankcard, or any identification that has the individuals' current name printed and includes a legible signature.

SCCC students will only be permitted to take the CST exam and receive the results if they have a zero balance at SCCC.

ONLINE COURSE REQUIREMENTS

Admitted students must have access to a computer with internet connectivity. Assignments will most often be submitted through the online learning management platform through attachments. Students may occasionally be asked to fax or mail documentation to the instructor.

ST instructors will only use the assigned SCCC email address when communicating electronically with students.

Quizzes will be taken at the computer of choice for the student. **Exams** will be taken under the supervision of an approved proctor/testing site facility (you may be required to pay a fee at some testing sites). **Final exams** will be taken at the SCCC Surgical Technology computer lab. For most courses, the final exams will be comprehensive for all material learned in that course.

For each unit of credit (credit hour) a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Example: a 4-credit hour course requires 12 hours per week of studying/preparation by the student.

READMISSION, PROMOTION AND GRADUATION POLICIES
ACADEMIC CRITERIA

Student Performance and Behavior

Student performance and behavior are considered in the evaluation of academic standing. The student's behavior includes such things as inappropriate behavior during class, lack of preparation, tardiness and absenteeism, and inappropriate interaction with instructors, classmates, clinical site staff or patients. Personal hygiene and erratic attendance may be appropriately considered as factors bearing on student academic standing in the surgical technology program.

Readmission:

If a student has been admitted to the program and for some reason is not able to complete the program, he/she can seek readmission to the program at such time that it is feasible for the student to continue the program, provided there are openings in the program.

Readmission can be sought to the semester or session that needs to be completed in order to meet the requirements for the program. The student will be asked to complete a review of clinical skills prior to re-admittance to the program.

The student reapplying to the program will need to go through the readmission procedure in order to be considered for readmission. This would include: *submitting an Allied Health application form, completing a health form, submitting three current references and any other information as requested by the Coordinator of the Surgical Technology Program.* The decision regarding readmission to the program would be determined by the Allied Health Admissions Committee and would be partially based on openings in the class.

Applicants for readmission who have not completed a course within the surgical technology program during the last **three calendar years** must repeat the entire program. A student may be admitted and readmitted a maximum of two times to the surgical technology program. A course can only be repeated one time. Any deviation from this will be at the discretion of the Admission/Progression Committee.

Promotion:

A grade of "C" or above is required for all surgical technology courses and general education courses that are part of the surgical technology program: Human Anatomy, Human Physiology, Medical Terminology, Microbiology, Pharmacology for the Surgical Technologist, Introduction to Surgical Technology, Principles and Practices of Surgical Technology lab and didactic, Surgical Procedures I clinical and didactic, and Surgical Procedures II clinical and didactic. <u>In addition, an average of at least 70% is required on all major exams, including the final in each Surgical Technology course to receive a passing grade.</u>

In the event that a student receives a "D", "F", or "I" in any course in the program requirements, he/she will not be able to precede with surgical technology courses until the deficiency is made up. If the deficiency is in a general education course and this course is retaken with at least a "C" grade obtained, the student can then seek readmission to the surgical technology program. If the deficiency is in a surgical technology course, the student can reapply to the surgical technology program for the semester in which the course is taught. All general education and surgical technology courses must be completed prior to or in the sequence/semester shown in the brochure and handbook. Any deviation from this policy requires a formal written request by the student to the Admissions/Progression Committee. The Admissions/Progression Committee will then ~~reviews~~review and respond to this request.

Concurrent Course Policy:

Most Surgical Technology courses have both have a theory and lab/clinical component. Both components are graded with a letter grade. If either component is failed, the concurrent component is also failed. If this occurs, the student cannot progress in the surgical technology program. Each surgical technology and general education course must be completed with a letter grade of "C" or above each semester to progress in the program. Requirements for each semester must be completed with a letter grade of "C" or above before progression to the next semester. The complete list of courses is under Promotion on the previous page.

Lab/Clinical Promotion Policy:

Students are required to pass clinical skills check offs during Principles and Practices of Surgical Technology lab. Students will be given three opportunities to pass each check-off. The second and third attempts will be scheduled at the instructor's discretion. It is the student's responsibility to schedule additional practice time with an instructor prior to repeat attempts at check offs. If the student fails on the third attempt he/she will receive a failing grade for the lab portion of Principles and Practices of Surgical Technology or will be given the option to withdraw from the course. The student may withdraw only prior to the last day to withdraw as printed on the official SCCC calendar. *See Concurrent Course Policy*.

Since the ability to retain information and skills is essential to the skill set of the surgical technologist, the following policy is necessary. See information above about "Concurrent Course Policy" and "Lab/Clinical Promotion Policy." In addition to the policy for assigning laboratory/clinical grades as listed below, a student must have a passing grade of two out of three of the following in order to pass Procedures I lab/clinical:

1. 5-week evaluation – clinical portion
2. Mid-term grade – clinical portion
3. 10-week evaluation – clinical portion

Laboratory/Clinical grades will be assigned as follows

A	100-93
B	92-86
C	85-80
F	<80

Clinical Skills Check offs

The required clinical check offs will be performed in two "sets" during the fall semester. The first set of check offs will occur during or immediately following the fifth week of the semester. The second set of check offs will occur during or immediately following the tenth week of the semester. These check offs will be used as a major portion of the student evaluation for the five and ten-week individual student evaluations.

Each set of check offs is broken into subsets of skills that must be completed as a complete group as defined in the lab guide. Each student will be given three opportunities to complete each set of clinical skills. If a student is unsuccessful in a set of check offs, the instructor will schedule the student for second and as needed third attempt at that set of skills. The instructor will require that the student schedule extra practice time prior to second or third

attempts at a set of check offs. A student will only be allowed to progress to more sets of clinical skills check offs when they complete and pass the previous set of check offs.

