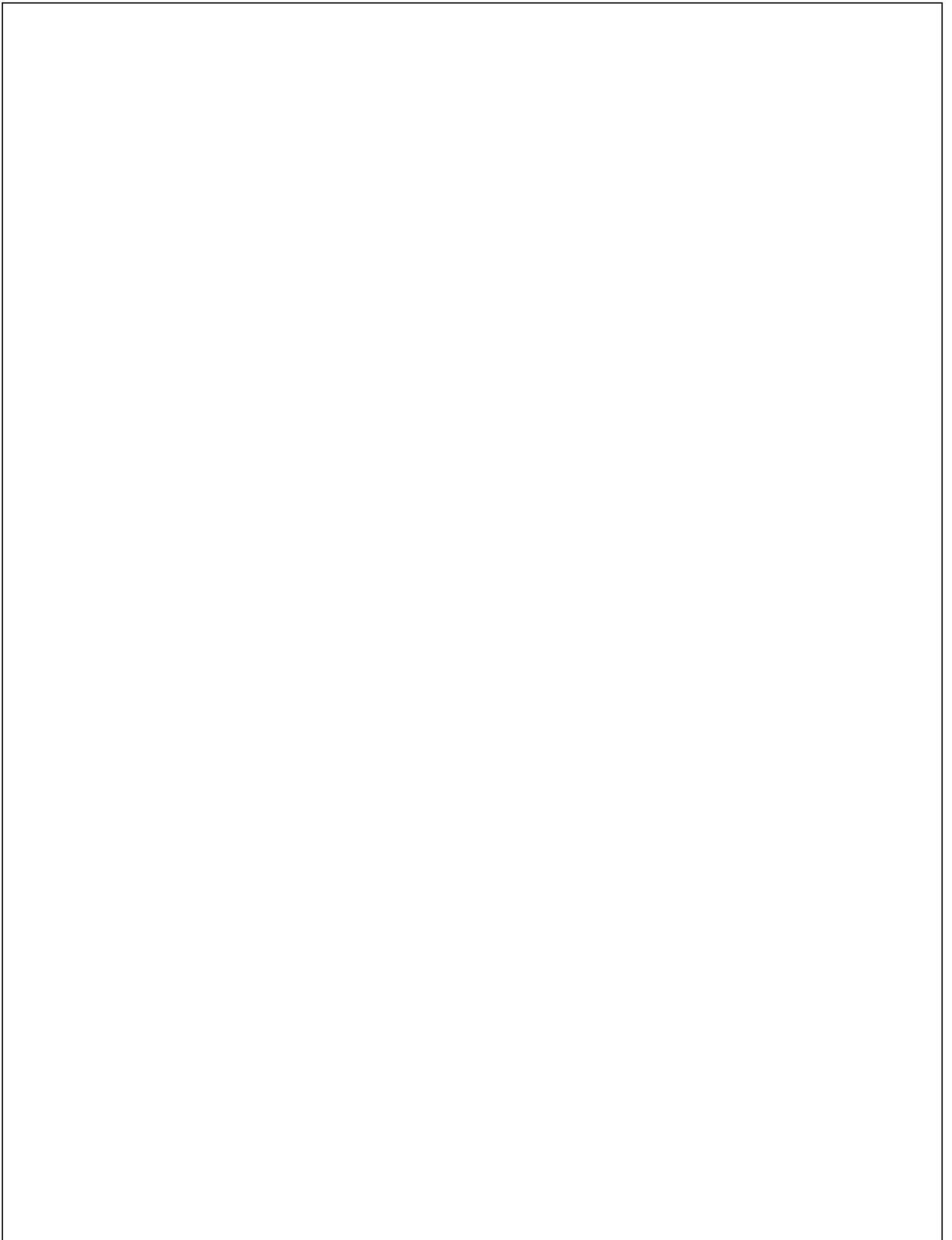


2019-2020

Surgical Technology Program
Student Policy Manual



Calhoun Community College
Health Sciences Division



Welcome to the surgical technology program at Calhoun Community College. The coming months should prove to be challenging and exciting as you prepare for your career as a Certified Surgical Technologist.

The policies and regulations contained within this manual are specific to the ST program and are in addition to those required by the College as stated in the current *Calhoun Community College Catalog and Student Handbook*. The purpose of this manual is to provide information for ST students and faculty. As a result of the implementation of these policies, it is expected that:

1. Instructors will be able to make decisions and give consistent advice to students.
2. Students will receive consistent, equitable treatment throughout their time in the program.

Unless otherwise stated in this manual, a student who fails to comply with these policies will be counseled by ST faculty in order that policy noncompliance may be resolved. The student with continued noncompliance will be referred to the Chairperson of Allied Health Department and/or Division Dean to determine the consequences of the behavior. The possible outcome may be a full disciplinary hearing convened by the Vice President of Student Services.

Unless otherwise designated in a course syllabus, the policies in this manual cover a period of one year. However, policies for the Surgical Technology Program are subject to change at any time. Written notice will be given to all students enrolled in SUR courses prior to implementation of policy changes. For your benefit it is important for you to read and understand this Manual in its entirety as it contains information to ensure you have a safe and successful experience while enrolled in the ST program.

If you have any questions, please feel free to ask.

It is the official policy of the Alabama State Department of Education and Calhoun Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**SURGICAL TECHNOLOGY POLICY MANUAL
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Surgical Technology Program

Grant Wilson, M.Ed., CST, FAST
Program Director
(256) 306-2950
grant.wilson@calhoun.edu

Carla Crayton, CST, FAST
Program Faculty
(256) 306-2789
carla.crayton@calhoun.edu

Administration and Staff

J. Bret McGill, M.S., NRP
Division Dean
(256) 306-2861
bret.mcgill@calhoun.edu

Tiffany Bain, M.A., PTA
Allied Health Department Chair
(256) 260-2439
tiffany.bain@calhoun.edu

Misty Greene
Allied Health Secretary
(256) 306-2786
misty.greene@calhoun.edu



SURGICAL TECHNOLOGY PROGRAM

Mission Statement

The mission of the Surgical Technology Program, in concert with the College's mission, is to provide accessible quality educational opportunities, promote community and economic development, and enhance the quality of life for those it serves.

Purpose Statement

The purpose of the Surgical Technology program is to prepare graduates for employment and careers in this rapidly growing technical field. The Surgical Technology program is directed towards men and women who have the capability and interest to become surgical technologists. The program is designed to provide the student with the knowledge and skills to function as an integral part of a team providing surgical care to patients in a variety of settings. The program prepares individuals to perform general technical support tasks in the operating room before, during, and after surgery including instruction in pre-operative patient and surgical team preparation, handling of surgical instruments during surgery, inventory of supplies and instruments before and during operations, sterilization and cleaning of equipment, maintaining clean and sterile environments, safely performing operating room procedures, and record keeping. Under medical supervision, the surgical technologist will assist with safe and effective delivery of invasive surgical procedures.

The educational program in Surgical Technology is designed to develop the student's cognitive, affective and psychomotor abilities and to assist the surgical technologist in acquiring the knowledge and critical judgment essential for decision making as well as skill oriented delivery of surgical techniques. The goal of this program is to prepare competent entry level surgical technologist in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The objectives of the program, which the graduates must successfully demonstrate, flow from the College mission statement, the program philosophy, and the program goal.

Upon successful completion of the Surgical Technology program, the student will demonstrate the following objectives:

1. Comprehension, application and evaluation of clinical information relevant to his or her role as a surgical technologist. (Cognitive Domain)
2. Technical proficiency in all skills necessary to fulfill the role as a surgical technologist. (Psychomotor Domain)
3. Personal behaviors (Communications) consistent with professional and employer expectations for the surgical technologist. (Affective Domain)

Student Learning Outcomes

Further, graduates of the Calhoun Community College are expected to meet student learning outcomes. Upon completion of the Surgical Technology Program, the student will be able to:

1. Participate in basic cases in a variety of surgical specialties.
2. Determine an appropriate setup for core procedures.
3. Demonstrate entry level knowledge of surgical anatomy and physiology.
4. Employ principles of aseptic technique.
5. Anticipate the needs of the surgeon and patient during the surgical procedure.
6. Demonstrate professional behaviors with surgeon and other surgical team members.
7. Manage time effectively as a member of the surgical team.
8. Demonstrate preparedness for successfully completing the CST exam.

Accreditation Status

The CCC surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, www.caahep.org, (727) 210-2350.

Upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120, www.arcstsa.org, (303) 694-9262.

Graduates of CAAHEP accredited programs are eligible to sit for the National Certified Surgical Technologist exam. The CST exam is managed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).



