



SURGICAL TECHNOLOGY PROGRAM



STUDENT HANDBOOK

2023-2024

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WELCOME!!!!

Welcome to the Surgical Technology Program. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a surgical technologist. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. Southwest Technical College has numerous resources to assist you including help with such things as study habits, test-taking skills, increasing reading skills, time management. These are only a few of the resources available. Please seek help early and take advantage of the assistance available. We are committed to helping you reach your educational and life goals. You will be assigned an advisor who can be reached by phone, mail, e-mail, or in person during office hours. It is important that you be well informed about your academic program. In order to accomplish this task, you should maintain the following items in your files:

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

All students are subject to the policies of the college as found in the General Catalog,

Surgical Technology Program Student Handbook, and Surgical Technology Policy and Procedure Manual for Surgical Rotation. Because the Surgical Technology Program is unique (as are other allied health programs), this handbook has been developed as an information resource for you.

WE WISH YOU SUCCESS!!!

INTRODUCTORY STATEMENT

The mission of Southwest Technical College is to develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families, and communities. The primary goal of surgical technology education is the student's acquisition of knowledge and abilities commensurate with entry-level professional practice as a surgical technologist.

Surgical technology:

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

The motto of the Association of Surgical Technologists (AST) is "Aeger Primo – The Patient First." This is facilitated through caring, critical thinking, and effective communication. The educational goal of AST is "Enhancing the Profession to Ensure Quality Patient Care." The Surgical Technology Program is a reflection of both of the statements. Surgical technologists are allied health professionals who are an integral part of the surgical team, providing surgical care to patients in a variety of settings, integrating sciences with specialized knowledge, skills, and technology.

The Role of the Surgical Technologist

Surgical Technologist in the first scrub role handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

Description of the Surgical Technology

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of the principles of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

SOUTHWEST TECH CORE ABILITIES

Your instructors have worked with representatives from business and industry to identify six highly desired employability competencies, i.e., core abilities that are essential to your success in obtaining and keeping a job. You are expected to work toward obtaining and improving these skills throughout the program. Your instructors will help you develop in the area of core abilities and hold you responsible for their application. This will help to increase your success in the profession of surgical technology Core abilities and give you an added value in the labor market and employers prefer to hire and promote individuals who:

Act Professionally

To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career. Among the skills and attitudes of acting professionally are the following:

- Take responsibility for one's own actions
- Conform to the technical standards of a profession
- Conform to the ethical standards of a profession
- Practice morally responsible behavior
- Take responsibility for staying up to date
- Maintain confidentiality
- Exhibit respect for people and property
- Exhibit a sense of global awareness
- Display appearance appropriate for work environment

Communicate Clearly

To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions. Among the skills and attitudes essential to communicating clearly are the following:

- Speak clearly so others can understand
- Write with clarity so others can understand
- Select appropriate means to convey a message
- Ask questions for clarification
- Participate in discussions and group presentations
- Interpret nonverbal communications
- Use active listening skills
- Apply standards of spelling, English grammar, and punctuation

Value Learning

The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes. Among skills and attitudes essential to valuing effective learning are the following:

- Assume responsibility for life-long learning
- Identify own learning needs
- Access appropriate resources for learning
- Apply effective learning processes
- Help others to learn effectively

Work Productively

To work productively means an individual applies effective work habits and attitudes within a work setting. Among the skills and attitudes associated with working productively are the following:

- Attend regularly and on time
- Exhibit organizational skills
- Locate resources for problem-solving
- Display productive work ethic
- Maintain necessary knowledge and skills

- Use effective/efficient processes
- Use appropriate tools/technology
- Show self-direction in starting tasks
- Demonstrate reliability
- Follow directions
- Complete required tasks on time

Work Cooperatively

To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support. Among skills and attitudes essential to working cooperatively are the following:

- Demonstrate respect for self and others
- Contribute to a group activity with ideas, suggestions, and effort
- Complete own share of tasks necessary to finish a group project
- Maintain a safe and healthy work environment for self/group
- Set goals/standards/limits for self/group
- Display effective interpersonal skills
- Resolve conflicts in a constructive manner
- Seek help when needed
- Demonstrate ability to work with a diverse population

Solve Problems

To solve problems means an individual is able to use all elements of problem-solving strategies to generate realistic, practical, and workable solutions. Among skills and attitudes essential for solving problems are the following:

- Use critical/creative thinking skills
- Apply problem solving steps
- Demonstrate open-mindedness
- Evaluate alternatives to choosing a solution
- Implement solutions appropriately

- Use appropriate mathematical calculation

NONDISCRIMINATION POLICY

Southwest Wisconsin Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. Southwest Tech offers degrees, diplomas, apprenticeships and certificates in agribusiness, business, graphics, home economics, industrial, and health. Admissions criteria vary by program and are available by calling our Admissions Office at 608.822.2354. The following person has been designated to coordinate Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI, 53809. Call 608.822.2315 / 608.822.2072 (TTY).

AMERICANS WITH DISABILITIES ACT

Accommodations Statement: Southwest Wisconsin Technical College strives to make all learning experiences as accessible as possible. If you have a disability or think you have a disability which may impact your performance in class, please contact Disability Services to initiate a conversation about possible accommodations by calling (608)822-2632, emailing disabilityservices@swtc.edu, or visiting www.swtc.edu/disabilityservices. If you have already been approved for accommodations through Disability Services, please meet with your instructor to make a plan to implement your accommodations. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008 (ADAAA) standards. Applicants with disabilities who need accommodations to take the Health Education Systems, Inc (HESI) entrance exam for Southwest Tech must contact the Testing Center (822-2313) to schedule their testing appointment. Applicants requesting extended time, large print forms, audio versions, or a personal room for taking the Accuplacer or HESI because of a disability must provide documentation to support their request prior to scheduling a date for testing. Southwest Tech reviews accommodation requests case by case. All documentation submitted to the College is subject to the Family Educational Rights and Privacy Act of 1974.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Complete information regarding FERPA is found in the current Southwest Technical College Student Handbook. [Student-Handbook.pdf \(swtc.edu\)](#)

SWTC Student Handbook [Student-Handbook.pdf \(swtc.edu\)](#)

With the exception of certain policies/procedures governed by program accreditation, the Southwest Technical College Student Handbook supersedes program policy/procedure. Please look to your SWTC student handbook for items not specific to Surgical Technology.

STUDENT SERVICES

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

KNOX LEARNING CENTER [Academic Services located in the Knox Learning Center \(swtc.edu\)](#)

The Knox Learning Center is a valuable learning resource center which offers students personal attention using innovative instructional methods. There are no additional charges for student use of the Knox Learning Center services. 608-822-2617

Professional Written Assignments

The Surgical Technology program at Southwest Tech requires the use of the most current edition of the American Psychological Association (APA) style guide for citing sources of information in formal student papers and assignments. Information regarding APA style is available within the student resource folder within Schoology courses and in current American Psychological Association books and resources. Consult with your instructor for additional information regarding on-campus resources. The KNOX center has writing help available.

FINANCIAL AID [Financial Aid offered at Southwest Tech \(swtc.edu\)](#)

The office of Student Financial Aid provides information pertaining to grants, loans, and work-study programs to those students who otherwise would be unable to attend college. The amount and type of aid a student may receive depends on availability of funds and the student's established financial need. Financial Aid Office telephone number is 608-822-2660.

Transcripts

Official student transcripts are maintained in Student Services. Students may request transcripts at <https://www.swtc.edu/transcripts> . A \$10 fee is charged for all official transcripts. Official transcripts for any student with an outstanding financial obligation to the College will be held until the obligation is paid. Students can review unofficial transcripts via the MySWTC portal at any time at no cost. Students are encouraged to review their transcripts periodically to ensure that all courses, credits, and grades for work completed are properly recorded, as well as to know the progress being made toward completion of graduation requirements. Program advisors are available to review transcripts with students.

Internet Acceptable Use Policy

Internet Access is provided at Southwest Tech for all staff and students. Staff and students who violate any of the following may lose access privileges and be subject to other disciplinary or legal action. The following are not permitted using the campus internet connection:

- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing, or otherwise disseminating Southwest Tech's proprietary data, trade secrets, or other confidential information.
- Operating a business, usurping business opportunities, or soliciting money for personal gain.
- Making offensive or harassing statements and/or disparaging others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Viewing, downloading, uploading, sending, or soliciting sexually oriented messages or images. Visiting sites featuring pornography, terrorism, espionage, or theft for intentions other than provable educational purposes.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Viewing, writing or posting content that could damage the reputation of Southwest Tech.
- Using internet technologies for the purposes of cheating.
- Intentionally misusing any computer, computer system, or computer network, including the internet connection in a way that may cause damage.

The College reserves the right to review files and communications to maintain computer system integrity and ensure that students and staff are using the College information technology resources responsibly. Users should have no expectation of privacy when using the College's technology resources.

STUDENT CODE OF ETHICS

Because professionals should exemplify high moral and ethical standards, surgical technology students will uphold an honor code relating to Southwest Technical College, Student Standards of Conduct in addition to the SWTC Student Code of Ethics. Simply stated an honor code is a process by which students, having knowledge of any violations of the Student Standards of Conduct or Student Code of Ethics, are expected to first counsel the offender(s), and then report any additional occurrences to the course instructor and/or the program director. Violations of the honor code, the SWTC Student Standards of Conduct, or the Student Code of Ethics will not be tolerated and will be considered grounds for dismissal from the program. SWTC and the Surgical Technology Program's beliefs, principles, values, and ethics are concepts reflected in the following philosophy and code of ethics and are interrelated and mutually

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

Student Shall:

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

department, or health facility. He/she shall not make written reports outside the clinic or facility in which any part of the patient's name appears except initials.

12. Work in cooperation with and with respect for other health care professionals. He/she shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.

13. Protect the property and property rights of the facility, laboratory, and patient. He/she shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.

