



Wayne
County
Community
College
District

Surgical Technology Program Handbook



**SURGICAL TECHNOLOGY PROGRAM
STUDENT HANDBOOK
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WELCOME

Welcome to the Wayne County Community College District (WCCCD) Surgical Technology Program. We are excited about the opportunities for personal and career success that await you in this field.

You have chosen an exciting and rewarding career. Your academic preparation will be rigorous and demanding, but the rewards will be satisfying. The faculty of the Surgical Technology Program is committed to excellence in education and career preparation. The faculty is available to assist you in achieving your goals.

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Wayne County Community College District Student Rights and Responsibilities to the college community and its purpose is to set broad guidelines for students in their activities at the college. Students can access the Wayne County Community College District Student Handbook, which includes the Student Code of Conduct and other policies related to equal opportunity and affirmative action, at <https://www.wccd.edu/students/pdfs/studenthandbook.pdf>.

SECTION I OVERVIEW OF THE PROGRAM

PHILOSOPHY:

The Surgical Technology Program is committed to the belief that the high degree of responsibility expected of Certified Surgical Technologists requires the knowledge, skills, and abilities to provide appropriate services in the operating room to the patient. Students are prepared in the cognitive, psychomotor, and affective learning domains. Students will develop a surgical conscience and essential critical thinking skills, demonstrating what should be done and why it should be done for the surgical patient. We aim to graduate individuals who will function as Certified Surgical Technologists.

The Surgical Technology Program recognizes the uniqueness of the occupation. It is committed to the belief that learning is best accomplished through lectures, learning labs, and clinical experiences.

The Surgical Technology Program aims to develop and maintain a college-level curriculum efficiently and flexibly to reflect the evolving educational needs of the community it serves. To fulfill these needs, the Surgical Technology Department plans and implements a program that prepares students for beginning staff Certified Surgical Technologist positions. Upon completing the program, students will sit for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

SURGICAL TECHNOLOGY PROGRAM GOALS/MINIMUM EXPECTATIONS:

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

PROGRAM GOALS:

- To prepare the surgical technology student to proficiently exercise the duties and responsibilities, including pre-operative preparation, intra-operative procedures, and post-operative wound care.
- The surgical technology student will be able to demonstrate and apply technical competency in the surgical technology profession.
- The surgical technology student shall demonstrate expertise in applying sterile and aseptic techniques.
- The surgical technology student shall apply principles of pharmacology as related to the surgical technology profession.
- The surgical technology student will demonstrate critical thinking skills during all phases of operative procedural management.
- The surgical technology student shall maximize patient safety by facilitating a safe surgical environment.
- The surgical technology student will demonstrate self-direction and responsibility for maintaining surgical competency.
- The surgical technology student will develop effective written, oral, and interpersonal communication skills while working with a diverse team of medical professionals.

- To provide students with an understanding of legal, ethical, and other regulatory requirements associated with the health care environment.
- To provide the didactic knowledge of specific surgical procedures so students can function as vital members of a surgical team.
- To allow students to utilize the specific instrumentation and equipment located in a standard operating room so they can operate and troubleshoot the equipment and instrumentation properly.
- To form partnerships that will facilitate the transfer of students who desire to further their education to senior colleges and universities.
- To encourage students in various community services and program activities that will foster personal growth and cultural enrichment and benefit their communities.
- To prepare students to perform on National Certification Examinations satisfactorily.

PROGRAM OUTCOMES:

Students will be able to:

- Describe critical components of surgical specialty procedures.
- Describe critical components of surgical pharmacology.
- Consistently demonstrate the appropriate use of aseptic technique.
- Consistently and competently perform the tasks required of a Surgical Technologist in the Scrub Role (STSR).
- Employ critical-thinking skills and problem-solving skills.
- Demonstrate and employ a surgical conscience related to moral, legal, and ethical issues.
- Demonstrate safe surgical patient care in all actions.
- The surgical technology graduate will perform competently in the Scrub and Circulator roles under ARC/STSA standards.
- The surgical technology graduate will be proficiently prepared to complete the National Certification Examination for Surgical Technologists by successfully challenging the exam.
- We aim to equip graduating surgical technology students with the necessary skills to achieve a minimum success rate of 70% on the National Certification Examination for Surgical Technologists.

SECTION II CURRICULUM

SURGICAL TECHNOLOGY PROGRAM CURRICULUM:

The Surgical Technology Program is set up in a clinical career ladder fashion, providing students with employment opportunities and career growth while they work toward a degree in higher education. The first opportunity for students accepted into the program is to obtain a Central Processing and Sterilization Technician certificate. The second opportunity for students accepted into the Program is the Associate of Applied Science Degree in Surgical Technology.

The Associate of Applied Science Degree in Surgical Technology is a Selective Admissions program. Students must complete all required prerequisite classes with a grade of C or higher and pass grades for SUR-100 (with a B or higher) to be eligible to apply for the program. Students complete and submit the selective admissions application online and must submit a health science program application with the required documentation to the Program lead of administration for their selective admissions process.

The Surgical Technology Program aims to prepare students to pursue a certificate in Surgical First Assistant or a related field and an entry-level position as a certified surgical technologist. This is accomplished through didactic and practice learning activities in the classroom and practical skills learned in the lab on campus and at the clinical affiliate sites.

ACCREDITATION:

The Associate of Applied Science Degree in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113TH Street, N, #7709. Seminole, FL., 33775-7709, 727-210-2350 on recommendation of the Accreditation Review Council on Education in Surgical Technology, 19751 East Mainstreet, Suite #339, Parker, CO 80138, 303.694.9262.

COURSE REQUIREMENTS:

The Surgical Technology Program is considered a full-time program. A minimum of 76 credit hours is required for the Associate of Applied Science Degree in Surgical Technology. Students taking courses at another college are encouraged to obtain an unofficial transcript and meet with the Program lead or an advisor at WCCCD to determine if any classes they have completed will satisfy some of the program prerequisites or general education courses. Central Processing and Sterilization Technician, Surgical Technology, and Surgical Assisting courses taken at another college **ARE NOT** eligible for transfer.

DEGREE REQUIREMENTS:

As a condition of graduation, students must become members of the Association of Surgical Technologists (AST) and sit for the certification examination offered by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA).

- Membership fees (AST) and examination fees (NBSTSA) are the responsibility of the student
- Students must complete all core surgical technology coursework with a "B" or better grade to meet graduation requirements
- Demonstrate procedural proficiency by completing a minimum of 120 surgical cases
- Possess current Basic Life Support (BLS) Healthcare Provider Certification
- Students have two attempts to pass surgical technology core courses successfully

ALL SUR courses must be completed with a grade of B or higher, 85%.

PREREQUISITE COURSES				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
ALH 110	Medical Terminology	None	None	3
ENG 119	English I	None	None	3
ENG 120	English II	ENG 119		3
BIO 155	Introduction to Biology	None	None	4
BIO 240	Human Anatomy and Physiology I	BIO 155	None	4
BIO 250	Human Anatomy and Physiology II	BIO 155 & BIO 240	None	4
BIO 295	Microbiology	BIO 155	None	4
PSY 101	Introductory Psychology	None	None	3
SUR 100	Orientation to Surgical Technology	None	None	3
SEMESTER 1				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
PS 101	American Government	None	None	3
ALH 230	Ethics for Allied Health	None	None	3
SUR 110	Surgical Technology Principles	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100	SUR 120 & SUR 125	3
SUR 120	Surgical Specialties and Techniques I	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100	SUR 110 & SUR 125	4
SUR 125	Surgical Technology Clinical I-Lab	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100	SUR 110 & SUR 120	4
Semester 2 & 3 continue on the next page.				

SEMESTER 2

Proof of current American Heart Association (AHA) BLS Health Care Provider Certification must be obtained prior to starting the clinical portion and must be maintained for the duration of the program.

COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
BIO 252	Pathophysiology	BIO 250	None	4
SUR 130	Surgical Specialties and Techniques II	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120	SUR 140 & SUR 145	4
SUR 140	Surgical Pharmacology	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120	SUR 130 & SUR 145	3
SUR 145	Surgical Technology Clinical II	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120	SUR 130 & SUR 140	4

SEMESTER 3				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
ALH 115	Medical Computer Systems	None	None	3
SUR 155	Surgical Technology Clinical III	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 125, SUR 130, SUR 140, SUR 145	SUR 160	6
SUR 160	Surgical Seminar and Certification Preparation	ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 125, SUR 130, SUR 140, SUR 145	SUR 155	4

Notes: Courses with the SUR prefix must be taken at WCCCD and in sequence.

COURSE DESCRIPTIONS:

SUR 100: 3 Credit Hours; 45 Contact Hours; Prerequisites: None

Orientation to Surgical Technology - Lecture This a comprehensive course designed to provide students with foundational knowledge and skills essential for success in the field of surgical technology. This course explores the multifaceted aspects of the profession, including all governing bodies of the surgical technology profession. An overview of the hierarchy of operating room personnel and its environment, supporting departments, understanding patient needs, the specific roles and responsibilities of surgical technologists and other team members, as well as mastering effective communication techniques and navigating the surgical environment.

SUR 110: 3 Credit Hours; 45 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100.
Corequisites: SUR 120, SUR 125.

Surgical Technology Principles is a comprehensive course designed to equip students with essential knowledge and skills required for proficiency in surgical technology. This course exposes the student to various aspects of surgical procedures, procedure specific equipment and supplies, aseptic techniques, and patient care within the operating room environment. Through theoretical instruction and practical application, students will gain a thorough understanding of key principles and practices vital to success in the field of surgical technology.

SUR 120: 4 Credit Hours; 60 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100.
Corequisites: SUR 110, SUR 125.

Surgical Specialties and Techniques I - Lecture is a course designed to provide students with a comprehensive understanding of surgical procedures, patient care, and sterile techniques within the operating room environment. Through theoretical instruction, students will be exposed to various surgical specialties, equipment use, aseptic techniques, and perioperative protocols essential for success in surgical technology.