**Surgical Technology
Associate of Applied Science Degree
Curriculum Plan**

| Surgical Technology Associate of Applied Science Degree Curriculum Plan | | |
|--|--|---------------------|
| Semester 1 | | Credit Hours |
| ORI 110 | Freshman Seminar | 1 |
| ENG 101 | English Composition I | 3 |
| EMS 106 | Medical Terminology | 2 |
| MTH elective | MTH 100 - Intermediate College Algebra MTH 110 - Finite Mathematics MTH 112 - Pre-calculus Algebra | 3 |
| BIO 201 | Human Anatomy and Physiology I | 4 |
| | | 13 |
| Semester 2 | | |
| BIO 202 | Human Anatomy and Physiology II | 4 |
| PSY 200 | General Psychology | 3 |
| SPH elective | SPH 106 – Fundamentals of Oral Communication SPH 107 – Fundamentals of Public Speaking | 3 |
| HUM elective | Art, Foreign Language, Literature, Music, Philosophy, Religion, or Theatre | 3 |
| | | 13 |
| Semester 3 | | |
| SUR 100 | Principles of Surgical Technology | 5 |
| SUR 102 | Applied Surgical Techniques | 4 |
| SUR 107 | Surgical Anatomy and Pathophysiology | 3 |
| SUR 108 | Pharmacology for the Surgical Technologist | 2 |
| | | 14 |
| Semester 4 | | |
| SUR 103 | Surgical Procedures | 5 |
| SUR 104 | Surgical Practicum I | 4 |
| PSY 210 | Human Growth and Development | 3 |
| | | 12 |
| Semester 5 | | |
| SUR 105 | Surgical Practicum II | 5 |
| SUR 106 | Role Transition in Surgical Technology | 1 |
| SUR 204 | Surgical Practicum III | 4 |
| | | 10 |
| AAS Degree Total Credit Hours = 62 | | |



| Surgical Technology Certificate Curriculum Plan | | |
|--|---|---------------------|
| Semester 1 | | Credit Hours |
| ENG 101 | English Composition I | 3 |
| EMS 106 | Medical Terminology | 2 |
| MTH elective | MTH 100 - Intermediate College Algebra MTH 110 - Finite Mathematics MTH 112 - Pre-calculus Algebra | 3 |
| | | 8 |
| Semester 2 | | |
| SUR 100 | Principles of Surgical Technology | 5 |
| SUR 102 | Applied Surgical Techniques | 4 |
| SUR 107 | Surgical Anatomy and Pathophysiology | 3 |
| SUR 108 | Pharmacology for the Surgical Technologist | 2 |
| | | 14 |
| Semester 3 | | |
| SUR 103 | Surgical Procedures | 5 |
| SUR 104 | Surgical Practicum I | 4 |
| SPH elective | SPH 106 – Fundamentals of Oral Communication SPH 107 – Fundamentals of Public Speaking ENG 102 – English Composition II | 3 |
| | | 12 |
| Semester 4 | | |
| SUR 105 | Surgical Practicum II | 5 |
| SUR 106 | Role Transition in Surgical Technology | 1 |
| SUR 204 | Surgical Practicum III | 4 |
| | | 10 |
| Certificate Credit Hours Total = 44 | | |

Program Completion

Calhoun Community College awards a Certificate or an Associate of Applied Science degree to students who successfully complete the requirements for the Surgical Technology program. Students must apply during the last semester of the program. A fee is required to process the application for graduation.

Conduct

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The *CCC Student Handbook* notes student conduct expectations and responsibilities, defines misconduct, lists disciplinary procedures, and explains the student complaint process.

Professionalism

When choosing a profession, an individual must be willing to assume professional behavior inherent to that profession. This begins in the classroom and continues in the clinic. Therefore, the Calhoun Community College ST program expects students to demonstrate absolute academic integrity, and moral, ethical, and professional behavior both in the classroom and in the clinical setting. Professional conduct includes, but is not limited to:

- Behavior and language that demonstrates respects for all persons, including other students, faculty, patients, families, coworkers, and other professionals.
- Treating all persons equally without regard to religion, race, gender, sexual orientation, marital status, age, beliefs, disability, or cultural differences.
- Keeping all patient, clinical facility, and student information confidential.
- Dressing appropriately.
- Taking care of school and clinical facility property.
- Following instructions and adhering to policies and procedures.
- Refraining from disorderly conduct, horseplay, and harassment of others.
- Not engaging in illegal or unethical acts.
- Being prompt and prepared for all learning experiences.

Students and faculty are expected to observe the professional guidelines outlined in the Association of Surgical Technologists Position Statement – Code of Ethics (www.ast.org).

Students must also abide by the same regulations, policies, and professional expectations as employees of assigned facilities for clinical experiences. These regulations are in addition to those of Calhoun Community College and the ST program. In addition, some facilities to which students are assigned have requirements specific to students. Students may be subject to discipline by the program for any violation of professional conduct.



During the second semester of the surgical technology program, the class become student members of the Association of Surgical Technologists.

The benefits of participation in professional organizations are numerous. The AST provides networking opportunities, assists in employment searches, coordinates medical mission trips, offers continuing education, keeps members abreast of industry standards and issues, and serves as a representative voice for the profession. It is expected that graduates will value this resource and be involved in the Association as they develop their careers.

Instructional Methods

Surgical technology students learn through lecture, classroom group discussion, audio-visual presentations, demonstrations, independent reading and study guide assignments, individual and group assignments, patient models, computer assisted learning, case studies, supervised campus laboratory practice and clinical experiences.

Evaluation of Learning

Formative and summative evaluation techniques are used throughout the surgical technology curriculum as a basis for measuring progress of the learner in meeting the course objectives. Learning is assessed using a variety of methods including written examinations, written assignments, campus laboratory skills validation and clinical learning experience performance evaluation. Student absences may adversely affect outcomes.

Each SUR course has a syllabus that is the student-teacher agreement for that specific course. The syllabus contains the course objectives which must be achieved to pass the course. The evaluation methods used to assess learning and the breakdown of grading will be defined in the course syllabus.

Students are responsible for all material taught in previous semesters / courses and may be tested on that content in current courses. Therefore, students are encouraged to retain previous course syllabi.

A minimal grade of C is necessary in order to achieve passing status in the course. The student must achieve a minimum grade of "C" in order to successfully complete each SUR course.

| | |
|---------------|---------------------|
| A - Excellent | (90 - 100) |
| B - Good | (80 - 89) |
| C - Average | (75 - 79) |
| D - Poor | (60 - 74) = Failing |

All course averages will be rounded to whole numbers for the purpose of grade assignment. Averages ending in .00 to .44 will be rounded down; averages ending in .45 to .99 will be rounded to the next highest integer.

Skills Evaluation - Students must demonstrate technical competence in the performance of selected surgical skills based on established criteria. Faculty first demonstrate skills in the campus lab. Time is provided for the student to practice skills and an instructor will observe and offer formative evaluation during practice sessions. At designated times the student will be graded on skill performance. Students must perform skills according to critical requirements to be considered satisfactory.

Failure to meet the above expectations could result in failure of the clinical SUR course.

Examination Policies

Every SUR course is a building block for clinical practice. Students must acquire a strong knowledge base in order to be a successful surgical technologist. Examinations are a means of assessing comprehension and the mastery of course objectives. The following are general guidelines about ST student assessment. In the event of differences between the *ST Student Policy Manual* and a ST course syllabus, students and faculty will be subject to the course syllabus.

1. The ST program grading policy is more stringent than the general college grading policy. In order to pass a SUR course the student must receive a grade of 75% or greater. Students who do not receive a minimum of 75% as a final grade in a course will not be allowed to progress in the program. It is the belief of the faculty that having a strict grading policy will help to better ensure student knowledge and

competency. The CCC Personnel Handbook acknowledges that “some programs / courses may have a higher grading system”.

2. Examinations are given to students after completion of a section of a course as deemed appropriate by the course instructor to check student progress in learning. The schedule and weighting of examinations is published in each course syllabus.
3. Written / theory examinations may be composed of any of the following: multiple choice, true-false, fill in the blank, short answer, matching &/or essay questions. The format of written make-up exams is at the discretion of the course instructor.
4. Written examination time will be limited to according to the number of questions and announced at the beginning of exam. Students who arrive to class tardy after an examination has been started will not be granted additional time for testing.
5. Cell phones, smartwatches, other electronic devices, papers, and personal items may not be in sight during testing or test review. If a cell phone or other electronic device is in evidence or emits noise which disturbs the class during an examination, an instructor may choose to assign a zero (0) as the examination grade. Students may not wear hats during examinations. Once testing begins, students will not be allowed to exit the room until their examination is complete.
6. Faculty post examination grades as soon as possible; generally, within one week of testing. Do not ask instructors about grades unless more than 1 week has elapsed. Grades are not provided by telephone, text, or email.
7. If a student feels that he/she has been treated unfairly in any examination (written or skills laboratory), the student should first discuss the concern with the instructor. If the concern is not resolved, the student should bring the matter to the attention of the program director. The next step would be to follow the guidelines for a grade appeal as stated in the *Calhoun Community College Catalog and Student Handbook*.
8. Absence from a written test or laboratory exam:
 - A. If a student knows he/she must be absent the day of an examination, they may arrange to take the exam prior to the scheduled date without penalty.
 - B. Make up exams will not be allowed unless the missed exam is due to a college-approved exception. If a student misses an exam or is more than 15 minutes late for the start of an exam, the Final exam will count in the place of the first missed exam. All other missed exams will be counted as a zero (0). College-approved exceptions include; absence due to military duty, jury duty, or official college business / travel pre-approved by the Dean as commensurate with the Calhoun Community College Catalog.
 - C. After one missed exam the student will receive a grade of 0 for any / all subsequent missed exams.
 - D. Make-up exams, labs, and assignments may be of different content and/or style from those given to students who complete the task at the assigned time.
9. Cell phones, smartwatches, other electronic devices, papers, and personal items may not be in sight during testing or test review. If a cell phone or other electronic device is in evidence or emits noise which disturbs the class during an examination, an instructor may choose to assign a zero (0) as the examination grade. Students may not wear hats during examinations. Once testing begins, students will not be allowed to exit the room until their examination is complete.
10. Faculty post examination grades as soon as possible; generally, within one week of testing. Do not ask instructors about grades unless more than 1 week has elapsed. Grades are not provided by telephone, text, or email.
11. If a student feels that he/she has been treated unfairly in any examination (written or laboratory practical), the student should first discuss the concern with the instructor. If the concern is not resolved, the student should bring the matter to the attention of the program director. The next step would be to follow the guidelines for a grade appeal as stated in the *Calhoun Community College Catalog and Student Handbook*.

