

# Cisco College



## **SURGICAL TECHNOLOGY PROGRAM HANDBOOK**

## **WELCOME**

The Surgical Technology Faculty is pleased that you are pursuing your Surgical Technology education at Cisco College.

Surgical Technology education involves a process of interaction between the learner and instructor. Our role is to facilitate your learning by assisting you in identifying your learning needs and guiding you in the learning process. We invite you to join us in a cooperative effort to ensure a quality education in Surgical Technology.

Surgical Technology is a growing area in healthcare today. The Surgical Technologist is an integral part of the Surgical Team and functions under the direct guidance of a Registered Nurse and the Surgeon.

This handbook is to be utilized in conjunction with the online Cisco Catalog. Please refer to both for additional information. However, if there is a conflict between the information in the Surgical Technology Handbook and the College Catalog, the Surgical Technology Handbook will prevail.

The Surgical Technology Certificate Program is a Commission on Accreditation of Allied Health Education Programs, CAAHEP, accredited program. Graduates of this program are eligible sit for the Certifying Exam for Surgical Technologist. In order to receive and maintain accreditation status, CAAHEP standards must be adhered to at all times.

The Surgical Technology Faculty:

Surgical Technology Program Director

Jennifer Mazey, CST, A.A.S

Chair of Allied Health

Kelly Meyer, B.S., M.Ed, CPhT, PhTR

**Surgical Technology  
Certificate Program Contents  
Student Handbook**

**TABLE OF CONTENTS:**

- I. Mission Statement
- II. Ethics and Philosophy
- III. Guiding Principles
- IV. Program Accreditation and Approvals
- V. Program Admissions
- VI. Association of Surgical Technologists
- VII. AST Code of Ethics
- VIII. Student Learning Outcomes

<b><u>Student Policy</u></b>	<b><u>Page</u></b>
1. Policy Revision	8
2. Faculty Office Hours / Advisement	8
3. Program Requirements	8
4. Student Code of Conduct	10
5. Attendance	12
6. Grading Policy	14
7. Course Completion Requirements	15
8. Make-Up Examinations	16
9. Program Progression	16
10. Class/Lab Guidelines	17
11. Clinical Guidelines	18
12. Clinical Rotation	19
13. Student Injury Follow-up	21
14. Student Blood and/or Body Fluid Exposure	21
15. HIPPA Rules and Regulations	22
16. Student Travel	23
17. Americans With Disabilities	23
18. Advisement of High Risk Students	24
19. Student Withdrawal	24
20. Dismissal	25
21. Grievance	26
22. Children/Visitors	26

## **I. Mission Statement**

The mission of Cisco College is to provide high quality learning opportunities that promote student success in an ever-changing global environment.

Cisco College seeks to encourage life-long learning and enhance the quality of life in the communities it serves by maintaining an open-door admissions policy and providing a comprehensive array of learning, service, and life experiences that will motivate and challenge students. In order to meet the needs of a diverse constituency, the College offers a variety of programs and courses in academic higher education, workforce development, and personal growth development. Faculty participates in continued professional development with a commitment to research and innovation as a basis for curriculum development. Associate's degrees designed for transfer to a university, associate's degrees and certificates designed for direct entry into the workforce, and opportunities for job skills continuing education and personal life enrichment are all a part of the dynamic offerings found at Cisco College.

Support services complement the focus on learning and assist the faculty in helping students pursue their educational goals at Cisco College. Developmental studies designed to help students prepare for college-level course work and a variety of student success programs are instrumental in providing students with a strong foundation for achieving their goals.

As a member of the Texas state system of publicly supported institutions of higher education, Cisco College provides the educational programs and supporting activities prescribed by the Texas Legislature, the Texas Higher Education Coordinating Board, and the Cisco College Board of Regents. The College seeks to be effective in accomplishing its mission by employing an institutional effectiveness program of learning, assessment, planning, evaluation, and improvement activities.

### **Mission and Vision Goals**

#### **Offer Life-long Learning Opportunities**

Offer high-quality, life-long learning opportunities in academic transfer programs, career and technical programs, continuing workforce development, developmental college-preparatory course work, faculty and staff development, and personal enrichment.

#### **Focus on Students**

Focus on students through caring and responsive faculty and staff and through support services that promote access, opportunity and student success.

#### **Provide a Life-long Learning Environment**

Provide an environment with appropriate facilities, resources, and staffing that support the life-long learning mission of the college.

### **Enhance Quality of Life**

Initiate programs, activities and opportunities that enhance quality of life, encourage tolerance for diversity, engage in the service of others, and partner with the community to meet various educational needs.

## **II Ethics and Philosophy**

At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community. College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn. Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

## **III. Guiding Principles**

The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The college's commitment to ethical standards is demonstrated through these principles.

- **Learning** - We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.
- **Respect** - We respect and value each and every student and employee as a unique individual making an important contribution to the College.
- **Integrity** - We work and interact with honesty, integrity, and mutual trust—looking beyond self-interests and without hidden agendas.
- **Communication** - We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.
- **Cooperation** - We work together to achieve common goals, offering support and building consensus.
- **Joy** - We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.
- **Innovation** - Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.