SUR 125: 4 Credit Hours; 240 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100.
Corequisites: SUR 110, SUR 120.

Surgical Technology Clinical I – Lab is an introduction to the activities and procedures performed by the surgical technologist. Procedure specific didactic and practical application techniques, combined with “hands on” training provided through mock surgical procedures. Emphasis on patient care and strict aseptic technique, instrumentation set up and handling, knowledge of required equipment, supplies and proper pharmaceutical administration used during surgical procedures. Preparation for placement at a local clinical affiliate.

SUR 130: 4 Credit Hours; 60 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120. Corequisites: SUR 140, SUR 145.

Surgical Specialties and Techniques II – Lecture, a continuation of **Surgical Specialties and Techniques I**, is a course designed to deepen students' understanding and proficiency in various surgical specialties and techniques. Building upon foundational knowledge, this course provides advanced topics related to surgical anatomy and physiology, surgical procedures and specialty techniques, covering open procedures as well as minimally invasive procedures and perioperative wound management.

SUR 140: 3 Credit Hours; 45 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120. Corequisites: SUR 130, SUR 145.

Surgical Pharmacology - Lecture is a comprehensive course designed to provide students with a thorough understanding of anesthesia principles, pharmacological agents and their affects during surgical procedures, and perioperative patient care. Through didactic and theoretical study, students will gain the knowledge and skills necessary to support and ensure patient safety from proper administration of pharmacological agents from the surgical field.

SUR 145: 4 Credit Hours; 240 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 120, SUR 125. Corequisites: SUR 130, SUR 140.

Surgical Technology Clinical II is a supervised course designed to further enhance students' practical skills and clinical knowledge in surgical technology. Building upon the foundation laid in previous coursework, this clinical rotation provides students experiences in the surgical suite, allowing them to apply their expertise in assisting in surgical procedures, maintaining patient safety, and collaborating effectively within multidisciplinary healthcare teams.

SUR 155: 6 Credit Hours; 360 Contact Hours;

Prerequisites: ENG 119, ENG 120, BIO 155, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 100, SUR 110, SUR 125, SUR 130, SUR 140, SUR 145. Corequisites: SUR 160.

Surgical Technology Clinical III is a supervised course designed to further enhance students' practical skills and clinical knowledge in surgical technology. Building upon the foundation laid in the previous clinical experience, this clinical rotation provides students continued, advanced involvements in the surgical suite, allowing them to apply their expertise in assisting in surgical procedures, maintaining patient safety, and collaborating effectively within multidisciplinary healthcare teams.

ESSENTIAL FUNCTIONS FOR THE SURGICAL TECHNOLOGY STUDENT:

The Surgical Technology occupation is physically and intellectually demanding. Students are expected to fulfill all program requirements. The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. The surgical technologist must employ the essential knowledge and ability to ensure quality care for the patient is administered during the operative procedure. The surgical technologist has the responsibility of being constantly on vigil for the maintenance of the sterile field. Several functions have been identified as essential to the surgical technologist. Faculty reserves the right to evaluate and document the student's abilities to meet the demands of these crucial functions related to patient safety and the practice of a surgical technologist.

OBSERVATION SKILLS:

- Students must have the visual ability to read surgeons' preference cards and identify supplies and equipment needed for surgical procedures.
- Students must accurately read charts, small print, medication labels, and syringes and identify hand gestures.
- Students must possess auditory ability to accurately distinguish tonal differences and use various communication devices, e.g., telephones, alarms, computer tones, suction, and surgeons' needs.
- Students must possess keen visual observation, the ability to maintain asepsis, and identify and correct any breaks in the aseptic technique.

COMMUNICATION SKILLS:

- Students must communicate accurately and appropriately in English, both verbally and in writing, utilizing accurate and appropriate terminology.
- Students must be able to utilize and respond to nonverbal communication.
- Students must be able to handle stressful situations, be calm and quiet yet responsive, and exhibit respect, concern, and compassion for peers, staff, and patients.

MOTOR SKILLS:

- Students must demonstrate the unassisted ability to safely lift, hold, and mobilize patients or lift instrument trays or items of 50 pounds.
- Students must be able to push heavy equipment, such as microscopes, C-arms, endoscopy towers, and operating room tables.
- Students must be able to ambulate unassisted without canes, crutches, or assistive devices.
- Students must be able to stand in one place for long periods, 4 hours or more.
- Students must be able to maneuver in small places safely.
- Students must demonstrate appropriate manual dexterity with both fingers and hands to load sharps and needles accurately, pass surgical instruments, and manipulate equipment.
- Students must be able to perform scrubbing, gowning, gloving, setting up the sterile field, and observing the functions of the surgical technologist within the sterile field.

COGNITIVE AND INTELLECTUAL SKILLS:

- Students must be able to pass all surgical technology didactic courses with a “B” or better and all clinical courses with a “B” or better grade; additionally, students must pass all skill competencies.
- Students must demonstrate the critical thinking skills necessary for clinical decision-making and problem-solving to ensure appropriate safety and patient care. This is shown in academic, laboratory, and clinical coursework.
- Students must be able to follow directions accurately.
- Students must be able to make changes, sometimes without notice.
- Students must be able to prioritize and organize work rapidly and efficiently under supervision.
- Students must be able to anticipate the surgeon’s needs.

BEHAVIORAL AND SOCIAL SKILLS:

- Students must be able to interact effectively with individuals of all ages, races, genders, socioeconomic, and cultural backgrounds with respect for individual differences.
- Students must be able to cope with the demands of supervision, productivity, and heavy workloads with respect for duty.
- Students must exhibit respect, concern, and compassion for peers, staff, and patients.
- Students must adhere to the WCCCD Student Code of Conduct.
- Students must adhere to the Code of Ethics the Association of Surgical Technologists established.
- Students must demonstrate social responsibility and accountability.
- Students must be diligent when performing tasks; being careless or reckless could cost a patient’s life

- Students must possess the capacity to be creative, adaptable, and resourceful, as well as believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism.
- Students must be willing to work toward becoming the best possible surgical technologist.

CERTIFIED SURGICAL TECHNOLOGIST JOB DESCRIPTION:

DEFINITION:

A primary function of the surgical technologist practitioner is as the "scrub technologist" in the surgical suite and other clinical areas. The surgical technologist practitioner may be assigned different functions as permitted by the hospital or employer policy. The performance of these functions should be according to the experience and scope of educational preparation of the individual surgical technologist and applicable legal guidelines. Students must possess the following:

JOB KNOWLEDGE:

- Principles of asepsis and sterile technique
- Anatomy and physiology
- Medical terminology
- Microbiology
- Pathology: care and handling of specimens/body fluids
- Procedures in OR; special positioning of patients
- Environmental safety (e.g., electrical hazards, radiation, and laser precautions)
- Manual dexterity
- Professional ethics
- Cost containment
- Complications of surgical procedures
- Pharmacology: anesthetics, drugs, and solutions used in surgery
- Wound healing and wound complications
- Preoperative preparation of patients—identification, consents, appropriate attire, transportation, etc.
- Preoperative skin preparation
- Preparation and care of surgical supplies and equipment
- Establishment and maintenance of a sterile field
- Appropriate instrumentation, suturing materials, needles, prosthetic devices, and other supplies
- Appropriate counts of sponges, needles, instruments, etc.
- Drainage mechanisms and wound dressings
- Emergency procedures, including cardiopulmonary resuscitation
- Legal, moral, and ethical responsibilities

SURGERY KNOWLEDGE:

- General surgery
- Obstetric and gynecological surgery
- Ophthalmic surgery
- Ear, nose, and throat surgery

- Oral surgery
- Plastic and reconstructive surgery
- Urologic surgery
- Orthopedic surgery
- Neurosurgery
- Thoracic surgery
- Cardiovascular surgery
- Peripheral vascular surgery
- Transplant surgery
- Procurement surgery
- Endoscopic and robotic surgery

EQUIPMENT KNOWLEDGE:

- Sterilizers
- Operating room tables
- Surgical lights
- Electro-surgical units
- Suction apparatus
- Electrically powered equipment
- Air-powered equipment
- Endoscopes
- Fiberoptic equipment
- Operating microscopes
- Pneumatic tourniquets
- Pacemaker equipment
- Laser equipment
- Monitoring and emergency equipment, such as EKG monitors, portable oxygen tanks and defibrillators

SCRUB TECHNOLOGIST:

The surgical technologist/CST acting as a scrub technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. They understand the procedure being performed and anticipate the needs of the surgeon. They have the necessary knowledge and ability to ensure quality patient care during the operative procedure and are constantly vigilant for maintenance of the sterile field.

DUTIES:

- Checks supplies and equipment needed for the surgical procedure.
- Scrubs, gowns, and gloves.
- Sets up sterile table with instruments, supplies, equipment, and medications and solutions needed for procedure.
- Performs appropriate surgical counts with circulator.
- Gowns and gloves surgeon and assistants.
- Assists in draping sterile field.
- Passes instruments, etc., to surgeon during procedure.
- Maintains highest standard of sterile technique during procedure.
- Handle specimens.
- Prepares wound drainage devices and sterile dressings.
- Cleans and prepares instruments for terminal sterilization.
- Assists other members of the team with terminal cleaning of the room.
- Assists in preparing room for the next patient.

CIRCULATING TECHNOLOGIST:

The CST acting as a circulator obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. They monitor conditions in the operating room and constantly assess the needs of the patient and surgical team.

DUTIES:

- Obtains appropriate sterile and unsterile items needed for procedure.
- Opens sterile supplies.
- Checks patient's chart, identifies patient, verifies surgery to be performed with consent forms, and brings patient to assigned operating room.
- Transfers patient to operating room table.
- Assesses comfort and safety measures and provides verbal and tactile reassurance to the patient.
- Assists anesthesia personnel.
- Positions patient, using proper equipment.
- Applies electro-surgical grounding pads, tourniquets, monitors, etc., before procedure begins.
- Prepares the patient's skin prior to draping by surgical team.
- Performs appropriate counts with scrub technologist prior to surgery and at other designated closing counts during the procedure and at the close of the procedure.
- Anticipates additional supplies needed during the procedure.
- Keeps accurate records throughout the procedure.
- Properly cares for specimens.
- Secures dressings after incision closure.
- Helps transport patient to recovery room.
- Assists in cleaning of room and preparing for next patient.

