

Lakeland
COMMUNITY COLLEGE

7700 Clocktower Drive
Kirtland, OH 44094

Surgical Technology

Student Handbook & Program Policies



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H-212 Perioperative Learning Lab

Note: the latest policy updates can be found online at
While you are enrolled, you will be notified of any policy changes via your Lakeland
email.

Please review the Lakeland Student Handbook for overall College policies.

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SECTION I: ACCREDITATION

Lakeland Community College is accredited by the Higher Learning Commission (HLC).



The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

800.621.7440

www.hlcommission.org

The Lakeland Community College Surgical Technology Program is accredited by the Commission for Accreditation of Allied Health Education Program (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (www.arcstsa.org).

The surgical technology program follows the national curriculum as recommended by the Association of Surgical Technologists (www.ast.org)

 <p>CAAHEP 9355 - 113th St. N, #7709 Seminole, FL 33775</p> <p>phone: 727.210.2350 fax: 727.210.2354</p> <p>www.caahep.org</p>	 <p>ARC/STSA 19751 East Mainstreet, Ste #339 Parker, CO 80138</p> <p>phone: 303.694.9262 fax: 303.741.3655</p> <p>www.arcstsa.org</p>	 <p>AST Association of Surgical Technologists AST 6 West Dry Creek Circle Littleton, CO 80120-8031</p> <p>phone: 800-637-7433</p> <p>www.ast.org</p>
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SECTION II : INTRODUCTION & OVERVIEW OF SURGICAL TECHNOLOGY

Welcome to the Surgical Technology Program at Lakeland Community College. This handbook has been designed to help answer your questions about becoming a Surgical Technologist and to define policies, guidelines, and requirements of this Associate's Degree program. This is a detailed program with serious responsibility attached to the role. Participants are expected to attend every class, participate in all activities, and demonstrate accountability at all times in the classroom, lab, and clinical site. Practice and study is required for success in this program.

The policies, procedures and guidelines in this handbook have been developed to enable the Surgical Technology program to meet the needs of the students, and to coordinate the policies and procedures of Lakeland Community College and accrediting agencies. The Surgical Technology faculty reserves the right to make changes to this handbook at any time. **We do not permit recording at any time in the program because of patient, surgeon, and facility confidentiality issues.** There are **no exceptions** to this rule. Students who secretly record via cell phone or other device will be dismissed from the program with a failing grade. Questions regarding policies in this handbook should be directed to the Surgical Technology Program Director, at 440.525.7016.

The main goal of this program is to build practical knowledge and skill of surgical technology through five progressive semesters integrating academics, written work, critical thinking, verbal skill, progressive independence, safety, integrity, and satisfactory demonstrative performance. This program requires the students to study a little every night. **Cramming before an exam will not work.** Coming into the Perioperative Learning Lab to practice is essential for successful passage of the Surgical Technology program.

This program requires strong critical thinking and decision-making skills. This role can be very physically demanding and requires good hearing, vision, mental clarity, and physical endurance. These criteria have been discussed and distributed in writing to each candidate during the required pre-entrance meeting with the program director. The physiologic and psychological aspects of the role are also available in print in this manual. This manual is available on the Blackboard site on www.lakelandcc.edu in the course documents section.

Program Mission Statement

The mission of the Surgical Technology and Perioperative Education Department is to educate students in the knowledge and skills to perform safe and effective patient care in the perioperative environment. This education enables students to excel in the field of surgery and enter the job market with a competitive edge.

Minimum Expectations Statement

The Lakeland Surgical Technology program is specialized in preparing entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

As a Lakeland student, you will gain the knowledge and skills needed to perform safe and effective patient care in the surgical environment. As a result, our students excel in this high-demand field and enter the job market with a competitive edge.

Lakeland's Surgical Technology program is specialized to prepare entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

What does a Surgical Technologist (ST) do in the Surgical Suite?

As a surgical technologist, you'll join highly skilled surgical teams to help facilitate safe surgeries. You will work side-by-side with surgeons to ensure that the operating room environment is safe, equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

Preoperatively, the ST prepares the operating room by providing the appropriate supplies and instruments. Other preoperative duties include adjusting and testing select equipment. The ST is the first member of the sterile team to "scrub" and put on sterile gown and gloves. Duties include preparation of the sterile setup for the surgical procedure and helping other members of the team with gowning and gloving using sterile technique. The ST is the guardian of sterile technique. The ST does not perform direct patient care as a solo practitioner.

Intraoperatively, the ST maintains the sterile field and facilitates the surgical procedure. The ST anticipates the needs of surgeon and sterile team members, passing instruments and providing sterile items in a safe and efficient manner. The ST shares accountability for all instruments, equipment and supplies used in direct patient care, particularly at the sterile field. Other duties include helping provide accurate counts of sponges, instrument, and sharps, sponging or suctioning the surgical site, preparing suture material, preparing and dispensing appropriate fluids, drugs, and chemical pharmacologics and preparing specimens or cultures for analysis. The ST is the second set of eyes on the sterile field and the safety monitor. This program is not intended to prepare the student as a circulator or first assistant, although those roles are presented in the curriculum.

Upon completion of the procedure, the ST helps to apply dressings, splints, or casting material. Other duties include assisting to move the patient to the transport cart, breaking down the instrument table, decontamination of the operating room, and preparing the room for the next patient.

STs may also assist in the nonsterile role of circulator under the direction of the registered perioperative nurse if hospital policy permits. This can involve keeping a written account of the surgical procedure, assisting the anesthesiologist, and helping to count items used during the procedure, positioning and preparing the patient's skin for surgery, and helping to connect surgical equipment and monitoring devices. Each facility has guidelines concerning the role of the graduate ST. This program in no way prepares the student to first assist in surgery. First assisting is not the aim of this program and is outside the scope of practice for graduates of this program.

Physical and psychological demands of the ST role

The student must be without any physical or cognitive impairment that substantially limits the ability to meet critical performance criteria (theoretical and clinical

requirements) of each Surgical Technology course. The role of the Surgical Technologist is very physically, mentally, and emotionally demanding as well as rewarding. Each student is required to provide a physician's note if taking any medication. Some drugs alter mental clarity and can cause serious injury if the student's judgment is impaired and therefore may not be used in the lab or at the clinical site. Drug testing can be required at the director's discretion at the student's expense. Any questionable behavior will result in the student being sent home from the classroom or clinical site. Permanent release from the program may follow. Each candidate was given a copy of the following demands of the role complete with explanation in their personal interview with the program director.

This role has specific physical and psychological requirements

- ❖ Visual acuity with or without correction is critical to threading small needles and reading small print. Protective eyewear is required at all times when at the surgical field. (NO EXCEPTIONS). Bright lights are used throughout the surgical procedure and people with photosensitivity or susceptibility to light-mediated eye irritation will find the operating room environment problematic. Visual accuracy is imperative.
- ❖ Manual dexterity and accuracy of motion is required for fast action during emergencies. Inability to coordinate body motions could cause injury to the patient, team or self. Manual dexterity is imperative.
- ❖ Eye-hand coordination and alertness is essential for safe handling of instruments during surgery. Eye-hand coordination is imperative.
- ❖ Ability to delay nutritional intake or other biologic needs for prolonged periods during long procedures.
- ❖ Ability to stand in a confined space for prolonged periods of time.
- ❖ Ability to lift instrument trays of at least 20 lbs and assist with moving large, incapacitated patients.
- ❖ Auditory acuity in both ears with or without amplification is critical for hearing and understanding commands while machinery is running. Voices are kept low during surgery, especially when the patient is awake. Hearing correctly is imperative.
- ❖ This includes the ability to speak, understand and document clearly using the English language is critical to safe patient care. Appropriate terminology and use of standard accepted abbreviations are essential to communication in the operating room.
- ❖ The ability to remain calm and function quickly, safely, and precisely during an emergency. Must be able to make decisions and problem solve effectively without loss of emotional control.
- ❖ Mental clarity: The student may not take any substance or perform any practice that diminishes cognitive clarity and alertness. Mandatory drug testing is required by the college before entering a health program. Drug testing may be required at the student's expense **anytime a student is acting in an unacceptable or impaired manner**. Dismissal from the program will result if the drug test is declined by the student.
- ❖ Accountability for personal behavior and integrity.
- ❖ Attendance is mandatory. Learning requires physical presence and attention. Excess absence will initially result in a lowered grade and less than 90% presence over the entire program may result in failure.

Students admitted to the surgical technology program must be able to meet the following requirements. The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program. The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

Communication Skills

1. Communicate verbally using clear and effective English.
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling.
3. Quickly and accurately comprehend and follow verbal instructions in English.
4. Quickly and accurately read, comprehend and follow written instructions in English.
5. Actively participate in group discussions.
6. Use communication equipment – telephone, computer, other device used for communication.

Physical Skills

1. Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care
2. Exert maximum physical force to lift or carry objects at least 20 lbs, and push or pull equipment up to 250 lbs.(oxygen cylinders, beds, patients, surgical instrument trays, case carts).
3. Wear lead aprons (approx. 12 pounds) up to 8 or more hours.
4. Move quickly and safely around work area and patient care settings.
5. Sustain professional activities for up to 8 or more hours.
6. Able to delay biological needs for an extended period of time (nutritional intake, restroom breaks).
7. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat.
8. Keep hand and arm steady while moving arm or while holding arm and hand in one position.
9. Make precise, coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
10. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting or standing.

Observation & Sensory Skills

1. Auditory acuity: Ability to hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure).
2. Visual acuity: Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting;
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray;
 - c) Read fine print and hand writing.
3. Detect and distinguish odors from clients and environment.
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins.
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc).

Intellectual, Cognitive & Critical Thinking Skills

1. Concentrate on a task over a period of time without being distracted.
2. Apply principles of critical, logical thinking to problem solve.
3. Perform multiple tasks simultaneously and accurately.
4. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize or prioritize)
5. Integrate information quickly, consistently, accurately, especially in an emergency situation

Behavioral, Social Skills & Ethics

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities.
4. Respond to all people sensitively and respectfully.
5. Maintain general good health and self-care.
6. Display adaptability to changing environments.
7. Manage time effectively.
8. Accept responsibility for own behavior and be forthright about errors or uncertainty.
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator.

Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action.

Evaluation and progress assessment will be based on observed and documented academic performance and clinical behaviors. Failure to comply with program rules and expectations in class and in the clinical site will result in program failure and release from the program without the opportunity to re-enter at a later date.

Surgical Technology Program Goals

The Lakeland Surgical Technology program is specialized in preparing entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

As a Lakeland student, you will gain the knowledge and skills needed to perform safe and effective patient care in the surgical environment. As a result, our students excel in this high-demand field and enter the job market with a competitive edge.

Lakeland's Surgical Technology program is specialized to prepare entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

To meet the minimum expectations stated above, the goals of the surgical technology program are:

- To provide students with the learning environment for attainment of knowledge and skills for career entry into the profession of surgical technology.
- To develop self-discipline, teamwork, and organizational skills needed in the work place.
- To encourage development of surgical conscience in the role of surgical technologist.
- To support the learning process during progression to independence.
- To foster participation in professional organizations.
- To encourage continuing education in surgical technology.
- To prepare graduate for successful completion of the NBSTSA certification exam upon graduation.

Learning Objectives for the Surgical Technology Student

During this program, the ST should be able to:

- Perform duties associated with the role of student then as a graduate, progressing to independence.
- Demonstrate a spirit of cooperation and respect for others in the perioperative environment.
- Demonstrate interpersonal communication skills as a surgical team member.
- Distinguish between ethical and unethical behaviors in patient care
- Outline activities associated with pre-, intra-, and postoperative surgical technologist's role
- Verbalize several methods and rationale for accounting for items used within the sterile field.

- List salient points of decontamination of equipment and environment post patient care.
- Demonstrates effective critical thinking and decision-making skills.
- Identify the role and responsibility of each team member.
- Define current terminology associated with perioperative patient care.
- Compare and contrast knowledge of normal anatomy, physiology and pathophysiology.
- Discuss the interrelationships between physiologic, ethno-cultural, and psychosocial factors that affect patient's and his or her family's adaptation to the perioperative experience.
- Apply the principles of sterilization, disinfection, and aseptic and sterile techniques in preparation and use of all materials used in the perioperative environment.
- Identify and remedy potential environmental hazards to the patient and team.
- Comprehend basic actions and uses of anesthetic agents, medications, fluid therapies, and electrolytes.
- Demonstrate knowledge and skill during the surgical procedure by anticipating the needs of the patient and the team.
- Verbalize the principles of wound management
- To function as a team member by showing consideration for and cooperation with other perioperative caregivers
- Demonstrate ability to perform safely and effectively during stressful situations.
- Demonstrate proper body mechanics during performance of strenuous activities
- Apply acquired knowledge and skill to the national certifying exam for Surgical Technologists

Graduate Outcomes

Upon completion of the Surgical Technology Program the Graduates will be able to perform the following professional activities

- Will perform appropriate hand hygiene and skin antisepsis for self and patient.
- Will gown and glove per facility policy using open, closed, and open-assisted methods.
- Will establish and maintain the sterile field for a variety of surgical procedures with flexibility for individual patient needs.
- Will exhibit Surgical Conscience as reflected by moral, ethical, compassionate, and professional behaviors.
- Will exhibit measurable independence in a variety of surgical procedures.
- Will complete the minimum 120 case requirements as described in the AST core curriculum 7/e
- Will acknowledge any breach of sterile or aseptic technique and commence immediate corrective action for protection of the patient and surgical team.
- Will demonstrate cooperative team practices in preparation of surgical supplies and equipment, anticipation of sequential surgical steps, and completion stages of each surgical procedure.
- Will maintain patient and facility confidentiality.

- Will recognize actual or potential emergency situations and take appropriate action to assist in resolution of the problem.
- Will exhibit safe practices with chemical, pharmacologic, and other potentially hazardous materials or items in the sterile environment.
- Will sit for the national certification examination with the graduating Surgical Technology cohort as required by the accrediting body.
- Will pursue the acquisition of knowledge through continuing education and the maintenance of certification.
- Will be prepared to accept a position as professional surgical technologist at the entry-level.