Students who are unsuccessful three times for one set of clinical skills check offs will be recommended to withdraw from the program or receive a failing grade, as noted above.

Students are required to bring the paperwork as distributed at the beginning of the fall semester to each clinical skill check off. Failure to do so will result in the loss of that scheduled check off time and it will be considered one of the three allowed attempts. Rescheduling of a make-up time for the check off will be at the instructor's discretion.

Dismissal from Course Policy:

Behaviors that constitute unsafe or unprofessional clinical practice may result in clinical failure and consequent dismissal from the surgical technology program. These identified behaviors can be found in this handbook in the section labeled "Unsatisfactory Clinical Behaviors." Students can be asked to withdraw from the program for exhibiting unsafe clinical behavior.

If a student's clinical behavior results in clinical failure and subsequent dismissal from the surgical technology program, the student may withdraw from the course as consistent with the SCCC policy; however, this dismissal information will become a part of the student's record and will be considered in the event the student seeks readmission to the program.

Dropping Classes:

Students wishing to drop any class should consult with their advisor prior to dropping the class.

Graduation:

Requirements for graduation from the certificate level Surgical Technology program include the successful completion of 51 credit hours.   Passing grades ("C" or above) must be received in all required courses.

Students are required to take the NBSTSA Certification Exam (CST) on the program scheduled date or they will fail the ST Certification Review course. Failing the ST Certification course means the student will not graduate from the SCCC Surgical Technology program.

Graduation exercises are held in May and all graduating students are required to attend. The Surgical Technology student who has successfully completed the required courses of the first two semesters will go through graduation exercises in May, but will receive the certificate in Surgical Technology upon successfully completing the summer session and paying all fees/tuition.

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INSTRUCTIONAL FACILITIES

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Epworth Allied Health Education Center:

Seward County Community College's surgical technology program is located in the Epworth Allied Health Education Building at 6th and Washington. This building is a downtown extension of the main campus of Seward County Community College.

Surgical technology lab and clinical will take place at the Epworth Allied Health Education building, the Surgical Technology Skills Lab on the corner of 6th & Pennsylvania, Southwest Medical Center at 15th and Pershing and area hospitals. Students will be informed of any different or additional clinical sites.

The Epworth Building houses classrooms, student lounge, computer laboratory, an audio-visual library and faculty offices.

Copier/Printer:

A copier is located in Room 116 of the Allied Health Center. There will be a ten cent ($.10) charge per page on all materials copied (unless you have permission from an instructor for class related material). Charges are payable to the Allied Health secretary. Although students are extended the courtesy of using the copy machine, the faculty and secretarial staff have priority, so interruptions should be kept to a minimum. Students may use the copy machine during working hours.

The ($.10) fee also applies to copies made from the computer printers in the computer labs.

Epworth Computer Labs and Surgical Technology Skills Lab Computers

Computer labs are available for student use, but may be scheduled by faculty for testing purposes. The lab is closed to all other students during these scheduled times. Look ahead at the calendar posted next to the lab and plan accordingly for use.

Be courteous of others using the lab. Food and/or drink are not allowed in the lab. Cell phones should not be used in the lab.

If the main computer lab is being used by a class for testing purposes, ask the division secretary to unlock the door to the computer lab on the second floor to use those computers or contact a surgical technology instructor to use the ST Skills Lab computers.

Student Lounge:

A student lounge is located on the second floor of the Epworth Allied Health Building. This is for use by all Allied Health students. Soft drinks, vending machines and phone are located here for student use.

Faculty Lounge:

Students have access to the reference material in the faculty lounge during normal working hours, except from 11:30 am - 1:00 pm.

Parking:

Two parking lots are available for student parking. One is located directly in front of the Allied Health building and the other is the lot diagonally northeast of the building. The parking lot directly south of the building is reserved for postal employees and the parking lot directly west of the building is reserved for Memorial Library patrons - any other vehicles parked in these two parking lots will be towed away. The parking lot directly east of the Allied Health building is <u>not</u> SCCC property.

Smoking:

SCCC is compliant with the Kansas State regulation (KSA 21-4009); therefore, smoking is prohibited within the building and within 10 feet of entrance and exit doors.

Telephone Calls:

Personal phone calls should be limited to emergencies. Cell phones **must** be turned off during class. There will be no text messaging, ringing, vibrating, or any other type of cell phone use during class time. Cell phones being utilized during class time will be confiscated by the instructor. The telephone in the classrooms is for faculty use in case of an emergency. Calls may be made from the telephone provided in the student lounge or the White Building. Please be considerate of others who may be waiting to use the phone.

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PERSONAL APPEARANCE IN THE CLINICAL SETTING

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Personal Appearance:

The personal appearance of Surgical Technology students affects the image that is projected to patients, staff members, and others. The Allied Health Faculty at Seward County Community College feel it is very important to present oneself in a way that promotes a positive image of the Surgical Technology Program.

Coming and going from the clinical site:

Students are required to purchase and wear the program designated scrub outfit to and from the clinical sites. Professional, neat, clean clothes (no jeans, t-shirts or shorts) may be worn when the scrub outfit is in the laundry.

A Seward County Community College Surgical Technology student identification tag to be worn at all times when at clinical sites, will be given to the student prior to going to the clinical sites. The cost of this ID tag is covered in the first semester fees. There is a $5.00 fee to replace lost ID tags. If an ID tag is lost, the student should contact the Allied Health secretary to replace the lost ID.

After arrival to the clinical site:

- Proper operating room scrub suits, shoe covers, caps and masks, **name tags** are to be worn inside the O.R. area. Safety goggles are to be worn at all times when scrubbed in for surgery or additionally, when there is a possibility of exposure to blood or body fluids while at the clinical sites. Scrub outfits to be worn during the clinical experience will be provided by the clinical site.