14. Respect other students projects. He/she shall not handle, steal, alter, deface or otherwise harm another patient's project, especially in a manner, which might cause the project to receive a lower grade by the instructor. He/she must also respect his/her classmate's confidentiality.

AST CODE OF ETHICS

1. TO MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT AND PATIENT CARE.

2. TO HOLD IN CONFIDENCE, WITH RESPECT TO THE PATIENT'S BELIEFS, ALL PERSONAL MATTERS.

3. TO RESPECT AND PROTECT THE PATIENT'S LEGAL AND MORAL RIGHTS TO QUALITY PATIENT CARE.

4. TO NOT KNOWINGLY CAUSE INJURY OR ANY INJUSTICE TO THOSE ENTRUSTED TO OUR CARE.

5. TO WORK WITH FELLOW TECHNOLOGISTS AND OTHER PROFESSIONAL HEALTH GROUPS TO PROMOTE HARMONY AND UNITY FOR BETTER PATIENT CARE.

6. TO ALWAYS FOLLOW THE PRINCIPLES OF ASEPSIS.

7. TO MAINTAIN A HIGH DEGREE OF EFFICIENCY THROUGH CONTINUING EDUCATION.

8. TO MAINTAIN AND PRACTICE SURGICAL TECHNOLOGY WILLINGLY, WITH PRIDE AND DIGNITY.

9. TO REPORT ANY UNETHICAL CONDUCT OR PRACTICE TO THE PROPER AUTHORITY.

10. TO ADHERE TO THE CODE OF ETHICS AT ALL TIMES IN RELATIONSHIP TO ALL MEMBERS OF THE HEALTH CARE TEAM.

VALUES OF SURGICAL TECHNOLOGY PROGRAM

We acknowledge these values as general guides for our choices and actions. Respect Individual autonomy and respect for human beings. People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

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

Society Trust

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

Nonmaleficence

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

Beneficence

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

Justice and Fairness

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

Veracity

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

Universality

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

Complementarity

The principle of complementarity assumes the existence of an obligation to justice and basic human rights. It requires us to act towards others in the same way they would act toward us if

the roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

Ethics

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

Community

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

Responsibility

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

Individual

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

Health

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

Education

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

Learning

Learning is an active, self-directed process, influenced by the individuals past experiences, needs, values, and beliefs. Individuals must become responsible for their own learning, moving from a novice state of relative dependence toward mastery and consequent greater

independence in preparation for the professional role. Essential components are life-long professional growth, and the acquisition of life-long learning patterns.

GOALS OF THE SURGICAL TECHNOLOGY PROGRAM

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

TERMINAL OBJECTIVES OF THE SURGICAL TECHNOLOGY PROGRAM

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

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

Program Goal

“To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

ADMISSION REQUIREMENTS



Admission Process

In order to be accepted into the Surgical Technology Program, all of the following.

steps must be completed:

Step 1: Complete Southwest Tech application.

Step 2: Pay application processing fee.

Step 3: Submit high school and post-secondary transcripts to Student Services for review of academic achievement.

Step 4: Complete the HESI Assessment. In order to be accepted into the Surgical Technology program the student must meet the percentages listed below for each area of study:

Physiology Vocabulary &

General Knowledge Reading	65%
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Comprehension Grammar	65%
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Basic Math Skills	65%
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If the student does not successfully meet any or all of the score requirements, the student may re-take the Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Basic Math Skills subtests one (1) additional time per calendar year. It is recommended the candidate use the Knox Learning Center to address and mitigate academic weaknesses before rescheduling the necessary HESI subtest.

If the student does not successfully meet the required Anatomy and Physiology score requirements, the student will need to complete required preparation per advisor. Successful completion of the Fundamentals of Chemistry course or a college-level chemistry course (with a "C" grade or higher) is a prerequisite for General Anatomy & Physiology. The student is admitted to the program when successfully completing the required prep.

Students who do not meet the required HESI scores may be able to admit to the Surgical Technology course under a probation period with a contract that will be put in place with the director/instructor and student.

Step 5: Personal interview with program counselor.

Step 6: Receive letter of acceptance into program or placement on waiting list.

Step 7: PHYSICAL EXAMINATION: A physical examination is to be completed by your physician utilizing the Physical Requirements/Physical Examination form (pp. 205-206), which includes your immunization records for the following:

- 2-Step Tuberculin Skin Test or Titer
- Diphtheria Pertussis Tetanus Immunization
- Measles Immunization (MMR).
- Varicella
- Hepatitis B
- Influenza
- Covid-19

Step 8: CPR CERTIFICATION: All students are required to be certified in CPR for the Health Care Provider by the American Heart Association in order to attend clinical education. Any student whose CPR certification expires during the program will be removed from clinical until recertified. CPR certification/refresher courses are available at SWTC (please check the current catalog or with registration) but are also available at other facilities.

Step 9: Background Check

Wisconsin/Iowa law requires background checks of persons who provide care for others or have access to people who receive care. This law applies to Southwest Technical College Health Sciences Division students. A completed background check as prescribed under Wisconsin's law includes all of the following:

- Completed Background Information Disclosure (BID) form.
- Status check of professional licenses and credentials through the Department of Safety and Professional Services
- Nation-wide criminal history search
- Review of Department of Health and Family Services records for any substantiated findings of abuse or neglect, and license restrictions or denials
- Nation-wide healthcare fraud and abuse search
- Tribal court criminal history search, check of relevant military records, and check of county or local records as warranted.

Criminal convictions as well as arrests and/or pending charges may limit a student's ability to participate in clinical courses. Further, a criminal background could have a negative impact on certification examination eligibility and employability in health care facilities.

The following criminal background issues will likely be approved for clinical placements:

- Dismissed crimes.
- One DUI or underage drinking, in any timeframe, if disclosed.
- Misdemeanor or less, single event, 10 years ago with no further issues.

The following criminal background issues will likely prevent assignment to a clinical experience:

- Lack of full disclosure of convictions, with honest descriptions and accountability.
- A pattern of more than three convictions.
- A pattern of convictions within the past 10 years.
- Conviction for a violent crime, including conviction of a reduced charge resulting from a violent crime.
- Convictions for drug related offenses, including theft, sale, and/or possession.
- Convictions for falsification of records.
- Convictions for theft, including shoplifting.
- Convictions of any serious crime within the past 3 years, including disorderly conduct domestic abuse.

The single most important recommendation is complete disclosure on the Background Information Disclosure (BID) form, even for crimes that have been expunged. Failure to fully disclose and accept accountability may result in losing opportunities. Knowingly providing false information or omitting information may result in denial of program entry or dismissal. Citations, arrests and conviction records occurring in Wisconsin are most frequently found on the Consolidated Court Automated Program (CCAP) website. Open public records laws allow anyone, free of charge, to access rulings on court cases at <https://wcca.wicourts.gov>.

Once completed, Southwest Technical College, its employees, and agents will provide a copy of the student's signed State of Wisconsin Background Information Disclosure (BID) form and information obtained from the Caregiver Background Check to assigned clinical affiliation sites. This information will be used in determining eligibility and suitability for clinical placement.

Students with New or Pending Charges:

In accordance with Wisconsin law, students are required to notify the appropriate program official (Associate Dean, Coordinator, Lead Instructor, etc.) the next business day following any citation (arrest/ticket). Students may notify the appropriate college official by calling 608-822-2269 and leaving a message if the call is made after hours. Failure to provide prompt notification will result in permanent removal from the program. Students who are arrested or receive a citation may be administratively withdrawn from current classes that involve a clinical experience until the criminal offense has been processed and a final judgment reached. Students who have not already registered will not be allowed to register for any classes that involve a clinical experience until the criminal offense is resolved. After resolution, the student

must notify the appropriate program official with their court documentation. At this point, eligibility for clinical education placement will be re-assessed with input from the program's clinical education affiliates.

CURRICULUM & GRADING

Pre-Requisites

Course #	Course Title
10-501-101	Medical Terminology
10-806-177	General Anatomy & Physiology

Fall

Course #	Course Title
10-512-125	Intro to Surgical Technology
10-512-126	Surgical Tech Fundamentals 1
10-512-127	Exploring Surgical Issues
10-801-198	Speech * OR *
10-801-196	Oral/Interpersonal Communication

Spring

Course #	Course Title
10-512-128	Surgical Tech Fundamentals 2
10-512-129	Surgical Pharmacology
10-512-130	Surgical Skills Application
10-801-136	English Composition 1 * OR *
10-801-195	Written Communication
10-806-197	Microbiology

Fall

Course #	Course Title
10-512-131	Surgical Interventions 1

10-512-132 Surgical Technology Clinical 1

10-512-133 Surgical Technology Clinical 2

10-809-198 Intro to Psychology

Spring

Course # Course Title

10-512-135 Surgical Technology Clinical 3

10-512-136 Surgical Technology Clinical 4

10-512-142 Surgical Interventions II

10-809-172 Introduction to Diversity Studies

Total Credits: 65

The courses in the Surgical Technology program are designed for active participation by the instructor and learner who share the responsibility for the learning process. Various methods of teaching/learning activities will be employed during these courses including lecture, discussion, online activities, lab, and clinical experiences. Each person is responsible for his/her own learning.

Fall Semester 1

Introduction to Surgical Technology (8 weeks) 4cr

- This course consists of 4 hours of classroom direction and 8 hours of lab instruction per week. Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated. Lap practice is included.

Surgical Tech Fundamentals 1 (16 weeks) 4cr

- This course consists of 4 hours of classroom direction and 8 hours of lab instruction per week. Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Lab practice is included. Four weeks of clinical rotation is included.

Exploring Surgical Issues (8 weeks) 2cr

- Explores a variety of issues related to surgical technology. Emphasis is placed on becoming a professional member of the surgical team.

Spring Semester 2

Surgical Tech Fundamentals 2 (16 weeks) 4cr

- This course consists of 2 hours of classroom direction and 4 hours of lab instruction per week. Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.

Surgical Pharmacology (16 weeks) 2cr

- This course consists of 2 hours of classroom direction per week. Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.