All programmatic outcomes regarding NBSTSA CST Exam pass rates and job placements will be kept current on Lakeland Community College surgical technology program webpage.

Alumni & Employer Surveys

In order to gauge the success of the program, and to fulfill accreditation requirements, graduates will receive a survey to complete and submit. The graduate's employer will also receive an evaluation to determine the educational preparedness of the graduate. The responses of these surveys provide valuable data that allows us to continually improve our program.

LEARNING GOALS AND OBJECTIVES BY DOMAINS

The competent surgical technologist is prepared for an entry-level position through the following learning domains. Upon successful completion of the surgical technology program the student should be able to:

Cognitive	Psychomotor	Affective
Analyze written and demonstrated material presented in class and lab	Apply knowledge and skill gained from class in lab and clinical setting	Perform tasks based on knowledge and skill gained from class and lab
Demonstrate proficient use of computers and technologic devices	Utilize computers, storage devices, and printers for class work and presentations	Perform required course work, assignments, and presentations using computers and technologic devices
Analyze comparative aspects of modern and historic surgical practices	Differentiate between historic and contemporary trends in surgical practice	Recognize how older methods of performing surgery led to current practices
List the essential information that forms the "timeout" for each surgical procedure	Participates in the "timeout" procedure for each surgical procedure	Verbalizes acknowledgement and agreement for correct patient information and procedural needs before the surgical procedure is started
List pertinent human anatomy associated with specific surgical procedures	Identify specific structures on human images, mannequins, or models	Label and write narratives describing human anatomy associated with specific surgical procedures
List specific surgical incisions for surgical procedures	Selects and manages appropriate instrumentation for creation of specific surgical incisions	Provides specific instrumentation necessary for any type of surgical incision planned by the surgeon
List appropriate attire and personal protective equipment for each division of the surgical environment	Selects appropriate attire and personal protective equipment for the corresponding area	Differentiates between types of attire necessary for each environmental area of the surgical department
Differentiate between sterile and nonsterile items in the surgical environment	Effect corrections to remedy contamination in the surgical environment	Prevent contamination of the sterile environment
List key elements of communication	Verbalizes clearly and effectively	Responds to verbal dialogue respectfully
Demonstrate knowledge and uses of surgical instrumentation	Manipulate and position sterile instruments in the sterile field	Practice proper instrumentation assembly and handling techniques in the sterile field
Identify the methods of applying sterile gowns and gloves to self and others	Perform the application of sterile gowns and gloves to self and others	Describe the importance of sterile technique during the application of sterile gowns and gloves
List the pertinent aspects of the surgical technologist's role in the surgical suite	Practice the role of the surgical technologist in a timed scenario in the lab	Perform in the role of the surgical technologist at the clinical site
List the pertinent aspects of other surgical team members' roles	Assist other surgical team members with case preparation and patient care as appropriate	Identify and perform tasks that can be performed in concert with other surgical team members
Identify patient care factors that require modification in standardized routines	Adapt to changes in patient condition without compromising safety and well being	Recognize alternative actions for performing tasks with the surgical environment
List the common items contained within a custom pack	Assemble the contents for packaging a custom pack for use in the lab	Identify surgical items that are added to the surgical field to supplement a custom pack

Cognitive	Psychomotor	Affective
Describe the contents of a case cart in the surgical setting for specific surgical procedures	Prepare the surgical environment for placement of the packs and instrument sets for specific surgical procedures	Position equipment, packs, and sets appropriately for the intended procedure
Describe the safe use of electrosurgical and powered devices within the surgical environment	Manage electrosurgical and powered devices in the surgical field	Position electrosurgical and powered equipment and cords safely for effective use in the surgical field
Describe the importance of skin antisepsis for caregivers and the patient	Follow instructions for a surgical hand scrub without contamination	Perform a surgical hand scrub without contamination
Identify a variety of sterile drapes and their uses in the surgical environment	Manipulates sterile drapes without contamination	Applies sterile drapes without contamination
Describe safe patient transport and positioning for specific surgical procedures	Transports and positions surgical patients for specific surgical procedures	Presents safe methods of patient transport and positioning
List the methods of surgical site closure	Selects appropriate materials and instrumentation for surgical site closure	Responds appropriately to surgical site closure needs in the surgical environment
Identify the methods of surgical anesthesia used in the surgical environment	Differentiates between local, regional, and general anesthetic use in the surgical environment	Names the anesthetic in use for each patient cared for by the surgical team
Demonstrates safe medication preparation and administration in the surgical environment	Labels every medication and chemical agent on the surgical field with its delivery device	Recognizes the need for labeling each medication and chemical and announcing its name as it is used
List the signs of patient complications in the surgical environment	Responds to patient complications with appropriate immediate necessities	Recognizes specific patient complications
List specific microbial threats to surgical patients	Prevents microbial contamination of the patient	Identifies potential microbial contamination and contains it
List the essential elements associated with endoscopic/laparoscopic surgery	Assembles correct endoscopic/laparoscopic instrumentation for the appropriate procedure	Provides appropriate endoscopic/laparoscopic instrumentation in correct sequence
Identify specimens and their handling in the surgical environment	Prepares surgical specimens for transport to the appropriate department	Labels specimens accurately for the appropriate destination
Lists several differences associated with extremes of age	Selects appropriate instrumentation and supplies according to patient need	Modifies instrumentation and supplies according to patient need
Demonstrate appropriate safety behaviors in the presence of potential hazards	Prepares the surgical environment for safe use of equipment, instruments, and supplies in the surgical environment	Reports any identified hazards and effects immediate correction
Demonstrate appropriate management of implantable devices and materials	Prepares implantable devices and materials in appropriate manner	Facilitates the implantation of devices and materials without contamination

Cognitive	Psychomotor	Affective
List the four wound classifications according to protocol established by the CDC	Accurately assists in the classification of the surgical site at the conclusion of the surgical procedure according to the protocol established by the CDC	Justifies the wound class as a vehicle for determining the risk of postoperative surgical site infection according to the protocol established by the CDC
Describe the process for surgical site dressing with appropriate supplies or casting	Prepares appropriate dressing material without contamination	Recognizes how dressing material facilitates postoperative surgical site healing
Identifies the three mechanisms of surgical site closure	Prepares the appropriate supplies for the specific closure method	Differentiates between the type of surgical site and the necessary closure materials
Identifies the types of drains and reservoirs	Prepares the appropriate drain for the appropriate use	Differentiates between active and passive drains and the benefits for surgical site healing
Identifies the role of the surgical technologist in emergency situations in the surgical environment	Follows instructions accurately during emergency situations	Determines the value of alertness and efficiency of actions taken during emergency situations
Identifies the role of the surgical technologist in external and internal disaster procedures	Functions in assigned role during external and internal disaster management	Reports to appropriate area for assignment during external and internal disaster management

Certification and Organizational activities

Our program is a two-year accredited Associate's Degree program which meets the recommended standard for entry level surgical technology. Upon successful completion of our accredited program the graduate Surgical Technologist (ST) is required to take the national certification examination at Lakeland Community College in the assigned computer lab. Receipt of a blank diploma is not part of eligibility to take the certification exam. Taking the exam is a requirement for the program's accreditation.

Application for the exam is submitted in the beginning of the final semester of the program. Grants and the Student Surgical Technologist's Organization (SSTO) help subsidize the cost of the exam for all members in good standing if monies are available in the treasury. Fund raising activities take place throughout the program and all students are expected to take part.

After passing the examination, the ST is certified (CST). The designator "CST" is used after the technologist's name during all periods of valid certification. Certification is required and respected by prospective employers. The CST may recertify through continuing education (30 approved contact hours) or by examination. Recertification is required every two years. There is no departmental or academic penalty for not achieving a passing score on the NBSTSA certification examination. Students may apply to retake the exam at their own expense.

All graduating students are required to sit for the certification examination at the completion of the program as part of the accreditation of the program. The college is a

testing center and the certification exam is given to the graduates as a group in the computer lab, as scheduled. Failure to sit for the exam with the class will result in "I" for the final semester grade until the exam is taken. Monies paid by the SSTO will be considered an unpaid debt and a financial hold on the graduate's transcript. The student will not be considered a graduate of the college and the surgical technology program until the exam is taken. Defaulting on the SSTO's money by not taking the exam within 30 days of program completion results in a failing grade (the "I" converts to "F") for the final course of the program. The financial hold on the transcript remains in force until the cost of the exam is repaid.

All ST students are encouraged to join the Lakeland Community College SSTO. Dues are paid per semester and are used toward student exam fees and other activities. A student must be a member of the SSTO for the entire program in order to qualify for funding for the certification examination. Class officers-elect are selected by the first-year class each spring semester in January. The second-year students are the official officers of the SSTO until they graduate and the officers-elect take over the role.

Membership in the Association for Surgical Technologists (AST) is encouraged and discounted student membership is available. Each member receives the AST Journal. An application for membership is available online at www.ast.org. For more information, please contact AST at 1.800.637.7433.

- AST provides continuing education credits that are valid for the recertification process and holds a major conference in a different city each spring. Registration for the conference is at a reduced rate for students.
- AST journal *The Surgical Technologist* has continuing education and current technologic advances. This is included in the AST membership. Current copies are kept in the college library.
- National Surgical Technologist week is sponsored by AST each year in September to recognize Surgical Technologists in all fields and to educate the public. The school calendar reflects this activity, and the marquee at the driveway entrance will have a scrolling banner to celebrate the event. SSTO may opt to conduct additional activities.

SECTION III: ACADEMIC POLICIES

(See Appendices for individual policies)

Program Admission Policies & Procedures

A description of the admission policy to any of the Health Technologies can be found in the Lakeland Community College Catalog. These include submission of a high school transcript or GED, the requirements for science and math prerequisites, a GPA of 2.5 or higher, criminal background check and drug screen via Lakeland's chosen reviewer, physical examination, and immunization vaccines and titers. Specific immunizations and testing are part of the admission criteria and include titer levels required by clinical contracts. Acknowledgement of this requirement is demonstrated by signing the signature sheet distributed during the first week of class.

Criminal background checks and drug screens are mandatory and the surgical technology students process as a group at the college during the first semester in preparation for clinicals. Failure to comply will result in release from the program. Positive hits for drugs, violence, theft, or any felony will result in rejection by the clinical sites. This applies to both misdemeanor and felony arrests and convictions. The clinical sites adhere to the same policies and universally deny entrance for clinical education. Clinical rejection will result in release from the program without the ability to re-apply.

Students may not attend classes or clinicals if they have not been formally accepted in the Surgical Technology program and officially registered. Fees associated with registration in the course provide liability insurance coverage for the student while in the learning lab environment. All students are required to have personal health insurance coverage before entering clinicals. Unregistered persons are not permitted in the perioperative learning lab or clinical site at any time. We do not offer shadowing opportunities because of the specialty nature of the environment, patient confidentiality, and facility privacy issues. Patients have not been given the opportunity to sign permission for the student's visit therefore we support the right to privacy due to every patient. Students may not contact any clinical sites where he or she is not assigned without permission of the Program Director. Students may not visit any clinical site representing his or herself as a Lakeland student without permission of the Program Director. Failure to comply will result in release from the program.

Honor & Integrity

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. With this premise in mind, the Surgical Technology Program at Lakeland Community College has set forth certain behaviors as violating personal honor and academic honesty, and thus potentially diminishing Lakeland's integrity, reputation for academic quality and ability to function as an academic community. The institution's faculty and administration, therefore, regard personal dishonor and academic dishonesty as serious offenses. Dishonesty and unbecoming behavior will be documented for the record and reported to the Dean of Students. The student will have the opportunity to appeal. College-wide policies dealing with violations of academic honesty may be obtained from the Office of Student Services and are published in the Lakeland Student Handbook. Acknowledgement of these policies is demonstrated by signing the signature page distributed during the first week of class.

Dishonesty constitutes immediate program failure without the opportunity to withdraw from the ST program.

Established as violations of honor and honesty in the Surgical Technology program include:

- Cheating and facilitating cheating (this means sharing papers or exams)
- Use of previous student's homework or exams
- Recording by any means of any portion of class or clinical experience
- Plagiarism and falsification in academic work or research
- Theft or vandalism of private or college-owned property
- Overt lies concerning attendance or other activities associated with the student's relationship with the program or clinical site.
- Cheating, falsification of written work, or theft will result in failure of the course and removal from the Surgical Technology program with opportunity to reapply
- Use of drugs or other intoxicants in class or at the clinical site
- Lewd, promiscuous, or other deviant behavior in class or at the clinical site
- Sexual harassment or bullying in class or at the clinical site
- Any act of violent behavior, class disruption, verbal or physical assault.
- Discrimination related to sex, race, ethnicity, religion, sexual orientation, or other personal philosophy has zero tolerance

Equal Opportunity

Policies for admission, promotion and graduation shall be implemented without discrimination or bias for sex, race, religion, or sexual orientation.

SECTION IV: PROGRAM POLICIES (see appendix)

Grading Policies and Procedures

This program is skill and knowledge-based, performance is crucial to evaluation and grading. Therefore, attendance and participation are considerations in grading policies. A student who is failing may request withdrawal (“W”) up to the day before the final exam without a penalty of reduced GPA but may only reapply to SURG1100 once on a space-available basis within one year.

Students who are failing a SURG-numbered course with a clinical component and chose the “no penalty” withdrawal option may reapply once to SURG1100 on a space-available basis for a remedial fresh start. This voluntary withdrawal must be made prior to week 12. SURG1100, SURG1500, and SURG2600 may be repeated only once. Other SURG-numbered courses may not be repeated unless the student is restarting the entire program in continuity. Approved medical leave is discussed later in this handbook and involves remedial testing of skills before consideration is given to readmission.