Class & Lab Attendance

Attendance policies of the ST program are commensurate with those of the College as stated in the *CCC Catalog*. Class attendance is important for students to gain and demonstrate competencies in course concepts and skills. Any class session missed, regardless of cause, reduces the academic opportunity of the student to prepare for entering the profession as a Certified Surgical Technologist. It is expected that students treat their classroom and lab time as professional and therefore all students should be present and arrive on time for class.

Individual SUR course syllabi establish instructor expectations regarding attendance. Students exceeding the maximum number of hours for a course may be administratively withdrawn from the class. Students arriving more than an hour late or departing more than an hour before the instructor dismisses class will be counted absent for the class/lab.

Campus laboratory absences that constitute more than 10% of the total campus laboratory hours in the semester will exceed the maximum allowable for lab absence. ST students whose lab absences exceed the maximum in a course will receive the grade of "F" for that course unless the student withdraws before the withdrawal date.

On Campus Class Cancellation / Inclement Weather

If classes are cancelled because of inclement weather the college website, local radio stations WZYP, WEUP, WAAY, WRSA, WBHP and WDRM and television stations WAFF-48, WAAY-31, WHNT-19 will be contacted no later than 6:30 a.m. for day classes and 3:30 p.m. for evening classes. The CCC ALERT system also sends notification of class cancellation to registered devices. Area radio and TV stations are contacted **ONLY** when classes are canceled. Students are requested to check the CCC website rather than call the Allied Health division or ST faculty regarding college closure status.

Make-Up Work

Students are responsible for all exams, labs, assignments and information covered during a course. Students are assigned a zero (0) for missed work. Make-up work may be allowed at the instructor's discretion. Communication with the instructor, initiated by the student, concerning absences is essential.

Academic Progression

In order to progress through the ST program, the student must:

1. Enroll in all classes as designated by the curriculum plan which is sequential. A student must pass all SUR courses in one semester prior to beginning any SUR class in the following semester.
2. Students must fulfill all course requirements as stated in each SUR syllabus which includes successful completion of all lab, practical, and clinical components of each SUR course.
3. Earn a letter grade of C (75% or >) in each SUR course in the program prior to taking subsequent courses?
4. Have taken and passed all general education courses with a D or higher prior to graduating from the ST program.
5. Scrub a minimum of 120 cases as defined by the CCST6e.
6. Meet the ST program Essential Competencies of Candidates for Admission, Continuance & Graduation.
7. Successfully complete NBSTSA - Certified Surgical Technologist Practice Exam with a score of 65% or >.
8. Complete the Certified Surgical Technologist Exam.

Withdrawal

If a student chooses to withdraw from any or all of their SUR courses, it is important to discuss the matter with faculty prior to taking any action.

It is the responsibility of the student to officially withdraw by the published withdrawal deadline date which is noted in the Class Schedule each term. This may be done by logging in to MyCalhoun. If a student fails to officially withdraw from a course, a grade of F is assigned, which may adversely impact financial aid.

Readmission Policy

- Students dismissed from the surgical technology program due to illegal, unethical, or unprofessional behavior or actions that jeopardized patient safety will not be considered for program readmission.
- Requests for readmission are considered by the ST Admission Committee; readmission is not guaranteed.
- Students are eligible for readmission provided no longer than twelve (12) months have elapsed since last enrolled in the SUR program.
- A student may be readmitted to the Surgical Technology program one time following a failure or withdrawal from any SUR course. Students who are granted readmission are considered to be using their second and final opportunity to complete the program.
- Students seeking readmission must:
 - Submit proof (a current CCC transcript) of a minimum cumulative grade point average of 2.5
 - Submit a completed Plan of Action (POA) to the ST Admissions Committee
 - If requesting readmission / enrollment in the semester immediately following the semester with a failure/withdrawal, the POA and transcript must be received **at least 10 calendar days prior to the first day of class in the next semester.**
 - If seeking readmission to the program the following year, the POA must be submitted by **the published application deadline** for the new cohort of students.
 - The Plan of Action should discuss the academic and/or personal issues which prevented the student from being successful the previous admission and the planned strategies to address the stated issues.
- At the time of request for readmission, the student must demonstrate current immunizations and CPR certification. If enrolled, the student may be required to submit to a repeat background check and undergo repeat drug and alcohol screening according to Health Division policies.
- Students who withdraw from or are temporarily ineligible to progress through a program of study in the Allied Health Department are readmitted under the CCC Catalog and program policies in effect the year of readmission.

Reasons for Termination or Non-progression

A student may not be allowed to progress in SUR courses, or may be terminated from the Surgical Technology program, for the following reasons:

1. Excessive absences.
2. Unsatisfactory scholastic achievement
3. Unsatisfactory clinical or lab achievement.
4. Unprofessional conduct.
5. Critical incident.
6. Physical and/or emotional illness.
7. Breach of confidentiality or invasion of patient privacy. Violation of a confidentiality, patient privacy and/or HIPPA policy of any of the program's clinical affiliates.
8. Alcohol and/or drug substance abuse.
9. Failure to report an incident of exposure to blood or other potentially infectious materials.
10. Failure to follow procedures aimed at controlling the spread of blood borne pathogens.
11. Any act that constitutes negligence.
12. Unethical conduct.
13. Failure to properly label medications.
14. Failure to follow program count policy.
15. Failure to follow safe electrocautery practices.
16. Failure to verify surgical site prior to incision.
17. Improper handling of a surgical specimen.
18. Failure to meet the Essential Competencies (pp.47-50)
19. Positive drug screen or failure to submit to a drug screen when requested by the surgical technology program director or any of the program's clinical affiliates.
20. Inability to perform clinical or lab skills in a manner that is conducive to safe patient care as evaluated by the surgical technology program director.
21. Failure to follow policy and procedure of the program or any clinical affiliate.
22. Not performing within the scope of practice for surgical technologist as defined in the policies and procedures of the Surgical Technology Program or any of the program's clinical sites.
23. Students that score a 65% or lower on an exam will be removed from clinical. Students removed due to exam grades must demonstrate sufficient remediation of covered material and have permission of the program director to return to clinical.
24. Failure to wear personal protective equipment when participating in invasive procedures
25. Failure to wear dosimetry badge when working in clinical areas where x-ray may be used.
26. Failure to wear lead shielding when working in the presence of fluoroscopy.

Health Division Uniform Policy

All students enrolled in a Calhoun Community College health program are required to wear their respective uniforms at all times in accordance with the clinical uniform policy while in the classroom and laboratory setting. Students enrolled in a one semester program or the first semester of a multi-semester program will be given a three-week grace period before this policy is enforced. Students are asked to comply with this policy prior to the implementation date. The official start date of this policy will be provided by the instructor on the first day of class or during the program orientation for one semester programs or the first semester of multi-semester programs. Students enrolled in multi-semester health programs will not receive a grace period after their first semester in the program.

Students who are not dressed in accordance with the uniform policy, including properly worn student ID badges, will not be allowed to remain in the classroom or laboratory setting until they are in full compliance. Any missed work during this period of absence will be addressed by the program's standard attendance and make-up policy. Only the Health Division Dean, Director of Nursing, or Chair of Allied Health can make alterations or acceptations to this policy on a case-by-case basis.

All students will be expected to present a neat, well-groomed and professional appearance on-campus and during clinical education. Inappropriate dress, grooming, hygiene will not be tolerated.

Grooming:

- Personal cleanliness is essential. The hair and body should be clean; student should not have body odor (use deodorant);
- Clothing / uniform should be freshly laundered and pressed; shoes and laces should be clean.
- Hair is to be clean and neatly arranged.
- Nails must be short, clean, and without nail polish; artificial nails are not permitted
- Make-up may be worn in a conservative manner.
- Colognes, perfumes, or scents are not to be worn.
- No jewelry, except a plain wedding ring may be worn. Rings must be removed when involved in patient care.
- Smoking is prohibited anytime the student is wearing any part of the Calhoun Surgical Technology uniform.
- No visible tattoos allowed.

The ST student uniform consists of:

- a two-piece "scrub" uniform, color specific to the ST program
- clean, flat, non-slip sole, closed toed shoe in a neutral color with coordinating socks
- a matching scrub jacket, may be worn for warmth in the classroom
- scrub shirts and scrub jackets must be properly embroidered with the program logo

Cell Phones

Cell phones are allowed in the classroom, but **MUST NOT** emit an audible tone. Cell phones may not be answered during class. Communication by way of text messaging or video messaging during class is strictly prohibited unless authorized by an instructor. Violation of this policy will be addressed according to the CCC policy on Student Responsibilities and Conduct Expectations.