Surgical Application (16 weeks) 2cr

- This course consists of 6 hours of clinical experience per week. Provides a transition from the academic to the clinical setting. Learners integrate the surgical technologist skills as they apply to various surgical procedures.

Fall Semester 3

Surgical Interventions 1 (16 weeks) 4cr

- This course consists of 2 hours of classroom direction per week and 2 hours of lab instruction per week. Provides the foundation knowledge of surgical core and specialty procedures. Examines the pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.

Surgical Technology Clinical 1 (8 weeks) 3cr

- This course consists of 6 hours of clinical experience 3 times per week. Apply basic surgical theories, principles, and procedural techniques in the operation room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.

Surgical Technology Clinical 2 (8 weeks) 3cr

- This course consists of 6 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Spring Semester 4

Surgical Intervention II (16 weeks) 4cr

- This course consists of 4 hours of classroom direction per week. Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.

Surgical Technology Clinical 3 (8 weeks) 3cr

- This course consists of 6 hours of clinical experience 3 times per week for the first 4 weeks. The second 4 weeks consists of 8 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the students to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Surgical Technology Clinical 4 (8 weeks) 3cr

- This course consists of 8 hours of clinical experience 3 times per week. During the clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry level Surgical Technologist.

Exit Assessment

The Surgical Technology Program at Southwest Technical College has an exit assessment which is a means used to show all the knowledge and skills you have attained while at SWTC. In this program, we use a clinical portfolio and the national certification secure practice examination for surgical technologist to showcase the knowledge and skills you have gained in your program of study. You will be developing the portfolio and preparing for the exam throughout your time in this program. A detailed instructional guide/grading rubric will be provided by your instructor for this project after acceptance into the program.

GRADING SYSTEM

The grading system for theory is:

A= 92-100

B= 84-91

C= 76-83

D= 68-75

F= 67 or less

Clinical/Lab. grading system is: S/U defined for individual courses

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

ATTENDANCE POLICY FOR CLASSROOM AND LAB SETTINGS

Regular attendance and punctuality in the classroom, laboratory, and clinical education activities is necessary in order for student to pass surgical technology courses. Students are required to contact the instructor promptly to make up the missed assignments. Students are expected to log their clinical hours in Trajecsys.

Attendance Notification: All absence from any class or laboratory session must be called in or emailed to the **course instructor at least 30 minutes prior to the start of class.** In the case of an extended illness, the Surgical Technology Program director should be notified each day of absence. For absences of three (3) or more consecutive days, student must submit a doctor's slip.

Planned Absences: In the event of a planned absence, the student must turn in a written statement to their instructor requesting the date as a scheduled absence. The statement will include Students name, date, planned time missed, and obtain written approval from their

instructor. It is at the instructor's discretion whether or not time can be made up, this will be based on the course content that is missed.

Tardiness: A tardy consists of arriving to class/clinical/lab 10 minutes after the designated start/arrival time. **Three tardy events equal one absence in the academic, lab and clinical setting.**

Lecture Session Makeup: Following a missed lecture, the student is expected to contact the instructor to request makeup work, quiz, or exam. Permission for makeup work is at the instructor's discretion. If permission for makeup work is granted, student must complete a quiz or exam on the day of return. If a quiz or exam is scheduled the day you return, you will be expected to take the exam on that day. The same requirement applies for course assignments. In the event you fail to notify the instructor of your absence prior to the scheduled start time, you will not be allowed to make up any work missed. This means that all assignments, quizzes, or exams scheduled for that day will be issued the grade of zero.

Lab Session Makeup: Following a missed lab session, student is expected to contact the instructor to request makeup work or lab time. Permission of makeup work/lab is at the instructor's discretion. All absence from Surgical Technology laboratory sessions must be made up. As students may not enter the clinical setting prior to completing laboratory competency. It is recommended that students make every effort to schedule lab make-up days during the same week that an absence occurs to increase the opportunity to receive the same curriculum objectives and demonstrations that were scheduled for that week. For each lab session missed due to absence the student must make up the entire time missed. The schedule progression of the labs will not be altered to accommodate absences. Please note that the student must satisfactorily meet all lab competencies in order to pass the course and progress in the Surgical Technologist Program. Failure to notify your instructor of an absence at least thirty minutes prior to the scheduled start time may result in disciplinary action as this indicated a lack of responsibility and poor work habits.

ABSENCE FROM CLINICAL EDUCATION IS DISCUSSED LATER IN THIS DOCUMENT.

RULES GOVERNING TEST TAKING

Test Process

1. All tests will be proctored. Anticipate that proctor will circulate in the room. The proctor cannot answer questions regarding test content.
2. Testing will be administered at scheduled hours Monday through Friday. In the event of inclement weather, if the testing area is not open at the designated time, adjustments to the schedule will be made so students keep up with their testing schedule.

3. Students who have completed an examination shall not disclose or discuss test items with other students. Student discussions of test content or format will be construed as academic dishonesty. Students may be subject to failure of the test, failure of the course, and/or dismissal from the program.

4. No one shall solicit, accept, or compile information regarding the test items either before, during, or after their administration. Persons violating the security of the examinations/tests will be considered cheating and will be dismissed from the program.

5. No cell phones, smart watches/technology can be taken into examinations.

Testing Room Regulations

1. Place all books, purses, and coats on the floor or away from tabletop surface while testing. Please do not wear hats or bring water/soda bottles into the testing area.

2. Students will enter the testing room at the scheduled time. Students arriving more than 5 minutes after the start time for testing may be asked to re-schedule testing at the discretion of the instructor and would need to follow the specific course testing policy.

3. The student must take the examinations at the time scheduled by the instructor. Only in extenuating circumstances will the student be allowed to take the exam at another time. Arrangements must be made by personally contacting the course instructor(s) prior to the time of testing. This may include personal phone contact or use of voice mail or email.

Students will be allowed one opportunity per course to reschedule an exam without any penalty. Refer to course syllabus for additional test requirements.

DISMISSAL

A student will be dismissed from the program under the following circumstances:

1. Unsatisfactory academic performance (2.0 or less GPA in surgical technology courses)

2. Unsatisfactory progress in the clinical area according to clinical competencies

3. Violation of AST ethics

4. Excessive absenteeism

5. Unethical behavior and academic dishonesty.

6. Failure to abide by the policies of the college and affiliating agencies

7. Failure of more than one surgical technology classes in two semesters

When a student is dismissed from the program, they must make a formal request to reenter via the executive dean.

WITHDRAWAL

A student may choose to withdraw from the program. In order to receive a refund, this must be done within the designated time period. See the program counselor for more information. Arrangements must be made with the program counselor to finalize the withdrawal.

It is advised that a student who is considering re-enrollment later consult with the counselor before dropping the course. After this consultation they provide written notification to the program counselor of their intention to be placed on the student list for program reentrance. The student will reenter the program as their name is listed in priority on the waiting list. This is dependent on the student's placement in the curriculum plan and the number of slots available.

Tuition Refund on Withdrawal

You may have a portion of your tuition and fees refunded if you drop or withdraw from a course. The amount of refund will depend on when you leave the course. Refunds will be in accordance with the state guidelines as outlined in the Current Southwest Technical College Catalog and the current Student Handbook. [Student-Handbook.pdf \(swtc.edu\)](#)

STUDENT CONFERENCES

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

PROBATION DEFINED

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

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice

4. Inability to maintain physical or mental health necessary to function in the program.
5. Lack of attendance

PROBATION PROCEDURE

Probation may begin only following a conference with the student. Member's present may include the program director, Clinical Instructor, non-surgical technology instructor, and other school administrators. Probation status forms will be filled out and signed by the parties attending the conference. Program director and/or instructors may initiate other disciplinary actions such as warnings. Students have the right to appeal any academic decisions. The Grievance/Appeals Process is found in the General Catalog on p. ___. Academic appeals should be made first to the instructor, then to the Department Chair, then to the appropriate school administrator. If a satisfactory resolution cannot be reached, the school administrator may convene an Evaluation Committee to hear the appeal and make recommendations.

STUDENT GRIEVANCE PROCEDURE

The College Student Grievance Procedure is available in the college student handbook. Please contact your program counselor for questions regarding the grievance procedure at Southwest Wisconsin Technical College. [Student-Handbook.pdf \(swtc.edu\)](#)

Chain of command for students with Grievance

If a student has a grievance with the instructor, class material or clinical site or preceptor the student should contact these people in order. If unable to talk with the prior person must go in order to the next numbered person

- 1) Rachel Huber, Program director rhuber@swtc.edu, 608-822-2269
- 2) Stacey Place, Academic team lead splace@swtc.edu , 608-822-2653
- 3) Beth Cummins, Program Advisor bcummins@swtc.edu , 608-822-2372
- 4) Cynde Larsen, Dean of Health/chief academic officer clarsen@swtc.edu , 608-822-2642

Health Occupations Division

Auto Tutorial Lab (ATL) Guidelines

Expectations: The College is proud to offer the student an Auto tutorial Lab (ATL). The lab is an area with an assistant whose responsibility is to assist in locating resources, monitor ATL activity, and maintain an environment conducive to learning. In order to provide an atmosphere conducive to or supportive of learning, the student agrees with the following guidelines:

Environment

1. The ATL is a quiet area. Everyone should remain quiet upon entering the lab.

2. No food or drinks are allowed near the computer equipment. ATL Staff/Faculty Expectations/Responsibilities

3. ATL time will be used for a variety of learning activities pertaining to the subject content of coursework.

4. Faculty will require/recommend specific activities related to individual courses for assigned credit.

5. ATL personnel have the responsibility to monitor use and question material viewed in the ATL.

6. ATL personnel have the right to direct individuals to leave the ATL if learning is being disrupted.

Student Responsibilities/Expectations

7. Any assigned ATL work must be completed as scheduled by the faculty.

ATL Reminder: Books on reserve may not be checked out. Books not on reserve may be checked out for one week. Videos may be checked out if not on reserve and for one week.

