# Surgical Technology

PROGRAM MANUAL

**NORTHLAND**
**COMMUNITY & TECHNICAL COLLEGE**

# Surg Tech

## 1. Welcome

Welcome to the Northland Community Technical College Surgical Technology Program. You have chosen a career rich in opportunities and challenges. This program guide/manual/policies and procedures are intended to provide you the information you need to be successful in the program.  Keep this handbook close as you will need to refer to it often.

Other sources of information include Faculty, the Northland Community Technical College Student Handbook, [ http://www.northlandcollege.edu/academics/student-handbook/], Course Syllabi, Student Services, Advisors and Counselors.

With Best Wishes as you begin your new career.

Dawn Williams CST, Surgical Technology Program Director

Jenny Olson CST, LPN Lab/Clinical  Instructor

## 2. Accreditation

The surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Mailing address: 9355 – 113th St N #7709 Seminole, FL 33775 PH 727-210-2350, FAX 727-210-2354
E: mail@caahep.org; in cooperation with the ARC/STSA 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120. PH 303-694-9262, FAX 303-741-3655 and sponsored by the American College of Surgeons and the American Hospital Association.  Graduates of this program are eligible to sit for the national certification exam in the final week of the program once verification of program completion is confirmed.  The Commission on Institutes of Higher Education of the North Central Association of Colleges and Schools accredits Northland Community & Technical College.

## 3.  Program Information

### 3.1 Description

The Surgical Technology program prepares individuals to assist the surgeon, anesthesiologist and professional registered nurse as an integral member of the direct patient care team before, during and after surgical intervention.

**About the Profession/Role of the Surgical Technologist**
The Certified Surgical Technologist (CST) in the scrub role handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists understand the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure, while monitoring and preserving the sterile field.

The CST is responsible for three phases of surgical patient care, or surgical case management, with minimal direction or supervision from other surgical team members. Some duties of the CST in each phase of case management include:

**Preoperative Surgical Case Management**
Gathering necessary equipment and supplies

Opening sterile supplies

Donning personal protective equipment

Scrubbing and donning sterile gown and gloves

Organizing the sterile field for use

Counting necessary items

Assisting team members during entry to the sterile field

Exposing the operative site with sterile drapes

**Intraoperative Surgical Case Management**
Passing instrumentation, equipment and supplies to the surgeon and surgical assistant

Preparing and handling pharmaceuticals

Predicting needs of the patient and surgeon and preparing necessary items

Counting necessary items

Caring for specimens

Applying dressings

**Postoperative Surgical Case Management**
Maintaining the sterile field until the patient is transported to the post-anesthesia care unit (PACU)

Removing instruments, equipment and supplies from the operating room (OR) following use

Preparing the OR for the next patient

The proficient CST demonstrates a caring attitude towards the patient, other surgical team members and the patient-care environment. It is also necessary to understand normal anatomy and physiology, the pathological condition affecting the patient, the planned operative procedure, and consider any variations that may be necessary to accommodate a specific patient.

**Program Goal:** The Surgical Technology program will prepare entry -level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

### 3.2 Program Outcomes

SURGICAL TECHNOLOGY PROGRAM OUTCOMES

**The goal of Northland's Surgical Technology program** is to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. The graduate will:

1) Perform skills necessary to safely fulfill the role of the Surgical Technologist, including the application of infection control practices. (Cognitive, Psychomotor)
2) Demonstrate professional behaviors consistent with the profession and employer expectations utilizing ethical and legal considerations relevant to the role of the surgical technologist. (Affective)
3) Evaluate information using problem-solving and critical thinking skills relevant to the surgical technologist position. (Cognitive)
4) Demonstrate proficiency in the application of aseptic technique in all aspects of the surgical care of patients. (Cognitive, Psychomotor)
5) Demonstrate basic competence in the use of surgical instruments, supplies, and equipment used to provide patient care. (Cognitive, Psychomotor)
6) Integrate/demonstrate a comprehensive understanding of anatomy, physiology, pathophysiology, pharmacology, medical terminology and microbiology when assisting with surgical procedures. (Cognitive, Psychomotor)
7) Communicate effectively with patients, physicians, and colleagues based upon respect for the dignity and worth of each person. (Affective, Cognitive)
8) Exhibit behaviors conducive to effective teamwork. (Affective)

### 3.3 Application for Admission

**Individuals who intend to apply to the A.A.S. program must:**

Individuals who intend to apply to the program must:
1. Students achieving assessment scores below the established minimums must register and successfully complete (with a grade of C or better) the required developmental courses in order to meet graduation requirements. The college minimum scores for the Next Generation Accuplacer Assessment test are as follows:
Reading: 250
Advanced Algebra Functions: 230

2. Complete all required developmental and general education courses before beginning the final program semester. Have all transfer credits approved by the College through application for Transfer of Credit before beginning the final program semester.