CAREER OPPORTUNITIES FOR CERTIFIED SURGICAL TECHNOLOGISTS:

Many surgical technologists, because of their broad educational background, may work in areas other than the operating room, such as:

- Labor and delivery
- Cast rooms
- Emergency departments
- Ambulatory surgery
- Cardiac catheterization laboratories
- Surgeons' offices private scrub
- Ophthalmologists' offices
- Physicians' offices
- Dentists' offices
- Clinics
- Surgicenters
- Veterinary hospitals
- Medical sales
- Material managers
- Purchasing agents
- Surgery schedulers

NATIONAL CERTIFICATION EXAMINATION:

The Certified Surgical Technologist (CST) examination is administered and coordinated by the National Board of Surgical Technology and Surgical Assistant (NBSTSA). Students will sit for the national certification examination for surgical technology on the last day of the program. Students are responsible for payment for the certification examination. Students earn the credential of CST— Certified Surgical Technologist--when they successfully pass the certification exam.

SECTION III CLINICAL POLICIES

CLINICAL EXPERIENCE SELECTION:

The program lead will assign clinical sites. Clinical placements are made according to the clinical site and the student's skill set. Students must provide their transportation and be willing to travel to their assigned clinical site. Some clinical sites begin as early as 5:00 AM.

HEALTH REQUIREMENTS:

All students must submit their health requirements to the Surgical Department Director prior to starting the program; requirements include the following:

- Physical examination, including allergies, medications, and restrictions
- Up-to-date immunizations or titers indicating immunity (see table below). Titers must be done, and lab results must be submitted if an immunization record is unavailable. If titer results are negative/do not show immunity, the student must receive the immunizations.

Tuberculosis (TB) Skin Test OR TB Blood tests OR Chest X-ray (CXR)	<ul style="list-style-type: none"> • Valid written documentation of negative PPD skin results must be recorded in millimeters OR negative blood test (IGRA), done annually. • CXR done every five years; valid radiology report must be submitted
MMR—Measles/Mumps/Rubella	<ul style="list-style-type: none"> • Valid written documentation of 2 doses SC over 28 days apart
Varicella (Chicken Pox)	<ul style="list-style-type: none"> • Valid written documentation of 2 doses SC 4 – 8 weeks apart
Hepatitis B	<ul style="list-style-type: none"> • Valid written documentation of 2 doses 4 weeks apart; third dose 5 months after second dose • Titer is only valid 1 – 2 months after vaccination
Tdap	<ul style="list-style-type: none"> • Valid written documentation of dose given within the last 10 years.
Flu Shot	<ul style="list-style-type: none"> • Valid written documentation of flu shot given by October 15 each year.

NOTES:

- A flu vaccine is now available that is not grown in eggs; students who are hypersensitive to eggs can now receive the flu shot.
- The MMR series should not be administered to pregnant people or people who plan to become pregnant.
- Valid written documentation of the first two doses of Hepatitis B must be submitted prior to students starting their clinical assignments. Students must submit proof of the third/final dose of Hepatitis B after they receive it.
- For more information regarding TB visit: <https://www.cdc.gov/tb/communication-resources/tuberculosis-fact-sheet.html>

COMMUNICABLE DISEASE POLICY IN THE CLINICAL SETTING:

The Wayne County Community College District Surgical Technology Program follows CDC guidelines and the requirements of our clinical affiliates to maintain student safety.

During the clinical experience, students may encounter patients with communicable diseases in their care. The provision of health care carries an inherent risk to the provider that can be rationalized when proper infection control measures are observed. This risk should be accepted as an unalterable aspect of the health professions and, as such, can never be justifiably used as a basis for refusing to treat a patient. The Surgical Technology Program policy is that no student will be excused from administering therapy to an assigned patient because the patient has a communicable disease, except when exposure to the disease presents a risk to an unborn fetus. Proper observance of infection control policies and procedures will consistently be enforced, thus minimizing the possibility of any student acquiring a communicable disease from a patient. These guidelines may include, but are not limited to, protective tight-fitting masks, gloves, gowns, and protective eyewear. Students who refuse to treat assigned patients may be subject to dismissal from the program and will be advised to consider other careers.

PREGNANCY:

Students who are pregnant/considering getting pregnant during the Surgical Technology Program need to be aware of the Motor Skills outlined on page 14 of this handbook and the Communicable Disease Policy in the Clinical Setting section above.

PROLONGED ILLNESS:

Students who experience a prolonged illness (greater than three consecutive clinical days) or a major change in their health status must have a clearance form from their healthcare provider to return to classes and clinical rotation. When their health status changes, another physical exam is required before resuming clinical experiences. Students are to inform the program lead when health changes occur. Students are required to make up all missed assignments and clinical time.

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS:

Prior to the start of the Surgical Technology Clinical requirement, students are required to have current **American Heart Association** Basic Life Support (BLS) for Health Care Providers certification. **Certification must be maintained throughout the clinical portion of the program.** Students must be prepared to show evidence of current BLS certification anytime they are in the clinical facilities. BLS certifications must be renewed before they expire, and a copy submitted to the program lead.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING:

Wayne County Community College District’s clinical partners require that all students complete a criminal background check and a 10-panel drug screen. The criminal background check and 10-panel drug screen are performed through CastleBranch. Students must complete both before beginning the Surgical Technology Program and are responsible for the cost.

A student must be free of alcohol or drug abuse to maintain enrollment in the Surgical Technology Program. Suppose there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or the clinical setting. The student will be referred to the District Provost of Health Science Programs in that case. The District Provost of Health Science Programs reserves the right to mandate another drug/alcohol diagnostic test at the student’s expense. A positive drug/alcohol test may result in the student’s dismissal from the program.

Based Upon Michigan Law

Students applying for admission to the Surgical Technologist Program will be subject to a criminal background check, the results of which could preclude an applicant from admission to Wayne County Community College District’s Surgical Tech Program based on any of the following:

- A felony conviction, or conviction for an attempt or conspiracy to commit a felony within the past 15 years.
- Any misdemeanor conviction involving abuse, neglect, assault, battery, or criminal sexual conduct within the past 10 years.
- Any misdemeanor conviction involving fraud or theft.

Waiting Period	Type of Crime
Lifetime Ban	Felonies related to neglect or abuse of a patient in connection with the delivery of health care Felonies relating to health care fraud Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996 Adulteration of drugs or medicine injurious to health Selling, distributing, delivering or furnishing product containing ephedrine or pseudoephedrine

<p>15 years <i>following completion of all terms and conditions of sentencing</i></p>	<p>A felony involving intent to cause death or serious impairment of a body function</p> <p>A felony resulting in death or serious impairment of a body function</p> <p>A felony involving the use of force or violence</p> <p>A felony involving the threat of the use of force or violence</p> <p>A felony involving cruelty or torture</p> <p>A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</p> <p>A felony involving criminal sexual conduct</p> <p>A felony involving abuse or neglect</p> <p>A felony involving the use of a firearm or dangerous weapon</p>
<p>10 years <i>following completion of all terms and conditions of sentencing</i></p>	<p>Any other felony, or attempt or conspiracy to commit a felony</p>
<p>10 years <i>following the date of conviction</i></p>	<p>A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure</p> <p>A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury</p> <p>A misdemeanor involving the use of force or violence or the threat of the use of force or violence</p> <p>A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</p> <p>A misdemeanor involving criminal sexual conduct</p> <p>A misdemeanor involving cruelty or torture</p> <p>A misdemeanor involving abuse or neglect</p>
<p>5 years <i>following the date of conviction</i></p>	<p>A misdemeanor involving cruelty if committed by someone who is less than 16 years of age</p> <p>A misdemeanor involving home invasion</p> <p>A misdemeanor involving embezzlement</p> <p>A misdemeanor involving negligent homicide</p> <p>A misdemeanor involving larceny</p> <p>A misdemeanor of retail fraud in the second degree</p> <p>Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance</p>

<p>3 years <i>following the date of conviction</i></p>	<p>A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or great bodily injury</p> <p>A misdemeanor of retail fraud in the third degree</p> <p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance</p>
<p>1 year <i>following the date of conviction</i></p>	<p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction</p> <p>A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16</p>

Current as of May 2023.

STUDENT WORK POLICY:

Students are assigned to clinical sites to learn and are not to be substituted as paid employees during the clinical experience.

CLINICAL INCIDENTS:

If a student makes an error or sustains an injury while at the clinical site, they must notify the clinical instructor immediately and complete an incident report. In accordance with the affiliation agreement, emergency treatment will be provided at the student's request; however, the cost of that treatment is the student's responsibility.

Students must report injuries sustained during clinical placement or in the lab on campus to the program lead and the Wayne County Community College District Campus Police—Northwest Campus—within 24 hours of the occurrence. **Students are responsible for the cost of any treatments resulting from injury to themselves in the clinical setting or the lab on campus.** The program lead will adhere to the clinical facility and college protocols for such incidents.

Injuries that must be reported to the clinical instructor, program lead, and Northwest Campus Police include, but are not limited to:

- A needle stick
- Blood to blood exposure
- Percutaneous or mucosal exposure to Hepatitis B
- Parental or mucus membrane exposure to HIV

ATTENDANCE AND GRADING POLICIES:

Successful clinical education depends on students being exposed to and experiencing various situations. This requires dependable, consistent attendance.

The faculty acknowledges that true-life emergencies exist and will work with students in these situations if they arise and the faculty is notified. Please note that true-life emergencies do **NOT** include:

- Scheduling work or vacation during class, clinical, or final exam and competency testing times.
- Missing class to work or study for an exam in another class is not an excused absence.
- Non-emergency doctor or dental appointments.
- Being fatigued or otherwise impaired due to your actions.
- Planning "special" events that interfere with class, lab, or clinical time.