Simulation Lab Guidelines

Purpose: The Southwest Tech Simulator Lab is dedicated to creating a positive learning environment for health profession students and allied agencies in the southwest area of Wisconsin. The simulation lab experience enhances the quality of learning by providing a unique opportunity to use patient-based scenarios to apply clinical knowledge and hands-on skills in a controlled setting. Utilization of simulation technology will augment essential problem-solving skills by the recreation of a realistic clinical setting. Emphasis is placed on safe and compassionate care.

General Guidelines for all Simulator Lab Users

- Photography, videotaping and video surveillance can occur at any time in the lab.
- No food or drink is allowed in the simulated lab area at any time.
- No ink pens are allowed in the simulated lab care area at any time.
- Gloves will be worn during contact time with the simulation mannequin. Guidelines for Students
- Clinical standards of dress shall apply in the simulated lab care area.
- Please wash your hands on entrance to the Simulation lab.

- You must wear your Southwest Tech ID name tag.
- The simulation lab is a clinical experience. Rules that apply to clinical, apply to the simulation experiences as well.
- Your instructor may have you complete a prep assignment prior to participating in the simulation experience. If you are unfamiliar with the lab or need a reorientation, please see your instructor to set up a time for review.
- Professional behavior in the simulation lab is expected at all times. Students will show respect for the equipment and the supplies in the simulation lab. Misconduct of any kind in the lab will result in voiding all rights to future lab use.
- Equipment and supplies belong to Southwest Tech and are not to be taken from the simulation lab. All equipment is to be used safely. Equipment and supplies are to be returned to their proper storage areas at the end of each class. Disposable supplies are provided by Southwest Tech and are to be used with discretion. The student is encouraged to repackage and reuse supplies to facilitate adequate practice of all skills.
- Student's preparation, participation and professional behaviors will be evaluated by faculty and reflected in their clinical evaluation by the faculty.
- Students will demonstrate safe clinical performance. All sharps must be handled and disposed of properly. Sharps containers are to be used and are in the lab. Any sharp's related injuries are to be addressed immediately according to established guidelines.

CLINICAL ROTATIONS



Overview of Competency Based Clinical Education

The Southwest Technical College Associate Degree Surgical Technology Program is committed to providing a comprehensive clinical education experience that is essential to prepare a student for an entry-level position as a surgical technologist.

Objectives of Clinical Education

The student will observe, practice, and demonstrate the professional skills of a Surgical Technologist by:

1. Apply healthcare and technologist science principles to the perioperative environment.
2. Maintain principles of sterile technique in the surgical environment.
3. Provide a safe, efficient, and supportive environment for the patient.
4. Prepare the patient, operating room and surgical team for the preoperative phase.
5. Perform intraoperative case management in the scrub role
6. Perform postoperative case management
7. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

Therefore, students will observe, practice, and demonstrate learning and growth in the profession by:

1. Demonstrating an ability to work with others and independently as required.
2. Communicating a caring attitude to the patients.
3. Accepting constructive criticism willingly as a helpful contribution toward his/her improvement.
4. Demonstrating an effective use of time by working systematically and efficiently.
5. Adhering to program policies and requirements.
6. Demonstrating ethical conduct and respecting the patients' rights, values, and confidentiality.
7. Demonstrating initiative in clinical responsibilities.
8. Demonstrating dependability and responsibility in clinical assignments.
9. Presenting an appearance and demeanor that communicates professionalism and competence.

10. Adhering to the policies and procedures of the clinical education center. (Evaluation of Affective Domain)

Unacceptable performance in any of the areas identified above may result in the student being denied the opportunity to participate in the clinical practicum rotation until the deficiencies are corrected. Failure to exhibit desirable professional behaviors during the clinical practicum rotation may result in disciplinary action and/or dismissal from the affiliating agency and/or ST program.

Structure of Clinical Education Experience

The clinical curriculum is composed of five sequentially linked, competency-based clinical education courses that increase in complexity and requirements.

The clinical education curriculum is designed to ensure that the student progresses systematically through the above listed sequence before ultimately achieving clinical competence. Starting with the 2nd semester of the program students are placed in the clinical education environment. The clinical assignments and schedule for clinical education rotations are posted and given to the student. It is the student's responsibility to be present in the clinical assignment on time and at all times. All changes in the clinical assignment require faculty approval. Students not at the proper clinical assignment or switching clinical education assignments will be subject to disciplinary action in accordance with program policies related to unexcused absence.

Students are solely responsible for their transportation to and from any clinical site, as well as other assignments that require transportation.

Offsite Clinical education rotations are scheduled for daytime hours (6:30 am – 4:00 pm). The eight-hour clinical education shift includes a ½ hour lunch break. Students may not elect to skip the lunch break and leave early. Breaks taken at the clinical education center are at the discretion of the OR staff.

Clinical Experience:

1. Clinical sites will be assigned by the instructor with concern to the student's best interests and needs taken into consideration when possible. Ideally, all students will be placed at each facility on a rotational schedule which provides a well-rounded clinical experience at different locations.

2. Students are NEVER to be substituted as paid personnel, there should always be an employed surgical staff member in the room with you.

3. The Clinical component of the program shall be educational in nature.

4. Daily start times may fluctuate depending on the clinical site, the surgical procedure you are assigned to and the scheduled time.

5. Students must maintain health requirements and current CPR certification.
6. The student is expected to adhere to the Standards of Ethical Conduct for the Surgical Technologist adopted by the Association of Surgical Technology.
7. Students are required to follow each facilities code of conduct.

Clinical Education Surgical Case Requirements

2022 REVISED CORE CURRICULUM FOR SURGICAL TECHNOLOGY, 7th edition

SURGICAL ROTATION CASE REQUIREMENTS

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations: "To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Objectives:

- 1) The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
 - a) 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.
 - b) No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.
- 2) Students must complete a minimum of 120 cases as delineated below.
 - 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 First Scrub Role and distributed amongst a minimum of four surgical specialties.
- 3) 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).
- 4) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

- i) b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
- ii) C. 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/GYN specialty.
 - 2. D. Case experience in the Second Scrub Role is not mandatory.
 - 3. E. Observation cases must be documented, but do not count towards the 120 required cases.
 - 4. F. Counting cases
- b) Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.I.A. above).
- c) 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 are 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 (1) procedure—one case.

CLINICAL STUDENT SCRUB ROLES

FIRST SCRUB ROLE (S1)

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 (S1). A student not meeting the five (5) criteria below cannot count the case in the First scrub role (S1) and the case must be documented in the Second scrub role(S2) or Observation role (O).

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(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 (S2)

The Second scrub role (S2) is defined as the student who is at the sterile field, who has not met all criteria for the First scrub role (S1), 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 (O)

The Observation role (O) is defined as the student who is in the operating room performing roles that do not meet the criteria for the First (S1) or Second scrub role (S2). These Observation cases are not to be included in the required case count but must be documented by the program.

Clinical Site Selection & Placement

Clinical sites have been identified within a 60-mile radius of Southwest Technical College Main Campus. Students will be expected to provide their own transportation to the clinical site. Southwest Technical College and the Surgical Technology Program are not liable for any accidents during the off campus surgical rotation.

Clinical sites are chosen for students based on availability of the facility and the number of students enrolled in the course at that given time. Clinical sites will be assigned by the instructor with concern to the student's interests and needs taken into consideration when possible. Ideally, all students will be placed at a facility on a rotational schedule which provides a well-rounded clinical experience at different locations.

Student Work Policy - All student activities associated with the curriculum, especially while students are completing his/her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this education experience, nor will he/she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

CLINICAL SITES

Clinical rotation schedules are arranged in advance. Personal preferences are considered when possible. Schedules may need to be changed occasionally. Clinical sites are located at:

- Southwest Health - Platteville, WI
- Grant Regional - Lancaster, WI
- Crossing Rivers Health - Prairie du Chien, WI
- Upland Hills - Dodgeville, WI
- Richland Hospital - Richland Center, WI
- Memorial Hospital - Lafayette, WI
- Unity Point/Finley - Dubuque, IA
- Mercy Health/One - Dubuque, IA

This requires that the student have reliable transportation. 100% attendance is required. If a clinical day is missed, makeup is required.

The Code of Conduct & Due Process

The Southwest Technical College Student Code of Conduct and Due Process is published in the current Student Handbook, available to all students through the SWTC portal. In addition to expected conduct as published in this document, Southwest Technical College Health Sciences Division requires that students conduct themselves in a manner consistent with their chosen profession. The Health Sciences Division has identified the following as unethical conduct during any educational activity (lecture, clinical, laboratory, or simulation):

1. Improperly revealing confidential patient information. (Refer to HIPAA policy.)
2. Refusing to provide care based on a patient race, color, sex, religion, age, belief, disability, or the nature of the illness. (Refer to Non-Discrimination Policy.)
3. Abusing a patient physically or psychologically by conduct such as striking, improper confinement, swearing, or cursing at the patient.
4. Practicing beyond the scope of the student's education, training, or experience and/or outside of college sanctioned clinical assignments.
5. Falsifying patient records or reports.
6. Use of alcohol or other drugs that impair the ability to safely provide patient care.
7. Failure to report one's own errors.
8. Failure to safeguard the patient from incompetent or unethical health care provided by another person.
9. Destroying or stealing property of the instructor, school, clinical education center, or its employees.
10. Failure to report arrests or citations within one working day, in accordance with state law.

Failure to comply with any College and/or program policies will result in disciplinary action, up to and including dismissal from the program.

Guidelines for Professional Behavior

The Surgical Technology Program regard the following as guidelines for professional behavior. Students are expected to show professional behavior with or in front of patients, members of the health care team, and others in the professional environment (school, hospital) including members of the faculty and administration, other students, patients, and staff. Students are expected to adhere to the Standards of Ethical Conduct for the Surgical Technologists adopted by the Association of Surgical Technology.