3. The program requires students to have current working knowledge of required sciences. Courses older than 5 years may not be accepted for transfer into the program: BIOL 2221, BIOL 2260, BIOL 2262, HLTH 1106, HLTH 2002, HLTH 2208. This may be waived if an applicant has recent experience working or education in the health -- science fields.

4. SURT 1102 Intro to Surgical Tech is offered in an online format only. Check the Distance Education schedule when registering.

5. Current CPR certification. CPR for Health Care Providers (American Heart Association) or CPR for CPR for the Professional Rescuer (Red Cross) prior to the start of the fall semester of the second year of the Surgical Technology Program. Certification must be kept current for the duration of enrollment in this program.

6. Completion of the College Health Screening & Immunization information requirements through Castle Branch (cost $35) prior to the beginning of the final fall semester.

7. Completion and approval for clinical participation of the Minnesota Department of Humans Services Licensing Division Background Study and fingerprinting (cost approximately $10). Completion and approval for clinical participation of a National Background Study through Castle Branch. Cost $45.75 first year, $26 second year (if needed).
Read and follow directions for background studies and immunization requirements at the following web address: http://www.northlandcollege.edu/healthprograms/immunization.php

8. Completion of North Dakota Board of Nursing (NDBON) Unlicensed Assistive Personnel (UAP) application and BCI Fingerprinting, Background Study for participation in clinical. Information found at NDBON.org

9. Provide proof of personal health insurance coverage during the clinical period

10. Meet with an advisor to discuss personal and expected program outcomes

11. All required courses for the program must be completed with a grade of C or better.

It is the **student's responsibility** to confirm all requirements have been met.


### PLEASE NOTE

- Health and Human Services students must comply with both Minnesota law and clinical facility requirements related to immunizations and background screenings.

- Students who do not comply with the required health and immunization requirements may not be permitted to attend clinical which **WILL** affect program progression and completion.

## Qualities of a Surgical Technologist
• Ability to work well under stressful and emergency situations
• Able to act quickly and accurately
• Work well with other people
• Exhibit manual dexterity
• Physical stamina
• Good communication skills
• Empathy

**Work Environment**
Surgical Technologist work in a well lighted, clean, and cool environment. They work in close proximity to other team members. Technologist's must remain alert and stand for long periods of time. They may be exposed to communicable diseases, unpleasant sights and odors. Most surgical technologist work full time (40 hours per week), but part time employment is available at some institutions. Most work places require 24 hour coverage which may require being scheduled nights, weekends, and holidays.

**Physical Requirements for Surgical Technology**
• Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
• Able to lift a minimum of 25 pounds.
• Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
• 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.
• Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
• Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
• Hear activation/warning signals on equipment.
• Able to detect odors sufficient to maintain environmental safety and patient needs.
• Manipulate instruments, supplies and equipment with speed, dexterity, and good eye-hand coordination.
• Ambulate/move around without assistive devices.
• Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
• Communicate and understand fluent English both verbally and in writing.
• To be free of reportable communicable diseases and chemical abuse.
• Able to demonstrate immunity (natural or artificial) to Rubella, Rubeola, Tuberculosis, and Hepatitis B, or be vaccinated against these diseases.

• 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.
• Able to make appropriate judgment decisions.
• Demonstrate the use of positive coping skills under stress.
• Demonstrate calm and effective responses, especially in emergency situations.
• Exhibit positive interpersonal skills during patient, staff, and faculty interactions.