Grades for the Surgical Technology program are based on the lettered scale. The SURG program does not give +/- grades, only whole letter grades as follows: A= 91-100%; B=83-90%; C=75-82% ;D=68-74%; F= <67%. Self-assessment quizzes without point deduction penalty are given periodically to allow the student to gauge study effectiveness. To remain in good standing, the student must maintain a 2.0 GPA or better ***in all courses (sciences and SURG-numbered) required for graduation.*** The standard for study in this program is 2-3 study hours per credit hour each week (refer to study policy in the appendices). All courses required as part of the curriculum must be maintained at a “C” or better to remain in the program. Transcripts will be checked each semester, although it is the responsibility of the student to know their academic standing. Probationary status will be assigned on an individual basis. Release from the program is possible as a result of poor grades.

Failure to maintain a C (75%) or better in the SURG-numbered courses may necessitate release from the Surgical Technology program. Registration in each of the Six successive SURG-numbered courses requires a minimum grade of C or better in the preceding Surgical Technology course. A “D” and below is considered a failure. Surgical Pharmacology (SURG1500) and Senior Seminar (SURG2600) may be repeated once during the sequence. Students who receive a failing mark for a clinical component for any reason are not eligible to re-apply to the program.

A grade of D in any of the college required courses necessitates repeating the class with a C or above before formal graduation can ensue. A grade of satisfactory/unsatisfactory or pass/fail will not be accepted for the biology sequence courses. All grades must be letter grades. Students who do not take the certification exam with the class and meet all graded requirements are not considered graduates of the accredited Lakeland Community College Surgical Technology program and will have an “I” grade on their transcript. “I” grades convert to “F” after a college-defined period of time (usually one semester). Students with financial holds on their transcripts are not considered graduates of the ST program or the college.

Clinical Grades

A grade of “S” in clinicals is required to progress to the next level of SURG-numbered courses. A grade of “S-” (“S minus”) will result in probationary status. A grade of “U” will result in release from the program with a failing grade with no opportunity to repeat the course or reenter the program. Anytime the student’s behavior is inappropriate or if performance is deemed unsafe by the clinical instructor, preceptor or other person of authority at the clinical site the student’s grade will reflect “U” and release from the program will follow. Release for clinical failure is permanent and reinstatement in the program is not an option. Clinical failure rationale will be clearly documented by clinical personnel and the program director. All pertinent evaluations and documentation will be maintained in the student’s ST file (see document retention policy in the appendix). The student will be informed of the release in writing. Students must satisfy all exit requirements at the clinical site when permanently released by withdrawal or failure. Withdrawing students will not be granted a “W” until hospital staff indicate that requirements are met. This means returning security badges, hospital property, and parking tags. Some facilities require an exit interview. Failure to comply will result in an “I” grade that will convert to “F” after one semester and a hold on transcript requests until all hospital and/or college property is returned.

Dismissal from the Program

Dismissal from the program is not the same as dismissal from the college. The student may later petition for readmission into the program at the level of SURG1100 within one year from release on a space available basis provided that all admission criteria including GPA of 2.5 are met at the time of application. This is a one-time only option. **Dismissal from the program for reasons of clinical failure or personal behavior issues does not permit readmission to SURG1100 at any time.**

Attendance Policy

Please be advised that attendance in the Surgical Technology Program is cumulative for a degree from Lakeland Community College. Attendance at class and clinicals is mandatory and missed days are logged according to the accreditation standards of the program and eligibility for certification. See Absence and Attendance Penalty section below and in the appendix.

Absences are taken very seriously. Excess absences, lateness, and early departures are documented and may be cause for a lowered grade or release from the surgical technology program. If the student is ill for more than 1 week or if the expected time of recovery is unknown (surgery, accident, injury), withdrawal “W” is suggested for special circumstances. The student may only reapply to the program at the level of SURG1100 because clinical spaces have already been allocated for the term and new spaces are not available.

Course credits are calculated by the number of contact hours per week. Absence from class or clinicals decreases the number of contact hours attained and is not in fulfillment of the credit requirements for graduation. The student must be present for a minimum of

90% of all classes and clinicals to have enough time in practice to earn the contact hours that translate into semester credit.

Each instructor of the SURG numbered courses reserves the right to deduct points for poor attendance. Failure to attend less than 90% of all classes and labs/clinicals may result in the loss of one letter grade. Probationary status may precede release from the program on an individual basis. Makeup days are not generally available at the clinical site. Absences are cumulative for the entire 5-semester SURG numbered course sequence. Attendance is strictly monitored and penalties enforced. See attendance policy on the next page.

Class Attendance

In-class attendance is mandatory. Absence from more than two (2) days of class during the two-year program is a serious cause for concern and may result in release from the program. Keep in mind that each class is 4-hours duration and forms the foundation for the next unit of instruction. The instructors reserve the right to decrease letter grades based on absence.

Examination Attendance

If the student is ill or has an emergency on the day of an exam, the student must notify **the course instructor and program director** at least two hours before the scheduled exam and state the reason for lateness or absence. Illness requires a note and phone number of a physician and a signed release that the physician may be called to verify illness.

Failure to notify the instructor before an exam will result in forfeiture of the right to reschedule the exam and will result in an "F" for that exam. Make-up exams with an excused absence are given at the discretion of the instructor and will be different from that taken by the full class. The make-up exam must be taken in the testing center and the arrangements made by the student no later than 3 class days after the scheduled exam date. The test must be taken within 1 week or at the discretion of the instructor, except for a final exam, which must be completed by the end of the semester. The student is required to arrive at the testing center a minimum of 3 hours before the center's closing. A photo ID is required to test.

Clinical Attendance

Absence from more than two (2) clinical days during the two-year program may be demonstrative that the physical demands of the role may be in excess of the student's tolerance and may be more than the student as a graduate can tolerate in the role of the professional surgical technologist. Inability to maintain physical health in this role may be indicative that the role is not suited to the particular student. Make up clinical days are not usually available because of clinical constraints and the need to share clinical time with other schools.

If illness causes absence of unknown duration and exceeds two clinical days, please discuss it with the Program Director. Withdrawal from the program may be suggested and reapplication at a later date should be considered when health is restored. Pregnant

students should advise the director of the condition and expected due date and should plan additional safety precautions based on gestational development of her fetus.

The operating room environment can be extremely hazardous to developing embryos and fetuses (i.e. biologic, radiation, chemical, and physical hazards). Students have had successful pregnancies while continuing and completing the program.

Physician clearance in writing will be required to continue in the program in the event of illness, health concerns, or pregnancy. This is critical for the safety of the student, staff, and the patient and possibly the unborn child. The program director reserves the right to request a physician's examination if the student displays physical signs of illness or incapacity.

***Drug testing may be requested by the program director at the student's expense if impairment is obvious and causes concern for the clinical or instructional staff.**

Absence and Attendance Penalties

If you will be late or absent, you **MUST** call both the director's office and the instructor/clinical educator if you are unable to attend class or clinicals. A physician's letter may be required at the discretion of the program director. Contact hours, clinical hours and case numbers are tallied in accordance with accreditation standards and national eligibility rules for certification. Therefore, absences may adversely affect the student's eligibility to take the national certification exam which is required for graduation.

Students are expected to be on time for every class, lab, and clinical session. Tardiness is defined as arriving after the session has begun. This is disruptive and will not be tolerated.

You will be allowed 10 penalty marks for the entire five-semester program. These apply to all class and clinical times. Marks are given as follows, per each occurrence:

Late or leave early	1 mark
Absence	3 marks
No Call/No Show	7 marks

If a student attains 10 marks, that will result in one lower letter grade. 12 marks will result in release from the program.

ILLNESS OR INJURY AT SITE

Illness or injury incurred during lab or at the clinical site must be reported to the clinical instructor on-site and the program director. Sharps injuries and on-the-job injuries will be treated according to college and institutional policy. Special incident report forms documenting any injury, exposure, or unusual event are required by the college Department of Perioperative Education and should be submitted to the program director. The student will comply with the clinical site policies and the Lakeland policies. A copy of the form is available online in Blackboard and in the appendices of this Handbook. Expenses incurred as a result of clinical site injury are the student's responsibility. Each student is required to have health insurance. A copy of the exposure or injury policy is in

the appendices of this handbook. These forms are retained for the purpose of evaluating safety and quality improvement. Remedial training may be involved.

CLASS CANCELLATION

A class, hybrid or online session may be cancelled by the program director or the administration of the college. Class cancellation at Lakeland Community College does not extend to the clinical site. Any cancelation of clinical experience due to inclement weather will be at the direction of the Program Director, and will be posted as an Announcement on the student Blackboard site (will also send Announcement email to the student email account).

Information on college closings will be available on:

Local television and radio broadcasts

Lakeland Weather Closing Hotline: 440-525-7242 www.lakelandccc.edu

Lakeland Cable Network Radio Stations: WWWE (1100 AM), WLTF (106.5 FM)

CLINICAL EDUCATION

The Surgical Technology program requires students to successfully participate as a student surgical technologist in a minimum of 120 of surgical procedures in clinical practice, in at least 5 surgical specialities, including general surgery. Policies and guidelines for the program and for each facility must be followed without exception. Specific hospital policies will be provided during your onboarding session prior to receiving your badge. Any conduct that is detrimental to the patient or coworkers will constitute immediate removal from the clinical site and dismissal from the program. Each student will maintain the appropriate records documenting each case, in a timely manner. Surgical case logs should be updated weekly, at a minimum. Best practice is to update your case logs each day.

The clinical coordinator or director of the program reserves the right to assign students to clinical sites as appropriate. Clinical placements will be within one-hour or 50 miles travel time from the college. Keep in mind that some clinical sites require additional drug and background checking in addition to the required checks at Lakeland. Each facility has a specific protocol that must be followed without exception. Failure to comply with testing will result in release from the surgical technology program with a failing grade. Any delay in reporting required test results or other documentation causes a delay in assignment of clinicals for the entire class.

Contracted clinical partners include University Hospitals and Cleveland Clinic health systems. Each student will be assigned a clinical site and assigned clinical days.

Assigned Clinical Sites

Each qualified student will be assigned to a clinical site. Clinical sites are within 50 miles of the LCC campus. Clinical site assignments are based on:

- Clinical site availability
- Student course schedule, if at all possible
- Any hospital employment (students will not be initially placed at a hospital at which they are employed)
- Commute time (we try to make everyone's commute as similar as possible)

Clinical Onboarding

Each student will be required to complete the onboarding process required by their assigned clinical site. Onboarding instructions will be emailed to your Lakeland email, prior to your clinical start. Some clinical sites require onboarding tasks to be completed each semester. These tasks must be completed in full prior to being allowed at the clinical site. It is the responsibility of the student to complete all onboarding tasks.

Clinical Identification

Each student will be issued a student identification badge by their clinical site. The student MUST wear their student ID badge above the waist, and visible at all times on clinical site property. The badge is the property of the clinical site, and must be returned at the completion of the clinical experience.

Each student MUST identify themselves in the assigned operating room each day. This includes writing their full name on the white board in the O.R., for ease of documentation, as well as introducing themselves to the circulating nurse in the room, their preceptor, and the surgeon.

Clinical Case Requirements

1. The total minimum required number of cases the student must complete is 120. All cases are to be logged on the case worksheets, clinical logs and experience log sheets.
2. Students are required to complete thirty (30) cases in general surgery. Twenty (20) of these must be in the first scrub role.
3. Students are required to complete ninety (90) cases in various surgical specialties. Sixty (60) of these cases must be in the first scrub role, and evenly distributed between a minimum of four (4) surgical specialties.
4. The surgical technology program is required to document student progression in the first/second scrub roles for surgical procedures of increased complexity in the progression toward entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. Ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases may be counted toward maximum number of second scrub role cases.
6. Observation cases must be documented on the Experience Log Sheets, but do not count towards the 120 required cases.
7. Counting Cases
 - Cases will be counted according to surgical specialty. *Examples:*
 - *Trauma patient requires a splenectomy and a repair of a LeFort I fracture. Two (2) cases may be counted and documented, as the splenectomy is general surgery and the LeFort repair is oral-maxillofacial specialty.*

- *A patient requires a breast biopsy, followed by a mastectomy. It is one (1) pathology, breast cancer, and the specialty is general surgery; Therefore, it is documented as one (1) procedure (one case)*

Evaluation by Clinical Instructor and Preceptors

Clinical instructors will evaluate students on their performance, attitude, interest, patient care delivery, knowledge of the skills performed, and attendance. The instructor will use the comprehensive form found in the appendix of this handbook. Preceptors and clinical instructors at the clinical site will submit the daily evaluation forms. The completed forms are accessible to the program director. Clinical attendance is verified by the clinical site personnel. This data will become part of the final grade for the course as a pass/fail component. Evaluation sheets are used to measure clinical readiness and progress as a student for three successive semesters and upon graduation from the program. Unsatisfactory clinical performance will result in release from the program with a failing grade and no option for readmission.

Site Visits by Program Director or Clinical Coordinator

Each semester, the Program Director or Clinical Coordinator (or other assigned ST faculty) will schedule multiple visits to each clinical site for conference with educators and student observation.

Transportation

Students are responsible for transportation to and from clinical sites. Any parking or transportation fees are the responsibility of the student. Most clinical sites provide discounted or free parking. If a hang tag or parking sticker is issued, it is the student's responsibility to be sure it is displayed at all times when at the clinical site. Some sites will issue a parking citation with a penalty fee payable by the student.

Clinical Time Schedule

Clinical experience is assigned by the director at the beginning of each semester. Assignments are made based on individual criteria. Sites and times will be listed in the syllabus for each course. Clinical experiences are scheduled during hospital dayshift, 7:00a – 3:30pm. The director reserves the right to transfer students as appropriate for the good of the student, the program, and the good of the clinical site on a space available basis. The program standard does not include rotation at multiple sites for continuity in training. This decreases the staff load and helps the student develop a rapport for future employment.

Clinical Paperwork

Students are responsible for having adequate copies of all blank forms (preceptor evaluations and time sheets) with identifying information (your name) for use at the clinical site. Students are responsible for timely logging of all cases, submitting evaluations weekly to the program director, and submitting all homework on time. Clinical documentation may be signed electronically.