Professional Attributes

- Displaying honesty and integrity
- Never misrepresents or falsifies information and/or actions (i.e., cheating)
 - 2) Does not engage in other unethical behavior
- Showing respect for patient's dignity and rights
 - Makes appropriate attempts to establish rapport with patients or families.
 - Shows sensitivity to the patients' or families' feelings, needs, or wishes.
 - Demonstrates appropriate empathy.
 - Shows respect for patient autonomy.
 - Maintains confidentiality of patient information
- Maintaining a professional demeanor

- Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry.
- Never expresses anger physically.
- Accepts professionally accepted boundaries for patient relationships.
- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing policy of the school.
- Is not arrogant or insolent.
- Appearance, dress, professional behavior follows generally accepted professional norms.
- Recognizing limits & when to seek help.
- Appears aware of own inadequacies; correctly estimates own abilities or knowledge with supervision.
- Recognizes own limits, and when to seek help.
- **Relationship to Others**
 - Responding to supervision
 - Accepts and incorporates feedback in a non-resistant and non-defensive manner.
 - Accepts responsibility for failure or errors.
 - Demonstrating dependability and appropriate initiative
 - Completes tasks in a timely fashion (papers, reports, examinations, appointments, patient notes, patient care tasks)
 - Does not need reminders about academic responsibilities, responsibilities to patients or to other healthcare professionals in order to complete them.
 - Takes on appropriate responsibilities willingly (not resistant or defensive) Interacting with other members of the team.
 - Communicates with other members of the health care team in a timely manner.
 - Shows sensitivity to the needs, feelings, wishes of health care team members.
 - Relates and cooperates well with members of the health care team.

Unsafe and Unprofessional Clinical Practice Defined

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

student which threaten or violate the physical, biological, or emotional safety of the patient, classmate, staff and/or instructional staff.

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

1. Physical Safety: unsafe behaviors; inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentates falls, lacerations, burns, etc. **Students are required to have at least 8 hours off between work and clinical rotation start time.**

2. Biological Safety: unsafe behaviors; fails to recognize errors in aseptic technique, attends clinical site while ill. Performs technical actions without appropriate supervision, fails to seek help when needed, etc.

3. Emotional Safety: unsafe behaviors; threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

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

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

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

Violation Clinical Educational Policies

The clinical experience is a privilege extended to us by the clinical facilities involved. While at clinical, students are expected to conduct themselves in a professional manner and to abide by the affiliating agency's standards for performance. SWTC Surgical Technology faculty reserves the right to dismiss any student from participating in clinical affiliations at any time if they are not following affiliation guidelines, or if a conflict arises between a clinical affiliation site and the ST student. Any violations of the program policy or any other issues of disciplinary actions will be documented using the Anecdotal Note Form and will result in a reduction in the clinical grade of 2% minimally per occurrence. All pertinent information related to the disciplinary

action will be recorded on this document and will be placed in the student's file. The student will be given a copy of all documents related to disciplinary actions.

Clinical Probation

For violations of program clinical policy not warranting a clinical suspension, a student may be placed on clinical probation. This probation can be the result of either a single infraction of program policy, or as a result of a recurrent problem. The student is required to meet with an assigned member of program faculty regularly (usually weekly) for the duration of the probation period. The Plan for Success will serve as a written documentation of these meetings, and copies of this document will be maintained in the student's file. The completed Plan for Success must be returned to the appropriate member of program faculty the next day the student is on campus and the student will receive a 5%-point reduction in the clinical grade for each school day it is late being turned in. The student may receive copies of these records on request. Probationary status is ended at the mutual agreement of the student and program faculty.

All point deductions for clinical infraction are doubled for the duration of the probationary period. Students on Clinical Probation are not permitted to use accrued compensation time or leave clinical early for the duration of the probation period.

Clinical Suspension

The effects of violation of clinical education policy on the clinical grade are discussed at length in this document. However, certain severe acts of inappropriate, dangerous, or unethical/illegal behavior will result in the immediate removal from the clinical setting. If the problem can be resolved to the mutual agreement of the Southwest Technical College Associate Degree Surgical Technology Program and the Clinical Education Center, return to clinical education can occur with probationary status. If the problem is not resolved, the student will receive a failing grade in the clinical education course and removal from the program in accordance with program and institutional policy. All clinical time missed during the resolution of the problem will not be eligible to makeup. Accrued compensation time may not be used to make up time missed due to disciplinary reasons. Any violations of clinical education policy will be documented using the Anecdotal Note Form. Violations of clinical policy will impact the clinical grade by percentage point deduction identified throughout this section of the student handbook.

Any violations of the program policy or any other issues of disciplinary actions will be documented using the Anecdotal Note Form and will result in a reduction in the clinical grade of 2% minimally per occurrence. All pertinent information related to the disciplinary action will be recorded on this document and will be placed in the student's file. The student will be given a copy of all documents related to disciplinary actions.

Students are reminded that they and the faculty of the Southwest Technical College Associate Degree Surgical Technology Program are the guests of the Clinical Education Centers. Students

will not be permitted to jeopardize this relationship. Clinical Education Centers affiliated with the Southwest Technical College Associate Degree Surgical Technology Program have the right to request the removal of any student from the center.

Communication of Disciplinary Actions to Clinical Affiliates

Any disciplinary action resulting in either clinical probation or suspension will be communicated to all ST program clinical affiliates. In accordance with signed clinical education affiliation agreements, the clinical education center may refuse student placement at the facility. In the event that no clinical placement can be arranged, the student will receive a failing grade for the current clinical course.

Students are reminded that they and the faculty of the Southwest Technical College Associate Degree Surgical Technology Program are guests of the clinical education centers. Students will not be permitted to jeopardize this relationship. Clinical Education Centers affiliated with the Southwest Technical College Associate Degree Surgical Technology Program have the right to request the removal of any student from the center.

Trajecsys

All clinical documentation will be handled with Trajecsys web-based software. All clinical forms will be used through this software ex) case scrub management, preceptor sign-off, daily evaluation forms. This will be accessible on the student's lap-top/cell phone or on the clinical facilities computer.

Signing In and Out for Clinical Education

All clinical documentation will be handled with Trajecsys web-based software. Students will be expected to use their clinical site computer to clock in and clock out (verified by IP address). All clinical forms will be used through this software.

Clinical Time Off (CTO)

Students may only take CTO time in clinical hour block (varies between semesters). CTO days cannot be accrued.

Students are allotted:

- one (1) CTO days per fall semester
- one (1) CTO days per spring semester

All CTO must be recorded on a CTO form and submitted to the Program Director.

- Scheduled CTO requires that a CTO form be submitted 48 hours prior.
- Unscheduled CTO requires that the CTO form be submitted prior to returning to the clinical site.

Unexcused Absence

Unexcused absence is defined as a failure to report absence by the student **to program officials and the clinical education facility within 30 minutes of the scheduled start time.** Excessive incidents of being outside of the assigned clinical area will be treated as unexcused absence.

Unexcused absence will result in the following:

- Disciplinary Advising at the return to school to document the incident as well as a 5% deduction in the clinical grade.
- Placement on clinical probation.
- Or removal from the clinical education setting

CTO may not be used to make up unexcused absence.

Leaving Early from Clinical Education

Unless excused by a member of SWTC ST Faculty or clinical instructor at the clinical site, leaving the clinical education assignment prior to the end of that assignment is viewed as an occurrence of absence.

Absence and Tardiness from Clinical Education

Every clinical experience is a unique and valuable learning experience leading toward the development of a skilled surgical technologist. In keeping with this belief, students are expected to attend all clinical experiences as assigned.

REPORTING ABSENCE FROM CLINICAL: In the event that the student is to be tardy more than 10 minutes from the assigned start time, or absent from clinical education session, the student is required to notify the Clinical Education facility and the instructor 30 min. prior to the scheduled start time. You must call into the appointed phone number for the clinical education facility to let them know of your absence by at least 30 minutes before your scheduled arrival. Failure to contact both the Clinical Education Facility and instructor prior to the scheduled start time may result in an automatic deductions or failure of the course.

An absence report form will be completed by the student for all absences.

An absence of more than two (2) consecutive clinical days requires a physician's note before returning to your clinical site. A student absence without notification for three (3) consecutive clinical days on which the student was scheduled for clinical duty is considered a voluntary resignation from the Program without notice.

ABSENCE MAKE-UP WORK: Students who miss a clinical day may have the opportunity to make up the clinical experience if the clinical site can accommodate the student during unscheduled hours (this is not guaranteed to be during normal clinical hours). If the clinical site is unable to accommodate the make-up day the student will be required to complete a Surgical

Case Study on a surgical procedure that they would have “scrubbed”. The surgical procedure chosen for the report will be at the discretion of the clinical instructor. The Surgical Case Study will be due no later than 2 days after the absence (absent on Tuesday, report due Thursday). Failure to complete the Surgical Case Study with a 75% or above will prevent the student from successfully completing the course. If assigned Surgical Case Studies are late or missed, student will receive zero credit, which will be factored into the student’s clinical competency grade portion.

TARDINESS: Tardiness from clinical education is defined as failure to be in the clinical education assigned area at the start of the clinical education session. Each incident of tardiness of less than 15 minutes will result in a 2-percentage point reduction in the clinical grade. Three tardiness up to the fifteen (15) minutes count as an absence. *Tardiness in excess of 15 minutes becomes an occurrence of absence resulting in a point deduction as described in the Clinical Absence Grading chart below. As with any occurrence of absence, this time cannot be made up.*

The combined number of incidents of tardiness greater than 15 minutes and absence affect the clinical grade as indicated by the table below:

Occurrence Clinical Absence Grading Chart

1st	No Impact on Clinical Grade, CTO applied.
2nd	A 2% penalty will be assigned to the overall clinical course grade and a verbal warning.
3rd	A 5% penalty will be assigned to the overall clinical course grade and student is placed on clinical probation.
4th	A 10% penalty will be assigned to the overall clinical course grade and any further absence will result in withdrawal from the course.

UNEXCUSED ABSENCE, OR EXCESSIVE TARDINESS/ABSENCE MAY BE GROUNDS FOR DISCIPLINARY ACTION, INCLUDING CLINICAL PROBATION AND/OR REMOVAL FROM THE EDUCATION CENTER.