If a cell phone or other electronic device disturbs the class during an examination, an instructor may choose to assign a zero (0) for a class assignment or test.

NO cellular phones are allowed in the clinical area.

Recording Devices

The use of recording devices, including camera phones and audio recorders, by students is prohibited without instructor permission in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Surgical Technology Campus Lab

- Equipment should remain in the designated area of the Surgical Technology Department.
- The removal of any equipment or supplies from the campus lab requires permission
- The depletion of, or need for, supplies should be reported to the Campus Lab Assistant.
- Students should ask for assistance if unsure of equipment usage.
- The lab may be used to practice skills at any time a class is not in session with the permission of an instructor.
- Following use of the campus lab, students are responsible for leaving the area clean, neat, and orderly
- Invasive procedures performed in campus lab are on mannequins only.
- Students are not to lie or sit on beds except when specifically instructed to do so by faculty.
- Needles and syringes must be disposed of properly, as instructed by faculty.

Tobacco Use, Eating, and Drinking

CCC has a tobacco-free policy which prohibits the use, distribution, or sale of any tobacco product in college buildings or in or upon college premises or college vehicles. Tobacco use is also prohibited by students at clinical facilities during assigned learning rotations. The policy defines a tobacco product as any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. Consuming tobacco products while on campus or during a clinical rotation will result in disciplinary action and may result in dismissal from the ST program.

Students are requested to refrain from eating during class. Breaks will be provided at regular intervals. Eating and drinking are not permitted in the classroom, campus laboratory, or independent study areas without special permission from the Chairperson of the Allied Health Department.

Any use of alcohol and/or drug substances which have mind-altering properties is prohibited prior to class, campus lab, and/or clinical lab and is prohibited on the college campus.

Visitors

Visitors, including children and other family members, are NEVER allowed to attend classes, laboratory skill check-offs or clinical facilities with students under any circumstances. No minors should ever be left unattended in any building or parking lot of Calhoun Community College or a clinical agency.

Communication Channels

Should a problem arise during the semester, the student is encouraged to strive to solve it with the instructor or student involved. If no agreement is reached, consult the ST program director. If the program director cannot resolve the problem, the Allied Health Department Chair should be contacted. If the Allied Health Chairperson cannot resolve the problem, then the Health Division Dean should be consulted.

The College communicates important campus-wide information via Microsoft Outlook. This is the official method that you will receive information related to your enrollment. You may access your CCC e-mail account from the MyCalhoun Portal. Log on to the website www.calhoun.edu and choose MyCalhoun at the top of the homepage. The initial log in for the portal will be your "C" number and 6-digit date of birth (MMDDYY). You will be prompted to change the password. Once inside the portal you can log into e-mail by clicking on the envelope icon. Your email address will be your firstname.lastname@calhoun.edu (Example: jane.smith@calhoun.edu)

Health and Safety

Campus Safety

Effective emergency response requires personal preparedness and planning. Students are encouraged to register with the CCC ALERT system which sends emergency messages including events that pose imminent threat or danger and notice of class cancellations to as many devices the subscriber chooses including cell phones (voice and/or text messaging), land lines, email accounts, or pagers.

Students are asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such. If you observe a criminal act or are concerned about a person on campus, immediately notify the campus police at **256-306-2911**.

A behavioral emergency exists when an individual is threatening to cause harm to himself or others or is demonstrating behavior which indicates the person may be out of touch with reality. Never try to handle a situation on your own. Contact campus police immediately. In the event of a college lockdown all faculty, staff, and students are to seek sanctuary in a room that can be closed and locked. Turn off the lights, lock all windows and get away from the windows in order to remain out of line-of-sight.

In the event of threatening weather, emergency management sirens will be the primary warning signal to alert faculty and students of the need to seek shelter. The designated shelter area in the Health Sciences Building is the first floor hallway and restrooms with all corridor and classroom doors closed. Building emergency coordinators are responsible for providing flashlights.

In the event of a medical emergency the campus police should be notified immediately in order to contact appropriate medical agencies for assistance and direct them to where help is required. Automatic External Defibrillators (AEDs) are strategically located across campus. In the Health Sciences Building there is an AED on the first floor across from the elevator. Only individuals who have received appropriate training should use these devices. The Health Division is fortunate to have expert EMS faculty generally available in the building.

In the event of fire or smoke the campus police should be notified immediately. In the HSB fire alarms, which are located at the end of the corridors, should be activated. If possible, try to safely contain a fire. Fire extinguishers are located at the ends of the hallways on all floors of the HSB. If a fire alarm sounds, it is necessary to evacuate the building. In the event of fire or smoke, notify campus security at **256-306-2911**. Classes should agree upon an outside location to assemble to account for all individuals. When evacuating the building, remember to close all doors, use only stairwells, not the elevator, and assist disabled individuals.

Americans with Disabilities Act

Title III of the 1990 American with Disabilities Act provides comprehensive civil rights protection for “qualified individuals with disabilities. The Alabama Community College System endorses the Americans’ with Disabilities Act. If you have a disability that might require special materials, services, or assistance, please contact the Disability Services Office temporarily located in the Wallace Building, Suite 110 (Decatur Campus) or call (256) 306-2630.

Eligibility Criteria

The mission and purpose of the surgical technology program are dedicated to the academic and clinical education of individuals who will function as healthcare providers. Implicit in the curriculum is the acquisition of knowledge and development of specialized skills. The purpose of the **Eligibility Criteria** is to delineate the cognitive, affective and psychomotor skills deemed the minimal necessary for admission, progression, and graduation and for the provision of safe and effective patient care.

Prior to enrollment in the ST program students were provided with the list of Eligibility Criteria. If a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request an appropriate accommodation through the CCC Office of Disabled Students.

- a. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
- b. Able to lift a minimum of 30 pounds.
- c. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
- d. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
- e. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- f. Hear and understand muffled communication without visualization of the communicator’s mouth/lips and within 20 feet.
- g. Hear activation/warning signals on equipment.
- h. Able to detect odors sufficient to maintain environmental safety and patient needs.
- i. Manipulate instruments, supplies and equipment with speed, dexterity, and good eye-
- j. hand coordination.
- k. Ambulate/move around without assistive devices.
- l. Able to assist with and/or lift, move, position, and manipulate the patient who is
- m. unconscious with or without assistive devices.
- n. Communicate and understand fluent English both verbally and in writing.
- o. To be free of reportable communicable diseases and chemical abuse.
- p. Able to demonstrate immunity (natural or acquired) to rubella, rubeola, tuberculosis, and to hepatitis B, or be vaccinated against these diseases, or willing to sign a waiver of release of liability regarding these diseases.
- q. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
- r. Able to make appropriate judgment decisions.
- s. Demonstrate the use of positive coping skills under stress.
- t. Demonstrate calm and effective responses, especially in emergency situations.
- u. Exhibit positive interpersonal skills during patient, staff, and faculty interactions.



Division of Health Background Check Policy

Calhoun Community College (CCC) is contractually obligated to comply with requirements set forth by agencies used for on-site clinical education. Therefore, all Health Science students at CCC are required to undergo a background check to meet these requirements. This requirement is noted in the college catalog.

Background checks will be conducted by a designated private vendor approved by the Health Sciences Division. A background check from another vendor or agency will not be accepted.

The background check must be completed by the deadline set by each program's director. An initial background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has been out of a Health Science program sequence for one semester or more must, at his/her expense, update their background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The Dean of Health Sciences, Program Director, and/or designee will have access to results of background check and will make decisions based on clinical agency policy regarding student participation in clinicals. Some clinical agencies may require a separate background check, including fingerprinting. The student is responsible for payment of the background check.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History / Employment Verification
 - Employment Verification which may include the reason for separation and eligibility for reemployment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Professional License/Certification Verification/Personal References/Interviews
 - Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.
- Most Wanted List
 - National Criminal Database Searches which include a compilation of historical data collected from multiple sources in multiple states by background check companies.
 - Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - Executive Order 13224 Terrorism Sanctions Regulations Government Suspect/Watch List
 - Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.

- FACIS Database Searches include OIG, GSA, OFAC and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information International Criminal Applicable State Exclusion List Any Other Public Records

Consent

Students are provided the background check policy at the time of enrollment in a Health Science program and sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to Calhoun Community College Health Sciences Division

1. Background Check Procedure

Background checks will be conducted by a college-designated vendor according to program specific deadlines. Background checks performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more, are required to repeat background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. A grade of "F" will be recorded for the course.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the program director who will determine if the student will be allowed to proceed with the background check. No student will be allowed to attend a clinical experience until the full background check process is completed.

2. Results

Background checks must be completed prior to assignment of a student for a clinical learning experience and annually thereafter for subsequent clinical learning experiences. Results of the background check will be sent to the Health Sciences designee. A secure, electronic copy of all results will be maintained by the vendor.

Health Science program directors/designee have access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

Students with a background check that renders them ineligible for clinical learning experiences will be informed of the results by the Health Sciences program designee and/or background check vendor. Students with a background check that indicates ineligibility will be denied assignment to a clinical facility. Students are advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks that could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical agencies Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical learning experience.