### 3.4 Curriculum – Surgical Technology - AAS 60 Credits

| Course # | Course Title | Credits |
|---|---|---|
| Required | | |
| *BIOL2260 | Human Anatomy and Physiology I | 3 |
| *MATH1110 | College  Algebra  or Contemporary MATH1102 | 3 |
| HLTH1106 | Medical Terminology | 2 |
| SURT1102 | Introduction to Surgical Technology | 2 |
| *BIOL2262 | Human Anatomy and Physiology II | 4 |
| *BIOL2221 | Microbiology | 4 |
| *PSYC1105 | Intro to   Psychology | 3 |
| HLTH1106 | Pharmacology | 2 |
| SURT2204 | Operating Room Theory | 4 |
| SURT2208 | Operating Room Practice | 6 |
| HLTH2208 | Pathophysiology | 3 |
| *PHIL2210 | Morals in Medicine or PHIL 1102 | 3 |
| *PSYC2201 | Developmental Psychology | 3 |
| SURT2212 | Operative Procedures | 5 |
| SURT2216 | Clinical I | 6 |
| SURT2220 | Clinical II | 7 |

### 3.5 Curriculum design

The didactic component of surgical technology is delivered through lecture and laboratory demonstration and practice.  The lecture portion reinforces the theory involved in providing care to the surgical patient, i.e. sterile technique, draping, positioning etc.  The laboratory portion of instruction is used to demonstrate proper methods of technique and allows the student to practice and demonstrate an acceptable level of technical skill and competency.

### 3.6 Transfer Credits

The program requires students to have current working knowledge of the required sciences. Courses older than 5 years may not be accepted for transfer into the program. Exceptions can be made for students currently working in the health field. A student appeal/petition may be filed to address issues concerning course transferability. The program director has the right to accept or decline the transfer.

### 3.7  Clinical Education Objectives

The main clinical objective is for the student to be able to develop entry-level competency in the performance of duties as a surgical technologist and effectively demonstrate technical skills in various clinical situations. Clinical objectives are listed in each syllabus as Course Goals for SURT2216 and SURT2220.  The objectives are the measurement used to evaluate performance and competency.

## 4.  Clinical Information

### 4.1  The Clinical Experience

The clinical experience is designed to ensure the students can acquire expertise and proficiency in a wide variety of surgical specialties and operative procedures by applying classroom theory to actual practice of technical skills in the clinical setting.  The primary clinical affiliates of the program are:

**Altru Hospital – Grand Forks, ND**

**Sanford Hospital (Meritcare) – Fargo, ND**

**Other clinical sites may be determined, based upon enrollment and student placement**

The assignment for clinical sites will occur in the fall semester

- The program director reserves the right to alter clinical assignments if it is the best interest of the student or clinical affiliate workload.  Intern sites will be in North Dakota or Minnesota.

- All course work must be successfully completed and all lab material, including scrub attire, must be returned to the College before the student may begin his/her internship.

- ALL immunization records, health data, CPR verification, proof of health insurance and the National Criminal Background Study and MN Health and Human Services Study must be on file for the student to begin the clinical internship.  Failure to provide this information will result in non-compliance with program guidelines and probationary status will be in effect.  The student will not be allowed to attend the clinical internship until such documentation is provided in consultation with the program director.

### 4.2  Clinical Internship

Clinical experience is viewed as a vital, integral part of the educational process.  The facilities, which have agreed to accept students for clinicals, need to be recognized for the unique privilege provided.  Without the cooperation and interest of the affiliate staff, it would be impossible for the student to complete the program.  The student is a guest in the clinical site.  It is the willingness of the staff to share time and talents in support of the profession, which is the sole reason for accepting students.  Graciousness toward the staff and administration will serve

to establish relationships that are mutually beneficial. Courtesy and respect are a basic expectation in all encounters.

The Surgical Technology internship is divided into 2 rotations: Clinical I **AND** Clinical II and is approximately 16 weeks in length. The student will spend approximately 32-40 hours per week at the clinical site.

**Note – Student Work Policy**

1. The clinical component shall be educational in nature and,

2. The student shall not be substituted for paid staff personnel during the clinical component of the program.

**\*PLEASE NOTE\***

- Detailed internship responsibilities, shift start and stop times and dress requirements will be defined by the clinical instructor at the onset of the clinical rotation. Requirements will vary according to the clinical site necessity.

- The student is expected to arrive promptly at the clinical affiliation, able to function at the level appropriate to their status in the Surgical Technology Program. If the student arrives unprepared for the clinical experience (i.e. without a procedure report prepared) the student will be dismissed for the entire day and will be required to use banked hours or if no hours are available, make up the lost clinical time in arrangement with the clinical instructor. Assignments will be turned in on time or result in disciplinary measures.

- Time management: if a student arrives late or tardy (after the designated start time for the clinical site) one hour will be deducted from the bank of hours (see section 5.2 Time Management).