To ensure that students maximize their time, the following attendance policies are in effect:

- Students must arrive 30 minutes before their scheduled clinical starting time.
- Students must contact their assigned clinical instructor and the program lead if they are going to be late.
- Students must attend clinical for the entire shift.
- Students must contact their assigned clinical instructor and the program lead at least one hour before their scheduled starting time if they are going to be absent for the day.
- Two tardies equal one absence.
- Failure to call the clinical instructor and program lead if going to be late—two incidents equal one absence.

There are **no excused absences in clinical. Students who do not meet the above attendance requirements will receive an “E” grade.**

Making up clinical time is mandatory. The program lead and clinical facility will determine whether to make up missed time, and the faculty and students will handle it individually.

- Clinical attendance is mandatory. Students must complete the make-up work within two weeks of the absence.
- Students cannot make up clinical time if their absences exceed two in the semester.
- Students who do not make up their missed clinical time will be dropped from the program and receive an “E” grade for the clinical course.

Students must:

- Satisfactorily complete 100% of the weekly clinical forms
- Achieve a passing score of 85% or higher on all written exams
- Turn in the preceptor evaluations from the clinical site to the program lead weekly

LAB COMPETENCIES:

- Students must demonstrate and perform the required principles of aseptic technique in the lab setting, as determined by the instructor, at a satisfactory performance rate before placement in the clinical setting.
- Students who fail to perform and progress at a satisfactory skill level will not be placed in a clinical setting.
- Students not performing at an acceptable rate and standard in the lab setting are subject to failing the course.

CLINICAL PERFORMANCE:

- The student must demonstrate satisfactory performance in each clinical course.
- The student will be evaluated by the clinical instructor relative to the student’s ability to meet course objectives and demonstrate responsible and safe behavior.
- Clinical attendance is mandatory (this includes the on-campus clinical lab). Clinical absences may jeopardize a student’s successful completion of a clinical course.
- A student who arrives for clinical practice unprepared and unable to perform an assigned task or procedure will be directed to leave the clinical and considered absent for that day.
- The instructor will inform the student as soon as possible when the student is observed performing or has performed unsatisfactorily in the clinical area:
 - The instructor will identify, verbally or in writing using a performance improvement plan, the specific behaviors that are unsatisfactory and what the student must do to correct the unsatisfactory behavior.
 - The student will be requested to read and sign the document, if applicable, to verify that they were informed of their unsatisfactory performance and the steps or ways it can be corrected.
 - The student will be counseled by their clinical instructor, verbally or in writing, regarding their progress in meeting the requirements of the performance improvement plan.
 - If the student continues to demonstrate unsatisfactory clinical performance, they will fail the clinical course
- A student whose work or conduct is deemed unsafe or detrimental to patients will not be permitted to continue with that clinical experience resulting in course failure. The program lead and appropriate faculty member will review the student circumstances and

recommend the appropriate action to the District Provost of Health Science Programs. Appropriate action may include dismissal from the Surgical Technology Program.

- Consistent with agency affiliation agreements, the hospital or clinical agency shall have the right to request the college to withdraw any student from the agency whose work or conduct may be unsatisfactory to the hospital or clinical agency
- The clinical site or instructor may ask a student to leave the clinical site if, for any reason, they do not feel confident of the student's ability to perform assigned tasks. Reasons may include, but are not limited to:
 - Illness
 - Excessive fatigue
 - Emotional instability
 - Behavior suggestive of intoxication or drug use
- A student must be free of alcohol or drug abuse to maintain enrollment in the Surgical Technology Program. Suppose there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or the clinical setting. The student will be referred to the District Provost of Health Science Programs in that case. The District Provost of Health Science Programs reserves the right to mandate another drug/alcohol diagnostic test at the student's expense. A positive drug/alcohol test may result in the student's dismissal from the program.
- Students must remain at the clinical facility during breaks.
- Students may be dismissed, at the discretion of their instructor, if they pose an infectious risk to the people with whom they are working or to patients.
- If students are absent from clinical due to illness, they should verify the illness with their physician and report it to the program lead.
- Students may not use department phones for personal calls during their clinical shift. Cellular phones **are NOT allowed at the department's clinical sites** and should only be used when the student is on break in approved areas.

DEFINITION OF SCRUB ROLES:

FIRST SCRUB ROLE:

The surgical technology student shall perform the following duties during any given surgical procedure with proficiency in order to document the case in the first scrub role. A student who does not meet the five criteria below cannot count the case in the first scrub role and must document the case 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 recognizing breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE:

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

- Sponging
- Suctioning
- Cutting sutures
- Holding retractors

- Manipulating endoscopic camera

OBSERVATION ROLE:

The surgical technology student in 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 lead on the student's clinical records.

CLINICAL CASE REQUIREMENTS:

- The student must complete a minimum of 120 cases.
- Students are required to complete 30 cases in General Surgery. A minimum of 20 of the cases MUST be in the First Scrub Role. The maximum number of Second Scrub Role Cases that can be applied toward the 30 cases is 10.
- Students are required to complete a minimum of 90 cases in various surgical specialties. A minimum of 60 cases must be in the First Scrub Role and must be evenly, but not necessarily equally, distributed among a minimum of 4 surgical specialties. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of 4 different specialties. The remaining 30 specialty cases may be performed in any surgical specialty in either the First Scrub or Second Scrub role.
- The maximum number of Second Scrub Role cases that can be applied toward the 90 cases is 30. Surgical specialties are as follows:
 - Obstetrics and Gynecology
 - Otorhinolaryngology
 - Genitourinary
 - Oral and Maxillofacial
 - Plastic and Reconstructive
 - Ophthalmic
 - Orthopedics
 - Neurosurgery
 - Peripheral
 - Vascular
 - Cardiothoracic
 - Procurement/Transplant
- The Surgical Technology Program is required to verify through the surgical rotation documentation of the students' progression in First and Second Scrubbing surgical procedures of increased complexity as the student moves toward entry-level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. Up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Diagnostic endoscopy procedures include the following:
 - Bronchoscopy
 - Colonoscopy
 - Cystoscopy
 - EGD
 - ERCP
 - Esophagoscopy
 - Laryngoscopy
 - Panendoscopy
 - Sinoscopy
 - Ureteroscopy
- Observation cases must be documented, but do not count toward the minimum 120 required

cases.

- **Counting Cases:** Cases will be counted according to surgical specialty. For example:
 - A 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 surgery specialty, and the repair of LeFort I is an oral-maxillofacial surgical specialty.
 - The patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; it is counted and documented as one procedure/one case.
- NOTE:** If the procedure is a mastectomy with a TRAM flap, it is counted as **two** procedures because the mastectomy is a general surgery procedure, and the TRAM flap is a plastic and reconstructive procedure.

CLINICAL ATTIRE/DRESS CODE:

Suitable dress is critical for the students' and patients' safety at the clinical facilities.

- The clinical facilities will furnish scrubs, masks, caps, and booties.
 - Comfortable, sturdy shoes or athletic walking shoes must be worn. Canvas or mesh sneakers or sandals are not permitted
 - Students must wear socks.
 - Minimal jewelry:
 - one single post in the ear is permitted.
 - No facial jewelry permitted, i.e., noses, eyebrows, tongues, etc.
 - Hair must be clean and well-groomed.
 - Facial hair must be neatly trimmed to the length of ½ inch.
 - Long hair must be secured away from the face.
 - An undershirt or uniform must cover chest hair.
 - Fingernails must not extend beyond the fingertips.
 - Nail polish, artificial or acrylic nails are prohibited at the clinical facilities
 - False eyelashes are prohibited at the clinical sites as they can be a source of cross-contamination.
 - Students must be free of disagreeable odors, including overpowering cologne/perfume, body odor, and bad breath.
 - Students must abide by any appropriate dress codes imposed by a clinical facility. Students may be asked to leave the clinical facility if their attire does not match the hospital dress code. **This will directly impact the student regarding attendance policy.**
- NOTE:** Hospital dress codes may differ from those published in the student handbook. Students must abide by the dress code enforced by their assigned clinical facility.
- Eating, drinking, or chewing gum is not permitted in the clinical area.
 - Smoking, vaping, and e-cigarettes are prohibited at the clinical facility.

DISMISSAL FROM CLINICAL:

A clinical instructor may dismiss a student from clinical for any reason, including, but not limited to:

- The student's failure to comply with any college, program, or clinical site policies.
- Insubordination toward any faculty or professional in the clinical setting.
- Inappropriate actions toward anyone present at the clinical site.
- No call/no show—students must notify their clinical instructor and the program lead if they are going to be absent.
- Failure to demonstrate an awareness of the surgical environment.

The clinical instructor must inform the program lead immediately of a student's dismissal from a clinical site.

READMISSION:

Students dismissed from the Surgical Technology Program for the failure of a clinical course for reasons identified by faculty or the clinical site as failure or inability to perform aseptic technique or duties safely that may pose a risk to the patient or a manner considered unsafe for the patient are permanently ineligible for readmission to the Surgical Technology Program.

Any student requesting readmission to the Surgical Technology Program must submit their request in writing before the start of the semester. Readmission will be considered if the following conditions are met:

- A letter has been received by the program lead at least one (1) month before the start of the semester. The letter must include an action plan and steps demonstrating the student's desire and ability to return to the program.
- Space is available in the program, returning semester requested; clinical space is limited, and requests will be granted on a space-available basis.
- The student has discussed with the program lead the steps taken to ensure success in readmission and continued enrollment in the program.
- Faculty reserves the right to subject the student to competency testing of skills to ensure the student's knowledge base, skill development, and client safety techniques are still present. This may occur before readmission or clinical placement.
- If the student is readmitted to the Surgical Technology Program, the following must be completed and submitted to the program lead before starting the clinical rotation:
 - Criminal background check and drug screen
 - Physical examination, including current immunizations and TB test.
 - Current American Heart Association Basic Life Support (BLS) for Health Care Providers certification must be maintained for the remainder of the academic course work and clinical rotations.