#### **IV. Program Accreditation and Approvals**

Cisco College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Cisco College.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) ([arcstsa.org](http://arcstsa.org)).

CAAHEP ([caahep.org](http://caahep.org)), 1361 Park Street, Clearwater, Florida, 33756, (727) 210-2350.

ARC/STSA ([arcstsa.org](http://arcstsa.org)), 6 West Dry Creek Circle, Suite #110, Littleton, Colorado, 80120 (303)694-9262

Upon successful completion of the Surgical Technology Program, students will be eligible to sit for the national certification exam as administered through the National Board of Surgical Technology and Surgical Assisting ([www.nbstsa.org](http://www.nbstsa.org)) 6 West Dry Creek Circle, Suite #100, Littleton, Colorado, 80120

Students interested in reviewing the accreditation documents may view them in the Academic Dean of Instructions' Office.

#### **V Program Admissions**

Students should refer to the Cisco College Handbook, the Cisco College website, and/or contact Admissions for applications and criteria for acceptance to Cisco College.

The Surgical Technology Program is a limited access program with a maximum acceptance of ten (10) students per year. The SRGT Program is a one-year program, with one program start per year in the fall. Students must complete program pre-requisite courses to be eligible to apply for admission into the SRGT program.

Upon the successful completion of the program, the student will receive a Certificate from Cisco College and be eligible to sit for the Certification Exam, which is administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

#### **VI Association of Surgical Technologists:**

The Association of Surgical Technologists was established in 1969 by members of the American College of Surgeons (ACS), the American Hospital Association (AHA), and the Association of periOperative Registered Nurses (AORN).

As the oldest and most widely recognized professional organization for surgical technologists and surgical assistants, AST's primary purpose is to ensure that surgical technologists and surgical assistants have the knowledge and skills to administer patient care of the highest

quality. AST, 6 West Dry Creek Circle, Littleton, CO 80120, (phone) 303-694-9130, (fax) 303-694-9169 website: AST.org

## **VII AST Code of Ethics**

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence with respect to the patient's beliefs, all personal matters
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

## **VIII Goals and Learning Outcomes**

### **Purpose:**

1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
  - a. Upon completion of the program, all students will demonstrate proficiency in the competencies needed to function as a surgical technologist
  - b. Employer surveys (written or verbal) are used to measure success in meeting this goal
  - c. Meet or exceed the National Certification exam pass rate of 70%
2. Graduates will be able to communicate effectively and purposefully when interacting with patients, collaborating with other healthcare providers documenting information in order to provide quality surgical care in a variety of surgical settings.
  - a. Measured by utilizing clinical and preceptor evaluation forms and examinations
3. Graduates will demonstrate behaviors that model ethical, legal and practice standards.
  - a. Measured by utilizing clinical and preceptor evaluation forms and examinations
  - b. Employer surveys (written or verbal) are used to measure success in meeting this goal.
4. Remain current in emerging technologies and innovations as they relate to the surgical technology profession.

- a. Program faculty will participate in continuing faculty development to ensure emerging technologies are part of the curriculum.

### **Student Policy 1      Statement on Policy Revisions**

Any revised policies will be effective on the date of revision and will be distributed to students via e-mail, announced in class and updated in a timely manner in the Surgical Technology Handbook and online.

### **Student Policy 2      Faculty Office Hours/Advisement**

#### **Purpose:**

The faculty believes that it is important to teach professional behavior and organizational skills and will encourage all students to make appointments with their faculty and advisors.

#### **Policy:**

1. The faculty will be available, either by posting office hours or by appointment, to counsel and advise students.
2. The student should notify the faculty member if he/she is unable to keep a scheduled appointment.
3. Students should follow the guidelines for contacting faculty per the instructions in the course syllabus.
4. In addition to the advisor, Cisco Student Services are available to all students.

### **Student Policy 3      Program Requirements**

#### **Purpose:**

To provide the student with information concerning the Program Requirements of the Surgical Technology Certificate Program;

#### **Policy:**

1. The student must meet established criteria in order to progress in the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM curriculum.
2. Earn a minimum grade of "C" in all general education, support courses and SRGT courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission the following year.
3. A student who has a second failure in any one of the required courses will not be eligible for readmission to the SRGT program. Failure is defined as receiving a grade below "C" in any course.
4. Maintain a minimum grade point average of 2.0 in all required courses.
5. Submit evidence of current CPR certification for healthcare providers (required in the first

SRGT course). It is the student's responsibility to maintain current certification and provide documentation of such throughout the curriculum. **Students will not be permitted to attend clinical without current CPR certification.** The CPR certification must be obtained through a course approved by the American Heart Association or American Red Cross as CPR for the health care provider. This course must include infant, child, adult, one man, and two men CPR. It is the responsibility of the student to stay certified; the student will not be allowed time during clinical or class time to get recertified. If the student CPR becomes expired while the student is in the program, the student will not be allowed to return to clinical until the student shows proof of a valid CPR certification card.

6. Submit a completed Division of Health Sciences Physical Examination as evidence of an annual physical examination each year in the program (required upon selection into the SRGT program, prior to attending lab practical, attend clinical facilities, and pass the course). Any changes in health care require an updated health record.