- Students must be prepared to furnish their own housing, telephone, meals, and transportation for the internship. Arrangements must be made prior to the start of Clinical I in the final spring semester.

- The student will adhere to all policies and procedures of the affiliate clinical sites.

- Students may request specific days for call assignments; all requests must be written and submitted in the first week of the clinical rotation. A schedule will be made after the first week of clinicals to include on-call, late, PM or other shifts as needed or indicated by the clinical site assignment.

- During Clinical I, the number of call hours will be equivalent to 2-call shift. Clinical II call hours will include 2 call shifts and a weekend call shift.

- Students will be expected to meet the identified level of Clinical Experience Record target set by the Program Director 120 cases minimum – failure to do so may result in probation or disciplinary action.

## 4.3 Clinical Preparation

Surgical procedure and patient assignments will be made by the clinical instructor before each experience and posted in the designated student area. **The student is expected to prepare for the procedure by:**

- Reviewing relevant anatomy and physiology for the surgical intervention.

- Reviewing and listing the specific procedural sequence (procedural report).

- Obtaining a copy of the surgeon's preference list to review suture, draping, medications and scrub tips.

- Arriving prepared to perform the role of the surgical technologist; this assures an optimum clinical learning experience and competent care to each patient involved.

**Any student arriving at the clinical site unprepared for the clinical day will be sent home from the site for the entire day and time will be deducted from the student's 32-Hour bank of designated hours.  Incomplete procedure reports are an example of being unprepared. If no hours are available, the student will be required to perform extra hours in the clinical setting to make up for the time missed.**

## 4.4  Student Clinical Case Guide

# NCTC Student Clinical Case Guide

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations:

> "To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Objectives:
1) The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
2) Students must complete a minimum of 120 cases as delineated below. Our Program Goal is 140 cases.

Program Outcomes will be assessed based upon the student clinical experience.  The quantifying measurement of the outcomes will be minimum case requirement of 120 cases our program goal is 140 cases. The students will be reporting and recording their clinical experiences in a:

**Clinical record** – a web-based database method for tracking overall progress. Instructors will verify the procedure and level of proficiency and then Students will access the database via the ST home page on the web.

The level of proficiency will be assessed with Staff and Instructor input on a daily, case by case basis as follows:
**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 by performing one or more 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.

**60 cases required distributed between a minimum of 4 surgical specialties.
*Vaginal deliveries 5 maximum count * Diagnostic Endoscopy maximum of 10 Second Scrub

**Observation Role** The Observation Role is defined as the student who is in the OR performing roles that do not meet the criteria for the first or second scrub role.

**SURGICAL ROTATION CASE REQUIREMENTS**

| Surgical Specialty | Total # of Cases Required | Minimum # of First Scrub Cases Required | Additional First or Second Scrub Role cases that can be applied towards minimum of 120 (Program goal – 140 case) |
|---|---|---|---|
| **General Surgery** | 30 | 20 | 10 |
| **Surgical Specialties:** CVT ENT Eye GU Neuro Ob-Gyn Oral/Maxillofacial Ortho PV Plastics | 90 Program Goal 110 | 60 | 30 |
| **Diagnostic Endoscopy:** Bronchoscopy Colonoscopy Cystoscopy EGD ERCP Esophagoscopy Laryngoscopy Panendoscopy Ureteroscopy | | | 10 diagnostic endoscopy cases may be applied toward only toward the Second Scrub Role cases. *Objective II.C |
| **Labor & Delivery** | | | 5 vaginal delivery cases may be applied only toward the Second Scrub Role cases *Objective II C |

| Totals | 120 Pgm Goal | 80 | 40 |
|---|---|---|---|

A case log summary sheet should also be used by the program to demonstrate the following for each student:
Total number of cases performed – goal is 120 cases

- Total number of cases observed (never counted towards the 120-case goal, however we do track)
- First Scrub cases in General Surgery (minimum of 20 cases, maximum of 30)
- Second Scrub cases in General Surgery (maximum of 10 counted)
- First Scrub cases in at least four (4) surgical specialties/minimum of (10 cases in first scrub role counted towards the total)
- Second Scrub cases in at least four (4) surgical specialties
- Diagnostic Endoscopy cases in the Second Scrub Role (10 max counted as second scrub)
- Vaginal Deliveries in the Second Scrub Role (5 max counted)

Once a student reaches these thresholds (for example 20 first scrub in General surgery) on the 21st first scrub case they enter in the database – the cells will be shaded. If a student chooses the print option – they will see some of the cells of the chart are shaded – this indicates the student has met the requirement in that area.