- Students must provide a comfortable pair of fluid resistant shoes **to be worn only in the hospital**. (Canvas or other fluid permeable cloth is unacceptable.)

- When required by the clinical site, when leaving the O.R., scrub suits must be covered completely with a clean, buttoned knee length lab coat with name tag. Shoe covers must be removed when leaving the OR area and replaced with clean covers upon re-entry to the O.R.

- Identify and abide by rules and regulations of each hospital, and your clinical instructor for specific circumstances.

- Moderation must be used in the application of make-up, perfume, hair spray, and after shave lotions. Any type of artificial eyelashes is prohibited while at the clinical sites.

- Finger nails should not be past the finger tips. They should be free of dirt and manicured. **No nail polish or artificial nails allowed.**

- **All hair must be covered or contained within the scrub caps**. Hair must be kept clean, neatly arranged, and professional in appearance. Long hair (male and female) should be worn in a bun, braid, or tied back in a ponytail. Decorative items such as ribbons, flowers, etc... Must not be worn in the hair during clinical rotations. Combs or barrettes are allowed to maintain hair in the scrub caps. Special hoods are available for male students with long hair or beards and must be worn while in the O.R. area. Abide by the policies of the hospital that you are assigned to. Facial hair will correspond to the requirements of the hospitals.

- No gum chewing.

- **All jewelry not covered by the scrub suit must be removed while scrubbing.** Jewelry that is covered at all times such as, but not limited to: navel piercing's, may be left in at the clinical sites. Earrings, other external facial piercings and tongue piercings must be removed when at the clinical sites. Students are required to abide by the policies of each clinical site while at that site.

- Anyone caught leaving the hospital premises with hospital owned scrubs will be automatically dismissed from the program. These are hospital property and are to be left in the O.R. area.

ATTENDANCE POLICIES

Responsibility for attending class rests upon the student. There is no policy which authorizes a student to miss classes.

In his/her first-day handout, each instructor will be expected to state in clear and precise terms his/her individual enforcement policies regarding class attendance.

Classes and Lab/Clinical Attendance:

Responsibility for attending class and clinical/lab rests upon the student. **The student is required to be in class and lab/clinical.** The student is expected to be in an enrolled class each time that class meets. Even unavoidable absence does not excuse the student from the obligation to do all the work required in the course.

The surgical technology faculty believes that absences interfere with one's ability to meet course objectives. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity

has a specific purpose for the learner. Many of these experiences cannot be duplicated and therefore, makeup may be required.

The student must make up the missed lab/clinical within 3 weeks of the absence. It is the responsibility of the student to contact the clinical coordinator to schedule the makeup time. An instructor has the privilege of recommending dismissal of a student from the class for failure to make up absences.

When a student exceeds 10 percent absences (for any reason) of scheduled clinical or lab experiences, the instructors recommend student withdrawal from the course. Any deviation from this policy will be at the discretion of the surgical technology faculty in a Surgical Technology progression meeting with the Dean Allied Health.

The surgical technology faculty considers regularity of class and laboratory attendance in determining final grades. **An instructor has the privilege of recommending dismissal of a student from class for consistent failure to attend.**

It is the responsibility of the student to provide transportation to and from, or provide residence near, the assigned clinical facility. ST students should contact the financial aid office upon admission to the ST program to discuss available assistance for the summer semester. Typically, scholarships are not available for the summer rotation. It is the student's responsibility to plan their finances in advance of this course.

Failure to complete assigned work in an online course is considered not meeting the attendance policy as stated above.

Clinical Site Contact Information:

Clinical Sites	Contact Person	Phone Number	
Southwest Medical Center	Instructor (OR desk)	620-629-6258	
St. Catherine Hospital	(Main OR Desk)	620-272-2600	
Western Plains Medical Complex	OR Director	620-225-8448	
	Unit secretary	620-225-8400	
Memorial Hospital of Texas Co.		580-338-3113	ext. 2237
Bob Wilson Memorial Hospital	Instructor (OR desk)	620-356-1266	
Meade District Hospital	Jane Chance	620-873-5542	

Absences from Clinical:

The clinical instructor **MUST** be notified by the **student** (not by a relative or friend) in the event he/she will be absent from clinical. This notification must be given directly to the clinical instructor and contact person if applicable and must be PRIOR TO THE TIME PRE-CONFERENCE IS TO BEGIN (before 0630). Students are to notify the clinical director at **620-290-6340** or by leaving a message at *620-417-1412.* Students can also notify the contact person at the numbers listed above.   Failure by the student to adhere to the established notification policy will result in a contractual agreement between the student and the SCCC surgical technology faculty.   This contract will stipulate that future violation of this policy will result in dismissal of the student from the surgical technology program. Any deviation from this policy will be at the discretion of the surgical technology faculty.

ANY CLINICAL ABSENCE WILL REQUIRE MAKE-UP:

Should a student's absences exceed 10 percent (for any reason) of scheduled clinical classes, the instructors recommend student withdrawal from the course. Any deviation from this policy will be at the discretion of the Surgical Technology faculty in a Surgical Technology progression meeting with the Dean Allied Health.

Clinical Preparedness

It is the student's responsibility to contact the instructor for clinical assignments prior to clinical.
Students failing to obtain clinical assignments will be subject to a contractual agreement between the student and the SCCC Surgical Technology faculty. Students not adequately prepared for clinical assignments will be sent home and counted absent (see above policy "Any Clinical Absences Will Require Make-Up). Preparation will include the ability to describe in detail the assigned surgery which includes: relevant anatomy, steps of procedure, instruments and suture used and possible pathology. Information can be obtained from texts, physician preference cards, staff consults, internet research, etc.