Background Check - General Guidelines (subject to change)

CCC Health Science students will be accepted to participate in a clinical rotation if their background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to obtain a hunting or fishing license
- Misdemeanors for traffic or moving violations (excluding DUI)

- Any single misdemeanor over 2 years old

Students will not be allowed to attend clinical learning experiences if their background check reveals:

- Any misdemeanor charge – including pending – or conviction less than 2 years old that is related to crimes against the person (such as assault and battery), crimes based on dishonesty or untruthfulness (such as theft or embezzlement), or drug and other substance abuse related crimes; or
- A felony conviction less than 5 years old; or
- A felony conviction or unresolved charges that is a crime against a person such as battery or assault.

A student will be considered for clinical rotations on a case-by-case basis if their background check reveals:

- Any criminal charge currently in adjudication/dispensation; or
- Any felony crime based on dishonesty or untruthfulness (such as theft or embezzlement) or drug and other substance abuse related crimes AND more than 5 years old; or
- Multiple misdemeanors regardless of length of time since offense.

All decisions made by the review committee are final and may not be appealed.

Students who are unable to resolve a background check resulting in clinical learning experiences ineligibility will be assigned a grade of "F" for the course. **The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.**

Results of any student's background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.

Date of Policy Adoption: January 18, 2008

Revised: March, 2017

Revised: December, 2019

**Calhoun Community College
Division of Health
Drug and Alcohol Testing Policy**

Calhoun Community College (CCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Calhoun Community College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Clinical facilities with contracts for the education of health science students require that Calhoun Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation.

Guidelines for Drug Testing

As stipulated by the health care agencies with which the CCC Health Sciences Division contracts for clinical education experiences, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to these policies in order to participate in clinical experiences at the agency. This includes annual testing and random screening should the student be perceived to exhibit behaviors indicative of substance abuse during a clinical learning experience. Fees for all drug and alcohol screening must be paid by the student. Calhoun Community College Health Sciences Division will not accept drug tests completed prior to the testing period designated by each respective program, nor will it accept tests completed from vendors not designated by the college.

I. Persons to be Tested

Any student enrolled in any Calhoun Community College Health Sciences course that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug testing by the deadline set forth by the respective program and annually thereafter.

- A. Drug screening requirements are noted in the Catalog and website for potential Health Science students. Students are provided the drug screening policy at the time of enrollment in a Health Science program and must sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the drug screen. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:
 - 1) the vendor to perform required drug screen,
 - 2) the vendor to provide results to Calhoun Community College Health Sciences Division.
- B. The vendor will maintain, on file, a signed consent for drug and alcohol screening from each student.
- C. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the Health Sciences Division.
- D. Any student failing to report for screening during the designated time will be rescheduled at the discretion of the department chairperson or designee. The screening must be completed within 24 hours of the rescheduled time.
- E. Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete the drug testing will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirements of the Health Science program or course. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.
- F. A positive drug or alcohol screening result will prohibit the student from completing the clinical education component of required Health Science courses necessitating withdrawal or resulting in a course failure.
- G. A student must have a negative drug/ alcohol-screening test on file to complete Health Science courses with a clinical component.

- H. A student who is unable to successfully complete the clinical learning experiences of any Health Science course due to a positive drug screen may apply for readmission to any CCC Health Science program. The student will be considered for readmission according to criteria in the Readmission Policy below and the readmission policies applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the clinical agency while participating in clinical experiences. Failure to comply with random testing will result in immediate removal of the student from all clinical rotations and dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the clinical agencies, may include the following:

- A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- B. Presence of an odor of alcohol;
- C. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or clinical experiences, excessive absenteeism, as defined by the clinical agency, tardiness, or deterioration in performance;
- D. An accident while in class, lab, or clinical;
- E. Evidence of tampering with a drug test;
- F. Suspected theft of medications, including controlled substances, while in a clinical or laboratory setting;
- G. Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor;
- H. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the Health Science program.

III. Student Drug Screen Procedure

- A. All students enrolled in Health Science courses with a clinical component must pay the screening fee at the time of each scheduled testing for the semester/academic year, whether the testing is prior to, or during, the period covered by the clinical experience.
- B. Students must submit a photo ID at the time of specimen collection.
- C. All students will be tested to include, but not limited to, the following drugs:
 - 1. D-Methamphetamine/amphetamines
 - 2. Barbiturates
 - 3. Benzodiazepines
 - 4. Cocaine metabolites
 - 5. Methadone
 - 6. THC (Marijuana metabolites)
 - 7. Opiates
 - 8. Phencyclidine (PCP)
 - 9. Propoxyphene
- D. Testing for additional substances may occur based on a clinical affiliation agreement.
- E. Results are available to the student from the vendor. Students with positive results should contact the Program Director immediately upon receipt of results.

IV. Confidentiality

Confidentiality of test results will be maintained by the program director, Department Chair, and the Dean of Health Sciences, and the student having access to the results - with the exception of legal actions that require access to test results.

V. Readmission Requirements

If a student withdrew or was dismissed from a health sciences course or program due to:

- A. A positive drug and/or alcohol screen, or
- B. The inability of the student to participate or complete a clinical component due to a positive drug and/or alcohol screen, or
- C. Failure to complete a required drug and/or alcohol screen

The student seeking readmission to a health sciences course or program is required to:

1. **Nursing students** must submit a letter from an Alabama Board of Nursing recognized substance use disorder treatment provider verifying completion of an appropriate substance abuse treatment program, and
2. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.
3. **Allied health program students** must submit documentation of participation in and successful completion of a supervised substance abuse treatment program, and
4. Submit to an unannounced drug and/or alcohol screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

VI. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, Calhoun Community College, and/or various institutions with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established for clinical experience, whether pre-clinical drug screening, random drug screening, or incident-related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

VII. Medical Review of Positive Drug Test Results

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.
- B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
 - a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
 - b. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

Date of Policy Adoption: January 18, 2008

Revised: March 2017

Revised: January 2019

Student Health

All surgical technology students must submit a current *CCC Health Sciences Division Health Questionnaire* form that has been completed by a Certified Registered Nurse Practitioner or Licensed Physician. The form is furnished by the CCC Health Division and must be completed in its entirety, signed and dated. The form will remain current for a one-year period from the date the examination was performed. A current *Health Questionnaire* form must be maintained throughout clinical rotations.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcomes to the Allied Health Department. A specific form will be provided for this purpose when applicable. All reports will be reviewed by the Allied Health Department to determine if a student may be admitted, readmitted, or retained in the ST program.

For their own and patient safety, students are expected to notify faculty of changes in their health status that necessitate precaution or would prohibit them from participation in lab or clinical activities. Students under the care of a physician for a temporary but limiting illness, injury, surgery, or due to pregnancy and childbirth are required to submit a signed medical release allowing them to resume laboratory and/or clinical participation. See ***Health Addendum Form*** in the Appendix of this Handbook.

Women of child bearing age are strongly encouraged to monitor their exposure to radiation during clinical. A student who may be pregnant must promptly notify the ST program director in order to assure appropriate assignments. Some clinical sites require that pregnant students monitor their exposure to radiation. The student bears all of the responsibility for the cost and management of monitoring devices as well as interpretation of the results. The student is also responsible for requesting any necessary accommodations and for communicating this information to the clinical site supervisors.

If a student is injured in any way while participating in a campus lab or clinical lab experience (needle stick, back injury, etc...), faculty must be notified. During clinical learning, the clinical instructor should be told **immediately** and, as soon as possible, but within 24 hours, the injury should be reported to the ST program director. A Health Division Student Incident Report (located in the back of this manual) must be completed and submitted to surgical technology program faculty.

Tuberculosis Screening Requirement

All students must submit documented results of a tuberculosis screening test prior to beginning clinical rotations. Anyone having a positive skin or blood test for TB in the past should not have the test repeated, but instead submit the results of a chest x-ray. If a student is reinstated to the SUR program, a repeat TB test will be necessary as all healthcare personnel require annual screening.

Immunization Requirements

- Proof of vaccination to prevent **tetanus** administered in the past ten years
- Proof of vaccination to prevent **chickenpox** or a positive varicella titer
- Proof of vaccination to prevent **measles, mumps, and rubella** (MMR) prior to 1969 or a positive rubella titer
- Proof of completion of a series of three **hepatitis B** vaccines or proof of immunity to hepatitis B or a signed waiver acknowledging risk
- Proof of vaccination for the **current influenza season** during the clinical assignments or a signed declination with accompanying documentation stating the reason for vaccine refusal

Liability Insurance

Surgical technology students must have purchase professional liability insurance through the College. Students with scholarships should be aware these fees will not be paid by scholarship funds.

CPR Certification

ST students are required to submit proof of current and successful completion of a CPR **BLS Provider** course. Acceptable organizations include the American Heart Association, American Red Cross, and American Safety and Health Institute. It is the student's responsibility to obtain certification. CPR courses are offered at CCC (see *Catalog*). Clinical absences due to a lapse in CPR certification are unexcused.

Communicable Disease Policy

Students entering Allied Health Department programs must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information is provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

Students, upon diagnosis of a communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the clinical instructor and/or program director immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

Students in health care programs must comply with AL Public Law #102-141, Section 633, "The Alabama Infected Health Care Worker Management Act." The act mandates that any health care worker infected with HIV or Hepatitis B *who performs invasive procedures* or any physician providing care to an infected health care worker (regardless of the physician's knowledge of procedure performed by the patient) shall notify the State Health Officer, or his designee, of the infection within 7 days of the time s/he is aware of his/her infection. Students enrolled in school are within the scope of the law and need to be aware of their mandatory reporting obligations.