Record of Clinical Attendance Time

Attendance is documented at all clinical sites. Some sites allow badge clock-ins, some sites provide paper sign in sheets. **Each student must sign in/clock-in and out daily.** The attendance and clinical evaluation forms must be verified by the site clinical instructor and returned by the student to the program director. Please use real time (e.g. 7AM, 330PM...etc) Attendance time sheets become part of the student's record. Students and clinical staff are not expected to leave the clinical site early. If cases end early the student may help assist a circulating nurse, stock rooms, check for outdated supplies, gain experience in sterile processing with instrument tray preparations or distribution, or perform other tasks pertinent to the role. If a clinical library is available, the student may work on perioperative case reports for class. ***At no time is the student to photocopy patient's charts or person.*** Attendance at the clinical site is part of the overall grade.

GREENBOOK: Your Professional Development Portfolio Case Tracking and Documentation

A Clinical Log of all procedures performed while at the clinical site is maintained by the student and is part of the clinical grade. The log helps to compile the hours of clinical practice and identify areas that need more experience. Clinical case logging will assist the student tally the number of cases required for compliance with accreditation. Each case is recorded. This program utilizes the Surgical Counts online case tracking system (www.surgicalcounts.com), which makes it easy for the student to document each case and keep track of clinical case requirements.

- Each case is marked for level of participation (first scrub, second scrub or observer.)
- Each case log provides a field for short self-evaluation of progress (recommended)
- Each completed case log is verified by the program director for total number of cases
- Each completed case log will have the correlating Daily Clinical Evaluation attached, if submitted.

The clinical case log & tracking is the responsibility of the student and will be made available by the program director and clinical educators for verification throughout the program. The maintenance of the log counts toward the final clinical grade. Failure to keep the clinical case logs current will result in a 5 point deduction.

A signed copy of the **Surgical Case Logs** will be printed for the student's portfolio (Greenbook), as well as saved electronically for student records. The case logs document specific requirements for the core curriculum 7/e and is the student's responsibility to maintain. The case logs highlight the 120 case-specific requirements of the ARC/STSA and will be retained for the permanent record upon completion of the program.

Keep your Greenbook very neat. Keep your Greenbook updated and intact at all times. This will be checked at regular intervals, during each exam. This binder will contain ONLY the surgical technology course syllabi, clinical case documentation, and experience sheets. Do not put anything else such as notes, evaluations, or homework in these binders. They will be full with your needed paperwork for certification and job interviews by the end of the program.

Required Textbooks and Supplies for Two Years

Textbooks are required for first semester and will be available for purchase in the LCC Bookstore. These books will be used for the entire 2-yr program. It is not cost-effective to rent these. First-Day Access through Blackboard is available for any eBooks. The Lakeland Bookstore will NOT carry physical texts if an ebook is available. Please follow the Bookstore instructions that will be emailed to you regarding opting-in or opting-out of first-day access.

First semester (These texts and supplies will be used for both years of the program)

- Cloud or Flash drive 1 gigabyte (minimum)
- Surgical Instrumentation, Nemitz 4/e
- Surgical Technology for the Surgical Technologist, AST 6/e with MindTap (includes ebook)
- Surgical Counts Online Case Log & Skills Inventory www.surgicalcounts.com
- Greenbook Binder (Student Handbook & Portfolio) (receive at program orientation)
- Royal blue scrub suit (receive Meridy's ordering info at orientation)

Optional:

- Lange Q&A Surgical Technology Review 8/e (ebook)
- An anatomy book of choice (Gray's is suggested) Available for use in the lab & library
- A medical dictionary of choice (Tabers, Dorland, or Mosby are good choices) Available for use in the lab & library

Second semester (This text will be used in addition to first semester texts)

- Junge's Practical Pharmacology for the Surgical Technologist, 1/e MindTap (includes ebook)

Optional:

- Alexander's Care of the Patient in Surgery, Rothrock (recent edition)
- Berry & Kohn's Operating Room Technique (recent edition) by Nancymarie Phillips & Anita Hornacky

All Second Year courses: (In addition to previous texts from first year)

- Pocket Prep Surgical Technology Review App

Additional materials may be required as the program progresses. Optional books, flashcards, and media will be available in the bookstore. Study resources are also available in the lab and on Blackboard.

BLS for Healthcare Providers from American Heart Association

All students are required to be certified in CPR (cardiopulmonary resuscitation) at the Basic Life Saving for Healthcare Professionals by American Heart Association before beginning the clinical components. The CPR can be scheduled through American Heart Association, and there are often classes at LCC or local fire departments. Hospitals ONLY accept the BLS certification from American Heart Association! Bring a copy of your certification card to the director for your file by December 1 during first semester, SURG1100. Your BLS certification is valid for two (2) years from issue. This certification must remain current at all times at clinicals and will be necessary for job interviews after graduation as part of credentialing. If BLS certification expires during the program, it is the responsibility of the student to renew. No student is allowed at clinicals without valid BLS certification.

Patient Confidentiality

All records and personal information about patients is absolutely confidential. Information about patients may not be revealed to anyone, including the patient. If a patient asks about his/her procedural test or records, the question is deferred to the registered nurse in charge of the room or a physician. Only during case presentations, conferences, department reports or other controlled professional situations is patient information allowed to be discussed. No recording or photography during class or clinicals. Students are not permitted to photocopy patient records. Failure to comply with the policy for confidentiality will lead to dismissal from the program with a failing grade, with no option to re-enroll. The confidentiality signature sheet is located at the end of the appendix. The student will sign this form and return to the director for their file during the first few weeks of the first semester (SURG1100).

PROFESSIONAL APPEARANCE & DRESS CODE

All students are required to follow the professional appearance code while in labs on campus and at clinical sites. A neat, clean and professional appearance is expected at all times. Working closely with patients requires that student maintain strict personal hygiene standards.

Failure to adhere to the Dress Code and behavioral activities will result in a warning, and, if not immediately corrected, can result in dismissal from the clinical site and possibly the program. Any removal from clinicals for infraction will be considered an absent day and could be grounds for dismissal from the program.

Uniform & Clinical Attire

On campus for ST class/lab: students will wear royal blue scrub set (top/pants). Students may also wear an ST program-fundraiser t-shirt with their scrub pants on occasion. When attending clinicals, you will wear hospital provided scrubs. You may wear street clothes to and from the clinical site, appropriate for a professional setting. No pajamas, onesies, short-

shorts, miniskirts or revealing clothing. No clothing that advertises drugs, alcohol, tobacco, or any illegal substance is permitted. Slogans, sayings, or words imprinted on clothing, which may be perceived as being in bad taste or offensive to others, are also banned and are not in keeping with the professional appearance which is expected. You will be making a lasting impression for a future job site. Clinical sites will provide scrub suits for wear during clinicals. Sites do not require a lab coat. Warm-up jackets will also be provided for use at the clinical site. Personal scrub suits are not to be worn to, from, or at the clinical site. Attire for the clinical setting will be discussed in great detail prior to clinical rotations. Only appropriate undergarments are acceptable. Socks must be worn in the clinical site

Footwear

Closed-toe shoes with non-slip soles are required for wear in the surgical environment. This includes the mock OR / Perioperative Lab. Designated footwear will be worn at the clinical site. Footwear worn within the perioperative area should not be worn outside of the hospital. Questions about this policy should be referred to the program director.

Badging

Students are required to wear an official facility student security badge at the clinical site. These are provided by the clinical site. If a student is employed at the same facility, the employment name badge **may not** be worn during clinicals. Instructors and students are required to sign in as requested by clinical sites. Badges should be worn above the waist, and visible when on clinical site property. Facility badges must be surrendered at the conclusion of the program. Failure to return the badge to the appropriate person if requesting "W" or graduating will ultimately result in a failing grade ("F") for the course and forfeiture of graduation until all exit interviews and/or security issues are resolved. This applies to students released from the program for any reason.

Surgical Masks and Other Personal Protective Equipment (PPE)

Surgical masks should be tied completely and securely, covering the mouth and nose entirely. Surgical masks are to be worn at the scrub sink when performing the surgical hand scrub. Surgical masks are to be worn completely on OR completely off. They are not permitted to hang from the neck. Separate eye shields, or masks with eye protection built in, must be worn when scrubbed in. Prescription glasses are not considered proper PPE and cannot be used in place of protective eye wear. Masks, eyewear, and shoe covers must be changed in between each surgical procedure. Students found violating the PPE requirements are subject to disciplinary action up to and including removal from the clinical site.

Personal Hygiene

Students are required to practice good personal hygiene (cleansing with soap and water, as well as the use of deodorant and/or antiperspirants) to limit or prevent the spread of diseases and conditions, and because body odor may be offensive to patients and/or staff.

Hair

Hair must be clean and tidy, and long hair must be secured and entirely covered within a surgical cap when at clinicals, to avoid contact with equipment or patients. All hair lengths must be able to be fully contained in surgical cap. Facial hair should be kept trimmed and neat and covered completely at the clinical site. Beard covers shall be worn at the clinical site. **Maintain only natural looking hair color.** Avoid highly colored dyes, sprays, etc. A professional appearance is necessary.

Fingernails

Fingernails must be kept short, clean and filed. The nails should extend no longer than 2mm beyond the fingertip. Fingernails should be shaped in a blunt style, so as to not pierce the surgical glove. Nail polish is prohibited. **Absolutely no artificial nails** as they harbor microorganisms. This includes acrylics, gels, or press-on type nails. No added accessories, jewels, chips or cracks.

Eyelashes

No false eyelashes or eyelash extensions are permitted, as they may become dislodged and fall onto the sterile field.

Cosmetics & Fragrances

Makeup, if worn, should be worn in moderation. Heavy applications of cosmetics may flake off into the sterile field. Avoid strong perfumes, colognes or body sprays. Strong scents may be offensive to the patient or other staff in the room.

Jewelry

Single stud earrings worn on the earlobes are permitted. They must be covered by surgical haircover during surgery. No dangles or other visible body jewelry, i.e. nose rings, lip rings; tongue piercings, bracelets, necklaces (can become entangled in equipment, etc.) are permitted. **FACIAL PIERCING JEWELRY IS NOT PERMITTED.** Facial piercings can become entangled or interfere with PPE, or become dislodged and become lost within the sterile field. Although not recommended, wedding rings may be worn when not scrubbed. Do not tie or pin jewelry to scrub suits because they could be accidentally sent to the laundry. Avoid large stone rings. A watch is not necessary.

Consumption of Food

The consumption of food, candy or gum, and lip balm application is not permitted while working with patients. **(Per OSHA: the Occupational Safety Health Administration).**

GUESTS IN THE PERIOPERATIVE LEARNING LAB/CLASSROOM

Guests are permitted only by advance permission of the Program Director, or during open house events. Children are not permitted in class or lab.

CELL PHONES AND OTHER DEVICES

Because of their disruptive nature, cell phones and smartwatches must be **turned silent or off and put away** in the classroom, lab, and clinical site. Failure to comply will reflect in the evaluation process. **Cell phones, earbuds or Smartwatches may not be on the desk or your person during exam time.** No texting during class or lab. Smartwatches must be removed during exams. **Do not use cell phone in the operating room at any time.** They must be left in lockers or at the surgery charge desk, turned OFF. Phones can be checked on lunch breaks, outside of patient care areas. The use of earbuds, headphones or other Bluetooth devices is not permitted in the lab or clinical sites. Any student who violates this policy is subject to disciplinary action including but not limited to removal from clinical site.

The clinical site reserves the right to issue a failing grade for breaches of their policies concerning patient privacy and safety.

LIABILITY INSURANCE

The cost of liability insurance is incorporated into the lab fee for each clinical course. Coverage is only in effect while enrolled in and actively engaged in the Surgical Technology program coursework. This is why we do not support advance visiting or shadowing at the clinical site. The student is covered only during the student duty hours of the course. This does not imply health insurance coverage. Each student is required to have & maintain personal health insurance for clinicals.

TOBACCO & VAPE USE

Tobacco or vape use of any kind is not permitted on the Lakeland campus, including clinical locations. Students shall not to utilize any type of tobacco or vape products during the clinical experience day due to sensitivity of patients, or other staff/students, due to the odor that lingers on hair and clothing. Students who do not comply will be considered as placing their clients in physical jeopardy and will be sent home from clinical and subject to disciplinary action.

SUBSTANCE ABUSE

The Surgical Technology program is committed to upholding a learning environment that supports well-being and growth. Students are expected to report to class/clinical sites unimpaired by alcohol and/or drugs. The director will assist any student who requests assistance to correct a substance abuse problem by appropriate referral to professional services. All information and records relating to a student's request for help with a substance abuse problem will remain confidential.

Liability for inappropriate acts rests with the student. Prescription drugs that can alter mental processes may not be taken while performing in the lab or clinical site. This includes medical marijuana. Impaired judgment can cause harm to self or others in the environment.

The following procedure will be adhered to for all occurrences of suspected substance abuse of a continuing nature: The instructor must objectively document observed behavior

to identify if there is a pattern of behavior that is questionable. A pattern of behavior may be subtle as well as grossly overt. If at any time the instructor and one other person believe the behavior is unsafe, the director or designee in charge will be called immediately and the student will be removed from the classroom or clinical area immediately and maintained in a safe area. **Drug testing will be required at the student's expense.** The student may not return to class or clinicals without the completion of the drug test and permission of the program director.

NOTE: If the student is deemed by the instructor unable to safely leave, the instructor will attempt to secure safe transportation home (call family member or taxi at the student's expense). If the student does not comply, the Surgical Technology Department will not be held responsible for his/her welfare. The campus police or facility security will be called and apprised of the situation if student remains on campus.

The instructor will review the documentation with the director or designee in charge. A conference with the instructor, the program director, and the student will be held. The Dean or other college officials may be involved. The student may choose to bring an advocate. The instructor will advise the student of the documented behaviors that relate to disruptive classroom behavior or an unsafe clinical performance. A failing grade will be issued and the student removed from the program with no opportunity to re-apply for admission.