SOCIAL NETWORKS—CONFIDENTIALITY AND SOCIAL MEDIA:

Students must maintain the confidentiality of all patient information and strictly comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times, including when working online or engaged in social networking. Students must also comply with any confidentiality requirements, policies, and procedures established by the clinical site. By way of example:

- Students shall not publish, discuss, post, text, email, tweet or otherwise disclose any patient's name, or any information that may lead to the identification of any patient's identity or status, except for the purpose of providing direct patient care, without express written consent of the patient.
- Students shall not videotape, photograph or make audio recordings of themselves or any patient, employee, student, or instructor during clinical rotation(s).
- Students shall not copy, download, transmit or remove any portion of a patient's medical record from a health care facility.
- Students shall not post online, publish, tweet, email, transmit or disseminate any portion of a patient's medical record or printed patient information.

Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Students must promptly report any actual or suspected violations of HIPAA or this policy.

Students who disclose restricted patient information may face serious consequences. Students found violating this policy may be subject to disciplinary action, up to and including immediate suspension or dismissal from the clinical experience or College.

SECTION IV REGULATIONS

ATTENDANCE:

1. Daily attendance is recorded to comply with state and federal financial aid requirements, necessitating attendance verification.
2. Absence from any class session before a deadline will result in a "0" for positive attendance verification.
3. Students who do not attend may not be reinstated into the course.
4. Students must be listed on the class roster to receive a final grade for the course.
5. The accumulation of three absences from lecture sessions will cause the course to fail.
6. The accumulation of three absences from lab sessions will cause the lab practicum to fail.
7. Arriving more than 15 minutes late to class, lab, or clinical will be recorded as an absence.

LATE OR MISSING WORK/MAKE-UP EXAMS:

All class assignments are due as specified by the instructor. Students are advised to contact their instructor(s) if they will be absent from a class and discuss the policy for making up missed assignments.

Students must also contact their instructor(s) in advance if they will be absent from a class during which an exam is scheduled to obtain approval to miss the exam. Make-up exams will be given at the discretion of the instructor(s). Students who cannot attend class on the day an exam is scheduled due to illness or other valid reasons must contact their instructor and the program lead before the scheduled time. **Students must inform their instructor of the reason for the absence.**

STUDENTS WHO DID NOT OBTAIN APPROVAL IN ADVANCE FROM THEIR INSTRUCTOR TO MISS AN EXAM WILL NOT BE PERMITTED TO MAKE UP THE EXAM.

PROGRAM WITHDRAWAL:

Students wishing to withdraw from the Surgical Technology Program must inform the program lead before dropping registered classes. Students are encouraged to contact the Student Services Department if they have questions about the withdrawal process.

CLASSROOM/ LABORATORY BEHAVIOR:

Instructors are responsible for setting and maintaining classroom behavior standards appropriate to the discipline and method of instruction. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Cellular telephones in the classroom, laboratory or clinical sites are unacceptable. Instructors have the right to remove offending students from the class or clinical. Repetition of the offense may result in expulsion from the course and program.

Each student is expected to participate fully in the learning process with the instructor. This requires periodic self-evaluation of progress and development of an action plan that fosters improvement and success. Students are to prepare for each class session by reading the assigned materials prior to class. A strong emphasis is placed on inquiry.

SURGICAL LABORATORY RULES:

- Smoking, vaping, and e-cigarettes are prohibited.
- No food or beverages are allowed.
- All instruments and equipment must be handled properly and carefully.
- All instruments and equipment must be returned to their proper place at the end of the laboratory class.
- No instruments or equipment may be “borrowed” or removed from the lab.
- All drapes, trash, etc., must be disposed of in proper containers at the end of the laboratory class.
- Students are responsible for cleaning the areas in which they work.
- Furniture must be returned to its proper place.
- Negligent use of needles, sharps, etc., may result in an injury. All injuries must be reported to the instructor and WCCCD Northwest Campus Police.
- Negligent use of equipment may result in dismissal from the program.

ETHICAL BEHAVIOR:

Students are expected to operate within the ethical boundaries of the Surgical Technology profession. The "Do No Harm" philosophy is expected when dealing with those entrusted with your care. Students are expected to exhibit professional communication and behavior during encounters with patients, staff, and college faculty during the program in the clinical and classroom setting.

The Association of Surgical Technologists (AST) Code of Ethics can be accessed via this link:

The AST Code of Conduct can be accessed via this link: [AST Professional Code of Conduct](#)

GRADING POLICY:

Grading is calculated on an absolute percentage and **NOT** on a curve. Student success tips are attainable via an open channel of communication with your instructor and use of Wayne County Community College District’s Student Support Services.

GRADING SCALE:

A	94-100%
B	93-85%
C	84-78%
D	77-70%
E	69-0%

Grade	Points	Description/Explanation
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
E	0.0	Failure to complete course requirements satisfactorily
<i>Academic grades are "A," "B," "C," "D," and "E." Pluses and minuses are not included with the grades.</i>		
Incomplete Grade		
<p>An instructor may give an "I" or "Incomplete" grade for a student during the final two weeks of the semester when the student cannot complete the course requirements because of emergency circumstances. Emergency circumstances are considered situations beyond the control of the student. The criteria to give an "I" grade are as follows:</p> <ol style="list-style-type: none"> 1). The student <u>must be passing</u> the course. 2). The student must complete a contract mutually agreed upon by the student and the instructor. 3). The student must have a true emergency, such as emergency surgery. <p>The instructor and the student complete the "I" form contract and discuss its conditions. The student must agree to the conditions of the contract and sign it. The instructor signs the contract, enters the grade into the Banner System final grade module, and turns in a copy of the agreement at final checkout.</p> <p>District policy requires all students who earn an incomplete "I" grade to complete that contract by the end of two consecutive regular semesters after the term in which the "I" grade was given. The student is responsible for completing the contract requirements through the instructor who issued the "I" grade.</p> <p>If the student cannot contact the instructor, the student must immediately contact the appropriate campus academic administrator for instructions. Failure to complete the course requirements within the two regular consecutive semester time limits shall result in a grade of "E" replacing the "I" grade. <u>Students should not register a second time for a course in which they have received an outstanding "I" grade.</u></p>		
"W" Grades		
W	Withdrawal	Withdrawal by the student during the first half of the semester. (8 th week)
XW	Walk-away	Attended at least one class during the first third of the semester and failed to withdraw during the remaining two-thirds.

FAILURE OR DISMISSAL FROM THE PROGRAM:

Students will be dismissed from the Surgical Technology Program for the following academic reasons:

- Failure to maintain minimum attendance standards in theory and clinical courses/facilities (see Attendance Policy above).
- Incompetence or failure to perform critical procedures at minimum standards as stated in the syllabus and performance objectives.
- Failure to achieve a minimum grade (see Grading Policy above).

Students may be immediately dismissed from the Surgical Technology Program, regardless of scholastic or clinical standing, for any of the following reasons, including but not limited to:

- Cheating.
- Leaving the clinical and lab area without permission of the clinical instructor or the Operating Room Educator or designee.
- Reporting for duty under the influence of alcohol or drugs and/or bringing alcoholic beverages or other chemical substances to the college or clinical facilities.
- Bringing guns, knives or other weapons to the college or clinical facilities.
- Falsifying or misrepresenting records in any manner.
- Behaving in a disrespectful manner toward supervisors and instructors.
- Fighting on the college premises or at the clinical facilities.
- Neglecting to follow the clinical facility's or Surgical Technology Program policies after receiving a written warning.
- Poor attendance or constantly late for clinical
- Sub-standard classroom or clinical performance.
- Disregard for personal appearance, hygiene, or dress code.
- Stealing property from the college or clinical facility and/or the personal property of others.
- No call/no show—failure to attend clinical and notify the clinical instructor and program lead of the absence.

Association of Surgical Technologists (AST):

Surgical Technology students must obtain membership with their professional organization, the Association of Surgical Technologists (AST), by the mid-term of the semester. This membership is required to challenge the National Board for Surgical Technologists and Surgical Assisting (NBSTSA) Certification Exam and is also required for graduation from the Surgical Technology Program.

Website:

https://www.ast.org/members/student_members/

Application:

https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/2023%20Student%20Membership%20Application.pdf

Cost:

Student Membership-\$45.00

Scholastic code of ethics:

The purpose of this code is to encourage and promote positive learning and ethical student behavior and to define behavior that violates scholastic ethics.

Guidelines for scholastic code of ethics:

- Students assume full responsibility for the content and integrity of the coursework they submit. The following is a guide to assist students in observing positive behavior in scholastic ethics.
- Students must do their own work and submit only their own work on examinations, reports, and projects unless otherwise permitted by the instructor.
- Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations only if specifically authorized by the instructor in the class syllabus or at the time of the examination.
- Students must follow all written and/or verbal instructions given by the instructor or designated College representative before taking an examination, placement assessment, test, quiz, or evaluation.

- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Scholastic code of ethics violations:

Students enrolled in college assume the obligation of conducting themselves in accordance with the highest ethical standards. Actions constituting violations of scholastic ethics include, but are not limited to the following:

Cheating:

- Intentional deceit during the pursuit of academic course work, tests, class assignments, or activities in any testing area, learning center, clinical setting, tutorial session, or in the gathering of research materials is considered cheating. Cheating includes but is not limited to:
- Copying from another student's test paper or knowingly allowing your test to be copied.
- Using materials during a test that are not clearly authorized by the person giving the test.
- Collaborating with another student during the test without permission; knowingly using, buying, selling, offering, transporting, or soliciting any of the contents of a test.
- Taking a test for another person or permitting another student to take a test for you.
- Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course.
- Intentional misconstruing facts or incidents relating to an evaluated exercise or assignment that would change the earned grade.
- Electronic, internet transmissions or wireless transfer of data.

Plagiarism:

Plagiarism is the representation of the work of others as one's own, including using term papers written by others. Using another's words, ideas, or information without acknowledgment is also plagiarism. The student should seek guidance from the instructor about acceptable methods to acknowledge the work and ideas of others.

Collusion:

Obtaining from or giving unauthorized assistance or material to another student in any coursework is collusion.