The Calhoun Allied Health Department is not responsible for any injury, exposure to blood borne or other pathogens, or illness of a student that is incurred during the extended clinical lab experience. Any expense for injuries sustained or illnesses contracted by the student during clinical lab will be the responsibility of the student. The student must notify the clinical instructor and ST faculty of any harmful or potentially harmful incident at the time of occurrence and an incident report must be written. **Failure to report exposure to blood or other potentially infectious materials could result in an "F" for the course and dismissal from the program.**

OSHA Rules & Regulations

The Occupational Safety and Health Administration (OSHA) has established regulations and procedures to control the spread of blood borne pathogens. To comply with these regulations, the surgical technology program has an Exposure Control Plan with the following measures to reduce student risk.

1. ST students are provided with a copy of the OSHA Rules and Regulations. A copy of these regulations is also on reserve in the CCC Library.
2. ST students are provided access to the Exposure Control Plan for the CCC Health Division. A copy of this plan is on reserve in the Library.
3. ST students are at risk for exposure to hepatitis B. Prior to enrolling in the program the student will be required to:
 - a. sign a Consent for Hepatitis B Vaccination and receive the first in the series of three (3) vaccinations, or
 - b. sign a Refusal of Hepatitis B Vaccination declining the vaccination, or
 - c. provide verification of previous vaccination for Hepatitis B, or
 - d. provide verification of antibody testing revealing immunity to Hepatitis B.

Students agreeing to receive the vaccination series must complete the series within the six (6) months or sign a Refusal of Hepatitis B Vaccination Form in order to continue in clinical lab. Absence from clinical lab due to failure to document immunity or sign one a refusal form will be unexcused.

Students are responsible for obtaining the vaccination from their private physician and for the cost of the vaccinations.

Verification of all the immunity/vaccination status of students is maintained in the Health Division.

4. All students participate annually in an OSHA Education Class prior to attending the first clinical lab of the school year. The class will take place during the student's regularly scheduled class time. Students will be given the opportunity to ask questions. All students will be required to sign a form indicating that they have attended the OSHA Education Class and assume responsibility for understanding the material provided. Clinical absences due to failure to attend the OSHA Education Class or failure to submit documentation of completion will be unexcused.
5. No parenteral or invasive procedures will be performed in the campus lab except on mannequins.
6. Students are oriented by their clinical lab instructor to the policies and procedures of the agency to which they are assigned for clinical lab prior to their first patient care assignment. All students must familiarize themselves and follow policies and procedures of the agency that pertain to infection control and compliance with OSHA regulations related to blood borne pathogens. Failure to follow these procedures will result in an unsatisfactory (U) for the clinical lab day. The incident must be documented in writing by the clinical lab instructor and signed by both the instructor and the student. The report will be filed in the student's permanent record and a copy submitted by the instructor as soon as possible to the Department or Division Chairperson. An incident involving failure to follow procedure aimed at controlling the spread of blood borne or other pathogens may result in dismissal from the program.
7. Students will be presented theory and demonstrations of the appropriate personal protective equipment to use, the correct way to use the equipment and the correct procedure to employ when removing the equipment. Students must perform a return demonstration that is satisfactory according to established critical requirements prior to attending their first extended clinical lab. Clinical labs missed due to lack of satisfactory skill demonstration will be considered unexcused.
8. Students will be presented theory and demonstration of principles of medical asepsis and must perform a return demonstration that is satisfactory according to critical requirements prior to their first extended clinical lab experience.
9. Students will receive theory and demonstration of correct handwashing technique and must perform a return demonstration that is satisfactory according to critical requirements prior to attending the first extended clinical lab. Clinical labs missed due to lack of satisfactory skill demonstration will be considered unexcused.
10. Personal hygiene and/or work practices in the extended clinical lab will be observed at all times. Failure of a student to comply with policies will result in an unsatisfactory (U) for that clinical lab day. Incidents must be documented in writing by the clinical lab instructor and the report signed by both the instructor and student. The report will be filed in the student's permanent folder and a copy of the report should be submitted by the instructor as soon as possible to the Department or Division Chairperson. Failure to comply with these policies may result in dismissal from the program.
 - a. Universal Precautions / Body Substance Isolation as recommended or defined by the Centers for Disease Control and/or the Occupational Safety and Health Administration (OSHA) must be observed in all circumstances in order to prevent contact with blood and other potentially infectious materials.
 - b. Specimens of blood or other potentially infectious materials should be handled according to the policies of the agency in which the student is assigned to clinical lab.
 - c. Any equipment that becomes contaminated with blood or other infectious material should be handled according to the policies of the agency to which the student is assigned.
 - d. Students should handle, decontaminated, and/or dispose of contaminated personal protective equipment according to the policies of the agency to which they are assigned for clinical lab.
 - e. Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to the policies of the agency to which the student is assigned for clinical lab.

- f. Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or non-intact skin; when performing venipuncture or other vascular access procedures; and when handling/ touching contaminated items or surfaces. Double gloves should be worn if there is any broken skin on the hands or fingers. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Disposal of the gloves following use should follow the policies of the agency to which the student is assigned for clinical lab.
- g. Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
- h. Students should wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- i. All personal protective equipment should be removed immediately upon ceasing to provide care to the patient and placed in an appropriately designated area or container for storage, washing, decontamination or disposal according to the policies of the agency to which the student is assigned.
- j. The handling and disposal of contaminated sharps should be carried out according to the policies of the agency to which the student is assigned for clinical lab.
- k. Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses (personal) in immediate patient care areas or other areas where there is a potential for exposure to blood or other potentially infectious material exposure.
- l. All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying and aerosolization of these substances.
- m. Where there is potential for exposure to blood and or other potentially infectious materials, students will be required to use appropriate personal protective equipment. This "appropriate" equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is to be used. The equipment may include but is not limited to, gloves, gowns, eye protection and, foot coverings.
- n. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- o. Contaminated work surfaces should be decontaminated according to the policies of the agency to which the student is assigned for clinical lab.
- p. Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dust pan, tongs, or forceps.
- q. Regulated waste materials should be handled and disposed of according to the policies of the agency to which the student is assigned for clinical lab. All containers for regulated waste should be closable, puncture resistant, leak proof on sides and bottom and labeled or color coded.
- r. Laundry should be managed according to the policies of the agency to which the student is assigned for clinical lab.

Contaminated laundry should be handled as little as possible with a minimum of agitation.

Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers labeled or color-coded according to the policies of the agency. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry should be placed and transported in bags or containers which prevent soak through and/or leakage of fluids to the exterior.

Students who have contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.

- s. Items which contain blood or other potentially infectious materials or are contaminated by blood or potentially infectious material are referred to as BIOHAZARDS. Students should recognize the biohazard label as being fluorescent orange or orange-red with lettering or symbols in a contrasting color.



Students should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as a BIOHAZARD according to the policies of the agency to which they are assigned for clinical lab.

- t. Students should treat all blood and body fluids/substances as if known to be infectious for blood borne and/or other pathogens.
 - u. All laboratory specimens of body fluids or substances are considered to be potentially infectious and should be handled according to the policies of the agency to which the student is assigned to clinical lab.
11. Students are provided information on how to correctly handle exposure to blood borne pathogens prior to their first extended clinical lab experience each school year. Any student who is exposed to blood or other potentially infectious material should follow the post-exposure procedure which has been established by the Allied Health Department of Calhoun Community College. The student will be required to complete a written CCC Student Exposure Incident Report should exposure to infectious pathogens occur. Students are responsible for the cost of post exposure blood testing and treatment. Failure of a student to report an exposure incident, if discovered, or failure to follow the Post-Exposure Procedure will result in an unsatisfactory (U) for the clinical lab day and may result in an "F" for the course and dismissal from the program.

Clinical Requirements

Attendance Policy:

- A. Students are expected to attend all clinical lab experiences (100% of time). Clinical absences which constitute more than 10% of the total clinical hours in a semester will exceed the maximum and the student will receive a course grade of grade of "F" unless the student withdraws from the course before the published withdrawal date.
- B. All clinical absences will be made up on days and at times approved by the program director.
- C. If days are not available for make-up, points will be deducted for each day absent.
- One point will be deducted from the student's average for one absence.
 - Two points will be deducted from the student's average for the second absence.
 - Three points will be deducted from the student's average for the third and all subsequent absences.
 - A student that is sent home due to a policy and procedure violation, complaint of clinical staff or questionable performance as determined by program faculty, will have 3 points deducted per day.

D. Reporting Absences:

If it is necessary for a student to be absent from clinical, it is the student's obligation to:

1. make prior arrangements with the course/clinical instructor if known ahead of time.
2. contact the clinical site (per instructor's instructions) at least one hour prior to beginning clinical time and give the following information:
 - a. Your name and your preceptor's name
 - b. The reason you are unable to attend the clinical
 - c. Obtain the name of the person with whom you left the information.