SEXUAL HARASSMENT POLICY

The Surgical Technology program is dedicated to a college environment that is free from acts of sexual harassment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual or offensive nature. Any questions about this policy may be directed to the program director in confidence. Inappropriate sexual behavior by the student in the school or clinical site will result in disciplinary action at the discretion of the program director. Sexual advances or inappropriate behavior by others directed at the student should be reported to the program director in confidence. Please also refer to the Title IX policies in the Lakeland Student Handbook, and all syllabi.

BULLYING POLICY

The surgical technology program takes the position of ZERO TOLERANCE of bullying either verbal, in writing, social media, or innuendo. Refer to the Policy on Harassment and Bullying located in the appendices of the Surgical Technology Handbook

GRIEVANCE POLICY

Lakeland Community College values feedback from our students and other stakeholders regarding our programs, services, and processes in order to continuously improve and meet the needs of our community. There is a complaint link in the footer of the www.Lakelandcc.edu website.

Limitations This process does not apply to formal complaint appeals or grievances handled through Board Policies and Procedures, such as student conduct, grade appeals, and human

resources policies. For complaints regarding academic issues, see the relevant policy in the Lakeland Student Handbook:

- Student Conduct Code
- Student Initiated Complaint Procedure
- Standards of Academic Progress Policy
- Transfer Appeals Procedures

Process for Informal Complaints

1. Informal complaints should be directed to the appropriate area of the college for a response. Faculty and staff who receive an informal complaint should forward it to the supervisor of the area involved in the complaint.
2. If the initial exchange to address the concern does not resolve the matter, the complainant should then communicate with the next level supervisor of the department involved.
3. At this point, if successful resolution has not been reached, the complainant may file a formal, written complaint.
4. Informal complaints will be documented by the supervisor/s involved and maintained by the responding office.
5. Anonymous informal complaints received via the Comment Form on the college website will be shared with the appropriate administrator for informational purposes and action, if appropriate.
6. All informal complaints will be compiled annually by the Division of Institutional Development and Effectiveness and be reviewed by the Vice Presidents and President to identify complaint patterns and opportunities for improvement.

Process for Formal Complaints

1. If the Informal Complaint Process has been followed, but the issue has not been resolved, the complainant may file a formal complaint in writing with the appropriate college administrator.
2. Formal complaints must be submitted in writing through the Formal Complaint Form available on the college website, or by writing a letter specifically indicating that the writer intends to file a formal complaint.
3. The letter should include: complainant contact information, details of the complaint including dates, supporting documentation, actions taken to resolve the situation, and the specific action sought by the complainant.
4. Formal complaints will be addressed by the responsible college administrator. Faculty and staff who receive a formal complaint should forward it to the administrator of the area involved in the complaint.
5. The administrator addressing the complaint is to acknowledge receipt of the complaint within two business days and gather information relevant to the complaint.
6. A written response (hard copy or email) is to be sent to the complainant. A copy of the complaint and the written response is to be maintained by the responding office and submitted to the appropriate Vice President.

7. If the complainant is not satisfied with the response, he/she may file a written complaint to the appropriate Vice President. In such cases, the Vice President will gather information and provide a written response to the complainant with a copy to the President's Office.
8. All formal complaints will be compiled annually by the Division of Institutional Development and Effectiveness and be reviewed by the Vice Presidents and President to identify complaint patterns and opportunities for improvement.

WITHDRAWAL & DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM

Course Withdrawal

A withdrawal from a technical SURG course (SURG1100, SURG1300, SURG2100, SURG2300, SURG2500) equates to withdrawal from the program. Students are able to withdraw from a class from the beginning of the semester through the 12th week of the semester. The student must officially withdraw from the course, AND it must be approved by the Registrar. Late withdrawal from a course will only be granted with proper documentation of serious conditions or circumstances. Please see the registrar for the updated dates of last withdrawal for each semester. A course withdrawal will be indicated on a student's academic record by a grade of "W." After the 12th week, no withdrawal is permitted. Failure to attend class(es) does not constitute withdrawal and may result in a failing grade. All property of the clinical site (i.e. badges, parking passes) and college must be returned within one week of withdrawal or "I" grade will be assigned and will convert to "F", by the start of the next semester, thus impacting the student's GPA. A financial hold will be placed on the student's transcript until all property of the college or clinical facility is returned to the proper owner.

If you are having academic or other challenges, speak to the director or clinical instructor immediately. Students who withdraw or are released from the program because of actual or potential failure will have the opportunity to reapply for the SURG1100 **once**, on a space available basis the following year. Students will not be readmitted into a course with a clinical component. Less than a 2.5 GPA or release from the program for cause denies the opportunity to readmit to the program a second time. Refer to the withdrawal-re-admission policy in the Appendix. Students who fail clinicals may **not** reapply to the program at any time.

After withdrawal for health reasons, a physician's statement regarding the student's ability to return to the program at the SURG1100 level must be submitted to the director for consideration of readmission on a space available basis. Readmission to any SURG-numbered course with a clinical component is not an option. Clinical slots are not readily available and readmission is disruptive to the clinical staff.

Academic Appeal

The academic appeal process must be received by the Dean within 5 (five) days of release from the program or challenge of a grade.

REQUESTING READMISSION TO THE SURGICAL TECHNOLOGY PROGRAM

Student must reapply to the director in writing to begin readmission to the Surgical Technology program at the level of SURG1100 within one year of original release or withdrawal from any SURG-numbered course. All criteria for standard admission must be met before consideration of readmission (i.e. GPA and health issues). Request for readmission does not guarantee readmission and is on a space available basis only. Space available will be determined after May 1. Students may not drop out and expect to re-enter during a course with a clinical component because of clinical space constraints. Space is only allocated according to SURG1100 student enrollment.

Procedures for Readmission to the Surgical Technology Program

1. Reapply to director in writing. Circumstances surrounding reason for withdrawal from the program must be resolved before consideration will be given for readmission. Students who failed a clinical segment will not be granted readmission. All policies for attendance and academic performance must be met. May not re-enter in a semester with a clinical rotation. Readmission begins with SURG1100.
2. Show and maintain an overall GPA of 2.5 or above
3. A committee of program faculty will review performance and written statement and base the readmission on this data.
4. Readmissions are on probationary status
 - Student must complete a new application to the surgical technology program
 - Student must comply with all work assignments and policies of the program
 - Additional course work may be required to accommodate any change in curriculum since departure
 - Remedial testing for skill level will be performed.
 - Readmission can be revoked if the student does not comply with all requirements of the program including background checks, health checks, remedial performance issues (i.e. sterile and aseptic techniques, instrument knowledge, ability to meet physical and psychological demands of the role)

SECTION V: LEARNING SERVICES & ADDITIONAL FEES

COUNSELING

Full-time faculty members post office hours each term. Part-time faculty will advise of hours available. Instructors will be available to discuss tests, course content, performance, etc., during those specified hours. Please confirm an appointment time with the instructor. Special days and times are available upon request. Students may also make appointments for counseling assistance with the Counseling Department. Be sure to make an appointment with counseling in January of the year of graduation.

COURSE SUBSTITUTIONS

Students seeking to use course replacement classes are required to obtain a form from the program director to be signed by a counselor validating that the course is indeed an appropriate replacement class accepted by the college for graduation. Substitution forms will not be signed by the program director without this counseling validation on file. See course substitution policy and form in Appendix.

LEARNING SUPPORT

If difficulties occur during the term, schedule a formal counseling appointment with the instructor or the program director. At this meeting, the instructor will review progress, and suggest methods of improving performance. Periodic *Performance Assessment forms* will be given to the students to inform them of their progress or failure to progress. Your instructor may also issue an “early alert”, which can assist you in connecting with campus support services to help you overcome challenges.

Tutors and professionally trained counselors are available in the college Counseling and Tutorial departments. These professionals can help with knowledge retention, study skills, learning disabilities, as well as family and social problems. Counselors are a good source of information regarding community services also. The counseling office is on the first floor of A building, near the bookstore.

THE LEARNING CENTER

The Lakeland Learning Center offers free student support through tutoring and academic success coaching. We'll help you strengthen skills and mindsets that will help you succeed at Lakeland!

STUDENTS WITH DOCUMENTED DISABILITIES

Lakeland Community College is committed to providing all students equal access to learning opportunities. The Student Accommodation Center works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g. learning, attention, psychiatric, vision, hearing, physical, or systemic) and feel it may create a barrier to your education, please contact the Student Accommodation Center at 440-525-7020 or stop by the office, Room A-1042. If needed, academic accommodation should be in place at the beginning of each semester. They are not retroactive.

LIBRARY

General information about the library and its services are included in the College Handbook. Many books pertaining to the surgical technology program have been added to the library. New books are added to the collection as they are released by the publishers. The library offers a full range of online services and support for literature review using many scientific databases. Full text online articles are available via Ohio Link for homework assignments. Many texts are located in the lab for students' use. Additional readings can be found on the Blackboard site. In SURG1100, one Thursday in October is designated as library learning day. The reference librarian will conduct a mandatory introduction to research class, including demonstration how to find pertinent articles online. The flash or Cloud drive is required for this class. Articles needed for the SURG1100 term paper must be saved to the drive as part of the assignment. Students will be asked to complete a survey for the library staff after the experience for quality improvement.

BLACKBOARD & EMAIL ACCESS

Stations are available in the library and several computer labs for email use and access to the online world. Printing on campus is not a free service. Each student has a "pay for print" option included in the tuition fee. Blackboard is used extensively in this program and is available for checking grades, viewing documents, retrieving homework forms, posting messages, submitting assignments, and sending email. It can be reached from the Lakeland homepage at www.lakelandcc.edu. This site requires a login and password and will be discussed in class during the first semester. The student may want to load the handbook and homework onto the flash drive for quick access to a fresh master sheet of the pages required for copying. Articles for required reading and reference can be downloaded to the flash drive for later reading.

Every student is required to have a valid Lakeland email address for electronic communication throughout the program. Each student is required to check email frequently, preferably every day, for updates about the program or assignments. All instructors can be reached via email. Use of Blackboard for submission of assignments is required. Select emails will be printed and saved for permanent record of evaluation and communication. (See document retention policy in appendix)

COLLEGE BOOKSTORE

The college bookstore sells textbooks, school supplies and other items. Required textbooks will be available through the college bookstore, along with supplemental texts or references which may be added to the personal library. All texts available as an eBook will be available in BlackBoard First Day Access. We try to keep book expenses at a minimum. The required books are used for the entire program. Many additional books are available for use in the lab and college library for additional reference.

FINANCIAL AID

Information pertaining to financial assistance is available from the financial aid officer of the college. Numerous scholarships are available. Grants may be available for computer equipment (Student Technology Grant) each Fall. Students with grades of "D", "F", "W" or "I" may be ineligible for financial aid.

VETERAN'S CENTER

The Lakeland Veterans Center is here to support the path of educational success and personal development for veterans and military-connected students. LCC is committed to helping active duty personnel, veterans, reservists and dependents attain their personal and professional goals. The veterans center can help with questions about educational benefits, scholarship opportunities and veterans resources. We serve veterans and their families in many ways, from helping secure educational benefits, to our on-campus center, to helping you connect with off-campus resources.

STUDENT SURGICAL TECHNOLOGIST ORGANIZATION

Students are eligible and encouraged to join the Student Surgical Technologist's Organization (SSTO) on campus. Dues (\$5.00) are collected each semester by the senior class treasurer. Dues and monies earned are applied to student certification examination fees for those students who join and remain members throughout the entire program. Student officers and officers-elect are required to attend Lakeland leadership meetings so the treasury is eligible for matching funds by the college. Club officers are also part of the program's advisory committee. Fundraising activities and community service projects are planned throughout the year. The college offers matching funds for college sanctioned fund raising. Students and officers attend leadership meetings in the Fall to qualify for matching funds. Students who opt to participate in the SSTO are eligible for subsidized payment for the certification exam and review materials. These students must be dues-paying members for the entire 5-semester sequence. Defaulted monies for not taking the exam must be paid back by the student or a financial hold is placed on the Lakeland transcript.

ADDITIONAL FEES

In addition to tuition and lab fees, other fees will be due during the courses. The student is responsible for all costs associated with meeting health requirements, vaccinations and titers. The student will be informed of any additional items and costs when needed for a course or clinicals (usually parking). Current program fees can be found on the Lakeland website at www.lakelandcc.edu.

Examples of Additional Associated Fees (approximate)	
Program Fee	\$75.00
Textbooks & Apps	\$580.00
Uniform	\$55.00
Background check	\$69.94
Drug screen	\$46.80
Certification Exam	\$290.00
Graduation Fee	\$40.00
SSTO Dues (\$5/per semester)	\$25.00

SECTION VI: HEALTH REQUIREMENT POLICIES

All physicals, immunizations, titers, AHA-BLS cards, health insurance cards must be submitted to the Health Services Department drop-boxes (picked up by P.Pastor-Hinkel), and copied to the director by December 1st of the first semester in the program (SURG1100). Failure to do so will result in an incomplete grade "I". If health requirements are not met in full, a clinical spot will not be reserved. TB results must be turned in when classes resume in January, and no later than January 30th . AHA-BLS for Healthcare Providers should be taken September-October during the first semester.

All students **must meet** the health policies as established for the health technology programs. Health records will be reviewed before acceptance into the program and periodically throughout the program. Students with persistent health issues that cause loss of more than 10% of the classes or clinical days will be asked to withdraw and reapply when their health has improved per their doctor's advice. Records are kept by the Health Services Department at Lakeland. Paula Pastor-Hinkel may be contacted for clarification (440.525.7009). It is the responsibility of the individual student to complete any additional recommendations made by his/her private physician. All students are required to carry health insurance during clinical rotations. Lakeland and the clinical site will not cover accidents or injury at the clinical site.

PHYSICAL EXAMINATION, IMMUNIZATIONS, AND TITERS

The following requirements are established to protect the caregiver and patient:

Physical Examination: A physical examination by a private physician is required **before December 1, first semester of the ST program**. Failure to complete the health exam process may result in removal from the program

Immunizations: A record of immunization and titer results must be completed and on file in the Health Service Office. Your physician and/or public health official must verify the record in writing.