Extended Illness and Absence & Medical Return to Clinical Activities

Absence due to extended illness would constitute a single occurrence of absence. In the event of illness or injury of three (3) consecutive days (excluding weekends and school breaks), a written release from the student’s physician must be submitted to program faculty before the student may return to clinical activities. Upon returning to school, the student must fill out and Absence Request Form within 24 hours. For extended illnesses and/or injuries, disability services should Be contacted.

Students returning to clinical activities following any medical condition resulting in three consecutive missed school days (excluding weekends) must have the Medical Release to Return

to Clinical Activities form. Based on the program's functional abilities, it assures that the provider completing the form has a clear understanding of the student surgical technology duties prior to releasing without restrictions

Return to Educational Activities Following Health-Related Absences

Following any extended health-related absence, returning students must provide a Release to Return to Educational Activities completed by their health provider stating that they may resume educational activities without restriction or with reasonable accommodation. In the case of clinical education activities, return to the clinical assignment may be impacted by policies of that particular institution. Such conditions could include, but are not limited to:

- Surgery
- Hospitalization
- Lifting restrictions
- Other temporary physical restrictions (e.g., crutches, cast, sling, etc.)
- Pregnancy and related conditions.

If the student's physical condition in the classroom, laboratory, or clinical setting is deemed by program faculty or clinical staff as posing a safety risk to classmates, patients, or self, the program reserves the right to excuse the student from that activity.

Bereavement Time

Students will be granted up to three consecutive days (including weekends, holidays and school breaks) for funeral leave for a member of the student's immediate family. Immediate family would include: husband or wife, parents, sibling, children, grandparents, in-law parents, stepparents, step or half siblings. Approved bereavement time meeting the above criteria will not be counted against the student's absent time and is not considered an occurrence of absence.

Holidays & Vacations

Surgical Technology students are committed to 24 consecutive months of full-time education. Within this time, students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar which is published in the SWTC portal, for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters.

Related Work Policy

While the faculty of the Southwest Technical College Associate Degree Surgical Technology Program does not condone students working in capacity of a surgical technologist during the educational program, it is understood that students are free to work where they

choose. For this reason, students that choose to work as a paid employee in surgical technology must observe the following criteria:

- The Southwest Technical College Associate Degree Surgical Technology Program will not be liable for the actions of one of its students when he/she is working as the paid employee of any institution. The SWTC Professional Liability Insurance Policy only covers students while performing approved clinical education activities.
- The student will not wear any attire that would identify that individual as a student in the Southwest Technical College Associate Degree Surgical Technology Program while working as a paid employee.
- Class and clinical schedules will not be altered to accommodate work schedules.
- Work time and clinical education cannot be performed concurrently, including the performance of clinical competency surgical cases.

Pregnancy Policy

Southwest Technical College views pregnancy as a wellness event and accommodations for a pregnant student will be made. While it is not required that any student declare pregnancy, there are unique hazards in the medical setting for a pregnant student. Consequently, Southwest Technical College advises that the pregnant student - in consultation with her physician – consider declaring pregnancy. Southwest Technical College requires that any declaration or un-declaration of pregnancy be in writing, signed and dated by the student, and delivered to the appropriate Dean or program administrator.

Title IX: Pregnant/Parenting Students

Southwest Technical College will excuse any absences due to pregnancy or any related conditions for as long as a health provider documents that it is necessary to be absent. Upon return to school the student will be reinstated to the status held before the leave.

Consistent with Health Sciences policies related to absence from clinical education activities, a health provider's note releasing the student to return to clinical education activities without restrictions is required.

Students will not be penalized academically for pregnancy or related conditions and will be given the opportunity to earn back any credit and make up any work missed from classes missed due to pregnancy or any related condition.

Students can initiate this option by contacting the college's Access and Accommodations Specialist Christena Bowers at (608) 822- 2631.

Dress Code for Clinical Education and Lab

Dress Code for Clinical Education: Daily personal hygiene is required. For the dignity and protection of the patient, the dress code for student Surgical Technologist while in clinical education assignments is as follows:

Hair/Jewelry/Tattoo

1. Hair will be neat and clean and worn in conservative style at all times. Un-natural colors spiked or punk styles will not be permitted.
2. Long hair will be tied back at all times in the clinical setting.
3. All hair must be contained in surgical hat.
4. Facial hair will be neat and trimmed and contained in approved surgical coverings.
5. Post type earrings are the only acceptable jewelry for clinical education.
6. All body art/tattoos will be covered while performing clinical education.

Tops Socks/Shoes

1. Approved clean and freshly internally laundered two-piece scrub pantsuit must be worn by all persons entering the semi-restricted and restricted areas of the surgical department, the surgical site will provide these scrubs.
 2. Appropriate undergarments should be worn.
 3. Clothing that is too tight, form fitting, loose fitting, exposes cleavage, undergarments, mid-section, underwear or buttocks is not allowed.
 4. Clothing that is torn or ripped is not allowed.
 5. The SWTC nametag worn on the left chest or on a lanyard when in the clinical setting.
 6. Clothing that has offensive or inappropriate language may not be worn.
1. A new pair of closed toes with back, mostly nonporous, shoes may be worn in the clinical setting.
 2. Clinical shoes may not be worn outside the clinical setting at any times.
 3. Shoes must be in good repair at all times.
 4. Socks must be worn in the clinical setting at all times.
 5. Shoe covers should be worn over clinical shoes to avoid transference from one clinical site to another during your rotations.

Fingernails/Fragrances Name Badge/X-ray Badge

1. Fingernails will be cut short.

2. Nail polish is not acceptable for clinical education.
3. Artificial nails will not be worn in the clinical setting.
4. Cologne, Perfume or scented personal products will not be worn in the clinical setting.
5. Any other odors viewed as offensive or unprofessional will be viewed as out of uniform.
1. A program nametag is required at all times in the clinical setting.
2. Badges must be in clear view.
3. Name badges are worn above the chest, name side out, so that they can be easily seen and read.
4. Appropriate radiation protection should be worn during procedures where exposure may occur (follow education facility guidelines) and submit your x-ray badge to the program Clinical Coordinator for regular monitoring.

Surgical Hats/Mask/PPE

1. Masks must be worn in restricted sterile environments and when cleaning contaminated items.
2. Masks must fit snugly over the nose and chin.
3. Masks may not dangle around the neck.
4. PPE must be worn at all times that blood or body fluids will be present.
5. Protect eyewear must be worn on all surgical procedure (even if hospital staff is not required)

Students out of uniform must correct the infraction immediately. If this requires leaving the clinical facility to change, absent time, as described previously will be documented.

Additionally, a 1 percentage point deduction will be incurred for each violation of dress code policy.

The faculty of the Southwest Technical College Associate Degree Surgical Technology program reserve the right to judge any issue of appearance not specifically addressed above as inappropriate for clinical education.

Clinical Grading

Students are required to perform a minimal number of surgical cases in the first and second role. There are a variety of clinical competency evaluations each semester and prior to program completion. These evaluations are necessary to assure the knowledge, skills and competency level of all students required for graduation.

The process of demonstrating clinical competency follows a number of distinct steps:

- Didactic instruction and testing in the classroom setting.

- Laboratory demonstration, return demonstration and competency evaluation as indicated.
- Clinical performance and competency evaluation.

If clinical competency is unsuccessful, the student may be asked to return to the laboratory setting for structured remedial instruction, practice, and evaluation before returning to the clinical facility. If at any time it is determined (by either you instructor or preceptor) that the student is practicing at a level below minimal criteria or unsafely, that student will be subject to cautionary observation. If levels of performance/safety do not improve within a predetermined amount of time, the student will be dropped from the course. The student instructor will come to the clinical site for a clinical observation(s); interviews will be conducted with staff, the charge nurse, your preceptor, etc. to evaluate the student's performance.

Evaluations will be completed by your preceptor on a weekly basis. They will also complete a final evaluation that your instructor will use, in addition to personal observations and interviews, to determine your final grade.

Clinical grade is calculated each semester and is determined based on clinical competencies. All of the clinical grade criteria are then entered into the Clinical Grade Worksheet from which a numeric clinical education grade is derived. Adjustments to the clinical grade due to any positive or negative clinical incidents are recorded using the clinical education adjustment worksheet.

Adjustments can be recommended by Clinical Instructors or Staff or by members of the Program Faculty and must be submitted in writing using the Anecdotal Note form. Final approval of clinical grade adjustments rests with the Program Director.

Final clinical grade is determined using the grading scale for academic courses as found in the program policy manual.

Social Media Policy

The following applies to SWTC Surgical Technology students who create or contribute to social media, including but not limited to: blogs, social networks, wikis and online forums.

As social media changes the way we socialize and conduct business, it is important to remember what you do online is ultimately linked to your personal and professional lives and that your "virtual footprint" can be tracked and traced.

Content posted on blogs, social networks, wikis and other online forums should comply with the organization's confidentiality and employee ethics policies. Any school or clinical-related comments should be respectful and relevant in a way that protects the organization's brand and reputation and follows the letter and spirit of the law.

Your online presence reflects upon the SWTC ST Program and its reputation. Be aware that your actions captured via images, posts or comments can reflect that of the organization, regardless of whether or not it occurs during school hours. Tips for maintaining the SWTC ST Program and your professional image online:

1. Keep your personal and professional lives separate to help protect your own privacy. However, if you use professional networking sites like LinkedIn please do promote your role in the organization in a positive way.
2. Remember that even anonymous comments can be traced back to your IP address, so use school Internet access for school-related purposes only.
3. Post meaningful, respectful comments that positively promote your role as a DMS student and reflect on your fellow students, program and organization.
4. Respect Health Insurance Portability and Accountability Act (HIPAA) privacy requirements.
5. Be transparent. Do not misrepresent yourself.
6. Respect copyright laws and reference or cite sources appropriately.
7. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, disengage from the dialogue in a polite manner.
8. Never participate in social media when the topic being discussed might be considered a crisis situation.
9. When in doubt about posting a comment or image, don't! Protect yourself, your privacy and the organization's confidential information and its reputation. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.