E. Clinical Tardiness:

- A student is considered tardy after the beginning of clinical.
- Tardiness will not be tolerated. If the student is unavoidably late, the instructor must be notified as soon as possible
- If the student will be unable to arrive at the clinical site on time, but can arrive within one (1) hour of the scheduled time, the student may attend the clinical if he/she calls the instructor to inform them he/she will be tardy

Surgical Attire

- Students are not permitted in the clinical lab unless dressed in the designated attire.
- Smoking is prohibited anytime the student is wearing any part of the Calhoun Surgical Technology uniform.
- Students may be required to change in and out of surgical scrubs at a clinical site per facility policy.
- For clinical sites that allow students to wear scrubs into the facility, the student must:
 - a. meet all policy and procedure requirements of the clinical site for surgical attire
 - b. wear only approved CCC ST scrubs
 - c. properly laundry scrubs
 - d. wear an appropriate cover lab coat when going to and from clinical sites
 - e. avoid exposing scrubs to environmental contaminants
 - f. shoes must be professional in appearance and meet the policies of the clinical site
 - g. shirts must be worn tucked in at all times or fit close to the body.
 - h. T-shirts sleeves may not extend below scrub shirt sleeve. T-shirt tail must be tucked-in and not visible.
 - i. When not scrubbed, student may wear an approved Calhoun scrub jacket in semi-restricted and restricted areas. No other cover-up may be worn while at a clinical site.

Personal Protective Equipment (PPE)

The use of personal protective equipment is required the surgical technology program. In order to prevent the possible transmission of blood borne pathogens Standard Precautions / Body Substance Isolation must be utilized by students when caring for ALL patients in **ALL** extended clinical lab settings. Standard precautions / body substance isolation requires **ALL** students to wear protective equipment which may include mask, gloves, gown, apron/shields, and protective eye wear with side shields when there is a potential for exposure to blood and/or potentially infectious materials. See hospital procedure manual of the agency to which you are assigned for clinical lab for specific guidelines. Students are required to purchase the required protective eye wear with side shields.

Clinical Sites

Clinical sites utilized by the ST program includes area hospitals and surgical facilities. Students are responsible for their own transportation to and from an assigned clinical lab facility.

CCC faculty orient students to the requirements of the clinical agency in which the clinical lab is held prior to the student's clinical rotation. This will include:

- a. Fire and disaster policies and procedures
- b. Infection control protocol
- c. Policies and procedures related to compliance with OSHA regulations on blood borne pathogens.

The Calhoun Surgical Technology Program is not responsible for any injury, exposure to blood borne pathogens, or illness of a student that is incurred during the clinical lab experience. The student must notify Calhoun instructor and supervisor in the agency of any harmful or potentially harmful incident immediately after occurrence

Students are expected to abide by the following policies in the clinical lab. Failure to comply with any of the policies may result in immediate dismissal from the program and the assignment of a failing grade.

1. The student is not an employee of the facility or the College and should not expect or receive compensation for participation in the clinical course from the facility or college
2. The student should not expect a job offer as a result of participation in the clinical course.
3. The student will not be substituted for paid personnel to conduct the work of the clinical facility.
4. The student may be required by the hospital/clinical site to undergo drug and/or alcohol testing any time as a precondition to beginning a clinical rotation or to continue a clinical rotation at the hospital/clinical site.
5. The student may be required by the hospital/clinical site to submit a comprehensive background check/investigation anytime as a precondition to beginning a clinical rotation or to continue a clinical rotation at the hospital/clinical site.
6. Students must not exchange money or gifts with employees or patients during the clinical lab experience.
7. Students must not exchange addresses or phone numbers with patients in a clinical lab experience.
8. Students may not leave the assigned clinical area. He/she may use the cafeteria or snack bar only with permission of the preceptor.
9. Students are expected to maintain confidentiality in regard to patient information and knowledge acquired during clinical lab. Failure to maintain confidentiality (any violation of a clinical affiliates confidentiality / HIPAA policy) will result in dismissal from the program.
10. Students must comply with all clinical agency policies, procedures and rules of behavior.
11. Students at a clinical facility must also comply with all program policies, procedures and rules of behavior.
12. At all times, students must follow program best practices for patient safety.
13. Students must practice appropriate infection control measures.
14. The student will exhibit conduct that is within the ethical and legal parameters of practice.
15. Students must never compromise patient privacy or confidentiality.
16. A student must not consume alcohol within 12 hours preceding a clinical learning experience.
17. Students are expected to respond well to constructive criticism.
18. Students must always follow the dress code and maintain good personal hygiene.
19. Students are expected to maintain professional conduct at all times.
20. A student's actions or inaction, must never:
 1. Place patient in physical jeopardy.
 2. Place patient in psychological jeopardy.
 3. Place the student, co-workers or general public in jeopardy.

Patient Confidentiality

The Health Insurance Portability and Accountability Act, commonly known as HIPAA, is a federal law enacted to protect the health information of patients. Under the law, Protected Health Information (PHI) includes any identifying patient information spoken or written. Penalties for violation of the law include fines and imprisonment.

It is expected that HIPAA guidelines be followed at all times to ensure patient confidentiality. All precautions possible must be taken by the student to insure complete patient privacy. Information regarding the patient's physical, psycho-social, or economic condition must not be disclosed other than to persons directly responsible for care and treatment and only when such information has a bearing upon such care and treatment. Requests for information, such as from the news media, regarding patient care are to be referred to the clinical instructor. Students must remember that all medical records and patient information are confidential. Never copy confidential information from patient records and remove from the hospital. Confidential information includes: name, address, phone number, social security number, etc. Inappropriate use of confidential patient information is grounds for dismissal from the ST program, in accordance with college due process procedures. **This is to include "browsing" through the charts of patients other than those whose care the student is directly involved in, which is inappropriate.**

When discussing a patient's history or medical information with the patient or significant other, it is imperative that only information already known to them be discussed. **NO NEW INFORMATION MAY BE GIVEN TO THEM.** Any communication with others regarding the care of the client must be done in private. No information about a patient may be shared, except where that person has a need to know to provide care for that patient. No conversation or comment of matters pertaining to clients or the work place should take place in public areas (e.g. elevators, stairwells, hallways, reception rooms, etc.). Remember to knock prior to entering any room.

Social Media

The use of social media and other electronic communication is expanding exponentially as the number of social media outlets, platforms and applications continues to increase. Blogs, social networking sites, video sites, online chat rooms and forums make it easy to communicate both personally and professionally with others. Social media is an exciting and valuable tool when used wisely. However, social media poses patient confidentiality risks as it offers instantaneous communication opportunities that allow little time for reflective thought and carries the added burden that what is posted on the Internet is discoverable by a court of law even when it is long deleted.

Improper use of social media by a healthcare professional may violate state and federal laws established to protect patient privacy. Violations may result in both civil and criminal penalties, including fines and possible jail time. A healthcare provider may face personal liability and be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation. If conduct violates the policies of an employer, an individual may face employment consequences, including termination. Additionally, actions of an employee may damage the reputation of a health care organization, or subject an organization to a lawsuit or regulatory consequences.

- Photos or videos of patients, medical records, imaging, and/or test results violate patient privacy.
- It is not acceptable to refer to a person by a nickname, room number, diagnosis or condition in an attempt to conceal identify.
- Patients should never be referred to in a degrading or demeaning manner on social media.
- Likewise, healthcare professionals must not make disparaging remarks about employers or co-workers.
- Potential employers search social media sites. Unprofessional posts today may impact your future.

Clinical Case Requirements

Students must successfully complete a lab skills exam with a passing score before being allowed to fully participate in clinical activities. A student may be limited in the activities they are allowed to perform or may be removed from clinical at any time that the student's performance is considered to be unsafe. Students that are limited or removed from clinical will not be given additional time to complete clinical case requirements.

All students must complete a minimum of 120 cases. Of the 120 cases, a minimum of 90 must be as first scrub role and a maximum of 30 may be in the second scrub role. Cases must also meet specialty requirements.

A. General Surgery Cases

1. 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

1. 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.
 - a. A minimum of **60** surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of **four** surgical specialties.
 - (1) 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).
 - (2) The additional **20** cases in the first scrub role may be distributed in any one surgical specialty or multiple surgical specialties.
 - b. The remaining **30** surgical specialty cases may be performed in any surgical specialty either in the first or second scrub role.

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 may 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 and Delivery" rather than in the OB/GYN specialty.

D. Case experiences in the second scrub role is not mandatory.

E. Observation cases must be documented, but do not count towards the 120 required cases.

F. Counting cases.

1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to C.1.a. above).
2. Examples of counting cases
 - a. Trauma patient requires a splenectomy and repair of Leforte 1 fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeForte 1 is oral-maxillofacial surgical specialty.
 - b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
 - c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure – one case.

| Surgical Specialty | Total # of Cases Required | Minimum # of 1st Scrub Cases Required | Maximum # of 2 nd Scrub Cases that can be applied towards 120 total |
|--|---------------------------|---------------------------------------|---|
| General Surgery | 30 | 20 | 10 |
| Surgical Specialties <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/maxillofacial • Orthopedics • Peripheral vascular • Plastics • Procurement/Transplant | 90 | 60 | 30 |
| Diagnostic Endoscopy <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy | | | 10 diagnostic endoscopy cases may be applied only toward the second scrub role cases. |
| Labor & Delivery | | | 5 vaginal delivery cases may be applied only toward the second scrub cases. |
| Totals = | 120 | 80 | 40 |

Students must submit accurately completed case records as evidence of satisfactorily meeting the case requirements. Clinical paperwork must be legible, completed in black ink only, contain accurate information and must contain all required signatures. Cases that are not appropriately documented are not counted. **Failure to submit all clinical paperwork in a satisfactory manner prior to finals, will result in the student receiving an “I” Incomplete for the course. If unable to provide satisfactory clinical paperwork within 7 days after the end of the semester, the incomplete will convert to an “F” and the student will have to request re-entry to the program the next time SUR 104 is offered.**

First Scrub Role

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

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

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

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

Observation Role

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

Role Responsibilities

Role of the Surgical Technologist

In all cases, a surgical technology student should not exceed the scope of practice as defined by the clinical affiliate where assigned. As a general guideline, the following description of the surgical technologist that has been approved by the Association of Surgical Technologists is provided.