7. Immunizations

Due to the student's clinical exposure to blood and other potentially infectious material, students may be at risk of acquiring Hepatitis B Virus (HBV) infection. The Surgical Technology Program recommends that students be vaccinated with the Hepatitis B vaccine at their own expense. Failure to obtain the vaccine puts the student at continued risk of acquiring Hepatitis B, a serious disease. Students are required to certify vaccination for Hepatitis B or sign a release form assuming full financial responsibility for any post exposure follow-up and treatment. **Students will not be permitted to attend clinical without current immunizations.**

- Students are required to have the following immunizations:
  - Bacterial meningitis (must be given within the past 5 years. Not applicable if 30 years of age or older)
  - Tdap (Tetanus, Diphtheria, Pertussis)
  - TB test
  - Influenza vaccine
  - Varicella or physicians proof that student had chickenpox
  - MMR Booster
  - Hepatitis B

NOTE: Titers must be provided on actual laboratory report with values & reference ranges clearly defined. Healthcare Provider (HCP) documentation of "immune" or "positive" not accepted. WAIVER /DECLINATION accepted only for HCP documented allergy to immunization/component of immunization; certain exclusions may apply to pregnant individuals. If renewal/expiration falls within a semester, the renewal must be completed prior to beginning that semester.

8. Meet all course requirements, including attendance, according to the policies stated in the

course syllabus and the Student Handbook.

9. Completion of background check in accordance with Cisco College admission criteria.
10. Complete a 10 panel drug urinalysis in accordance with Cisco College admission criteria.
11. Adhere to specific facility requirements for clinical attendance prior to beginning clinical rotation. A background check, drug test, tuberculin skin test, Tetanus immunization, patient confidentiality waiver, and additional Professional Liability Insurance may be required. *Students convicted of a crime (other than a minor traffic violation) should inform the Department Chair and Program Director and make an appointment to discuss the issue.* This should be done prior to the first semester that the student is enrolled in the Surgical Technology Program. The conviction does not necessarily have to be a felony. It will be at the discretion of the clinical site to accept the student. The program does not deny entry; however; the clinical site may deny a student from performing clinical experience. If a student is denied entry, or removed from one clinical site the student cannot progress in the program and will receive a failing grade for that course.
12. Adhere to policies as outlined in the Cisco College Catalog.
13. Any student who fails to meet the requirements for progression will be dropped from the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM and must apply for readmission. Readmission into the Surgical Technology Program is based upon availability of space. Students must submit in writing a letter to the Department Chair and Program Director requesting readmission to the semester for which they are seeking readmission. Students seeking readmission, who have been withdrawn or dismissed for disciplinary reasons, will be considered on an individual basis.
14. The student shall **not** receive payment for clinical assignments. The surgical technology student will not be allowed to hold employment in the capacity of surgical technologist during enrollment and/or prior to graduation in the Surgical Technology Program, nor can the student be substituted for paid personnel by the clinical facility.

#### **Student Policy 4      Student Code of Conduct**

##### **Purpose:**

To provide guidelines and information which are the responsibility of the Surgical Technology student for successful completion of the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM.

##### **Policy:**

1. Academic dishonesty issues will be addressed with any student who is caught cheating. It is the faculty's position that any student giving or receiving help on written tests, evaluations, classroom work, or outside assignments places himself/herself in a position of having his/her integrity questioned. Any student caught cheating will be given a zero (0) for the work involved and is subject to further disciplinary action. (See College Catalog) Plagiarism is considered cheating and will not be allowed. Academic dishonesty of any kind is grounds for dismissal from the program.

## 2. Student Conduct:

### a. Professional Behavior –

Students are expected to conduct themselves in a professional manner in the classroom, lab and clinical setting. Professional conduct includes (but is not limited to) the following: respecting the beliefs, values, and customs of individuals; safeguarding the confidentiality of information acquired about a patient; maintaining the highest standards of Surgical Technology care possible; and upholding the highest standards in personal appearance, language, dress, and demeanor. In adhering to standards of professional conduct, students are expected to abide by policies and procedures of the clinical facilities to which they are assigned. Students will be expected to adhere to AST's Code of Ethics. **Students not adhering to these standards will be subject to disciplinary action up to and including dismissal from the program.** A student can be dismissed from the program if the student or significant other such as husband/wife, boyfriend/girlfriend, or any other member of the student's family calls any instructor using harassing language and vocabulary. For this violation there will ***not*** be a written warning just a dismissal from the program.

Any student using profanity or disruptive conduct during lecture, lab or clinical will be dismissed from the program. Students are not allowed to contact preceptors at home or enter the clinical sites if they are not in clinical hours. Student will respect and NOT raise their voice at any instructor/preceptor in anger. Students are not to verbally attack other students, either by cursing or using any other type of verbal abuse or profanity. Verbal/Physical abuse is not allowed and is grounds for automatic dismissal from the program.