Telephone Calls & Electronic Devices

The telephones in the surgery department are for business use only. Students are not to make or receive personal calls during clinical education activities. The use of cellular telephones, including text messaging and social networking at the clinical education center is permitted only during lunch or breaks or in the case of emergency. Consequently, **students will not carry cell phones during clinical activities**, but will retrieve them during lunch/breaks as necessary.

Violation of this policy will result in a 5% reduction in the clinical grade.

Computer Use at Clinical

As with telephones, the computers in the surgery department are for business use only. Students are not to use facility internet access unless directed to do so for facility or college/program activities. Students are reminded that any information posted about the clinical facility and its staff or Surgical Technology program and its faculty to social networking

site deemed derogatory or unprofessional is subject to disciplinary actions including clinical suspension.

Smoking

Smoking at Southwest Technical College is in accordance with institutional policy as described in the current Southwest Technical College Catalog and Student Handbook/Calendar.

Smoking during clinical education will be in accordance with the smoking policy of that individual institution. Students found in violation of the clinical education center's smoking policy will be subject to disciplinary action, including removal from the clinical education center and failure of the clinical education course. Excessive absence or tardiness to the clinical assignment due to smoking will be grounds for disciplinary actions. Smoking students are not granted more frequent or longer breaks or lunch periods than non-smoking students.

Students that smoke are reminded that ill patients are particularly sensitive to odor. Consequently, should the student smoke during the clinical day, any residual odors of smoke will be treated as a violation of the program dress-code policy as previously described.

students in violation of the clinical affiliate smoking policy will receive a 5% clinical grade reduction and may be subject to removal from that facility.

Alcohol and/or Drugs

The use of alcohol and/or drugs during clinical education is prohibited. Any student found to be under the influence or in possession of drugs and/or alcohol will be subject to disciplinary action as previously outlined. In the case of illegal substances, the police may be notified.

Any student smelling of alcohol while at clinical, regardless of sobriety, will be considered in violation of dress code policy. In the event of excessive or recurrent issues of smelling of alcohol, the student will be removed from the clinical education setting.

If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the clinical affiliate reserves the right to require a for-cause drug test consistent with its institutional policy. For on-campus educational activities, SWTC policies related to drugs and alcohol are followed.

More details about the process of drug testing (where to be tested, the cost of the test, and results reporting) are disseminated to students as part of the program onboarding/orientation process.

Gum Chewing

Students will not chew gum in the presence of patients or in the clinical setting.

Records

It is your responsibility to update records. It is the student's responsibility to maintain current with immunizations and CPR certification. If a clinical site requests the documentation and a student cannot provide the appropriate paperwork available for review, the student will be sent home and the missed time must be made up before the end of the semester. If required information is not current, the student will not be eligible for clinical placement. Any clinical time lost due to missing/outdated information will need to be made up at a later date.

Health and Safety Requirements for Clinical Education

For your protection and for the protection of the patients with which you will come in contact, it is required that you complete the following health and safety requirements:

1. **PHYSICAL EXAMINATION:** A physical examination is to be completed by your physician utilizing the Physical Requirements/Physical Examination form (pp. 205-206), which includes your immunization records for the following:

- 2-Step Tuberculin Skin Test or Titer
- Diphtheria Pertussis Tetanus Immunization
- Measles Immunization (MMR).
- Varicella
- Hepatitis B
- Influenza
- Covid-19

2. **RELEASE OF RESPONSIBILITY FORM:** The student waives all clinical education centers of responsibility, financial or otherwise, for illness or injury during clinical education.

3. **HEALTH INSURANCE:** All students are required to carry health insurance and provide documentation of coverage to be placed for clinical education activities.

4. **CPR CERTIFICATION:** All students are required to be certified in CPR for the Health Care Provider by the American Heart Association in order to attend clinical education. Any student whose CPR certification expires during the program will be removed from clinical until recertified. CPR certification/refresher courses are available at SWTC (please check the current catalog or with registration) but are also available at other facilities.

STUDENT HEALTH REQUIREMENTS AND CPR CERTIFICATION MUST BE CURRENT IN ORDER TO ATTEND CLINICAL EDUCATION. IF ANY OF THESE REQUIREMENTS LAPSE DURING THE EDUCATIONAL PROGRAM, A 5% REDUCTION PER DAY IN THE CLINICAL GRADE WILL BE ASSESSED. THE STUDENT IS PLACED ON CLINICAL PROBATION AND REMOVED FROM CLINICAL UNTIL ALL REQUIREMENTS HAVE BEEN MET.

IF THE ISSUE HAS NOT BEEN RESOLVED IN 2 WEEKS THE STUDENT WILL RECEIVE A FAILING GRADE IN THE CLINICAL COURSE.

Incident and Injury Reporting

Any non-injury incident that occurs on campus or at clinical education is documented using the Southwest Technical College General Incident Report form. Although this form will likely be completed by a member of program faculty, students may be involved with providing information included in the completed document. Should the student suffer an injury or illness either on campus or during clinical education activities, it is required that a Southwest Technical College Injury and Illness Report form be completed and returned to the Surgical Technology Program director within 24 hours of the incident. Should the injury occur during clinical education activities, the Clinical Education center incident report forms may additionally be required.

As stated on the previous page, Southwest Technical College, nor the Associate Degree Surgical Technology Program, nor the clinical education centers are responsible for injuries suffered by students during the clinical education component of the program. Students are again strongly advised to carry medical insurance.

Change in Health Status

All students who experience a major change in health status must provide physician authorization to attend clinical. Major changes include surgery, hospitalization and pregnancy.

Infection Control

Students receive extensive instruction in the mechanisms of disease transmission and infection control in the Methods of Patient Care course of the Surgical Technology curriculum. All students in Southwest Technical College Health, Human and Protective Services programs that perform procedures involving contact with blood or other body fluids, mucous membranes, or non-intact skin, are required to adhere to these practices.

Students are discouraged from engaging in patient care activities when they themselves have an active potentially contagious disease. It is the responsibility of the student to protect patients, visitors, and staff members. It is program policy that regardless of the nature or the cause of the patient's illness, Surgical Technology students may not elect to limit their participation in the care of any patient.

Hand Hygiene

Hand hygiene has been cited frequently as the single most important practice to reduce the transmission of infectious agents in healthcare settings and is an essential element of Standard Precautions. The term "hand hygiene" includes both handwashing with either plain or antiseptic-containing soap and water, and use of alcohol-based products (gels, rinses, foams)

that do not require the use of water. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience. Improved hand hygiene practices have been associated with a sustained decrease in the incidence of MRSA and VRE infections primarily in the ICU. The scientific rationale, indications, methods, and products for hand hygiene are summarized in other publications.

The effectiveness of hand hygiene can be reduced by the type and length of fingernails. Individuals wearing artificial nails.

have been shown to harbor more pathogenic organisms, especially gram-negative bacilli and yeasts, on the nails and in the subungual area than those with native nails. SWTC Surgical Technology students may not wear artificial nails while performing clinical education.

The entire hand hygiene document is available for student reference in the Medical Imaging classroom/laboratory or at the CDC website: <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>.

Standard Precautions

Standard Precautions combine the major features of Universal Precautions (UP) and Body Substance Isolation (BSI) and are based on the principle that all blood, body fluids, secretions, excretions except sweat, nonintact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Also, equipment or items in the patient environment likely to have been contaminated with infectious body fluids must be handled in a manner to prevent transmission of infectious agents (e.g., wear gloves for direct contact, contain heavily soiled equipment, properly clean and disinfect or sterilize reusable equipment before use on another patient).

The application of Standard Precautions during patient care is determined by the nature of the HCW-patient interaction and the extent of anticipated blood, body fluid, or pathogen exposure. For some interactions (e.g., performing venipuncture), only gloves may be needed; during other interactions (e.g., intubation), use of gloves, gown, and face shield or mask and goggles is necessary. Education and training on the principles and rationale for recommended practices are critical elements of Standard Precautions because they facilitate appropriate decision-making and promote adherence when HCWs are faced with new circumstances. An example of the importance of the use of Standard Precautions is intubation, especially under emergency circumstances when infectious agents may not be suspected, but later are identified (e.g., SARS-CoV, N. meningitides).

Standard Precautions are also intended to protect patients by ensuring that healthcare personnel do not carry infectious agents to patients on their hands or via equipment used during patient care.

The entire isolation precautions document is available for student reference in the Medical Imaging classroom/laboratory or at the CDC website:
<http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf>

Exposure to Blood and Body Fluids

Even with good adherence to all exposure prevention practices, exposure incidents can occur. Consequently, procedures have been established for post-exposure evaluation and follow-up following exposure to bloodborne pathogens.

If a Health Occupation student is involved in an accident where exposure to bloodborne pathogens may have occurred there are two areas where efforts should be focused:

- Documenting the circumstances surrounding the exposure incident.
- Encouraging the student to seek medical consultation and treatment as expeditiously as possible.

EXPOSURE INCIDENT

The occurrence of an exposure incident must first be established. An exposure incident has been defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

POST EXPOSURE PROCEDURES

Early action is crucial. Reporting an exposure incident immediately permits early medical follow-up. Immediate intervention can forestall the development of Hepatitis B and enable the affected student to track potential HIV infection. Prompt reporting can also help the student avoid spreading bloodborne infection to others. Further, it enables an evaluation of the circumstances surrounding the exposure incident in order to find ways to prevent such a situation from occurring again. The following procedures should be followed if an incident involving a Health Occupation student should occur:

1. **COMMUNICATION OF EXPOSURE:** If an incident occurs, the student must immediately notify the clinical instructor and a member of program faculty. The medical evaluation and follow-up then become the responsibility of the student. Should the exposure occur at a clinical affiliate of the BTC Sonography Program, the student will adhere to any policies and/or procedures of the facility.