Surgical Technologist

The 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.

Preoperative Duties are as follows:

1. Donning OR attire and personal protective equipment (PPE).
2. Gathers, checks and opens supplies and equipment needed for the surgical procedure.
3. Performs the surgical scrub, and donning gown and gloves.

4. Sets up the sterile back table and Mayo stand with instruments, supplies, equipment, and medications/ solutions needed for the procedure.
5. Performs initial instrument, sharps and sponge counts with the circulator.
6. Assists the team members with gowning and gloving.
7. Assists with draping the patient and establishing the sterile field.
8. Participates in the surgical site and patient verification during the time out procedure.
9. Secures tubing, cords and other sterile accessories.

Intraoperative Duties are as follows:

1. Prepares and anticipates additional instrumentation, equipment and supplies for usage during the procedure.
2. Anticipates the needs of the surgeon by passing instruments and supplies to
3. Measures and passes medications, hemostatic agents and irrigation solutions utilized during the surgical procedure.
4. Holds retractors or instruments as directed by the surgeon.
5. Sponges or suctions the operative site.
6. Applies electrocautery to clamps or forceps on bleeders.
7. Cuts suture material as directed by the surgeon.
8. Coordinates the camera or changes out robotic arms/instruments during endoscopic surgery as directed by the surgeon.
9. Maintains highest standard of sterile technique during the procedure.
10. Performs additional counts as necessary.
11. Prepares sterile dressings and/or immobilization devices.
12. Prepares and passes off specimen(s) as appropriate.
13. Cleans and prepares instruments for terminal sterilization.
14. Assists other members of the team with terminal cleaning of room.
15. Assists in prepping the OR for the next patient.
16. Participates in debriefing and quality improvement practices to ensure quality patient care.

Additional Duties:

The surgical technologist in the second scrub role assists the surgeon and/or surgical assistant during the operative procedure by carrying out tasks including sponging, suctioning, cutting suture, holding retractors and manipulating the endoscopic camera. This role is distinct from that of the first scrub and surgical first assistant.

The surgical technologist assisting in circulating obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team.

1. Review the patient's chart, identifies patient, verifies surgery to be performed with consent forms, and brings the patient to the assigned operating room.
2. Assists with transferring patient to the operating room table.
3. Monitors the comfort of the patient and provides verbal and tactile reassurance to the patient.

4. Assists in maintaining normothermia.
5. Assists the anesthesia provider.
6. Assists with positioning the patient, using appropriate equipment and anatomical principles to avoid patient injury.
7. Applies the electrosurgical grounding pad.
8. Assists with applying tourniquets and monitors before the procedure begins.
9. Completes the patient skin prep prior to draping by the sterile surgical team.
10. Performs instrument, sharps, and sponge counts with the surgical technologist in the first scrub role prior to the operation and before the incision is closed.
11. Anticipates additional supplies needed during the procedure.
12. Keeps accurate records throughout the procedure.
13. Properly cares for specimens.
14. Secures dressings after incision closure.
15. Helps transport the patient to the post anesthesia care unit.
16. Performs urinary catheterization.
17. Updates and keeps accurate records of the surgeon's preferences.



**Surgical Technology Program
Essential Competencies of Candidates for
Admission, Continuance and Graduation**

EVALUATION FORM

A CCC certificate or degree in surgical technology signifies that the holder of that certificate or degree has been educated to competently practice surgical technology and to apply to take the NBSTSA surgical technologist national certification examination. The education of a surgical technologist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for a) independent and, b) semi-autonomous and, or c) making appropriate decisions required in practice. The practice of surgical technology emphasizes collaboration among physicians, surgical technologists, nurses, allied health care professionals and the patient.

The curriculum leading to the Certificate or Associate of Applied Science Degree from the program requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential surgical technology skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers.

Student Name: _____

Semester/Year: _____

Evaluator Name: _____

PLEASE NOTE: If an Essential Competency is not met, specific written documentation should be attached to this evaluation form.

The essential competencies necessary to acquire or demonstrate competence in a discipline as complex as surgical technology and needed for successful admission and continuance by candidates for the certificate/degree, include but are not limited to the following abilities:

| Qualification | Meets | Does Not Meet | No Opportunity to Observe | Notes |
|--|-------|---------------|---------------------------|-------|
| Motor Skills | | | | |
| Has sufficient motor function so that student is able to execute movements required to perform the role of the surgical technologist. | | | | |
| Sensory/Observation | | | | |
| Is able to acquire the information presented through demonstrations and experiences in the basic sciences and surgical technology curriculum. | | | | |
| Is able to anticipate the needs of the surgeon and patient during the surgical procedure based upon non-verbal and verbal communications. | | | | |
| Is capable of quickly adjusting to changing situations in the operating room, i.e., unexpected hemorrhaging, laparoscopic procedure converts to open, cardiac arrest. | | | | |
| Communication | | | | |
| Communicates effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. | | | | |
| Expresses own ideas and feelings clearly and demonstrates a willingness and ability to give and receive feedback. | | | | |
| Is able to: convey or exchange information at a level allowing care of the surgical patient; identify problems presented; and provide alternative solutions. | | | | |
| Is able to orally communicate in an effective manner. | | | | |
| Cognitive | | | | |
| Is able to measure, calculate, reason, analyze, integrate and synthesize in the context of surgical technology study. | | | | |
| Is able to quickly read and comprehend extensive written material. | | | | |
| Is able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting. | | | | |
| Behavioral/Emotional | | | | |
| Possesses the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgement, the prompt completion of all responsibilities attendant to the role of the surgical technologist. | | | | |
| Is able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. | | | | |
| Has the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. | | | | |
| Is able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. | | | | |
| Knows that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. | | | | |

| Qualification | Meets | Does Not Meet | No Opportunity to Observe | Notes |
|---|-------|---------------|---------------------------|-------|
| Is able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. | | | | |
| Possesses skills and experience necessary for effective and harmonious relationships in diverse academic and working environments. | | | | |
| Professional Conduct | | | | |
| Possesses the ability to reason morally and practice surgical technology in an ethical manner. | | | | |
| Is willing to learn and abide by professional standards of practice. | | | | |
| Possesses attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. | | | | |
| Is able to engage in surgical patient care delivery and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. | | | | |

Reasonable Accommodation for Disabilities has been requested.

- Yes
- No
- Unknown

Evaluator's Signature

Date

Student's Signature

Date



Surgical Technology Program
Health Form Addendum

The Surgical Technology Program of Calhoun Community College requests your professional opinion in helping to evaluate the following student's ability to perform their required ST course work. Please evaluate the following and return this form to:

Grant Wilson, M.Ed., CST, FAST
Program Director
(256) 306-2950
grant.wilson@calhoun.edu

In my professional opinion, student _____ is able to safely continue the performance of surgical technology activities related to educational course work without endangering his/her own health or the health of a patient. These activities may include:

Table with 5 columns: Activity, YES, NO, Specific Limitations, Duration. Rows include: 1. Lifting and turning, 2. Transferring, 3. Ambulating, 4. Interacting with patients, 5. Others (please list)

Physician Signature _____ Date _____

(Please print) Physician Name _____

Office _____

City

State

Zip Code

Telephone



Health Division Incident Report

Name of Student: _____

Date of Occurrence: _____ Time: _____ Clinical Facility / Unit: _____

Type of Incident: potential student injury potential patient injury student illness
 behavior / code of conduct infraction other: _____

Name of Clinical Instructor: _____ Date / time of notification: _____

Name of CCC faculty: _____ Date / time of notification: _____

Was potentially infectious material(s) involved? blood urine sputum feces
If yes, personal protective equipment in use at time of the incident: gown gloves mask eyewear
 headgear shoe covers

Details of the incident in the student's own words (work being performed, etc.) _____

Contributing factors: (accident, equipment malfunction, etc.):

Action(s) taken: _____

Description of the incident by the CI: _____

Comments / Actions / Recommendations of program director to avoid repeat incident

Student signature Date Clinical Instructor signature Date

Program Director signature Date

CONFIDENTIAL! DO NOT PHOTOCOPY!
SUBMIT COMPLETED FORM TO ST PROGRAM DIRECTOR



HEALTH DIVISION
Surgical Technology Program

Policy Manual Statement

I _____ (printed name), a student enrolled in the Surgical Technology Program, have received a Policy Manual from the Allied Health Department which provides information, policies, and procedures related to my program of study. I accept responsibility for the contents of the Policy Manual and will abide by policies and procedures of the Program.

Student's Signature _____

Date _____