The program level of clinical proficiency will be determined based upon the overall composite of the entire clinical student group. The program director as clinical coordinator will be assessing the student progress towards the required goal during the clinical experience. The clinical instructors will daily assess the student clinical experience and assist in recording the scrub activity. The clinical instructor on a weekly basis will assess student progress to determine case assignments for the individual student. The student will record and assess their individual progression through the clinical experience.

## CASE ENTRY

Cases will be entered into the Surgical Technology Program Database by logging into the tracking system. You may access the system by going to the program home page on the College website and clicking on Activities or use the following webpage:
https://www2.northlandcollege.edu/cgi-bin/surgtech.pl ACCESS
https://www2.northlandcollege.edu/cgi-bin/streport.pl PRINT or VIEW
Click on the link titled Surgical Procedure Database.
1) Enter your StarID and password. Login
2) Once in the database you will select Location
3) Select Case Area [General, Diagnostic endoscopy, Labor & Delivery or Specialty] Next
4) Select Skill [Procedure] Next
5) Role [First Scrub, Second Scrub, Observe or Circulate] Next
6) Instructor Verification, Submit Entry
**To Print or View your Case log, use the same address above**
1) Click on the link titled Click here
2) Enter your StarID, click the Print Clinical Record button
3) You will be able to view/track your cases, assess your progress, print and share with your clinical instructor.
## DATABASE Tracking Legend
## General Surgery Cases Legend:

| General Surgery 1st Scrub reached 20 | General Surgery 1st Scrub above 20 |
|---|---|
| General Surgery 2nd Scrub 10 and under | General Surgery 2nd Scrub above 10 |

### Specialty Cases Legend:

| When any Specialty Case type 1st | When the total Specialty 1st |
|---|---|

| Scrub reaches 20 | Scrub cases reach 110 |
|---|---|
| When the total Specialty 1st Scrub cases are between 111 and 140 | When the total Specialty 1st Scrub cases are at or above 140 |

# 5. Program Policy

## 5.1  Attendance Policy

The Surgical Technology program will adhere to the policies within the Northland Community & Technical College Student Handbook.  A signed program agreement will be kept in each student file.

**Students are expected to be present and punctual every scheduled day of the program.**   Class or clinical begins promptly at the time scheduled.  Students are expected to arrive early and assume their class or clinical responsibilities on time.  Students arriving after scheduled times will be marked tardy for official clinical records; time will be deducted from the 32 hours of banked time. Attendance is critical to the success of this program.  Poor attendance reflects on the student's permanent record and will influence employment recommendations.  Employers in the health industry demand good attendance; it is an attribute they seek in employees they hire.

**When illness or emergency dictates a student's absence, he/she will:**
Call the clinical instructor or supervisor at his/her assigned clinical site, <u>before the start of his/her shift</u> to report absence from clinical.  The absence will be documented at the clinical site.

## 5.2  Time Management: 32-hour bank

Students will be allowed 32 hours per clinical year as absent time or a "bank of hours".  The bank of hours will be used as a sick/personal leave time.  Any hours absent outside of the 32 hours allotted, will result in probation and may result in program dismissal.

**Clinical absence**

> **All clinical time designated as missed clinical time (outside of the 32-hour bank) will be made up.**  Clinical time requirements must be met. If a student exceeds the number of banked hours available and the required clinical time remaining is too short to accommodate the student making up the required hours, the student may be placed on probation or be removed from the clinical course at the discretion of the Program Director.

> • If the student is absent from the clinical experience, he/she must follow the instructions noted by the instructor at the onset of the clinical rotation.

> • The clinical instructor in consultation with the program director will make a reasonable effort to accommodate the student in making up any missed clinical time (beyond the

32-hour bank), unless the amount of time is deemed excessive and clinical objectives cannot be met.

- Failure of the student to follow the above policy for attendance will result in probation and/or termination. If satisfactory attendance is not demonstrated during a probationary period, the Program Director may suspend the student for a specified time or terminate the student from the program.

## 5.3   Class Policy

All students in the Surgical Technology Program will follow the class policy for class instruction:

1. Students will be expected to handle equipment and supplies responsibly in the laboratory. No equipment or supplies will leave the lab without permission from the instructor.

2. In the Fall semester all students must successfully complete each of the 2 practical skills examinations in a single attempt to progress in the program.