Online Classroom Assessment

Assessment Methods

    A.   Evaluation of theory content will be as follows
        a.   Exams – 50%
        b.   Assignments, module quizzes, & discussions – 25%
        c.   Professionalism – 20%
        d.   Journal Article Reviews – 5%

    B.   Course grade for online classroom theory will be assigned as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 - 59

C. **An average of 70% is required on all exams including the final exam to pass the course.** Exam grades will be entered into the grade book to the nearest 100th. Rounding to the nearest whole number will occur after all exams are completed.

Written assignment policy

Late Paper/Weekly Assignments/Quizzes:
No late work will be accepted. Unless already prearranged a week before due date with ST faculty. This will be at the surgical technology faculty discretion.

Lab/Clinical/Quiz Absences:
Written assignments may be assigned for any missed labs, clinical, or quizzes. These will be in addition to make-up of missed days. These assignments are due when designated by the instructor. Failure to complete these assignments will result in a failing clinical or lecture grade.

Operation reports:
Completed and updated postoperative reports will be turned in when designated by the clinical instructor. Operation Reports will include a description of the procedure, relevant anatomy, instruments and suture used. The student is required to keep a notebook of reports for future reference.

Online Assignments
Refer to the specific course instructions in the online Surgical Technology courses for specific assignment guidelines. The discussion and other assignments are to be used as a study guide to aid the student in their reading assignments. Failure to complete these assignments will result in a failing grade.

Professional Papers
Any paper will be in APA format unless otherwise specified by the instructor. Work must be paraphrased and cited. Plagiarism will not be tolerated and will result in a zero for the assignment. Which will result in notifying Academic Affairs of said plagiarism.

Submission of Assignments
Students will submit assignments as indicated in the instructions for that assignment. Methods of submission will include:
- o Online submission as a digital attachment
- o Fax to 620-417-1449
- o Mail (postage paid envelopes will be provided if this method is required)

Absences from an Examination:

If a student must be absent from a scheduled exam, the student is to call the instructor and proctor **prior** to the time of the exam. At the instructor's discretion, five (5) percentage points will be deducted from the student's achieved test grade percentage beginning the day of the test (example: if a student's achieved test grade percentage is 95%, five (5) percentage points deducted would result in a test grade percentage of 90%). The student is required to make up the missed examination at a time set by the instructor's discretion. For each day the exam is delayed, five (5) points will be deducted from the student's achieved test grade percentage.

If a student must be absent for a <u>final exam</u>, the Vice President of Academic Affairs and instructor must be notified three weeks prior to the final exam. The request will be presented to the Vice President of Academic Affairs for approval. The student is responsible for scheduling a make-up exam as soon as possible. For each day the exam is delayed, five (5) points will be deducted from the student's achieved test grade percentage. **Finals:** See SCCC Student handbook page 62 & 63.

Challenging Exam Items

If you have an answer that you consider correct, you may hand in a **written rationale with the page number in the text** where you feel it was discussed. You must hand in your rationale for the questions by 1500 the following day after the exam. The instructor will review the rationale and will be at the discretion of the instructor to determine if points will be awarded.

Illness:

Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release in order to return to class and clinical. In the event a student has been exposed to a communicable disease, the student must notify his/her clinical instructor prior to patient contact.

Tardy:

A student is expected to be to class, lab and clinical on time. Tardiness may be accumulated and counted toward absences. This will also affect your professionalism grade. Tardiness will be subject to contract.

Professionalism Grade

There is two hundred fifty (250) points awarded to every ST student beginning of the semester. Each infraction will take away points. As the heart of the college's expectation of the student is professional student conduct. We require students to demonstrate respect and civility to instructors, fellow students, guests, and clinical staff. Any disruptive behavior will be addressed accordingly. Students who disrupt lab/clinical class may be asked to leave the lab/clinical and receive a zero for the day.

> ### 20-point deduction
> Any disciplinary action needed or failure to submit written assignments by due date; Refusal to complete an assignment (lab, clinical, or classroom); Failure to follow directions. Unable to locate student in assigned area, did not complete own professionalism paper/instructor completed form.
>
> ### 15-point deduction
> Unexcused absences; disruptive behavior; late assignments (Only if approved for late submission prior to date due.), not prepared for classes, inconsiderate or incomplete work (Area not cleaned up after lab/class or supplies not put away; failure to assemble instrument trays after use, failure to complete work as assigned in clinical), unprofessional or unsafe conduct, unprofessional/inappropriate communication with an instructor, inappropriate netiquette.

<u>10-point deduction</u>
Partial class absence, tardy, and unexcused absence or tardy.

Refer to SCCC Surgical Technology Professionalism Grade Sheet.

<u>**Commitment and Preparedness**</u>

Your instructors recognize that the student who is in this program has embraced the goal of surgical technology career. We as your instructors make a full commitment and are facilitators for you to reach this goal. We ask that you arrive prepared each day to obtain the optimum benefit from your time here at SCCC. Reading assigned material, taking notes, commitment to lab, and completing all work is essential. This will help you be successful during your time in the program.
        Tips to keep your relationship with your instructors on track:
> **Be on time for lab/clinical**
> **Accept <u>constructive criticism</u> as part of the learning process**
> **Show that you are serious and interested in your studies and willing to work.**
> **Participate in class discussions and complete all assignments and quizzes.**
> **Please keep side conversations during lab/clinical to a minimum.** It is important that everyone can hear and partake in the conversations and instructors should not have to talk over the conversation.
> **Make an appointment to meet with your advisor or instructors if you have any questions or comments or if you have any concerns.**
> **If you are struggling with the content, exams, clinical <u>DO NOT WAIT UNTIL THE LAST MINUTE TO SEEK HELP! It is the responsibility of the student to reach out to faculty for help.</u>**

<u>**Inclement Weather:**</u>

In the event of weather that interferes with school to the extent that SCCC classes are cancelled, it will be announced by 6:30 a.m. on the following radio stations: KSLS, KSCB, KGYN, and KULY. If college classes are cancelled then clinical is considered canceled. *Students must use their own judgment when deciding whether road conditions are safe for travel.* Unless school has been canceled, students are required to attend clinicals. Absences due to weather conditions not requiring cancellation of classes fall within the scope of the attendance and absence policies discussed previously.