Compromising instructional and test materials:

Unauthorized acquisition, tampering with, or alteration of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructor's offices, tutoring labs, testing areas, assessment areas, secretarial offices, College offices and/or other areas is compromising test materials.

Misrepresentation / fraud:

Unauthorized acquisition, tampering with, or alteration of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructor's offices, tutoring labs, testing areas, assessment areas, secretarial offices, College offices and/or other areas is compromising test materials.

Student support services – disability support services:

Disability Support Services provide resources according to the individual needs of students with disabilities. Wayne County Community College Disability Support Services coordinates assessment and includes services such as tutoring, visual aids, sign language interpreters, language interpreters, note-

takers, and special equipment often required to support academic success in college. Instructors and advisors may refer students who need assistance. However, students are welcome to come and discuss individual concerns without referrals. Contact Number: (313) 496-2634.

About This Program:

Disability Support Services at Wayne County Community College District (WCCCD) strives to provide students with the necessary tools to help them accomplish their educational and career goals. It is the goal of Disability Support Services to:

1. Provide appropriate and reasonable accommodations and support services,
2. Provide referrals, information, and resources to students to improve their academic and employability success,
3. Encourage and assist students with disabilities to become more independent,
4. Increase faculty understanding of the needs of students with disabilities and enables continuous improvement of the District's services to students, faculty, and staff. We hope you will welcome this opportunity to assist us in obtaining feedback from our students regarding their needs and expectations. Survey link: www.wcccd.edu/dept/survey.htm

LockDown Browser + Webcam Requirement:

This course requires a LockDown Browser and a webcam for online exams. The webcam can be built into your computer or connected with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions:

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=352133557>

Once Installed:

- Start LockDown Browser
- Log into Blackboard Learn
- Navigate to the test

Note: You cannot access tests with a standard web browser. If this is tried, an error message will indicate that the test requires a LockDown Browser. Start LockDown Browser and navigate back to the exam to continue.

Guidelines:

When taking an online test, follow these guidelines:

- Ensure you are in a location where you won't be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside your reach.
- Before starting the test, know how much time is available and that you've allotted sufficient time to complete it.
- Clear your desk or workspace of all external materials not permitted, such as books, papers, and other devices.
- Remain at your computer for the duration of the test.

- If the computer, Wi-Fi, or location differs from what was previously used with the "Webcam Check" and "System & Network Check" in LockDown Browser, rerun the checks before the exam.
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or any other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help:

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and "Respondus LockDown Browser" as the product. If your problem is with a webcam, choose "Respondus Monitor" as your product

If you cannot resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket." Please provide detailed information about your problem and what steps you took to resolve it.

NOTES

**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
SURGICAL TECHNOLOGY STUDENT HANDBOOK**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE SURGICAL TECHNOLOGY STUDENT HANDBOOK.

MY SIGNATURE INDICATES THAT I UNDERSTAND THE RULES AND/OR REQUIREMENTS FOR ALL OF THE FOLLOWING:

1. Welcome
2. Overview of the Program
3. Philosophy
4. Surgical Technology Program Goals/Outcomes
5. Surgical Technology Curriculum
6. Accreditation
7. Course Requirements
8. Course Descriptions
9. Essential Functions for the Surgical Technology Student
10. Certified Surgical Technologist Job Description
11. Career Opportunities for Certified Surgical Technologists
12. National Certification Examination
13. Clinical Experience Selection
14. Health Requirements
15. American Heart Association BLS Certification
16. Pregnancy
17. Prolonged Illness
18. Criminal Background Checks and Drug Testing
19. Surgical Technology Program Waiting Periods
20. Communicable Disease Policy in the Clinical Setting
21. Student Work Policy
22. Health Insurance
23. Clinical Incidents
24. Attendance and Grading Policies
25. Lab Competencies
26. Clinical Performance
27. Definition of Scrub Roles
28. Clinical Case Requirements
29. Clinical Attire/Dress Code
30. Dismissal from Clinical
31. Readmission
32. Social Networks—Confidentiality and Social Media
33. Attendance
34. Late or Missing Work/Make-up Exams
35. Program Withdrawal
36. Classroom/Laboratory Behavior
37. Surgical Laboratory Rules
38. Ethical Behavior
39. Tutorials
40. Grading Policy and Grading Scale
41. Failure or Dismissal from the Program
42. Student Receipt of Handbook

PRINTED NAME _____

SIGNATURE _____ DATE _____

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PRINTED NAME _____

SIGNATURE _____ DATE _____

Additional Documentation

OCCUPATIONAL RISKS FOR HEALTH SCIENCES, ALLIED HEALTH, AND NURSING

Occupational Risks for Students Entering the Healthcare Field

As students preparing to enter the healthcare field, it is important to be aware of the occupational risks associated with healthcare environments. Understanding these risks will help you take appropriate precautions to ensure your safety and well-being.

Exposure to Infectious Diseases

Risks: Direct contact with patients and handling of biological materials increase the risk of exposure to infectious diseases such as tuberculosis, hepatitis B and C, HIV, and various respiratory infections.

Precautions:

Follow standard precautions, including the use of personal protective equipment (PPE).

Ensure all vaccinations are up-to-date.

Practice proper hand hygiene consistently.

Needle stick and Sharps Injuries

Risks: Injuries from needles and other sharp instruments can lead to exposure to bloodborne pathogens.

Precautions:

Use safety-engineered devices.

Dispose of needles and sharps in designated containers immediately after use.

Never recap needles.

Musculoskeletal Injuries

Risks: Lifting, transferring, and repositioning patients can result in back injuries, strains, and other musculoskeletal disorders.

Precautions:

Use proper body mechanics and lifting techniques.

Utilize patient transfer equipment when available.

Seek assistance from colleagues when handling heavy or immobile patients.

Exposure to Hazardous Chemicals

Risks: Handling chemicals such as disinfectants, sterilizing agents, and medications may lead to skin irritation, respiratory issues, or other adverse health effects.

Precautions:

Use PPE such as gloves and masks when handling hazardous chemicals.

Follow proper procedures for storage, handling, and disposal of chemicals.

Familiarize yourself with the Safety Data Sheets (SDS) for all chemicals used in your practice.

Radiation Exposure**

Risks: Working near radiological equipment can lead to exposure to ionizing radiation, increasing the risk of cancer and other health issues.

Precautions:

Always wear lead aprons and thyroid shields when in proximity to radiological procedures.

Maintain a safe distance from radiation sources.

Adhere to all safety protocols and guidelines for radiation protection.

Psychosocial Risks

Risks: The high-stress environment of healthcare can lead to burnout, anxiety, depression, and other mental health challenges.

Precautions:

Develop stress management strategies, such as mindfulness and regular exercise.

Seek support from peers, mentors, or mental health professionals when needed.

Maintain a healthy work-life balance.

Violence and Aggression

Risks: Healthcare workers may encounter aggressive behavior from patients, visitors, or even colleagues, which can result in physical or psychological harm.

Precautions:

Be trained in de-escalation techniques.

Report any incidents of violence or aggression to supervisors.

Follow institutional protocols for managing potentially violent situations.

Conclusion

Understanding and mitigating these risks are crucial for your safety and success in the healthcare field. By adhering to established safety protocols and taking proactive measures, you can protect yourself and others while providing high-quality care to patients.

Please review this information carefully and reach out with any questions or concerns.

Abby L. Freeman, Ph.D.

District Provost-Health Sciences

Afreema2@wccd.edu

313-943-4009

Surgical Technology Remediation Policy

In the context of education, remediation refers to the process of addressing insufficiencies or areas of weakness in cognitive knowledge, psychomotor skills, or affective performances. It involves taking steps to correct or improve upon these deficiencies so that a student can meet the expected outcomes or competencies required for graduation.

For a surgical technology student, remediation could involve several aspects:

Cognitive (Academic) Knowledge: If students struggle to understand certain medical concepts, surgical procedures, or technical skills required in the operating room, remediation might involve additional studying, tutoring sessions, or targeted coursework to strengthen their understanding.

Psychomotor (Clinical/Lab) Skills: Surgical technology students also need hands-on proficiency in tasks such as preparing operating rooms, handling instruments, and assisting surgeons during procedures. Remediation in this area might include extra practice sessions, simulations, or clinical rotations focused on specific skills that need improvement.

Affective (Professional) Performances: Beyond technical skills, students must adhere to professional standards of conduct, ethics, and teamwork in the surgical setting. Remediation here might involve guidance on professional behavior, communication skills, and teamwork exercises to foster better integration into the surgical team.

Certification Requirements: Remediation in this context might involve targeted preparation for the certification exam, including review courses or practice tests.

Criteria for Remediation:

Academic Performance:

- Any student scoring below 85% on an exam or assignment will be subject to remediation.
- Despite above-average scores, instructors could schedule students to benefit from remediation to further refine their clinical skills and ensure comprehensive preparation for real-world surgical settings.

Attendance:

- Poor attendance, defined as missing more than 10% of scheduled class hours, will trigger remediation.
 - 45-hour course = 4.5 hours absent
 - 60-hour course = 6 hours absent
 - All clinical time must be completed at 100%
- Tardiness exceeding 15 minutes will be recorded as a partial absence, and accumulated instances may lead to remediation.

Professional Conduct:

- Any behavior deemed disruptive to the learning environment or inconsistent with professional standards may result in remediation.
- Please refer to the professional conduct section of your surgical technology handbook

Remediation Process Notification:

- The instructor will communicate with the student regarding the need for remediation, specifying the areas of concern and outlining the process.

Development of Remediation Plan:

- The instructor, in collaboration with the student, will develop a tailored remediation plan addressing the identified areas for improvement.
- The plan may include additional study sessions, tutoring, attendance monitoring, or other necessary interventions.

Implementation of Remediation Plan:

- The student will be responsible for actively engaging in the remediation activities outlined in the plan.
- Regular progress updates and check-ins between the student and instructor will ensure accountability and support.