3. Each student will be required to wear scrubs (issued by instructor) in clinical lab classes.  The scrubs must be cleaned and returned to prior to the start of spring semester.

4. Personal conferences will be scheduled at the program director or student request.

5. Didactic and clinical experience will follow the school calendar with holidays noted.

6. The faculty will be available during posted office hours. Other appointments and messages may be requested via voice mail or email.

7. No eating and drinking will be allowed in the lab.

8. No smoking is allowed in the building or at the clinical sites.

All material to be made up due to any absences must be completed within 2 days of returning to school.  This includes tests, assignments, and clinical lab procedures.  If the student does not attempt to make up the missed work, during this time frame, they will receive a zero for all incomplete work.

## 6.  Student Discipline - Dismissal

### 6.1 Criteria for Probation and Dismissal from the Program

A student enrolled in the Surgical Technology Program at Northland Community & Technical College who does not meet the following criteria will be placed on probation and subject to dismissal:

1. Those who do not meet the criteria established by the College Academic Progress Policy.

2. The instructor may place a student on probation if the student does not adhere to the attendance policy.

3. Punctuality and dependability are a necessity in the surgical technology profession. The Surgical Technology program encourages these characteristics as desirable to employers upon graduation. It is the belief of the faculty that no clinical hours required by the program can be missed. See Clinical Absence section of this handbook for further information.

4. The following violations of ethical and professional conduct by any student may constitute reason for probation or immediate dismissal from the program at the discretion of the instructor in consultation with the program director: a breach of patient safety or confidentiality, lying, cheating, insubordination, or discourteous inappropriate treatment of patients, the public, employees or fellow students.

5. The student disciplinary procedure will be initiated due to substandard, unethical or inappropriate conduct at the discretion of the Program Director. Immediate dismissal may result for any one of the following reasons:

   a. Possession or use of alcohol or any mood-altering chemicals on the premises or reporting for class or clinicals intoxicated or under the influence.

   b. Repeated tardiness

   c. Unexcused absenteeism and/or falsification of sick time

   d. Excessive absenteeism

   e. Insubordination

   f. Grossly unethical or unprofessional conduct

   g. Gross carelessness regarding safety of patients or colleagues

   h. Discourteous, unprofessional interaction with patients, public or staff

   i. Dishonesty, cheating, theft

   j. Release of confidential information regarding patients, and/or hospital or clinic personnel or activities

## 6.2 Disciplinary procedure – sequence for behavioral reasons:

1. Upon notification of a student's inappropriate conduct the Program Director will meet or speak to the student to discuss the matter and inform the student of the specific conduct deemed inappropriate. The student will be given a verbal warning concerning continued inappropriate behavior.

2. If the student's conduct and behavior does not improve, the Director will meet or speak a second time with the student, at which time a written warning will be given with

documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file and the academic Dean will be notified. The student will be placed on probation for a specified period, during which time <u>definite improvement must be demonstrated.</u>

3. If satisfactory improvement is not demonstrated during the probationary period, the Program Director may terminate the student from the program.

## 6.3 Disciplinary procedure for academic reasons:

The student must meet the following academic criteria during the educational experience:

1. Must achieve a grade of 2.0 or letter grade C or above in each course required in the program to progress.

2. Must receive a minimum of a 2.0 rating on all student evaluations.

3. Must receive a minimum of a 2.0 rating and a satisfactory rating of each area on all clinical performance evaluations.

## 6.4 Academic/Faculty Grievance/Petitions

1. It is the policy of the Northland Community and Technical College's Surgical Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues to the ST Program Director. If the student and ST Program Director are unable to come to an agreement, the student can write up their complaint/grievance on a Student Appeal form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees which will report their findings back to the student. Students may then appeal the decision or recommendation if desired.

2. A student may also appeal a final course grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date to the Registrar's Office. The Registrar's Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The Dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean's decision within 10 days, if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

*3.* Student complaints regarding the program or faculty should be first addressed to the ST Program Director. Unresolved complaints or complaints about the ST Program Director should be directed to the Dean of Health, Nursing, and Public Service. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be addressed to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting.