<u>**Liability Insurance:**</u>

Professional liability insurance is provided for the surgical technology student by Seward County Community College. This insurance is in effect only while the student is in the clinical/laboratory area.

The total liability limit per person is $4,000,000. A course fee is paid by the surgical technology student for this insurance coverage.

<u>**ACCIDENTAL MEDICAL EXPENSE BENEFIT**</u>

Accidental medical insurance is required for all allied health students and is provided by SCCC. This insurance is effect only while the student is participating in program activities sponsored and supervised

by SCCC. The maximum benefit for accident medical expenses is $5000.00. This insurance policy will pay the reasonable expenses incurred by an insured person, more than the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of $50.00 per occurrence. A course fee is paid by all allied health students at the beginning of each semester and summer term, if applicable, for this insurance.

BLOOD EXPOSURE INCIDENTS
See policy starting on page 35.

ENGLISH LANGUAGE PROFICIENCY POLICY

The goal of this policy is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from instruction and provide clear oral communication in the clinical area.

The person(s) responsible for the implementation is/are the applicant and the program coordinator. The policy will be implemented when the individual for who English is not the primary language makes such a decision.

The steps of this policy are:
1. The applicant makes known that English is not his/her primary language for written or oral communication.
2. The applicant chooses one of two routes for validating proficiency of the English language.
    A. Testing. Standard tests used to measure English proficiency and the required minimum scores are:
    -Test of English as a Foreign Language (TOEFL) – 49
    -Test of Spoken English (TSE) - 45
    B. College Courses. Specific courses, which require use of English, can provide evidence of proficiency.
        -Written proficiency can be shown by passing a three-credit hour college level freshman English course with a grade of C or better, excluding developmental courses.
        -Spoken proficiency can be shown by passing a three-credit hour college level speech course with a grade of C or better.
        -Courses must be taken from an accredited institution of higher education in the United States.
3. Admission to the program will be contingent on successful testing (refer to item "2A" above) or successful completion of college courses (refer to item "2B" above).

The anticipated outcome of this policy is the efficient orientation of students into the program.

A requirement for admission to the Surgical Technology program at SCCC is reasonable proficiency in written and spoken English. Not only is adequate proficiency necessary to benefit from instruction; clear oral and written communication is a safety issue in the clinical setting.

STUDENT EMPLOYMENT AND EXTRA CURRICULAR ACTIVITIES

The decision to work while a surgical technology student rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance the student will be asked by the faculty to reassess time priorities. It is recommended that students limit their work schedule to 12 hours per week or less.

The students' opportunities for voluntary employment in their free time, to earn money towards their expenses, are like those of other students in Seward County Community College. The clinical sites may offer such opportunities.

According to CAAHEP's *Standards and Guidelines for an Accredited Educational Program in Surgical Technology*, the program is required to publish a student work policy that includes, at a minimum, the following:
1. The clinical component of the program shall be educational in nature.
2. The student shall not be substituted for personnel during the clinical component of the program.

Academic Integrity

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: First, that academic work is represented truthfully as to its source and its accuracy. Second, that academic result is obtained by fair and authorized means. A surgical technology student who is found to be dishonest in the performance of the online classroom, lab, and clinical assignments may receive a zero for all involved assignments, i.e. tests, papers, assignments, etc…

Examples of Academic Misconduct:

A. CHEATING - Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.
EXAMPLES:
- copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination;
- using books, notes, or other devices (e.g. calculators) when these are not authorized;
- procuring without authorization, tests or examinations before the scheduled exercise;
- copying reports, laboratory work, computer program s or files from other students.

B. FABRICATION AND FALSIFICATION - Unauthorized alteration or invention of any information or citation in an academic exercise.
EXAMPLES:
(Fabrication)
- inventing or counterfeiting data or research procedures to make it appear that the results of one process are actually the results of several processes

(Falsification)

- false citation of the source of information;
- altering the record of or reporting false information about practicum or clinical experiences;
- altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise;
- altering a returned examination paper and seeking regrading.

C. PLAGIARISM - Knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.
EXAMPLES:

- submitting as one's own the work of a research assistant, 'ghost writer' or commercial writing service;
- directly quoting from a source without citation;
  - X paraphrasing or summarizing another's work without acknowledging the source
  - X using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another and which is not acknowledged as such.

D. FACILITATING ACADEMIC MISCONDUCT - Giving or attempting to help another commit an act of academic misconduct.
EXAMPLES:

- allowing another to copy from one's paper during an examination or test;
- distributing test questions or substantive information about the material to be tested before the scheduled exercise;
- collaborating on academic work with the knowledge that the collaboration will not be reported;
- taking an examination or test for another student, or signing a false name on an academic exercise.

E. TAMPERING WITH MATERIALS, GRADES, OR RECORDS - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.

EXAMPLES:

- using a computer or false written document to change or effect the grade recorded for a student;
- forging the signature of a college official on an enrollment add or drop card;
- erasing records or information of a student;
- unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a university document;

☐ or obtaining information from a college life without proper authorization.

Examples are taken from a publication of the University of Kansas.

A surgical technology student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the involved assignment is graded, IE, test, papers, etc.

Dishonesty in pass/fail assignments will require that the experience be repeated and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the surgical technology program. Refer to the **Unsatisfactory Clinical Behaviors** section. (See page 26-27)

STUDENT CONTRACT

If at any time a faculty member feels that a student's clinical/theory work or behavior is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be signed by the student, the faculty member and the program coordinator.