Evaluation:

- Upon completion of the remediation plan, the student's progress will be evaluated based on predetermined criteria.
- Successfully Completing the remediation plan may involve achieving a specified minimum score on a reassessment, meeting attendance requirements, or demonstrating improvement in professional conduct.

Continued Support:

- If the student does not meet the required standards after initial remediation, additional support and interventions will be provided as necessary.
- To address underlying issues affecting student performance, referral to academic advising, counseling services, or other resources may be considered.

Consequences of Non-Compliance:

- Failure to engage in the remediation process or demonstrate satisfactory progress may result in academic probation, course repetition, or dismissal from the program, as outlined in the institution's academic policies.

Surgical Technology Course Advising Form

Today's Date:

Faculty or the Program Director for the Surgical Technology Program will complete this form for all students who fall into at least one of the following categories: 1) frequent absences from class, 2) failed assignment(s), 3) missed / incomplete assignment(s), 4) failed lab competencies or failed written examination(s), 5) disruptive or improper conduct/behavior in the classroom or lab. During the advising session, the faculty, the Program Director, and the student will devise a plan to improve the student's performance and conduct. Please note: A grade minimum of "B" or better (86%) is required to pass all SUR-specific courses successfully.

Student name:

Date of advisement:

Class course:

Day/time, of course:

Class / Lab Issue (s):

Absences: List the number of absences (to date): _____

Failed assignment(s)

Failed lab comp(s)

Failed exam(s)

Disruptive Behavior

Improper Conduct

Unsafe Practices

Action to be taken:

Academic Warning

Academic Warning of Failure

Academic Failure

Current Grade: _____

List the academic issue (s) and contributing factors and what action (s) must be completed by the SUR academic student to improve classroom and lab attendance, performance, and behavior.

Action Plan: (Completed along with student)

I am committed to improving my academic performance and behavior. By signing this form, I recognize that I have received academic advising regarding my current performance/conduct in this course.

Student Name: _____ Student Signature: _____

Date: _____

Faculty signature: _____ Date: _____

Program Director signature: _____ Date: _____

6/2024

Attached additional documentation, as needed.

Surgical Technology Clinical Advising

Today's Date:

The clinical coordinator or the Program Director for the Surgical Technology Program will complete this form for all students who fall into at least one of the following categories: 1) absences from clinical 2) two or more tardy or early dismissals, 3) frequently failed competencies, 4) inadequate clinical documentation 5) disruptive or improper conduct/behavior at the clinical site. During the advising session, the clinical coordinator of the Program Director and the student will devise a plan to improve the student's performance and conduct.

Student Name:

Date of advisement:

Clinical Course:

Clinical Site:

Clinical Issue (s): 1st Clinical Absence 2nd Clinical Absence HIPAA Violation
 Two Tardy Four Tardy Left Early Two / Four times
 Failed Comps Poor Clinical Documentation Failed Assignment
 Disruptive Behavior Improper Conduct Unsafe Practices

Action to be taken:

Clinical Warning

Clinical Warning of Failure

Clinical Failure

Removed from Clinical Site

List the clinical issue (s) and contributing factors and what action (s) must be completed by the clinical student to improve clinical attendance, performance, and behavior.

Action Plan: (Completed along with student)

I am committed to improving my clinical performance or behavior. By signing this form, I recognize that I have received clinical advice regarding my current performance/conduct in this course.

Student Name: _____ Student Signature: _____

Date: _____

Clinical Coordinator signature: _____ Date: _____

Program Director signature: _____ Date: _____

6/2024

Attach additional documentation, as needed, from clinical site preceptor(s)

Clinical Warning Status:

The student can be placed on Clinical Warning Status for any of the following reasons:

1. First clinical absence
2. Two late arrivals (tardy)
3. Two early departures
4. Failed competencies
5. Disruptive behavior
6. Unsafe patient practices

Clinical warning status will follow the student throughout the clinical rotation, and the Program Director, Faculty, and Clinical Instructor will continue to monitor the student. Only the Program Director can remove a student's clinical warning.

Appeal Clinical Warning:

Students are permitted to appeal clinical warnings but must do so within two calendar days of being placed on the warning status. To appeal, the student must follow this process:

1. Email the Program Director no later than two (2) calendar days from when the warning status was issued.
 - a. Stating your reason to appeal.
 - b. This appeal must be in Microsoft Word format and be signed / dated by the student
2. Appointment will be set by Program Director to have face-to-face meeting
 - a. Meeting will take place within seven (7) calendar days of requested appeal
3. Student must present evidence or action plan at appeal hearing
4. Program Director will investigate and report back to the student, in writing, the status of the appeal hearing.
5. A third-party non-affiliate of the program will also attend meeting and this designee will have input regarding the appeal hearing status.

Clinical Warning of Failure Status:

If continued concerns are exhibited by the student, that result in additional documentation the student can be placed on Clinical Warning of Failure Status. The following reasons are listed below:

1. Second clinical absence
2. Four late arrivals (tardy)
3. Four early departures
4. Failed competencies
5. Disruptive behavior
6. Unsafe patient practices

Clinical warning of failure status will follow the student throughout the clinical rotation with continued monitoring being completed by Program Director, Faculty, and Clinical Instructor.

Only the Program Director can remove clinical warning of failure status from a student. Although the student could be removed from warning or failure status the student will remain on clinical warning status.

Appeal Clinical Warning of Failure:

Students are permitted to appeal clinical warning of failure but must do so within two-calendar days of being placed on the academic status. To appeal; the student must follow this process:

1. Email Program Director no later than two (2) calendar days of when warning of failure status was issued.
 - a. Stating your reason to appeal.
 - b. This appeal must be in Microsoft Word format and be signed / dated by the student
2. Appointment will be set by Program Director to have face-to-face meeting
 - a. Meeting will take place within seven (7) calendar days of requested appeal
3. Student must present evidence or action plan at appeal hearing
4. Program Director will investigate and report back to the student, in writing, the status of the appeal hearing.
5. A third-party non-affiliate of the program will also attend meeting and this designee will have input regarding the appeal hearing status.

Clinical Failure:

If any of the following actions occur during a clinical rotation the student will receive and earn an automatic failure for that clinical rotation.

1. Third absence
2. Fifth late arrival and/or Fifth early dismissal
3. Harassment towards patients, families, employees, hospital volunteers, and/or students
4. HIPAA violation
5. Unsafe practices
6. Improper conduct
7. Disruptive behavior
8. Unprofessional behavior
9. Unethical patient practices
10. Sleeping while on site
11. Failed competencies

Appeal Clinical Failure:

Students are permitted to appeal clinical failure but must do so by following the student grievance procedure listed in the WCCCD student handbook. This appeal process is completed by submitting a student inquiry. The student inquiry paperwork and drop-box is located at the front desk of the Health Science Building.

Removal from Clinical Site:

A student may be removed from the clinical site for any of the following reasons.

It must be noted; if a student is asked to vacate the clinical site, by the clinical manager or preceptor, the student will **NOT** be awarded a new site. In the event a student is removed from a clinical site a failing grade is earned by the student.

1. HIPAA violation
2. Unethical behavior
3. Harassment toward patients, families, employees, hospital volunteers, and/or students
4. Unsafe practices
5. Improper conduct
6. Disruptive behavior
7. Unprofessional behavior
8. Sleeping

Appeal Removal from Clinical Site:

Students are permitted to appeal clinical failure and removal from the site but must do so by following the student grievance procedure listed in the WCCCD student handbook. This appeal process is completed by submitting a student inquiry. The student inquiry paperwork and drop-box is located at the front desk of the Health Science Building.

Grading Rubric for SUR Assignments

Possible Points	Criteria
9-10 A	The assignment is engaging, concise, and polished. Factual details, visual elements, quotations, and the proper use of medical terminology add clarity and interest to the assignment.
8 B	The assignment is well written. Factual details, visual elements, quotations, and the proper use of medical terminology add clarity and interest to the project. Sometimes the writing could be more varied or precise, but the writer does demonstrate a good understanding of the subject matter.
7 C	The assignment is well-written and straightforward, but several errors indicate that the author may need help understanding the subject. Factual details, visual elements, quotations, and the proper use of scientific terminology are used. Remediation is required.
6 D	The assignment has several significant problems in style and content. The topic needs to be clearly stated, medical terms are misused, and misspelled words are present. Inadequate or incorrect use of factual details, visual elements, or quotations indicates that the author does not understand the subject. Remediation is required.
1-5 E	Although attempted, the author needs to put forth more effort. The writing It needs to be more explicit, more focused, and more specific. The author needs to use medical terminology correctly and has introduced false statements and errors in a writing style that makes reading this work very difficult. Remediation is required.
0	No work was attempted. Students need to turn in for points. There are no exceptions.

- All remediation sessions will be assessed separately to distinguish the need for additional remediation sessions before attempting the assignment again.
- Each student can attempt each assignment **TWICE** if earned a score of 7 or lower.
- Original attempt and one additional attempt AFTER remediation session(s).

Surgical Technology

Rubric for Performance Assessment (Lab skills and Clinical Competency)

Possible Points	Criteria
5	Successfully completes task and extends it for a greater understanding of topic. Solution is clearly stated with well-supported documentation (such as charts, graphs, or diagrams). Solution reflects resourceful thinking. Technical and scientific principles are well understood.
4	Successfully completes task. Solution is clearly stated and supported. Technical and scientific principles are understood and communicated effectively.
3	Task is generally complete, with a few minor flaws in the understanding of concepts or processes. Solution is clearly stated and attempts to support explanations with examples and graphics are made, but data may not always be accurate or appropriate. Remediation is recommended to ensure student fully understands the concepts, technically and scientifically.
2	Task only partially completed. Solution reveals one or more significant errors in the understanding of concepts or processes. Solution and supporting details are provided but are unclear or incomplete. Use of visuals is incorrect, inappropriate, or missing. Remediation is required to successfully understand the concepts of the skills being presented.
1	Although attempted, task not completed with successful results. Inadequate or inappropriate attempts to communicate information show a complete misunderstanding of concepts and processes. Few, if any, support materials provided. Remediation is required to successfully understand the concepts of the skills being presented.
0	No work was attempted. Student not present or major components of assessment were missing for skills assessment. Approval needed by Dean to attempt the assessment on another date.