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|---|---|
| CAAHEP | ARC/STSA |
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| PH 727-210-2350 | PH 303-694-9262 |
| FAX 727-210-2354 | FAX 303-741-3655 |
| E: mail@caahep.org | E: info@arcstsa.org |

**Any action under this section may be appealed as outlined in the NCTC Students Complaints and Grievances Policy (3240 and 3240P)**

## 7. General Policy

### 7.1 Dress Code Policy

The student will follow these guidelines for the clinical experience:

1. The student <u>must</u> wear protective apparel and equipment in accordance with OSHA standards to protect themselves from exposure to blood and body fluids. Students <u>must</u> wear the uniform of the surgical tech which includes scrub pants and top provided by the College and the clinical partners when in the clinical setting.

2. Casual dress clothes must be worn to all clinical sites off campus.

3. Name badges must always be worn when completing clinical work.

4. No jewelry or cologne will be worn when completing clinical work and make up must be kept to a minimum. No facial jewelry, tongue studs, brow or nose rings may be worn to the clinical site. No body ornamentation may be worn during the hours of clinicals or at the clinical site.

5. Shoes must be designated for operating room use only and must be clean with covered toes. NO artificial nails or nail polish are allowed in the clinical setting.

### 7.2 Safety & Security

1. All classroom and lab equipment are property of Northland Community and Technical College and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.

The use of sharps (needles, scalpel blades) must be supervised to prevent a sharps injury. Personal Protective Equipment must always be worn when practicing or performing skills in the lab.

2. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill were earned.

3. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab Practice.

4. All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.

6. Students will follow college policies in the event of a building evacuation. These policies can be found in the NCTC Emergency Procedures Manual and is found online at www.northlandcollege.edu/safety/emergency- procedures.

7. ST Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s), injury and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Student's contracting an infectious disease during the time they are enrolled in the ST program must report that fact to the program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

## 7.3 Student Health Policy

The student must be free of all communicable diseases which do not respond to medical treatment or pose a potential risk to the patient or student in the OR. Examples would be a positive result for HepA, HepB, HepC etc. or Tb. Issues related to pregnancy or injury will be handled on an individual basis. The pregnant student is encouraged to notify the instructor as soon as possible if attendance may be affected.  The health and welfare of the student will always be of first consideration. Students who do not comply with the required health and immunization requirements may not be permitted to attend clinical which **WILL** affect program progression and completion.

All accidents occurring at a clinical facility which results in patient, hospital personnel, personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may also be required to fill out a facility incident report. Students are required to understand the safest methods of properly performing procedures and operation of equipment before undertaking them. Students are responsible for the cost of their individual medical care that may result from an accident while at clinicals.

**7.3 Health Requirements**

Please refer to the following College webpage for detailed information for health requirements and documentation: http://www.northlandcollege.edu/healthprograms/immunization.php

The following must be completed by October 1$^{st}$, prior to the beginning of the first clinical course:

- Submit all immunizations to the student personal CASTLEBRANCH account online.

- HBV Immunization completed

- Tetanus – Diphtheria booster within the last 10 years. Tdap must have one immunization after Age 18 for pertussis

- Verification of non-susceptibility to rubella (MMR)

- Documentation of varicella status (Chicken Pox) – immunization dates or serology results

- Proof of health insurance coverage for the length of the internship. **Card will be verified with the program director**

- Yearly seasonal flu immunization

- Tb test (2-step) x2 OR IGRA titer test prior to the start of the final school year

- Completion of the Health and Human Services Immunization Record for Clinical and Fieldwork Participation Form

- CPR proof uploaded

**7.4 Confidentiality**

The patient has the legal right to confidentiality of all aspects of his/her care and you as a health care provider have a legal responsibility to safeguard the patient's confidential information.  No student is to give information concerning a patient or occurrence to the newspaper, lawyer, patrol officer, or anyone not on hospital staff.  Information pertaining to confidential patient information will be shared on a "need to know" basis.

Conversation related to patients is permitted **only** in the clinical conference areas and the classroom.  Patients or any clinical occurrences are not to be discussed in public places such as the cafeteria, student lounge or at home. Any information received from the clinical site or computer must be scrutinized to remove any identifying information relating to the patient before it is removed from the hospital building.  Failure to respect patient confidentiality may result in immediate dismissal from the program at the instructor's discretion in consultation with the facility staff and program director.

**HIPAA Training** will occur in the fall semester of the second year (completing year) of the program and is required to be completed through the local hospital education department as part of the student's preparations to enter the clinical setting. The learning module and test will

be performed online, and certificate of completion will be accepted or declined from the clinical partner. Program Director will be notified of students successfully completing the training and student eligibility for clinical participation will be granted.