### b. Professional Confidentiality –

In accordance with HIPPA guidelines, students are not allowed to use any recording devices, including cameras, cell phones, voice recorders, computers, etc., in the classroom or clinical setting. Students **MUST** maintain confidentiality related to any patient care and/or assignments. Discussion of patients is limited to clinical, faculty conferences and surgical technology classes. At ***no time*** should patients be discussed on breaks, elevators, or other settings aside from the above stated learning experiences. Only the patient's initials may be used for written assignments. Students are only allowed to obtain information on those patients scheduled in the operating rooms they are in for the clinical day. At no time should a student use his/her position in the Surgical Technology Program to seek information about a patient other than the patient to which he/she has been assigned and it should only relate to information necessary to perform the surgical procedure. ***Copying, photographing, recording and/or removing any portion of a patient's medical record or printed patient information and/or identification from any clinical facility is strictly prohibited.*** A student's review of a patient's medical record should be approved by the clinical facility. **Students not adhering to this policy will be subject to disciplinary action up to and including dismissal from the program.**

- c. The Surgical Technology Program adheres to the drugs and/or alcohol policy as outlined in the Cisco College Catalog.
3. No cell phones, electronic devices, electronic recording devices, or personal laptops/computers will be allowed in the classroom/lab/clinical setting. Use of such devices may result in student dismissal from the class/lab/clinical. If cell phone is brought to class it **MUST** be turned off and put away.
4. Students should not receive phone calls while on campus, or at the clinical site. Students should provide the number for the College and clinical site assignment to significant others should contact need to be made.
5. Students should make any change in name, address, and/or telephone number on their Campus Connect account, or in person, as soon as possible so that their records will be correct.
6. All Surgical Technology students join the AST (Association of Surgical Technologist) during the second semester of the surgical technology program. Students may also be elected or appointed to college-wide or state committees. Students so designated are encouraged to accept and fulfill responsibilities of participation.
7. Graduates of the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM will be eligible to take the Certifying Examination for Surgical Technologist through the NBSTSA.

## **Student Policy 5      Attendance**

### **Purpose:**

To provide guidelines and requirements regarding attendance for successful completion of the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM.

### **Policy:**

Successful completion of any SRGT course requires the student to:

1. Follow the specific attendance guidelines and policies as stated in the SRGT syllabi for each course.
2. Have no more than two (2) absences in any clinical course.
  - a. Students who fail to notify the clinical/lab instructor prior to each clinical absence may not be allowed to make up the hours.
  - b. Clinical tardiness will be documented on the clinical evaluation tool.
3. Clinical attendance is mandatory and absences are discouraged. The student is required to complete the scheduled clinical hours and surgical cases as stated in the SRGT Syllabi. *Clinical days cannot be made up due to the scheduling of clinical with the clinical site. More than two (2) clinical absences will result in withdrawal from the Surgical Technology Certificate Program.*

The student is responsible for notifying his/her Program Director, clinical instructor and

the clinical facility a minimum of one hour prior to students scheduled report time in the event of a clinical absence. Failure to do so may result in dismissal from the program.

4. While in the clinical area, Surgical Technology students are directly responsible to their assigned preceptors. The SRGT instructor must be informed when any portion of the student's assignment is not completed. **The Clinical Instructor will make final decisions regarding student responsibilities and performance in the clinical setting.**
5. Students are not allowed to leave the hospital during the clinical experience (lunch, smoking, etc.) without special permission from the clinical preceptor, which is granted only in emergencies. Preceptors should be aware when the student is outside the operating room suite. A thirty-minute lunch break will be given if the surgery schedule permits, and should be coordinated with the clinical preceptor. The clinical preceptor, when schedule permits, will assign breaks.
6. Students at Cisco College are responsible for all course work and all assignments made in class and clinical. All assignments are to be turned in as scheduled. No late papers will be accepted for credit without prior approval of the course instructor. In addition, assignments and projects not handed in at the assigned time are subject to a lower grade. Each student is expected to attend regularly and promptly each class/clinical assigned time he/she is enrolled. Students should limit absences to those that are unavoidable and, with the consent of the instructor, and are required to make up all missed assignments. It is the student's responsibility to contact the instructor for make-up work. Students are expected to initiate conferences with faculty as needed.
7. Students withdrawn from a course(s) due to excessive absences will receive a grade of "W" in accordance with the College policy. (See College Catalog)
8. Students not remaining in class for the entire period, leaving more than thirty (30) minutes early, will receive an absence for the class/lab/clinical.
9. Students are expected to be on time for class/lab/clinical. Tardy is defined as arriving after roll is called and class has started or arriving after the scheduled time at a clinical assignment.

The instructor has the discretion to lock the classroom door and not allow students to come into the classroom late. This means that a student who arrives late for clinical will be marked absent one hour for every five (5) minutes late. Three (3) tardies will be recorded as one (1) complete absence. Tardiness is considered unprofessional and most unsatisfactory in the health care field. Tardiness in the classroom or clinical area will **NOT BE TOLERATED.**

10. The student should notify the clinical instructor if he/she is unable to perform responsibilities at the clinical setting. Each student is responsible for having the preceptor sign the attendance record for the day current day; late signatures are not accepted. A student is not allowed to ask someone to sign the attendance record after the day of clinical.