The following immunizations and titers are required by clinical contract: **Titers must be drawn to prove immunity**

- Tetanus, Pertussis, and Diphtheria Toxoid--Basic series plus a Tetanus Diphtheria Toxoid Booster to reactivate immunity every 10 years.
- Rubella (German Measles)
- Rubeola (Measles)
- Hepatitis B Vaccine, basic 3-step series. Should be started before first semester. This series takes 6 months to complete. (declination form available)
- Polio- Basic series and booster
- Varicella immunity
- Initial dose(s) of Covid vaccine. (required as of 07/23/2023)
- Annual influenza vaccine by October 1. (Recommend getting vaccinated in September, to ensure current vaccine dose. Dose by injection only, not nasal administration)

TUBERCULOSIS CONTROL SCREENING TESTS

Tuberculin Skin Test (subcutaneous 2-step test or Quantiferon Gold blood test) required each year by clinical sites. **Every student is required to have a TB test by December 1.** Student will submit results to Lakeland Health Services. No exceptions. The test may not be self-read. Positive reactors are managed separately as appropriate. Positive reactors will provide proof of negative chest x-ray from private physician within six months before admission into the program for students who are known positive reactors. A delay in compliance causes a delay in making clinical assignments for the entire class.

FAILURE TO MEET HEALTH REQUIREMENTS

Failure to meet the requirements will result in the student not being permitted at any clinical site and the student will be released from the program.

PREGNANCY

If a student becomes pregnant while in the program, it is recommended that she advise the Program Director. There are several hazards for the mother & fetus in the perioperative environment. If the program is advised of the pregnancy, the clinical sites may also be advised, to best assign surgical cases that minimize hazards to the mother & fetus. She may need to withdraw on advice of her physician. The requirements for readmission to SURG1100 must be met if she is to return in the following year. A student cannot re-enter during a course with a clinical rotation.

ILLNESS/INJURY

If a ST student develops a prolonged illness or injury, the student will be advised to withdraw if absence will exceed 2 classes or 2 clinical days. Inability to perform in the role beyond this period is demonstrative of inability to perform safely in the role of ST. Each student will be evaluated on an individual basis. Please discuss your situation with the Program Director. Voluntary withdrawal due to illness/injury will have a spot in the next available cohort, if overall minimum GPA of 2.0 is maintained.

SHARPS INJURY AND EXPOSURE POLICY

ANY injury to the student in any aspect (Class, Clinical, Lab...) must be reported to the program director and the Lakeland Injury Form must be completed for the file. Form is in the course documents section of Blackboard and in the lab. Injury at the clinical site requires following the policies of the facility AND compliance with Lakeland protocol. This applies to both sterile and contaminated sharps injury. This form is necessary for the follow-up concerning safe practices and performance improvement. Review of documented incidents enables the Department of Perioperative Education to improve student safety and well-being at the college and clinical site. The information exchanged will be held in confidence with a "need to know" release only.

HEALTH INSURANCE

Neither the clinical sites nor Lakeland Community College assumes the responsibility for medical expenses that may be incurred for incidents that occur during education (i.e., puncture wounds, contagious diseases, etc.) It is required that students obtain health

insurance coverage before starting the clinical courses. A copy of the insurance card is to be retained on file.

Student health insurance information may be obtained through Lakeland Community College. Contact the admissions office for further information.

COMMUNICABLE DISEASE POLICY

A student who has a communicable disease must not pose a significant risk of transmission of the disease to others.

A student who believes he/she has contracted a communicable disease will:

- Contact a physician immediately and not participate in clinical education.
- Present to the director a written statement from the physician that indicates the student's fitness to continue clinical education.
- Withdraw from the ST program if the condition will not resolve within 2 clinical days.
- Please advise the Program Director if you have a health condition (allergy, asthma, bleeding disorder, diabetes, immunologic condition, etc). In the event of an emergency, this may be critical for your safety and care. The information exchanged will be held in confidence with a "need to know" release only.

Patients with communicable diseases

Due to increasing concern about the care of patients with infectious diseases (Hepatitis B & C, HIV, AIDS, tuberculosis, etc.) students are required to comply with the exact procedures established by the clinical sites, when caring for these patients.

Safety procedures concerning communicable diseases

Allied Health and Nursing Students Doing Health Care Work. This procedure has been considered and adopted in accordance with the current consensus of the medical and scientific community that blood borne diseases cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger the College reserves the right in the sole discretion of the College to make appropriate revisions. The risk of contracting hepatitis B or C is greater than the risk of contracting HIV. Therefore, recommendations for the control of hepatitis B and C infections will effectively prevent the spread of HIV. All such recommendations are, therefore, incorporated herein.

- Students enrolled in Health Programs must obtain adequate medical insurance coverage before entering the clinical phase.
- It is recommended that students be vaccinated for hepatitis B prior to contact with blood or other potentially infectious substances.
- Sharp items (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Unsafe behavior will result in removal from the program.
- Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be

recapped by hand, purposely broken, removed from disposable syringes, or otherwise manipulated unless a one-handed technique is employed, such as appropriate in the sterile field.

- When the possibility of exposure to blood or other body fluids exists, Standard Precautions must be followed as outlined by the CDC. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids or may also require personal protective equipment (PPE) such as gowns, gloves, masks, and eye covering when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood. Any exposure must be reported to the instructor and an incident report filed as soon as reasonably possible.
- To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
- Pregnant students engaged in health care are not known to be at greater risk than employees who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has increased risk of infection by prenatal or perinatal transmission. Because of this risk, pregnant individuals should be especially familiar with precautions for preventing the transmission or acquisition of the HIV virus. Pregnant students should avoid exposure to anesthetic gases, orthopedic cements and x-rays. Proper protection (taught in class) should be followed.
- Students who have been diagnosed as having a positive HIV or AIDS not involved in invasive procedures need not be restricted from clinicals unless they have some other illness for which any health care worker would be restricted.
- For students engaged in health care who have HIV or AIDS, there is an increased danger from infection due to diseases they may come in contact with in class or at the work place. Students with immune deficiency are at high risk for serious complications of any exposure to infectious diseases and should be counseled.
- The student's physician in conjunction with the appropriate college officials will determine any restrictions on an individual basis.

LATEX SENSITIVITY

Lakeland Community College will not be responsible for the student's exposure to natural rubber latex products in the health care environment. The perioperative lab at Lakeland is not completely latex-free. The operating room has numerous items that have natural latex rubber component, although most facilities have become "latex-free." Unforeseen exposure and sensitivity may result from repeated exposures to the protein associated with natural latex rubber (commonly found in some surgical gloves and catheters). True allergies are rare, but latex sensitivities can develop in many health care workers. If a student has a suspected reaction, he or she must report it to the director. If reasonable actions do not alleviate the situation, the student will be counseled to consider a career change. This information should appear on your health forms for your safety.

SECTION VII: SURGICAL TECHNOLOGY CURRICULUM

AST CORE CURRICULUM FOR SURGICAL TECHNOLOGY 7/E can be found online at
ARC/STSA:

https://arcstsa.org/wp-content/uploads/2022/03/Core_Curriculum_for_Surgical_Technology_7ed_3-18-22.pdf

Below are course planning recommendations for "option 1" students. Always consult with your Academic Advisor or Program Director!

FIRST YEAR

First Semester (Fall)

ENGL 1110	English Composition I (A)	3
BIOL 2210	Anatomy & Physiology I	4
HLTH 1215	Medical Terminology	3
FYEX 1000	First year experience	1
SURG 1100	Surgical Technology I	<u>5</u>
		16

Second Semester (Spring)

BIOL 2220	Anatomy & Physiology II	4
SURG 1300	Surgical Technology II	7 (2 clinical days x 2nd 8 weeks)
SURG 1500	Surgical Pharmacology	2 (<i>required in second semester</i>)
SURG 2600	Surgical Technology Seminar	<u>1</u>
		14

Third Semester (Summer 8 weeks accelerated semester)

MATH1330	Stats for Health	3
	or	
	Other 1330+ level Math	
COMM 1100	Effective Interpersonal Communications	3
SURG 2100	Surgical Technology III	<u>5</u> (2 clinical days x 8 weeks)
		11

SECOND YEAR

Fourth Semester (Fall)

BIOL 2700	Microbiology	4
SURG 2300	Surgical Technology IV	7 (2 clinical days x 15 weeks)
	Social and Behavioral elective	<u>3</u>
		14

Fifth Semester (Spring)

SURG 2500	Surgical Technology V	7 (2 clinical days x 15 weeks)
	Arts and Humanities elective	<u>3</u>
		11

Program Total Credit Hours: 65

SKILL SETS TO MASTER

Mastery of individual skills and tasks is an expectation of each student before starting a clinical rotation in a patient care setting. Each skill set is a collection of activities performed in a logical sequence. Some of these will be performed at the clinical site. These are described by The Association of Surgical Technologists (AST). Use these self-assessment parameters to guide your progress in the lab.

Skill Set I: Attire: appropriateness, donning and removal

- a. Clothing and footwear (scrub suit)
- b. Identification tag and x-ray badge (as appropriate)
- c. Hair covering, make up, nails, and jewelry
- d. Personal protective equipment PPE (eye wear, mask, nonsterile gloves, clothing covers) (should be able to relate what to do if an exposure happens)
- e. Should know what to wear according to the geography of surgical suite. (Unrestricted, Semirestricted, or Restricted)

Skill Set II: Hand hygiene

- a. Proper attire 1st
- b. Basic handwashing
- c. Surgical hand scrub (should be able to relate principles verbally)
- d. Sequence: water, soap, nails, brush, line of direction, body posture, procedure (should be able to relate variations), discard, and travel from sink to OR.
- e. Should be able to discuss actions taken if arms/hands become contaminated during scrubbing procedure.
- f. Always wash and dry hands (simple handwash) before using hand gel. Dry completely.

Skill Set III: Donning sterile gown

- a. Proper attire 1st
- b. Prepares gown and gloves before surgical scrub (separate sterile field; never on main field)
- c. Relates steps of surgical scrub/hand hygiene and entry to OR
- d. Able to dry self
- e. Able to secure gown and open folds
- f. Able to don gown and position hands in sleeves for appropriate gloving technique
- g. Positions self in a manner for having gown tied

Skill Set IV: Donning sterile gloves (Should demonstrate both closed and open methods)

- a. Proper attire
- b. Proper preparation of gown and gloves before scrubbing
- c. Proper surgical scrub
- d. Proper donning of gown (Should leave hands inside sleeves for closed glove method)
- e. Proper method of closed gloving (should be able to relate why method is chosen. Should be able to explain when other gloving method is used in different circumstances)
- f. Picks up 1st glove
- g. Dons glove using closed method
- h. Picks up 2nd glove
- i. Dons glove
- j. Completes tying of gown with circulator

Skill Set V: Contaminated glove procedure

- a. Identifies the need to change a contaminated glove
- b. Notifies circulator and requests new glove packet by size
- c. Offers contaminated gloved hand to circulator (Should relate why and how circulator removes the contaminated glove)

- d. Circulator dons nonsterile gloves and peels off the contaminated glove without creating an aerosol or touching gown
- e. Scrub person dons new glove using the open method (should relate why open method is used and why closed method would be contaminated in this instance); Should be able to change both gloves via the open method.
- f. Should be able to describe actions taken if skin is contaminated under glove or if a puncture has occurred to the skin.

Skill Set VI: Prepares needed materials for a basic case

- a. Proper attire
- b. Check surgery schedule and indicates understanding of case to be performed
- c. Selects the appropriate preference card
- d. Checks the case cart for standard pull items
- e. Identifies special items to be added to the case cart from the OR stock
- f. Checks all items for contamination factors
- g. Surveys room for appropriate equipment
- h. Checks for the appropriate OR bed and straps
- i. Prepares specialty table and chairs for seated cases
- j. Obtains needed equipment

Skill Set VII: Opens room and supplies

- a. Appropriate attire
- b. Checks all horizontal surfaces and damp dusts
- c. Arranges packs around the room
- d. Opens packs and supplies (peel pouch, wrapper, and closed container)
- e. Discards clean trash appropriately
- f. Makes provisions for contaminated trash and sharps

Skill Set VIII: Prepares the sterile instrument table within a predetermined time frame

- a. Appropriate attire
- b. Appropriate personal protective equipment is worn
- c. Proper scrub preparation (Opens gown and gloves before scrubbing)
- d. Dons gown and gloves
- e. Checks internal sterilization monitors
- f. Checks basins for wet pack (Describe what to do if wet pack happens)
- g. Drapes appropriate surfaces for placement of supplies (Mayo stand, tables)
- h. Arranges table with minimum handling of supplies
- i. Arranges patient drapes in the order of use
- j. Assembles scalpel and other disassembled instruments
- k. Selects appropriate instruments for Mayo stand
- l. Counts sponges, sharps and instruments with circulator
- m. Suction and other cords and cables are coiled and prepared for placement on the sterile field

Skill Set IX: Intraoperative behaviors

- a. Gowns and gloves other team members (Should indicate open-assisted glove method)
- b. Assists with patient draping
- c. Places sterile light handles
- d. Hands sharps appropriately
- e. Initiates “Time Out” protocol
- f. Hands instruments appropriately
- g. Clears suction tip; cleans electrosurgical tip
- h. Monitors and measures irrigation solutions
- i. Keeps bioburden on instruments to a minimum
- j. Counts added supplies
- k. Prepares and passes sutures correctly
- l. Labels all solutions (basins and syringes)
- m. Maintains an orderly sterile field (clean and contaminated trash)
- n. Safeguards potentially hazardous equipment (electrocautery tip, Laser, argon beam...etc.)
- o. Communicates with circulator
- p. Communicates with team
- q. Observes all materials in use at the field
- r. Anticipates needs of the team
- s. Counts at closure of each hollow organ and surgical site

Skill Set X: Patient draping

- a. Selects appropriate draping materials
- b. Organizes drapes in the order of use
- c. Hands correct drapes to surgeon
- d. Cuffs hands with drapes to protect from contamination
- e. Places drape correctly once without needing to move it
- f. Recognizes and admits contamination
- g. Maintains sterile field at appropriate level (one sits—all sit)

Skill Set XI: Post procedural activities

- a. Requests appropriate dressing material
- b. Assists with patient cleansing before dressing application
- c. Supports dressing until all drapes are removed
- d. Completes skin cleaning before dressing is taped or appliance is applied
- e. Maintains the sterile table until patient is out of room
- f. Disposes of contaminated materials appropriately
- g. Proper sharps management
- h. Racks instruments for terminal cleaning per policy; enzyme additive
- i. Contains instruments for transport
- j. Correctly removes gown and gloves
- k. Transports instruments to processing area
- l. Demonstrates knowledge of traffic patterns
- m. Assists environmental personnel with between case room cleaning
- n. Performs basic room setup and layout for generic case

Skill Set XII: Instrument processing

- a. Proper attire
- b. Proper personal protective equipment
- c. Examines racked instruments for hazards before handling
- d. Prepares prerinse or soak solutions as appropriate
- e. Places tray in washer sterilizer

- f. Operates washer sterilizer
- g. Removes completed tray from washer sterilizer
- h. Assembles instrument tray for wrapping; places internal indicator
- i. Wraps tray or applies closed container system
- j. Applies tracking labels and load identifiers
- k. Places tray in sterilizer

Skill Set XIII: Disinfection

- a. Appropriate personal protective equipment and actions
- b. Differentiates between disinfected and sterile
- c. Describes level of disinfection needed for specific item
- d. Demonstrates safe handling of disinfecting agent
- e. Describes actions taken if a spill occurs
- f. Demonstrates delivery of disinfected item to patient-use area
- g. Demonstrates after care of disinfectant materials
- h.