CPR POLICY

Students in SCCC's Surgical Technology Program are required to be currently certified in CPR, preferably by the **American Heart Association.** CPR certification must be current through the entire 11 months during the program.

It is the student's responsibility to ensure that this certification is received and that it is current throughout the program.

The student must be able to show proof of certification. If a student is not certified, he/she will not be able to attend clinical and therefore will not progress to the next semester. Any deviation from this policy will be at the discretion of the surgical technology faculty.

CONFIDENTIALITY POLICY

Due to the nature of the surgical technology courses, students are exposed to information regarding patients that is very confidential. This could include any information regarding the names of patients in the hospital as well as their diagnosis, progress, status and etc. SCCC Surgical Technology policy is that a student is required to maintain confidentiality of all information relating to patients. A violation of this policy is taken very seriously and can result in dismissal from the program. Examples are:

Disclosing information from patient records with persons NOT involved in their care or any other HIPAA violation including pictures of patient records or of the patient.

Discussing patient/family information with persons NOT involved in the care of the patient.

A breach in confidentiality can occur through posting on social media sites. Examples include: written or verbal information that provides enough detail to identify the patient, videos or photos of the patient, or negative comments about the patient and/or family, or clinical experience. Comments made online by a surgical technology student regarding peers, instructors, clinical staff, or physicians, even if posted outside of the school or clinical setting made in person or via the internet may be considered lateral violence. Lateral violence includes disruptive behaviors of intimidation and bullying.

STUDENT GRIEVANCES

Individual Concerns:
If an individual student has a complaint concerning a decision of a Surgical Technology Instructor or the Surgical Technology Department and the decision affects him/her personally, the following procedure should be implemented by the student:

Step 1   Discuss the concern with the appropriate instructor.

Step 2   If the student is not satisfied with the decision after discussing the problem with the instructor; discuss the concern with the course director.

Step 3   If the student is not satisfied after discussing the problem with the course coordinator, the student should then contact the Dean Allied Health.

Step 4   If the student's concern still has not been resolved, and if the concern regards an academic decision, the matter will be addressed by the Admission/Progression Committee.

Step 5   If the student is still dissatisfied with the decisions, the Vice President of Instruction and/or Vice President of Student Services of the College should be notified by the student, as outlined in the appeal procedures of the SCCC's Student Handbook.

Note: Steps 1 thru 5 should be accomplished within two weeks or sooner if indicated.

Group Concerns:

If a number of individuals have concerns regarding decisions or policies of the Surgical Technology Department or have suggestions for improvement, the following procedure should be implemented by the students:

Step 1   The student class representatives who attend the surgical technology faculty meetings should be notified of the concern. Student representatives are the official communication "link" between the surgical technology student body and the surgical technology faculty. The representatives are expected to present the issue to the surgical technology faculty and relay the decision back to the surgical technology student body.

Step 2   If the concerned students remain dissatisfied with the action of the surgical technology faculty, an appointment can be made with the Director of the Surgical Technology Program order to request a personal meeting with the surgical technology faculty.

Step 3   If the concerned students are still dissatisfied with the solution, the Vice President of Instruction and/or the Vice President of Student Services should be contacted by the students, as outlined in the appeal procedure of the SCCC Student Handbook.

SUBSTANCE ABUSE PROTOCOL

Seward County Community College's Drug-Free Institution of Higher Education Policy is contained in the student handbook section of the college catalog. The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment.

The SCCC Allied Health programs abide by the Drug-Free Institution of Higher Education Policy as set forth in the college catalog and incorporates the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug-Free Institution of Higher Education Policy:

$ SCCC Allied Health Division students who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities.

$ If the program coordinator or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:

  a.   If the student is in the clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The program coordinator will determine the appropriate time that the student may return to the clinical setting.

  b.   The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program.

  c.   If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program coordinator on a continual basis as warranted.

  d.   When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.

  e.   The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.

  f.   If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

Sexual Harassment of Student

Harassment of any student on the basis of sex shall be considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1.   Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or

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2.   Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the students; or

3.   Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any Student who feels h/she has been the victim of sexual harassment should contact the Vice President of Administrative Services within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Vice President of Administrative Services within five (5) calendar days of the initial contact so that the Vice President can proceed with an investigation into this matter.

UNSATISFACTORY BEHAVIORS

THE FOLLOWING BEHAVIORS ARE EXAMPLES THAT CONSTITUTE UNSAFE OR UNPROFESSIONAL PRACTICE/BEHAVIOR.

1.   **Absence** - class/clinical
        Clinical absence may constitute a failure.   A student may be denied clinical practice due to excessive classroom absenteeism and lack of safe knowledge.
        No Call/No show is unprofessional and will result in a contract and deduction of professionalism grade.
        Habitually fails to attend pre/post conference.
        Tardy to clinical – Students are expected to notify the instructor regarding absences or tardiness according to the surgical technology handbook.
        Habitually fails to attend morning report.

2.   **Preparation**
        Incomplete or late assignments.
        Failure to prepare for lab/clinical experience.
        Failure to hand in clinical assignments on time.
        Consistently poor quality of classroom/written assignments.

3.   **Inappropriate Behaviors**

        A.   * Dishonesty
                * "Disappears" or avoids doing assigned cases
                * Behavior which aims to threaten or intimidate patient, clinical staff, and/or instructors
        * Lateral Violence
                Lack of respect, inappropriate comments made about other health care workers, instructor, peers, and patient/family.
                Inappropriate verbal/nonverbal behavior patterns i.e. inappropriate facial expressions, eye-rolling, disrespectful toward others, intimidating behavior, bullying, inappropriate inflection of voice, inappropriate laughter.
        Not in full scrub outfit
        Posture which indicates rejection of the patient

Behavior which aims to threaten or intimidate patient, clinical staff, or SCCC faculty
Inappropriate touch
"Tuning out" patient/team members
Being "pre-occupied" when participating in a surgical case
Not following directions of instructor
*Does not establish and maintain a workable interpersonal relationship with client and/or faculty and/or clinical staff
Inappropriate conversations (any conversations not directly related to clinical practice)
*Working under influence of drugs or alcohol
Failure to meet any clinical agency's requirements or policies may result in dismissal from the surgical technology program.