11. Test Make-up Policy - Students are expected to take all tests on the day scheduled. A student may be excused from a test for reasons of illness (physician's excuse required), court summons (documentation required), death in the immediate family (documentation required), or motor vehicle accident en route (report required). Any missed exams/tests must be made up within ten (10) class days of the scheduled date of the test. If a missed exam is not made up within the allotted time, a grade of zero (0) will be assigned. The make-up exam may be in any format, including but not limited to essay, completion, true/false, etc.
12. If a student becomes pregnant during this program, the student must alert the SRGT faculty and Department Chair or Program Director. This is to assure that all appropriate precautions are taken in clinical areas. Pregnant students must bring a written statement from their obstetrician before registration each semester as to their ability to perform all surgical technology functions fully, safely, and without jeopardizing the health or wellbeing of the student, fetus, or patient. An additional statement that the pregnant student will take responsibility for her safety may be added, depending on the clinical setting. A student will be required to purchase an additional x-ray badge to monitor the fetus. In order to resume her activities before the usual six (6) weeks period after delivery, the student must bring a written release from her doctor.
13. Students who are absent due to surgery, injury, extended illness, pregnancy, or delivery must have a signed statement from his/her physician indicating that he/she may return to clinical at full capacity and that he/she can perform in the classroom/lab/clinical setting.

## **Student Policy 6      Grading Policy**

### **Purpose:**

1. To provide information to each student concerning calculation of grades.
2. To assure consistency and fairness in assigning grades.
3. To evaluate the student's clinical/lab performance.

### **Clinical**

- Each clinical experience will be evaluated.
- Instructors will review clinical evaluations with the student during mid-term and final clinical conferences at the end of the semester.
- Students may write comments in regard to their clinical experience, or evaluation, on the evaluation form.
- Students are required to sign the advisement form indicating that they have had an opportunity to read their evaluation.
- Students are expected to show consistent improvement in meeting the criteria throughout the semester, demonstrating a progression in learning.

- If a student is not prepared to carry out his or her clinical assignment, he or she may be dismissed from the clinical area. Lack of preparedness for the clinical assignment will be considered jeopardizing to client safety and will be documented through the Cisco College Incident Report
- Clinical errors which could jeopardize client safety **will** be documented.
- Students are required to attend 100% of the scheduled clinical hours to satisfactorily meet course requirements. Any absences will be documented. Failure to meet course objectives will result in failure of the course and/or withdrawal from the program.
- ***Clinical performance is graded as follows:***
  - \* 4-Independent: Performs purposefully and accurately reflecting sound theoretical knowledge;
  - \* 3-Competent: Performs accurately with occasional supportive or directive cues; occasional anxiety.
  - \* 2-Provisional - Performs with frequent supportive or directive cues; needs help in applying principles
  - \* 1-Unsatisfactory: Unable to meet criteria or behavior detrimental

#### **Didactic**

1. The grading scale for SRGT is as follows:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 or below	=	F

#### **Student Policy 7      Course Completion Requirements**

##### **Purpose:**

To provide guidelines and requirements for successful completion of any SRGT course;

##### **Policy:**

1. Meet all course and clinical objectives.
2. Complete all assignments according to the guidelines presented in the course syllabus.
3. Submit all assignments on the due date. In case of an emergency, the student must contact the faculty prior to the due date. Assignments submitted after the due date specified in the syllabus are accepted at the discretion of the faculty member.
4. Adhere to all policies and procedures as stated in the College Catalog and the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM Student Handbook.
5. Complete all clinical assignments as coordinated by clinical instructor and preceptor.

Meet clinical case requirements as established by Association of Surgical Technologist criteria. Meet solo requirements of surgical technologist in scrub role. Complete requirements in Core and Specialty Surgical Procedures.

6. The student is responsible for all skills taught in the clinical lab setting, including those taught when a student is absent. The student will be allowed two attempts to satisfactorily meet the requirements of all clinical lab skills.
7. Complete a Program Exit Exam prior to graduation from the Surgical Technology Program.

### **Student Policy 8      Title: Makeup Examinations**

#### **Purpose**

To provide information concerning missed exams.

#### **Policy**

1. Students must schedule make-up exams with the course Instructor.
2. Make-up exams must be taken within ten (10) days of the original test date.
3. Students who miss exams will be given an exam covering the same course content but will not be given the same exam as the exam that was administered on the day missed.
4. No exams will be administered prior to the scheduled time.
5. The format for make-up exams will be at the faculty's discretion. Essay, completion, or other format may be used.
6. Failure to complete any missed assignments/exams within ten (10) days of the original assignment will receive a grade of "Zero" (0) for that grade.

### **Student Policy 9      Program Progression**

#### **Purpose**

To provide the student with information concerning the requirements for progression in the SRGT Program.

#### **Policy**

1. In order to progress in the SRGT curriculum, the student must:
  - a. Maintain a minimum GPA of 2.0 on all required courses.
  - b. Pass required competencies/skill assessments with a score of no less than 70%
  - c. Achieve passing grade of 75% or above on clinical performance
  - d. Earn a Unit Exam and assigned project average of no less than 70%
  - e. Earn a course comprehensive Final Exam grade of not less than 70%

- f. Submit evidence of current CPR certification (required to pass each clinical SRGT course). This CPR course is required to cover Healthcare Provider topics, including adult, child, and infant basic cardiac life support (BCLS).