Skill Set XIV: Sterilization

- a. Appropriate personal protective equipment and actions
- b. Demonstrate differences in wrapped and unwrapped sterilization
- c. Demonstrate steam sterilization
- d. Demonstrate chemical sterilization
- e. Demonstrate low temperature methods of sterilization
- f. Demonstrate gas sterilization methods
- g. Monitors time and sterilizing conditions as appropriate
- h. Demonstrate aftercare of sterile instrument sets

Skill Set XV: Assist with circulating duties

- a. Patient identification
- b. Verification of procedure
- c. Identification of patient's health considerations
- d. Report objective or subjective data that may alter the plan of care
- e. Communication with registered nurse circulator, physicians, and team
- f. Assists anesthesia provider as needed
- g. Assists with patient positioning
- h. Assists with skin preparation
- i. Assists team members with gowning and gloving
- j. Monitors ongoing sterility of field
- k. Intraoperative delivery of items to sterile field
- l. Monitors progressive counts
- m. Communicates information to areas outside the OR as appropriate
- n. Assist with patient postoperative care and transport to postprocedural area as appropriate

CLINICAL SKILL BENCHMARKS

SURG1300 = First clinical semester

- Demonstrates knowledge of aseptic technique
- Demonstrates knowledge of universal/Standard Precautions
- Opens back table and sterile supplies using proper aseptic technique
- Scrubs, gowns & gloves self appropriately
- Gowns & gloves others using aseptic technique
- Demonstrates safety while loading & disarming surgical blades
- Performs initial instruments, sponge, sharps & supplies counts correctly
- Actively participates in site verification process (“Time Out”)
- Demonstrates attentiveness to surgical field & anticipates needs of surgical team
- Participates in room turnover
- Consistently displays a positive attitude, maturity and professionalism
- Maintains patient confidentiality
- Follows all program and hospital policies
- Arrives on time and reports to assigned OR on time / returns on time from breaks
- Keeps proper record of cases scrubbed; turns in/copies evaluations as hospital/program requires

Students in their first clinical semester should show forward progression in these skills. Showing case-to-case similarities and complete first semester cases 50-75% in the first scrub position with assistance.

First semester cases often include: soft tissue bx, breast bx, other breast cases, thyroid cases, removal of lesions, hernia repair (open & laparoscopic), tonsillectomy & adenoidectomy, dilation & curettage, hysteroscopy.

SURG 2100 = Second clinical semester

- Meet or exceed previous clinical benchmarks from SURG 1300
- Assist in pulling supplies for case; opening sterile supplies.
- Perform initial instrument, sponge, sharps & supply count correctly
- Back table set-up organized and correct (Mayo when indicated)
- Maintain organized back table and mayo set-up
- Proper labeling of medications and solutions
- Passes instruments and supplies correctly
- Proper handling and labeling of specimens; passes specimen to circulator aseptically
- Demonstrates surgical conscience
- Utilizes effective time and motion; prioritizing proper sequence
- Keeps proper record of cases scrubbed; turns in/copies evaluations at hospital/program requires

Students in their second clinical semester should show forward progression in both first and second semester skills.

Students should be showing retention of case similarities and be performing at the first scrub position 50-75% of the time with assistance. Progression of the difficulty in surgical cases should increase each semester.

SURG 2300 = Third clinical semester

- Meet or exceed all previous clinical benchmarks from SURG 1300 & SURG 2100
- Show initiative pulling supplies for case and setting up back table/mayo
- Assist surgical team with draping, using proper sequence & technique
- Demonstrates attentiveness to the surgical field and anticipates needs of the surgical team
- Loads and passes needles correctly & safely; Maintains safe control of sharps

- Initiates first closing count with circulator when appropriate (as surgeon begins to close), using proper sequence
- Initiates final closing count prior to skin closure, using proper sequence.
- Consistently displays a positive attitude, maturity and professionalism
- Demonstrates consistent, acceptable progression towards independent performance
- Keeps proper record of cases scrubbed; turns in/copies evaluations at hospital/program requires

The third semester surgical technology student should show forward progression in all previous clinical skill benchmarks. Student should show retention of case similarities and be performing at the first scrub position 75% of the time, with little assistance. Progression of the difficulty in surgical cases should increase each semester.

SURG 2500 = Fourth clinical semester

- The fourth semester advanced surgical technology student should meet/exceed all previous clinical skill benchmarks.
- Student shows retention of case similarities
- Performing at first scrub position 75-100% of the time, with little or no assistance. This includes pulling for cases and setting up tables
- Keeps proper record of cases scrubbed; turns in/copies evaluations as hospital/program requires

Progression of the difficulty in surgical cases should increase each semester.

EXAMPLES OF EVALUATION FORMS
Preclinical Readiness Evaluation Form

*Performance in lab class exemplifies potential performance at the clinical site.
 Each criterion hallmarks the student's individual objective performance in the simulated perioperative environment.*

Student's Name _____

Grad date pending _____

SURG 1100 Evaluation Date _____

Evaluator _____

Criterion	35 Points	Comments
1. Professionalism	2	1.
2. Effective communication	3	2.
3. Flexibility	2	3.
4. Sincerity	2	4.
5. Cooperative spirit	2	5.
6. Willingness to try new things	2	6.
7. Self-starter	2	7.
8. Surgical Conscience and sterile technique	5	8.
9. Academic performance	2	9.
10. Level of independence	2	10.
11. Supportive of team members	2	11.
12. Solves problems effectively	2	12.
13. Practices safety in the ST role	3	13.
14. Anticipates and plans for cases	2	14.
15. Attendance	2	15.
	Score _____	

Comments:

Clinical Evaluation Sample

Student Name: _____ Evaluation Date: _____

Clinical Site: _____ Evaluator: _____

Please evaluate the student in the following areas, using this scale:

E – Exceptional S – Sufficient/Meets Standard NI – Needs Improvement N/A – Not Applicable

GENERAL KNOWLEDGE	EVAL	Comments
Demonstrates knowledge of aseptic technique. Applies that knowledge in the clinical setting		
Demonstrates knowledge of anatomy and physiology and applies knowledge of anatomy to surgical procedures		
Demonstrates knowledge of the duties of the primary scrub		
Demonstrates an understanding of each team members function		
Demonstrates knowledge of infection control principles and applies that knowledge to operating room procedures		
Demonstrates the knowledge of instrument names and functions, displays proper handing techniques.		
QUALITY OF WORK	EVAL	Comments
Utilizes equipment properly, cares for equipment properly, returns equipment to appropriate place		
Demonstrates concern for patient cost; conserves Supplies		
Maintains an organized work area; back table and mayo stand is organized and neat		
Displays the ability to organize time effectively; Sets priorities appropriately		
Works with speed and accuracy		
Demonstrates the ability to perform in the role of primary/independent scrub		
Demonstrates the ability to perform in the role of first scrub		
Demonstrates the ability to perform in the role of second scrub		

Displays knowledge of the circulating role and performs effectively as an assistant to the circulating RN.		
Demonstrates knowledge of the principles of patient positioning; assists in positioning the patient		
PROFESSIONALISM	EVAL	Comments
The student completes designated assignments in a timely manner		
The student helps others when assignments are complete.		
The student independently seeks educational experiences.		
The student accepts suggestions and criticism in spirit of educational growth.		
Displays confidence on own abilities, acts with proper assertiveness.		
The student demonstrates an awareness of personal abilities and asks for help when appropriate.		
The student reports completed assignments to clinical instructor and makes themselves available for other assignments.		
The student arrives on time in the operating room.		
The student is considerate of lunch and break times.		
The student accepts assignments willingly and with interest and enthusiasm.		
The student maintains a professional demeanor.		
The student conforms to O.R. attire policies and personal protective equipment standards of practice		
The student performs their duties quietly with attention to the operative field.		
The student displays empathy and support for patients; demonstrates and understanding of the patients psychological and emotional needs		

The student cooperates with staff members and peers		
The student demonstrates positive interactions with physicians.		
PERSONAL DEVELOPMENT	EVAL	Comments
Displays enthusiasm for learning		
Demonstrates responsibility when preparing for cases		
Demonstrates the ability to meet unexpected situations calmly; displays adaptability		
Recognizes the need for continual improvement and seeks resources to meet that need.		
Shares learning experiences with fellow students, supports fellow students.		

SAMPLE

SPECIFIC SKILLS	EVAL	Comments
The student is alert and attentive in surgery and in the classroom.		
The student anticipates the surgeon's needs.		
The student keeps careful and accurate control of counted items; counts efficiently and quickly		
The student handles suture and needles efficiently		
The student handles specimens according to hospital policy and procedures.		
The student correctly handles medications on the sterile field.		
The student demonstrates an understanding of the principles of the patient prep and performs the prep proficiently.		
The student drapes the patient utilizing aseptic technique.		
The student organizes in preparation for the end of		

the case (Prepares drains, dressings etc)		
The student handles contaminated instruments following OSHA guidelines and hospital policy		
The student assists with the transfer of the patient.		
The student displays knowledge of anesthesia routines and can assist the anesthetist with intubation/extubation procedures.		
The student helps in "turning over the room" quickly and efficiently.		
The student helps clean and stock the operating room		

SAMPLE

CLINICAL ATTENDANCE	<i>Student: I have been informed of my clinical attendance record. Initials:</i>
Dates Absent:	
Dates Tardy:	
Dates Home Early:	
Comments:	

Additional Comments:

Student Comments:

Evaluator Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Program Director Signature: _____ **Date:** _____

SECTION V III: GRADUATION

GRADUATION REQUIREMENTS

The degree of Associate of Applied Science in Surgical Technology will be conferred on those students who have completed:

- The basic college requirements and requirements of the Surgical Technology program
- Completion of the national certification examination with the graduating class (NBSTSA). The exam will be scheduled on campus for the graduating senior students.
- Each of the Surgical Technology courses and all required courses with a grade of “C” or better.
- All required clinical cases are logged and approved. Final case log attestation is signed.
 - The total minimum required number of cases the student must complete is 120.
 - Students are required to complete thirty (30) cases in general surgery. Twenty (20) of these must be in the first scrub role.
 - Students are required to complete ninety (90) cases in various surgical specialties. Sixty (60) of these cases must be in the first scrub role and evenly distributed between a minimum of four (4) surgical specialties.
 - The surgical technology program is required to document student progression in the first/second scrub roles for surgical procedures of increased complexity in the progression toward entry-level graduate abilities.
 - Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. Ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases may be counted toward maximum number of second scrub role cases.
 - Observation cases must be documented on the Experience Log Sheets, but do not count towards the 120 required cases.
- All clinical security badges, locks...etc have been turned in per site requirements. Failure to do so will prevent graduation.
- All Surgical Technology courses are completed within three academic years from the time the first Surgical Technology course was originally taken.
- All fees have been paid and obligations to the school and program have been met
- All signed out materials have been returned in satisfactory condition
- College graduation application has been completed & submitted to the school.

GRADUATION APPLICATION

It is the students’ responsibility to meet with a counselor and apply for graduation. Application and fees must be submitted to the Counseling office by the specified date that is posted on campus. If the student is unable to complete the program in the semester in which graduation was applied for, the student must reapply for graduation. Have counselor double check the transcript. Make sure that surgical technology is declared as your major. Graduation from an ARC/STSA accredited program is required to be eligible for NBSTSA certification recognition. The certification exam is required as part of the graduation process.

COMMENCEMENT CEREMONY

The college’s commencement ceremony (the conferring of the degrees) is held annually in May. Students who have completed graduation requirements are invited and encouraged to participate in the ceremony.

GRADUATE TRANSCRIPTS

Graduate transcripts will be reviewed by the College Registrar after graduation. Transcripts must be sent by the Program Director to the NBSTSA in order to release the certification exam score for the student. Student MUST complete the Graduate Survey prior to release of the transcript to the NBSTSA.

SECTION IX: APPENDIX: PROGRAM-SPECIFIC POLICIES



Lakeland Community College Surgical Technology Program CONTINGENCY PLAN

Plans for contingent or crisis situations will be regulated by Lakeland Community College and governed decisions through the State of Ohio.