Scoring Rubric for Skills Assessments (further breakdown for clarity)

EXPERIENCED LEVEL (5 points)

- Excellent technique was used throughout the procedure. Skills were well-planned and well-executed.
- Data, observations, skills were accurate, descriptively, and completely, with no serious errors.

COMPETENT LEVEL (4 points)

- No errors in technique were observed during the procedure.
- Procedure / skills were well-planned and were carried out in an organized fashion.

INTERMEDIATE LEVEL (3 points)

- Only minor errors in technique were observed during the skills / assessment procedure.
- Procedure / skills were carried out well but may have been slightly disorganized.
- Remediation is recommended.

TRANSITIONAL LEVEL (2 points)

- Only a few errors in technique were observed during the skills / assessment procedure, but they may have been significant.
- Procedure / skills may not have been well-planned, or they may have been carried out in a disorganized fashion.
- Remediation is required.

BEGINNING LEVEL (1 point)

- Several serious errors in technique were observed during the skills / assessment procedure.
- Procedure / skills were not well-planned and were carried out in a disorganized fashion.
- Remediation is required.

UNACCEPTABLE LEVEL (0 points)

- Student absent or not present for assessment
 - All work was unacceptable
 - No responses were relevant to skill being assessed
 - Major components of lab were missing
 - Approval needed by Dean to complete assessment again.
 - Remediation is required.
-
- All remediation sessions will be assessed separately to distinguish the need for additional remediation sessions before attempting the assessment / skill again.
 - Each student can attempt each skills assessment TWICE if earned a score of 3 or lower.
 - Original attempt and one additional attempt AFTER remediation session(s).

Surgical Technology Course Completion

_____ has successfully met and accomplished all obligations by the standards approved by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA) and has completed the required course objectives in _____.

(Instructor Initials)

_____ *Student has successfully met GPA (3.0) or higher (86% or above).*

_____ *Student has completed all Surgical Technology objectives for _____.*

Final Grade: _____

The Program Director for Surgical Technology, **Mr. Damus Goida**, hereby attests that all information within this document is accurate and that _____ has completed this course.

Student Comments:

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Program Chair signature: _____ Date: _____

Instructor / Program Chair Comments (if applicable):

Surgical Technology Clinical Course Completion

_____ has successfully met and accomplished the objectives by the standards approved by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA) and has completed the required clinical course objectives for _____.

(Instructor Initials)

_____ Student has completed all required clinical contact hours: Total Hours: _____

_____ Student has completed at minimum 60 surgical cases in the FS Role Total Cases: _____

Final Grade: _____

The Program Director for Surgical Technology, **Mr. Damus Goida**, hereby attests that all information within this document is accurate and that _____ has completed this course.

Student Comments:

Student signature: _____ Date: _____

Clinical Coordinator signature: _____ Date: _____

Program Chair signature: _____ Date: _____

Instructor / Program Chair Comments (if applicable):

Surgical Technology Graduate Affirmation

_____ has successfully met and accomplished the objectives by the standards approved by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA). _____ is eligible to challenge the Certified Surgical Technologist Examination.

(Program Director Initials)

_____ Student has completed all Surgical Technology didactic course requirements

_____ Student has completed all Surgical Technology clinical & lab hours (840)

_____ Student has completed all Surgical Technology lab checkoffs and competencies

_____ Student has completed all Surgical Technology clinical competencies for Clinical I (LAB)

_____ Student has completed all Surgical Technology clinical competencies for Clinical II and III

_____ Student has completed all Surgical Technology clinical case requirements. *Total Cases:* _____

The Program Director for Surgical Technology, **Mr. Damus Golida**, hereby attests that all information within this document is accurate and that _____ has graduated from the Surgical Technology Program.

Graduate signature: _____

Date: _____

Program Chair signature: _____

Date: _____

Students who are considering the Surgical Technology program at Wayne County Community College District must meet the technical standards for the profession of Surgical Technology with or without reasonable accommodations.

AREA	STANDARD	EXAMPLES (not inclusive)
<p>Physical Skills</p>	<p>Students must have sufficient endurance to meet physical requirements to function and participate in the lab and clinical setting. Students must perform physical activities that require considerable use of their hands, arms, and legs. This includes fine motor abilities such as finger dexterity, arm-hand steadiness and trunk strength. This must be done in a timely manner for safe and effective patient care.</p>	<ul style="list-style-type: none"> • Demonstrate unassisted ability to safely lift, hold, and mobilize patients, and/or lift instrument trays or items of 50 pounds. • Ability to push heavy equipment such as microscopes, c-arms, endoscopy towers, operating room tables. • Ability to ambulate unassisted without use of canes, crutches or assistive devices. • Be able to stand in one place for long periods of time, 4 hours or more. • Be able to safely maneuver in small places. • Demonstrate appropriate manual dexterity with both fingers and hands to accurately load sharps and needles, pass surgical instruments and manipulate equipment. • Be able to perform tasks of scrubbing, gowning, gloving, set up of sterile field and functions of the surgical technologist within the sterile field.
<p>Sensory Skills</p>	<p>Students must have hearing sufficient to perform surgical technology tasks. Possess auditory ability to monitor and assess needs of the surgeon and other operating room team members.</p> <p>Students must have vision sufficient for observation and assessment necessary during a surgical procedure.</p> <p>Students must have the tactile ability to perform a surgical technologist's duties in a timely manner.</p> <p>Students must have olfactory abilities that would permit detection of odors within the surgical environment.</p>	<ul style="list-style-type: none"> • Possess visual ability necessary to read surgeons' preference cards, identify supplies and equipment needed for surgical procedures. • Be able to accurately read charts, small print, medication labels, syringes, and identify hand gestures. • Be able to accurately distinguish tonal differences and use a variety of communication devices, e.g., telephones, alarms, computer tones, suction, and surgeons' needs. • Possess keen visual observation, ability to maintain asepsis, and identify and correct any breaks in aseptic technique. • Be able to detect unusual odors. • Be able to hear surgeons' and team members' muffled communications while wearing face masks without reading lips.

<p>Communication Skills</p>	<p>Students must effectively communicate verbally, nonverbally and in writing, with groups and using information technology.</p> <p>The student must be able to interact appropriately with patients, peers, and with all members of the surgical team.</p> <p>Students must be able to interpret and convey information gathered from communications.</p> <p>Students must be able to demonstrate emotional stability, adapt to changing environment/stress.</p> <p>Students must demonstrate interpersonal skills within the work environment.</p>	<ul style="list-style-type: none"> • Students must be able to communicate clearly, accurately, and appropriately in English, both verbally and in writing, utilizing accurate and appropriate terminology. • Students must be able to utilize and respond to nonverbal communication. • Students must be able to handle themselves in all types of stressful situations; be calm and quiet, yet responsive, and be able to exhibit respect, concern and compassion for peers, staff and patients.
<p>Critical Thinking Skills</p>	<p>Students must measure, calculate, reason, analyze and synthesize data in a timely manner.</p> <p>Students must demonstrate critical thinking, problem-solving and the decision-making ability needed during surgical procedures both independently and as a member of the surgical team.</p> <p>Students must demonstrate clinical competency and participate in all clinical experiences.</p>	<ul style="list-style-type: none"> • Apply critical thinking skills necessary for clinical decision making and problem solving for appropriate safety and proper care of the patient. • Be able to identify contamination of the sterile field and know how to correct the situation. • Be able to follow directions accurately to the smallest detail. • Be able to quickly make changes, sometimes without notice. • Have the ability to prioritize and organize work, rapidly and efficiently, under supervision. • Be able to anticipate the surgeon's needs; be one step ahead of the surgeon. • Be able to adapt and relate similarities of surgical procedures and relate them to unfamiliar procedures to function.

<p>Professionalism</p>	<p>Students must demonstrate cross-cultural competency, integrity, moral reasoning, ethical behaviors and concern for others.</p> <p>Students must acquire interpersonal skills for professional interactions with diverse individuals and communities.</p> <p>Students must work cooperatively with intra and inter professional teams, adapt to changing environments inherent in clinical practice, and function effectively under stress.</p>	<ul style="list-style-type: none"> • Be able to interact effectively with individuals of all ages, races, genders, socioeconomic and cultural backgrounds with respect for individual differences. • Be able to cope with demands of supervision, productivity, and heavy workloads with respect for duty. • Be able to exhibit respect, concern and compassion for peers, staff, and patients. • Adhere to the Wayne County Community College District Student Code of Conduct. • Adhere to the Code of Ethics established by the Association of Surgical Technologists. • Demonstrate social responsibility and accountability. • Be diligent when performing tasks; being careless or reckless could cost a patient's life. • Students must possess the capacity to be creative, adaptable, and resourceful, as well as believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism. • Exhibit emotional stability in stressful situations.
<p>Occupational Exposure/Safety Skills</p>	<p>The student must apply knowledge, skills and experience to provide a safe work environment.</p> <p>Students must understand occupational risks and exposures and possess the ability to self-protect by using standard precautions when encountering patients and hazardous materials.</p>	<p>Exposures include but are not limited to:</p> <ul style="list-style-type: none"> • Blood and body fluids • Sharps injuries • Communicable and infectious diseases • Ionizing radiation • Anesthetic gases • Smoke plume • Chemotherapy drugs • Latex • Electromagnetic fields • Formalin • Disinfecting solutions • Unpleasant sites and odors

If a student believes that they need accommodations to perform these essential performance standards, the student should contact the Disability Support Services and speak to a representative. Students receiving accommodations must provide documentation (certification by a physician, licensed psychologist, or public school district) in order to receive services. Students requiring accommodations will be required to meet the same standards as other students in the program. The student must be physically capable of performing all of the responsibilities and functions of a surgical technologist.

If accommodations are recommended for a student, a Disability Support Services representative will email a plan of action to the student's instructor(s) and the student listing the student's approved accommodations. The email will be sent as soon as possible if requested after the semester has begun.