## **Student Policy 10      Laboratory Safety Guidelines/Issues**

### **Purpose:**

To inform students of possible safety hazards within the lab/clinical setting, and to assure student safety when in the lab/clinical setting.

### **Policy:**

1. While in lab, students shall wear scrubs as approved by Cisco College, closed toe shoes such as nursing shoes or leather tennis shoes and all jewelry and visible piercings will be removed.
2. All laboratory/OR equipment is the property of the College and is available for students to use as a learning tool. Instruments, supplies, etc. should remain in the laboratory and may not be removed without faculty permission. Instruments and sharp items should be handled with care in the lab and clinical setting.
3. The laboratory is utilized for practice and performance of surgical techniques. The laboratory storeroom and instrument cabinets are kept locked when not in use; therefore, students who wish to practice their skills may utilize the laboratory by scheduling time while the clinical instructor is available on campus.
4. Students are responsible for restoring the laboratory to its original state after practice is completed. For the protection of the student, all sharps used during practice of skills must be disposed of according to Universal Precautions. **ABUSE OF LABORATORY EQUIPMENT WILL RESULT IN DISCIPLINARY ACTION.**
5. Students undergoing any treatment/procedure requiring a recuperation period must submit a written statement from their physician stating the date they may safely resume classroom, lab, and clinical activities. (See policy on required attendance in SRGT course syllabus.)
6. There are hazards such as chemicals (anesthetic gases, pharmaceutical agents) and radiation (x-ray, nuclear medicine) in the health care facilities. Therefore, the student who believes she may be pregnant or has had a pregnancy confirmed is encouraged to notify her instructor and clinical preceptor prior to engaging in experiences which may be hazardous.
7. The student with immune deficiency is cautioned that surgical technology clinical experiences may require assisting with individuals who have infectious processes.
8. Students with a known allergy to **LATEX** materials should report to the SRGT faculty prior to first SRGT course.
9. Any change in health status requires a physician statement regarding the student's capabilities to return to class/lab/clinical.

10. Students must be capable of handling sharp items safely in the clinical lab and surgical setting. More than two exposures while improperly handling sharps will result in unsatisfactory performance and **withdrawal from the Surgical Technology Program.**

## **Student Policy 11      Clinical Guidelines**

### **Purpose:**

1. To provide information concerning the expectations of students in the class/lab/clinical settings.
2. To assure that students demonstrate appropriate professional behavior and teamwork in the lab and clinical settings.

### **Policy:**

The Program Director/Clinical Instructor is responsible for assuring that students demonstrate appropriate professional behavior in the lab and clinical settings. The following guidelines are provided:

1. The student will be required to purchase and wear approved scrubs while in the classroom, lab and clinical setting.
2. Students are required to wear their scrubs, lab coats, and shoes to and from the clinical site. While in the clinical setting, students will follow the guidelines for attire as stated by the clinical facility. For example, some facilities may provide scrub attire for SRTG students while some facilities may require students to provide their own scrub attire. If students provide their own scrubs, they will take an extra pair of scrubs to the site to change into.
3. Scrubs and lab coats must be clean, neat, free of wrinkles, and fit properly. Student must always look clean neat and wear scrubs in an appropriate manner.
4. Undershirts, if worn, are required to be white in color. Neither the sleeves nor the tail of the undershirt shall be visible under the scrub top.
5. Photo name badges with identification as Cisco College students must be worn in the classroom, lab, and clinical setting. Students must not wear Cisco College identification except while in the role of a surgical technology student. The badge shall be worn on the collar or chest pocket of the lab coat or scrub top.
6. Jewelry shall not be worn in the lab or clinical setting. Visible piercings, including eyebrow, tongue, and nose rings are not allowed in the classroom, lab or clinical setting.
7. Shoes shall be closed completely around foot and should be either white nursing shoes or white leather tennis shoes; no cloth shoes allowed. Socks shall be white.
8. Hair must be controlled out of the face. Hairstyles should permit the ability to cover all hair with a surgical cap. Hair styles must not prohibit the visibility of the student. Neatly trimmed beards are acceptable, except in instances where clinical policy prohibits.
9. Fingernails must be clean and must not extend beyond the fingertips. No artificial nails

or nail polish are allowed in lab/clinical setting. No artificial eyelashes are allowed in the clinical setting. Excessive facial make-up should not be worn in the clinical area.

10. Heavy scents (perfumes, colognes, aftershave lotion, alcohol, cigarette smoke) are not allowed in the clinical area.
11. Health promotion is important to the faculty and students. Students are not allowed to use tobacco products at any clinical facility.
12. Visible tattoos should be covered with a dressing or make-up designed to cover the tattoo.
13. Students shall not receive payment for clinical experience nor are they allowed to assume the role of an employee.
14. If a student encounters an issue or problem while in the clinical setting, the student shall notify the Program Director and/or Clinical Instructor immediately. Students shall not address the issues or problems with Clinical site employees unless approved by the Program Director and/or Clinical Instructor.
15. Should a student fail to comply with established policies, the student will be sent home from the classroom, lab, and/or clinical site. This will count as an absence for the student.
16. Should a student be removed from a clinical site due to a violation of Hospital Policy, HIPAA violation, or conduct detrimental to the safety of patients, the student shall receive a failing grade and withdrawn from the SRGT Program.