It is grounds for dismissal from the surgical technology program if a student's conduct is such that a clinical agency refuses to allow the student to do clinical rotation there.

B.   ***Inadequate <u>Patient</u> care:**

Not checking with the instructor regarding a procedure.
Late in scrubbing in or helping open for a surgery.
Lack of sufficient knowledge of a surgery or procedure.
Failure to check or label medication appropriately.
Failure to safely perform a procedure.
Is dishonest in admitting errors in carrying out any part of surgical technology care.
Unable to give rationale for his/her surgical technology actions.
Does not recognize the implications of change in the patient's condition.
Unable to competently perform basic concepts of aseptic technique.

C.   ***Breach of Confidentiality**

Disclosing information from patient records with persons NOT involved in their care or any other HIPAA violation including pictures of patient records or of the patient.
Discussing patient/family information with persons NOT involved in the care of the patient.

A breach in confidentiality can occur through posting on social media sites. Examples include: written or verbal information that provides enough detail to identify the patient, videos or photos of the patient, or negative comments about the patient and/or family, or clinical experience. Comments made online by a surgical technology student regarding peers, instructors, clinical staff, or physicians, even if posted outside of the school or clinical setting made in person or via the internet may be considered lateral violence. Lateral violence includes disruptive behaviors of intimidation and bullying.

Clinical Failures will be based on interpretation of patterns of behavior and/or seriousness of behavior at instructor discretion.

*These identified student clinical behaviors could result in immediate clinical failure and consequent dismissal from the surgical technology program. The surgical technology faculty can require the student to withdraw if any of these behaviors are identified and documented.

HONOR CODE AND CHEATING POLICY

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens. In light of these high ethical ideals, as a student of SCCC:

- I will not resort to lying, cheating, or stealing in my academic work.

- I will courageously oppose any instance of academic unscrupulousness.

- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.

- I will allow my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the Honor Code at SCCC.

Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.

- Collaboration that is not permitted by the instructor.

- Plagiarism, i.e. the use of another's ideas or words and pretending they're one's own.

- Providing or receiving aid on a take-home test without the permission of the instructor.

- Providing and receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and if that infraction is the first offense, the instructor will have the right to determine appropriate punishment as set forth in the class syllabi. The matter will be reported in writing to the Vice President of Instruction and Vice President of Student Services, who will keep records of infractions. If the student is guilty of a second offense, the matter will be reported again to the Vice President in Instruction and Student Services, who will appoint an Academic Integrity Committee, composed of themselves and three other full-time faculty members, who will review any written data and interview appropriate informational sources. The student's right to due process will be affirmed. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment. If the punishment includes expulsion from Seward County Community College, the SCCC Board of Trustees will review the decision to confirm or revise it.

The student is highly encouraged to obtain and read the college student handbook. This contains policies and statements that relate to all students on campus along with the surgical technology handbook.

CRIMINAL BACKGROUND CHECKS

All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This policy is based on a standard of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is a student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vendor designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

Exclusionary Criteria for Clinical Placement

Misdemeanor/Felony crimes against persons:

Murder in the first degree

International second-degree murder

Capital murder

Domestic battery

Murder in the first degree

Aggravated kidnapping

Murder in the first degree; Conspiracy

Murder in the second degree (reckless)

Murder in the first degree; Solicitation

Voluntary manslaughter

Kidnapping

Aggravated robbery

Aggravated battery on LEO-intentional, great bodily harm

Injury to a pregnant woman in the commission of a felony

Aggravated battery – intentional, great bodily harm

Injury to a pregnant woman in commission of K.S.A. 21-342 (aggravated assault), K.S.A. 21-3413 (a)(1), battery or K.S.A. 21-3517, sexual battery

Involuntary manslaughter

Robbery

Aggravated battery – reckless, great bodily harm

Aggravated assault on law enforcement officer

Mistreatment of a dependent adult – physical

Aggravated assault

Aggravated interference with parental custody

Blackmail

Battery against a correctional officer

Battery against a youth center officer

Battery against a juvenile detention officer

Battery against a city/county correctional officer/employee

Aggravated battery – intentional, bodily harm

Aggravated battery – intentional, physical contact

Stalking when the offender has a previous conviction within 7 years for stalking the same victim

Aggravated battery – reckless, bodily harm

Assisting suicide

Criminal threat

Stalking in all other cases

Interference with parental custody in all other cases

STUDENTS WITH LEARNING OR PHYSICAL DISABILITIES

Students with special needs should contact the Vice President of Student Services to begin the process of making any accommodations needed by the student. Please contact the Vice President of Student Services if you have any questions about this matter or if you require any special provisions for your disability.

All students attending Seward County Community College may participate in educational programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

This handbook contains policies, regulations, and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures.

SURGICAL TECHNOLOGY PROGRAM EXPENSES

ESTIMATED EXPENSES
Supplies/Immunizations

Prior to starting fall semester once accepted.