2. FILING THE INCIDENT REPORT: Upon determination of exposure the following incident reports must be completed and become part of the student's record:

- a. SWTC Accident/Incident Report (p. 203).
- b. Clinical Facility Incident Report as appropriate.

Copies of all incident reports are maintained by the office of the SWTC Vice President of Learning Support, as well as the student's clinical education record, maintained by the program. Copies of incident reports are available to the involved student upon request.

3. EVALUATION AND FOLLOW-UP: While OSHA standards require employers to provide free medical evaluation and treatment to employees who experience an exposure incident, unfortunately at this time, this service is not typically

available to Health Occupation students. However, evaluation and follow-up procedures and any recommended treatments are strongly recommended to any student exposed to blood or body fluids.

Tuberculosis Testing and Precautions

Students are required to be tested for exposure to TB as part of the physical examination process. SWTC requires a 2-Step TB skin test:

- There must be a minimum of 7 days between the two injections.
- The time between injections cannot exceed 21 days.
- The first injection must occur within 3 months of program entry.
- On May 2, 2005, the Federal Drug Administration (FDA) approved the QuantiFERON – TB GOLD blood test as a method to screen for active tuberculosis (TB) or latent tuberculosis infection (LTBI). Guidelines were published by the CDC on December 16, 2005.

Contact with patients with known, active tuberculosis requires special equipment to assure safety of the caregiver. Consequently, no Southwest Technical College Associate Degree Surgical Technology Program student will work with a patient diagnosed with active TB.

Hepatitis B

Unlike HIV/AIDS, which to date cannot be vaccinated against, Hepatitis B, which also causes catastrophic illness or death, can be prevented with a vaccine. Therefore, the Center for Disease Control & Prevention in Atlanta, Georgia made a recommendation that Hepatitis B vaccine should be considered for a number of groups. One of those groups is health care workers having blood or needle stick exposure.

Procedures, which deal with blood and body fluids, can present occupational hazards. Risks among health care professionals vary during the training and working career of each individual

but are often highest during the professional training period. For this reason, it is required that vaccination be completed by the end of the fall semester of the first year of training.

You will receive instructions on protective procedures and universal precautions once you are in school. However, we encourage you to consult your personal physician about the advisability of receiving the hepatitis B vaccine before entering school. Should an exposure occur during a clinical experience, neither the school nor the health care facility can be held liable or responsible for costs incurred at such time.

The Hepatitis B Acknowledgment Release Form must be signed and returned as part of the requirements for participation in the program as previously described.

THE DISEASE

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV), which causes death in approximately 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms but continue to transmit the disease to others. Some may develop chronic active Hepatitis and Cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute Hepatitis and reduce sickness and death from chronic active Hepatitis, Cirrhosis, and liver cancer.

THE VACCINES

The hepatitis B vaccine has been available since 1982. The vaccines currently in use in the United States are made with recombinant DNA technology and contain protein portions of HBV (usually parts of the outer protein or the surface antigen of HBV). Thus, the vaccines do not contain any live virus. The vaccine is administered intramuscularly in three doses usually given on a schedule of 0, 1, and 6 months, but there can be flexibility in this schedule. More than 95% of children and adolescents and more than 90% of young, healthy adults develop adequate immunity following the recommended three doses. Persons who respond to the vaccine are protected from both acute hepatitis B infections as well as chronic infection.

WHO SHOULD BE VACCINATED?

The Advisory Committee on Immunization Practices (ACIP) recommends hepatitis B vaccination for everyone 18 years of age and younger, and for adults over 18 years of age who are at risk for HBV infection, which include:

- Sexually active heterosexual adults with more than one sex partner in the prior 6 months or have a history of sexually transmitted disease.
- Homosexual and bisexual men.
- Illicit injection drug users.
- Persons at occupational risk of infection.

- Hemodialysis patients.
- Household and sex contacts of persons with chronic HBV infection.
- Clients and staff of institutions for the developmentally disabled.

ADMINISTRATION

The vaccine is readily available at your doctor's office or local health clinic. Three doses are generally required to complete the hepatitis B vaccine series, although there is an accelerated two-dose series for adolescents.

- First Injection - At any given time
- Second Injection - At least one month after the first dose
- Third Injection - Six months after the first dose

POSSIBLE VACCINE SIDE EFFECTS

Serious side effects after administration of the hepatitis B vaccine are extremely rare. There have been some anecdotal reports of the association of hepatitis B vaccination with chronic illness such as autoimmune disorders. However, there have been no scientific data supporting these claims. Large-scale immunization exercises have been ongoing in many other countries and in the United States, and thus far there has been no association of hepatitis B vaccination with serious adverse events.

CONTRAINDICATIONS TO THE VACCINE

A serious allergic reaction to a prior dose of hepatitis B vaccine or a vaccine component is a contraindication to further doses of hepatitis b vaccine. The recombinant vaccines that are licensed for use in the United States are synthesized by *Saccharomyces cerevisiae* (common bakers' yeast), into which a plasmid containing the gene for HBsAg has been inserted. Purified HBsAg is obtained by lysing the yeast cells and separating HBsAg from the yeast components by biochemical and biophysical techniques. Persons allergic to yeast should not be vaccinated with vaccines containing yeast.

IMMUNIZATION DECLINATION

Southwest Technical College Health Sciences Programs requires vaccination or proof of immunity through titer to protect students, patients, and staff during clinical education/externship activities. Individuals in these patient-care settings not only put their own health and safety at risk, but also put at risk the health and safety of patients, family members, and other healthcare professionals with whom they come in contact.

Southwest Technical College requires immunization/ proof of immunity for the following communicable diseases:

- Measles, Mumps, Rubella (MMR)

- Varicella (Chickenpox)
- Hepatitis B
- Annual Influenza
- Tetanus/Pertussis/Diphtheria
- Sars-Covid 19

Wisconsin law allows for immunization declination if the adult student, or the student's parent, guardian or legal custodian submits a written statement to the school, objecting to the immunization for reasons of health, religion or personal conviction.

In the event of a medical declination (e.g. allergy), the signature of a physician or other provider is required. It is expected that the student will comply with all other health requirements, including providing evidence of immunization/proof of immunity for all items not declined. The choice to decline required immunization requirements could result in the following consequences related to clinical education placement:

- Exposure to patients with the above listed diseases puts the student at risk of acquiring the disease.
- Exposure to any communicable disease listed above may result in the removal of the student from clinical education activities for at least the incubation period of the disease exposed.
- Clinical education affiliates may refuse placement to any student deemed a potential risk to patients, their families, or staff.
- For all of the reasons listed above, refusal of BTC Health Sciences immunization requirements may prevent the student from completing program graduation requirements.

Any student declining immunization requirements is required to complete the Immunization Declination form. This information will be shared with program clinical education affiliates, and placement is made at the discretion of these facilities.

Student Input

The input of ideas and suggestions by the students in the Surgical Technology Program are very important to the faculty. If at any time you have an idea or concern, please reach out to the Program Director.

WELCOME TO SWTC SURGICAL TECHNOLOGY PROGRAM.

Latex Allergy

The incidence of serious allergic reactions to latex has increased dramatically in recent years. In rare cases, these allergies can be fatal. Health care workers and others who are frequently exposed to products containing latex should be aware of the potential for developing an allergic reaction and individuals who exhibit symptoms of the allergy should be alerted to the need to avoid future exposure to latex products.

Allergy to latex proteins is a medical problem with symptoms like those seen in individuals who are allergic to bee venom or cat dander. Reactions on exposure to the allergen are generally acute and may mimic hay fever or asthma, with symptoms such as nasal congestion, hives, or difficulty breathing. The most severe cases can result in anaphylaxis, a potentially fatal reaction that affects many parts of the body at once. Symptoms are usually immediate, progress rapidly, and may include a dangerous drop in blood pressure, flushed skin, difficulty breathing, and swelling of the throat, tongue and nose, and loss of consciousness. Emergency attention should be sought at the first sign of an anaphylactic reaction. Skin problems, or contact dermatitis, resulting from the use of latex and non-latex gloves are frequently confused with latex allergy. Contact dermatitis is an old problem that is due to frequent hand washing with irritating soaps, skin abrasions from repeatedly donning and removing gloves, or an allergy to one of the chemicals used in the production of rubber gloves. These local skin problems are virtually never a result of true latex allergy. Students who have or develop a latex allergy while in the surgical technology program may find it difficult to complete the program's requirements. A latex-free environment cannot be guaranteed at Southwest Technical College, nor its health care affiliates. Students with concerns should contact the Surgical Technology Program Director and their health care provider to discuss the ramifications of a latex allergy. If a student experiences symptoms of a latex allergy, he or she is responsible to complete the following:

1. See your doctor for evaluation as soon as possible.
2. Notify the Surgical Technology Program Director of documented allergy (written documentation of allergy from health care provider is necessary) within 3 class sessions and prior to clinical/surgical tech lab experience, whichever is the shortest period of time.
3. Sign latex allergy acknowledgement form
4. Notify each clinical and lab instructor of documented allergy.
5. Report any indications of allergic symptoms to instructor and/or clinical instructor immediately!

Policies And Information May Be Subject to Change During the School Year. Complete this form turn into the Surgical Technology Program Director

Latex Allergy Acknowledgement

I, the undersigned, acknowledge that I have received information and understand the potential dangers of latex exposure that could become life threatening. I understand that Southwest Technical College is a latex free campus, but latex cannot always be determined within a product. I will not hold SWTC and/or its affiliating agencies liable for any illness/injury related to this condition or its complications. My signature indicates that I understand the policies and procedures provided in the Southwest Technical College Surgical Technology Handbook and that I understand these policies and procedures are in effect throughout the program. I also understand that additional policies and procedures are contained in the Southwest Technical College Student Handbook and in each course syllabus for the Surgical Technology Program.

Signature

Print Name

Date

STATEMENT OF AGREEMENT

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

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

My signature indicates acceptance of this agreement.

Student Signature: _____

Date: _____