Contracts allowing students to participate in required clinical activities are maintained between the clinical site and Cisco College. All scheduling of clinical dates and hours are established between Cisco College and the Clinical site.

### **Student Policy 12 Clinical Rotation**

Students are required to document all surgical cases in the externship case log records. The Surgical Technology Program Director will review case reports and ensure an appropriate case mix balance.

The surgical technology student must complete 120 surgical cases. The surgical cases must meet the following Surgical Case requirements as established in the *AST Core Curriculum for Surgical Technology, 6<sup>th</sup> Edition*:

<b>Surgical Rotation Case Requirements:</b>			
<i>Surgical Specialty</i>	<i>Total # Cases Required</i>	<i>Minimum # 1st Scrub Cases Required</i>	<i>Maximum # 2<sup>nd</sup> Scrub Cases to be applied toward 120 cases</i>
<i>General Surgery</i>	30 <sup>2</sup>	20 <sup>2</sup>	10

<i>Surgical Specialties:</i>	<b>90<sup>3</sup></b>	<b>60<sup>3</sup></b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• Genitourinary</li> <li>• Ob/Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedic</li> <li>• Peripheral vascular</li> <li>• Plastics</li> <li>• Procurement/Transplant</li> </ul>			
<i>Diagnostic Endoscopy:</i>			10 diagnostic endoscopy cases may be applied toward the second scrub cases <sup>5</sup>
Labor and Delivery			5 vaginal delivery cases may be applied toward the second scrub cases. <sup>5</sup>
<b>Totals</b>	<b>120<sup>1 7</sup></b>	<b>80</b>	<b>40</b>

<sup>1</sup> Total number of cases the student must complete is 120

<sup>2</sup> Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role

<sup>3</sup> Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

- 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)
- The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role

<sup>4</sup> The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry level graduate abilities.

<sup>5</sup> Diagnostic endoscopy cases and vaginal deliver cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal deliver cases can be counted towards the maximum number of 2<sup>nd</sup> Scrub Role Cases

<sup>6</sup> Observation cases must be documented, but do not count towards the 120 required cases

<sup>7</sup> Counting Cases:

- Cases will be counted according to surgical specialty. Examples:
  - Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is a general surgical specialty and repair of a LeFort I is oral-maxillofacial surgical

- specialty*
- *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.*

### **First Scrub Role:**

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

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medications 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, but has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

### **Observation Role:**

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

## **Student Policy 13      Student Injury Follow-Up**

### **Purpose:**

To provide guidelines for prompt and appropriate follow up of all incidents involving personal injury of a student during lab or clinical setting while participating in learning experiences.

### **Policy:**

- Any incidence of personal injury should be reported to Clinical Instructor immediately after occurrence. The Program Director will complete required paperwork.
- Any incident in which personal injury may or may not be manifested by immediate signs and symptoms requires that an incident report be filed according to specific institutional policy. The student will be advised to seek medical attention for development of signs and symptoms which they believe may be related to the incident. Guidelines should be followed for eligibility and medical coverage as established by the College.
- Any incident in which personal injury is evidenced by immediate signs and symptoms requires immediate evaluation and treatment according to the policy of the specific institution. An incident report will be filed and a copy provided to the injured person.
- A copy of the incident report will be submitted by/on behalf of the injured person.
- Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to assure that students who become injured will receive appropriate care in a timely manner.

#### **Student Policy 14**

#### **Student Blood and/or Body Fluid Exposure Follow-Up**

##### **Purpose:**

To provide guidelines for prompt and appropriate follow-up of all blood/body fluid exposure.

##### **Policy:**

1. Clinical Instructor should be notified of any blood/body fluid exposure while in the clinical setting. Students should practice and follow Universal Precautions with all blood/body fluids. Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to be reported immediately to the Employee Health Coordinator or other individual as designated by the specific institution in which the student is exposed. The student will receive follow-up care (first aid, evaluation, and prophylaxis as indicated). Post Exposure Protocols will be implemented within one hour following exposure to known or highly suspected HIV positive patients.
2. An incident report will be filed according to the specific institution's policy. A copy will be provided to the student exposed and the original will be maintained at Cisco College.
3. Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to assure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.

## **Student Policy 15      HIPPA Rules and Regulations**

### **Purpose:**

To provide the student with information regarding patient confidentiality in accordance with HIPPA rules and regulations.

### **Policy:**

#### **STUDENT CONFIDENTIALITY AGREEMENT**

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Surgical Technology student at Cisco College. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning:

1. A patient
2. A patient's family or significant other
3. An employee or job applicant
4. A physician or other practitioner
5. Peer review or quality of care with Cisco College.
6. The sensitive business plans or finances of or a clinical facility
7. Computer passwords
8. Other students and instructors or any other persons who may make use of clinical facilities or services

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience which is of a confidential nature to anyone who does not need that information to perform his/her duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, Cisco College, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Surgical Technology Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

## **Student Policy 16**

## **Student Travel**

### **Purpose:**

To clarify the student's responsibility for travel related to the SURGICAL TECHNOLOGY CERTIFICATE PROGRAM.