## 7.5 Evaluation - Clinical

Evaluation is a continuous process during the clinical experience done through direct supervision, required assignment studies and individual conferences. Each clinical instructor will schedule periodic, individual conferences at which time the student's evaluation and progress will be discussed. The clinical performance evaluation form identifies the criteria for the evaluation. Students are encouraged to request a conference with the clinical instructor at their discretion. The following outlines the evaluation process:

1. A written evaluation of clinical performance will be completed by the clinical instructor and will be reviewed with the student. The student must achieve a passing grade of "C" or better to successfully complete the course.

2. The student must present completed daily procedure reports for assigned cases, at the end of the shift on each clinical day. Call will affect the procedure report expectations and the clinical instructor at the onset of the clinical rotation will explain changes.

3. The student will maintain an electronic student experience record. All entries made into the Surgical Case Database must be verified by the instructor prior to entry. The clinical instructor will verify the procedure and role of the student for each procedure. The student will enter their unique identifier and select the correct specialty, procedure and role. The goal of the program is 120 cases.

4. All staff working with the student at the clinical affiliate site will be randomly solicited for information regarding student daily performance.

## 7.5 Graduation Policy

The student must complete an application for graduation form and have it submitted at the beginning of the final spring semester. The graduation date will be defined as the month of graduation commencement. To qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

Students must have completed all general education requirements, SURT1102, SURT2204, SURT2206 courses prior to registering for the final spring semester courses. **ALL candidates** must complete SURT2212, SURT2216 and SURT2220 from NCTC in East Grand Forks in the same semester sequence to meet A.A.S. requirements.

## 8.1  Certification

Completing the application for licensure is the responsibility of the graduate.  The National Board of Surgical Technology and Surgical Assisting, the credential organization, requires a fee for certification, this fee is part of the final semester fees collected by the college.  Students will be given information for the examination application during the final fall semester.  Additional information may be found directly from the NBSTSA organization: **800 707 0057 or 303 694 9264** or email address: www.nbstsa.org . **Our school code: 2264**, you may need this code to reference the examination. The certification exam will be conducted on the final day of the program, in a secure testing facility on campus. Individuals will register for the exam and will test as a group at the college.

Students are encouraged to join the Association of Surgical Technologist.  Application should be made in the fall semester of the graduation year.  Benefits to the student include current information affecting practice, continuing education, and discounted membership and certification fees.  The phone number for the association is **800 637 7433** web address: www.ast.org

## 8.2  Background Check

Minnesota Statutes, Section 245A.04 require all health care institutions to provide supportive or health supervision services in Minnesota to obtain a Health and Human Services background study on all employees, volunteers and contractors who may provide direct patient contact services with patients.  Failure to qualify by the Department of Human Services background check may make it impossible for the program to provide a clinical site for required courses.

A National Criminal Background Study is required by the affiliate health systems to participate in the clinical experience. Failure to qualify may result in the student being denied access to the clinical site, which would make it impossible for the program to provide a clinical site for required experience.

## 8.3  Grading Standards

1.  The student must achieve a minimum grade of 2.0 in each required course.

2.  Grades are based on percentage of total points of quizzes, assignments and exams. In the event a student is absent the day of a quiz, "0" points will be awarded. Quizzes may not be made up.  The student must perform basic technical skills and be evaluated according to the course syllabi.  Students must maintain 80% to satisfy requirements of the Surgical Technology Program.  A passing grade would require a minimum of 80% on **each** of the following

    a.  Lab/Instrument Exam Total Score

    b.    Practical Skills Exam Score (75% is passing score)

    c.    Lecture Total Score

**These skill levels are mandatory to progress to the clinical experience.**

3.    Grading Criteria for all course work:

    a.    94% - 100% ......A

    b.    87% - 93%.........B

    c.    80% - 86%.........C

    d.    Below 80%.........F

4.    During clinical training, certain skills are designated as **crucial skills; ALL** students must meet the passing criteria on a crucial skill to advance in the program.  Any student who fails to achieve the minimum point value in each section of the clinical evaluation will fail the course, regardless of the final total scores.

## 10. Table of Contents

## 9. Policy Verification Forms

**NCTC – Surgical Technology Policy Agreement**

Date: _____

I have reviewed the Surgical Technology Program Handbook and understand the terms of the policies and agree to abide by the standards established therein.

I expect that any violation I commit of said policies would result in administrative action.

_____Student Signature

_____

Faculty Signature

This copy will be retained in the student's permanent surgical technology file.