Scrub outfit	price varies	(must be ceil blue)
Hepatitis B Vaccine Series	$180	
Shoes	price varies	
TB skin Test x 2	$14	
Rubella Titer	$25	
Varicella Vaccine	$36	
Influenza Vaccine	$30	

Fall Semester	Seward County	In-State	Border-State
Tuition & Fees	$1,620	$1,623	$1,689
Online Resources Fee	$120	$120	$120
AST Membership Fee	$45	$45	$45
Textbooks	$180	$180	$180
Insurance Fee	$60	$60	$60
Lab Supplies Fee	$150	$150	$150
Immunization Tracking Fee	$35	$35	$35
Background Check Fee	$70	$70	$70
#Prior to entering program – A&P 5 credit hours Microbiology 5 credit hours - CPR (price varies)	$990	$1,000	$1,220
Total	$3,270	$3,283	$3,569

Spring Semester	Seward County	In-State	Border-State
Tuition & Fees (on campus courses)	$1,623	$1,629	$1,761
Textbooks	$60	$60	$60
Graduation Fee	$45	$45	$45
Self Assessment Exam Fee	$50	$50	$50
CST Exam Fee	$190	$190	$190
Total	$1,968	$1,974	$2,106

**Note- Most financial aid packages do not cover summer expenses. Please plan ahead for summer living and driving expenses.

Summer Semester	Seward County	In-State	Border-State
Tuition & Fees (on campus courses)	$1,575	$1,582	$1,736
All Semesters Total	$6,813	$6,839	$7,411

In order to insure adequate surgical experience for each student, ST clinicals are held in different sites, including but not limited to:

Liberal, KS	Garden City, KS	Dodge City, KS
Meade, KS	Ulysses, KS	Lakin, KS
Wichita, KS	Satanta, KS	Guymon, OK
Hays, KS	Topeka, KS	Colby, Ks

Students will be assigned to several of these sites for clinical rotations. This requires quite a bit of driving on the students' part.

Car-pooling is usually possible and reduces expenses significantly.

Surgical Technologist - Technical Standards
Duties Acknowledgment

A surgical technologist is a health care professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the technologist must always be aware of the patient's condition and needs.

Special Qualifications:
In addition to minimum requirements regarding reading, language, and math skills, the student must, unassisted:
1. Demonstrate ability to comprehend and interpret written material. Able to make appropriate judgment decisions.
2. Follow written and oral/verbal instructions. Possess short-and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications:
1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0: which is smaller than a human hair) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.   Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected or aid-able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on

equipment.
3. Smell – Able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications:
1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
6. Successfully complete a CPR certification course.
7. Condition of skin must permit daily, frequent surgical hand scrubs.

Communication Qualifications:
1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.
   (A signed copy of this document is in each accepted Surgical Technology student's file.)

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Seward County Community College

Exposure Control Procedure for Blood Borne Pathogens

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Reporting Procedures for First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred (see attachment #1). The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student (see attachment #2). Accidental medical insurance is required for all allied health students and is provided by Seward County Community College (SCCC). This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is $5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of $50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. **The student or instructor should contact the Allied Health Division Chairperson for the appropriate insurance form prior to the post-exposure evaluation.**

Post-exposure evaluation and follow-up shall be performed at Southwest Medical Center or the local health department according to recommendations of the U.S. Health service current at the time these evaluations and procedures take place. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student. The student should check in at the Admissions area to complete all required paperwork.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student.**

**ACKNOWLEDGMENT OF SCCC'S ALLIED HEALTH DIVISION PROTOCOL
FOR A DRUG AND ALCOHOL-FREE ENVIRONMENT**

I have reviewed the Seward County Community College's Drug-Free Institution of Higher Education Policy (Substance Abuse Protocol contained in the Surgical Technology Student Handbook). I understand and will abide by said Policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College**.**

Signature: _____

Date: _____

Seward County Community College
Surgical Technology Program

STATEMENT OF UNDERSTANDING

I have read the Seward County Community College Surgical Technology Student handbook, understand its content and agree to abide by the policies contained therein.

_____   _____
Student Signature   Date

SEWARD COUNTY COMMUNITY COLLEGE

<u>RELEASE FORM</u>

I am aware that during the Surgical Technology Program that I am participating in, certain risks and dangers to my physical, psychological, and/or emotional well-being may occur, including, but not limited to; accidents and illness.

I am aware and understand that said risks are inherent in and part of said program and I fully acknowledge my awareness of those risks and dangers which may include but are not limited to being exposed to patients who may have AIDS, herpes, hepatitis or other infectious diseases.

In consideration of, and as partial payment for the right to participate in the Surgical Technology Program, I have and do hereby assume all the above-mentioned risks and will hold Seward County Community College and affiliated clinical institutions harmless from any or all liabilities, actions, causes of actions, debts, claims, and demands of any kind and nature whatsoever I know have or which may arise in connection with this course. The terms hereof shall serve as the release of an assumption of risk and shall be binding upon my heirs, executors, and administrators and for all members of my family, including any minors.

_____   _____
Date   Signature of Applicant

PLEASE NOTE: Complete and return as soon as possible. No student will be allowed to participate unless this copy is on file.

CST Exam

Students who are currently enrolled in the surgical technology program and have successfully completed the academic and clinical requirements to pass all courses required by the ST program will be required to take the National Examination for the Certified Surgical Technologist (CST). Students who do not meet the requirements for graduating from the ST program will not be allowed to take the CST exam.

Students are required to take the NBSTSA Certification Exam (CST) on the program scheduled date or they will fail the ST Certification Review course. Failing the ST Certification course means the student will not graduate from the SCCC Surgical Technology program.

Two forms of identification must be presented to the test proctor; at least one must have a recent photograph. Both forms of identification must be current and include the individual's current name and signature. The primary identification with the recent photograph must be one of the following:

- Valid driver's license with a color photograph and signature
- Valid passport or military identification card with a color photograph and signature
- A government-issued identification card with a color photograph and signature

The second identification item can be a signed, valid credit card, a signed bankcard, or any identification that has the individuals' current name printed and includes a legible signature.

SCCC students will only be permitted to take the CST exam and receive the results if they have a zero balance at SCCC.

I have read and understand the policy above regarding identification needed for the CST exam.

_____   _____

  Name   Date