### **Policy:**

1. Students can expect to travel to a variety of clinical sites within a 100 mile radius of Cisco College.
2. Students are responsible for their individual travel to and from the Cisco campus or to any assigned clinical experience or field trip.
3. When the College closes for inclement weather, clinical experience will be rescheduled and /or the student will be dismissed from the clinical facility and encouraged to travel directly home. If students miss due to inclement weather when the college is not closed, this is an absence and students are required to make it up. It is the students responsibility to notify the Program Director and Clinical site a minimum of one hour prior to your scheduled start if you are going to be absent.
4. Students may be required to travel to Clinical facility orientations, additional clinical assignments and conferences relating to surgical technology.

## **Student Policy 17      Title: American with Disabilities Act**

### **Purpose**

To provide guidelines to assist students with special needs related to disabilities.

### **Policy**

Students with disabilities should contact the Program Director at the beginning of each course. In conjunction with the Cisco College recommendations, reasonable accommodations will be made.

***Refer to the Cisco College Catalog for specific guidelines.***

## **Student Policy 18      Title: Advisement of High Risk Students**

### **Purpose**

To provide additional counseling and assistance to any student enrolled in the SRGT Program that is in danger of academic failure or withdrawing from the SRGT program. High risk students include those whose:

- a) Midterm grade is **70%** or less in any SRGT course.

- b) Clinical progress is considered unsatisfactory.
- c) Passing grade in each successive SRGT course as stated in syllabi.

### **Policy**

1. Any student with an exam grade of **70%** or less in any SRGT course will be counseled by the Program Director.
2. Faculty will explore, with the student, various strategies to improve chances for academic success. The student is expected to develop, write and adhere to a plan for improvement.
3. Strategies will include learning experiences offered through the Cisco College including test taking skills, study skills, and stress reduction.
4. Counseling records will be maintained in the student's file.

### **Student Policy 19                      Title: Student Withdrawal**

#### **Purpose**

To provide information and guidelines which will assist students who wish to withdraw from the SRGT program.

#### **Policy**

1. Students who elect to withdraw from the SRGT program are expected to notify the Program Director/ College Advisor and follow standard college procedure.
2. Students who elect to withdraw from a SRGT course before the two-thirds semester (or course) point will receive a grade of "W" for the course.
3. Students may be administratively withdrawn from a SRGT course by faculty at any time during the semester if the student has failed clinical or course requirements as specified in course criteria, or removed from a clinical site due to Hospital Policy violations, HIPAA violations, or conduct detrimental to the safety of patients.

### **Student Policy 20                      Title: Dismissal**

#### **Purpose**

To provide information to students concerning the requirements for professional behavior in the surgical technology program.

A student may be asked to separate herself/himself from the College for the following reasons:

- a. Failure in a course study, including clinical rotation
- b. Abusive or inconsiderate treatment to patients
- c. Repeated negligence

- d. Repeated absences
- e. Use of narcotics or other drugs and medications not prescribed by a physician
- f. Possession or consumption of intoxicating beverages on hospital premises or reporting to clinical under the influence of alcohol or drugs
- g. Falsifying documents, cheating, plagiarism, or illegal use of old reports
- h. Failure to adhere to the regulations of conduct of the College
- i. Unprofessional behavior and/or sleeping at the assigned clinical facility
- j. Inability to function safely in the role of the surgical technologist
- k. Inability to perform in the solo role as a Surgical Technology student
- l. Personal characteristics unsuited for surgical technology
- m. Being disrespectful to faculty, students, or clinical facility personnel.
- n. HIPPA violations.
- o. Removal from a clinical site due to Hospital Policy violations or conduct detrimental to the safety of patients.
- p. Any reason deemed necessary by the faculty that adversely affects the class.

**Student Policy 21      Title: Grievance**

**Purpose**

To provide information regarding students' rights to due process.

**Policy**

Students should refer to the online College Catalog at [www.cisco.edu](http://www.cisco.edu) for grievance policy.

**Student Policy 22      Children/Visitors in Class/Lab/Clinical**

**Purpose:**

To provide an optimal learning environment for all students.

**Policy:**

1. There are currently no facilities on the Cisco College Campus to provide care for children.
2. Neither children nor visitors are allowed in the classroom, lab, or clinical setting.
3. Children may not be left unattended in the halls or empty classrooms.
4. Students who bring children will be dismissed from class/lab/clinical to care for them.

The dismissal will be counted as a class/lab/clinical absence.

**Surgical Technology Certificate Program  
Allied Health Department  
Policies Signature Sheet**

**Student Policy 15    HIPPA Rules and Regulations**

**Purpose:**

To provide the student with information regarding patient confidentiality in accordance with HIPPA rules and regulations.

By my signature below, I certify that I have read this *Student Confidentiality Agreement*, have had a chance to ask any questions I might have, and that I understand this Agreement and agree to be bound by its terms.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Surgical Technology Student Handbook**

I have read the Departmental Policies and Regulations for the **Surgical Technology Certificate Program** and agree to adhere to them.

**STUDENT SIGNATURE** \_\_\_\_\_

**STUDENT PRINTED NAME:** \_\_\_\_\_

**DATE** \_\_\_\_\_