Purpose

The following contingency guidelines may be implemented by the program faculty, college administration or clinical education centers when an emergency which affects the education of students enrolled in the Surgical Technology Program reaches proportions that cannot be handled by routine measures. This guidance supplements and does not replace any federal, state, trial, local, or territorial health and safety laws, rules, and regulations with which the institution must comply. Contingency and crisis planning will include the entire cohort, not individual students.

Emergencies may be sudden and occur without warning. These procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Contingencies may result in the inability to continue with in-classroom didactic education and/or participate in clinical experience. As a result, graduation dates may be extended to permit students to complete their didactic and clinical education. Admission of new students may be delayed to enable currently enrolled students the opportunity to matriculate.

Policies - Classroom Education

- Didactic modifications with appropriate notification, include:
 - Class meeting location changes.
 - Class meeting schedule (date and time) changes.
 - Temporary utilization of distance learning tools (i.e., Blackboard, WebEx) for class meetings typically delivered face-to-face.
 - Labs may continue in a controlled environment under the supervision of the program faculty.
- Faculty will adjust lesson plans to accommodate distance education delivery.
- Faculty will communicate with students via college email accounts.
- Students will return to didactic education when faculty and/or college administration deems it safe.

Policies - Clinical Education

- Students will return to clinical sites when the faculty, college administration and/or clinical education center staff deems it is safe.
- Students may be reassigned to a different clinical facility or to a non-traditional shift, such as evenings and weekends in order to complete the clinical requirements.
- The Program will assure adequate PPE is provided to maintain and ensure student safety.
- The Program will adhere to the student clinical supervision policies.
- Program faculty may review and possibly revise the clinical education requirements to assure that all students are provided equitable learning activities regardless of the type of facility.

Program faculty will maintain communication with the clinical education centers to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

Lakeland's Emergency Procedures Handbook

Lakeland's Emergency Procedures Handbook will be referenced.

Financial Aid

Lakeland's Financial Aid Office administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of enrolled students, the Financial Aid Office will follow directives of the U.S. Department of Education and any other funding authority source to ensure compliance.

Students will be notified of any adjustments or regulatory changes that may impact the students' accounts.

Contingency Plan Revisions

Program faculty reserve the right to modify the Contingency Plan based on the circumstances.



Lakeland Community College Surgical Technology Program COURSE SUBSTITUTION POLICY

Purpose: To clarify and validate courses that are appropriate substitutions for courses accepted by Lakeland Community College for graduation with an Associates Degree. This validation process is used to prevent discrepancies in completed coursework required for graduation.

Policy: Students are required to obtain a counselor's signature on a Course Validation form before a course will be considered for substitution in any program of study in the Department of Perioperative Education. The number of courses considered for substitution may be limited at the discretion of the Program Director.

- ❖ Two completed forms are required to accept a course substitution in the Department of Perioperative Education.
 - a. Lakeland Community College Course Substitution Form (obtain from SSC or Academic Counselor)
 - b. Department of Perioperative Education Course Validation Form
- ❖ Course Validation forms are to be obtained from the Program Director of Perioperative Education by the student.
- ❖ The student is required to meet with a Lakeland Community College counselor and validate that the substitute course is accepted by the college for graduation.
- ❖ The proposed course substitution must have a "C" or better score to be considered for acceptance by the Program Director.
- ❖ The student is to obtain the counselor's signature on the validation form before requesting acceptance of a substitute course from the Program Director.
- ❖ The student will complete the Lakeland Community College course substitution form.
- ❖ Both completed forms (note: items #1 a & b) will be presented to the Program Director by the student before any course substitution will be considered.
- ❖ The Program Director reserves the right to reject any course not deemed appropriate for the Surgical Technology Associates Degree.
- ❖ The Program Director of Perioperative Education will retain the signed substitution course form in the student's file.
- ❖ Course Validation forms generated by the student without the Lakeland Community College counselor's signature will be declined by the Program Director.
- ❖ No course substitutions for SURG numbered courses. Refer to Surgical Technology Handbook concerning courses and course grades required by the Surgical Technology program.



Lakeland Community College Surgical Technology Program
COURSE VALIDATION FORM

This form is used to validate the acceptance of a course substitution for program completion and graduation with an Associate's Degree in Surgical Technology. This form requires the signature of a Lakeland Community College counselor. One form is to be completed for each substitution requested. The number of courses considered for substitution may be limited at the discretion of the Program Director. Student will obtain the Course Validation Form from the Program Director, or may print this form.

Instructions:

1. The student is to take this course validation form to a counselor and obtain a validation signature for a substituted course. This signed form must accompany any request for course substitution.
2. The completed form will be retained on file in the Program Director's office. Failure to complete this form will result in the rejection of the course substitution by the Program Director.
3. The student will also complete the Lakeland Community College course substitution form per college policy.
4. General education courses must be college level to earn a degree from Lakeland Community College.
5. Surgical Technology core courses will not be considered for substitution between institutions.

Student name _____ LID _____

Course proposed for substitution: _____

Where was this course taken? _____

Dates the course was taken _____

Grade attained in this course _____

Is this course to be considered an elective replacement? YES / NO

Comments

Counselor's Signature _____

Date _____

Perioperative/ Department use:

Accepted or Rejected. Rationale: _____

Comments _____



Lakeland Community College Surgical Technology Program CLINICAL WEATHER CLOSURE POLICY

Purpose

To ensure student safety while maintaining continuity of clinical education during inclement weather.

Policy Statement

Clinical experiences are **not automatically canceled** when the college or school is closed due to weather conditions.

Authority and Decision-Making

The Surgical Technology Program Director is responsible for determining whether clinical experiences will be canceled or delayed due to excessive snow, hazardous weather, or unsafe driving conditions.

Notification Process

Official notification of Surgical Technology clinical cancellations will be posted on the SURG course Blackboard Announcement site. Blackboard announcements generate automatic notifications, which will be emailed to the student's Lakeland email account. Students should plan to attend clinicals unless they receive direct notification from the Program Director via Blackboard announcement.

Student Responsibility

Students are expected to:

- Monitor official program communications during inclement weather;
- Use professional judgment regarding personal safety and travel conditions; and
- Notify the Program Director as soon as possible if weather conditions prevent safe travel to the clinical site.

Missed Clinical Time

Any clinical time missed due to weather-related cancellations or approved absences will be addressed in accordance with the program's clinical attendance and make-up policies.

Alignment with College Closure Policy

In accordance with the Lakeland Community College emergency closing procedures, college announcements regarding weather-related closures apply to on-campus classes and activities only. Clinical education sites operate independently from the college schedule.

A college closure does not automatically cancel clinical experiences. Clinical cancellation decisions are made solely by the Surgical Technology Program Director based on weather severity, travel safety, and communication with clinical partners.

Students must continue to monitor official Lakeland closing notifications and program-specific communications. Unless students receive direct notification from the Program Director, they are expected to report to their assigned clinical site as scheduled.

Effective Date

This policy is effective 1/30/2026.



Lakeland Community College Surgical Technology Program
POLICY FOR WORKING SURGICAL TECHNOLOGY STUDENT INTERNS

Purpose:

To establish clear protocols and safeguards governing paid surgical technology student internship employment prior to graduation, in alignment with ARC/STSA Standard V.C (Fair Practices: Safeguards), while protecting patients, students, faculty, and clinical partners.

Policy:

Lakeland Community College (LCC) Surgical Technology students may apply for and accept paid Surgical Technology Intern positions in the surgical setting prior to official graduation, provided all safeguards outlined in this policy are met. Internship employment is distinct from programmatic clinical education. Students functioning as paid interns are employees of the healthcare institution (HCI) and are not acting in the LCC student role during compensated hours.

Each Surgical Technology Intern position is independently posted by the HCI through its employment processes. Eligibility criteria, orientation, scope of duties, timelines, and required hours are determined by the HCI. Students employed as Surgical Technology Interns must be clearly identified as employees through HCI-issued badging that designates their role. Student Surgical Technology badges may not be worn while functioning as employees.

Under no circumstances may students be substituted for paid staff, used to meet minimum staffing requirements, or function independently in a manner inconsistent with their level of education and competency. Patient safety and educational integrity remain paramount.

Definitions:

Student Role: Participation in unpaid, program-assigned clinical rotations under LCC supervision for educational purposes.

Intern Role: Paid employment by an HCI as a Surgical Technology Intern under the supervision of a qualified preceptor.

Guidelines and Safeguards

1. Programmatic clinical rotations assigned by LCC are educational in nature and are not compensated.

2. Students may not receive compensation for any work performed during scheduled LCC clinical rotation hours.
3. Internship work hours may not conflict with assigned clinical or academic obligations.
4. Students will not be initially assigned a programmatic clinical rotation at a facility where they are currently employed. If employment occurs after clinical placement, the student may continue clinical education at that site with appropriate safeguards.
5. While performing assigned clinical hours as a student, individuals employed by the same facility must wear LCC student identification and may not wear work badges or HCI employee identification.
6. Student identification badges may not be worn during compensated internship duties.
7. Students may log compensated (paid) surgical cases performed during internship employment on the clinical case log as counted cases, provided cases meet program requirements and documentation standards.
8. During compensated internship hours, students are not functioning in the LCC student role and are subject to HCI policies, procedures, and supervision.
9. Each Student Intern must be assigned a qualified preceptor for all internship cases. The preceptor must be a credentialed surgical technologist or other appropriately qualified professional as defined by the HCI.
10. Student Interns shall never be the sole Surgical Technologist in a surgical case and shall never be substituted for staff to meet staffing needs or productivity demands.
11. Student Intern duties must be appropriate to the student's demonstrated level of education, competency, and progression in the program. Tasks beyond validated competency are prohibited.
12. Patient safety must be maintained at all times. Student Intern participation must comply with infection control standards, sterile technique, and all applicable safety and regulatory requirements.
13. The HCI is responsible for employee orientation, training, supervision, evaluation, and compliance with labor laws, credentialing, and liability coverage for Student Interns.
14. Any concerns regarding unsafe practice, role confusion, exploitation, or violation of this policy must be reported promptly to the LCC Surgical Technology Program Director or Clinical Coordinator.
15. LCC reserves the right to restrict or discontinue a student's participation in internship employment if academic standing, clinical performance, professionalism, or patient safety is compromised. Ongoing communication with the internship coordinator will be established.

Rationale / Regulatory Reference:

This policy is established to ensure compliance with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Standard V.C – Fair Practices: Safeguards.

ARC/STSA Standard V.C (Fair Practices: Safeguards) states: “Students shall be supervised by a preceptor when in the clinical setting. Students shall not be substituted for paid staff or used to meet staffing needs. The educational status of the student must be clearly identified, and patient safety shall not be compromised.”

This policy delineates the separation of student and employee roles, mandates preceptor supervision, prohibits substitution for staff, and establishes safeguards to protect students, patients, and clinical partners while preserving the educational integrity of the Surgical Technology Program.

Compliance Failure to adhere to this policy or ARC/STSA Standard V.C safeguards may result in corrective action, including removal from internship employment, clinical site reassignment, or disciplinary action per program and institutional policies.

05/01 Rev 07/05; 08/08; 08/09; 08/10, 08/12, 8/16, 07/25, 09/25, 01/25



Lakeland Community College Surgical Technology Program
POLICY FOR SURGICAL SERVICES OPERATING ROOM VISITATION

Purpose:

To define the position of the Perioperative Education Department concerning Lakeland student or potential Lakeland student operating room visits outside of an official clinical assignment.

Policy:

The Perioperative Education Department does not offer observing or shadowing as an official Lakeland function. Students or potential students are not permitted to contact or visit clinical sites where they are not officially assigned.

- ❖ The position of the Department of Perioperative Education is premised on contractual agreements with clinical facilities, patient confidentiality, safety of the team and student (potential student), liability, and logistics of the clinical staff.
- ❖ Students or potential students do not have the permission or approval of the Perioperative Education Department to visit any clinical site other than the site where officially assigned. Many sites require the presence of a Lakeland clinical instructor and background checking as conditions of the clinical contract.
- ❖ Patients have not been given the opportunity to sign permission for a student to attend the procedure.
- ❖ Students or potential students, who arrange for visitation to any operating room other than their own official assignment, do so at their own volition and may not represent themselves as Lakeland Community College students at any time. Liability coverage does not extend to students in an operating room in a non-official student capacity.
- ❖ Patient privacy is at risk since the student has not signed a clinical confidentiality statement.
- ❖ Students may form opinions or misconceptions concerning what they see. They have no preparation concerning protocol and have no notion of what to observe for. They should be watching the team, not the surgeon.

Rationale:

Each clinical site is distinct in its policies and procedures. The student or potential student may interpret activities incorrectly and apply them to future practice. The patient has not given permission or implied permission to admit unauthorized visitors into the operating room for the surgical procedure. No background check has been performed and no physical exam for infectious entity or immunity thereof has been established. There will not be a clinical representative from Lakeland Community College in attendance and this may cause a contractual breach. Since an unauthorized visit to a non-assigned clinical site is not an official Lakeland function, liability coverage is not in effect.



Lakeland Community College Surgical Technology Program

Policy for Surgical Technology Student Identification within the Operating Room

Purpose

The purpose of this policy is to ensure that all surgical technology students are properly identified and communicate their role in the operating room (OR) in a clear and consistent manner. Proper identification and communication are critical to maintaining patient safety, fostering teamwork, and adhering to standard operating room protocols.

Scope

This policy applies to all surgical technology students who participate in clinical rotations or mock procedures in the operating room. It addresses the process of identification, introductions, and communication of roles to surgeons, surgical teams, and other relevant personnel during procedures.

Policy Statement

Surgical technology students must clearly communicate their role as students and provide their full name for proper identification during every procedure, both in the clinical setting and during mock procedures. This includes but is not limited to:

- **Official hospital student badge worn above the waist at all times.**
- **Introducing themselves to the surgical team**
- **Writing their name on the whiteboard in the operating room**
- **Participating in the "time-out" process to confirm their role**

Student Identification Procedures

Surgical technology students must adhere to the following identification procedures in the operating room:

- **Self-Introduction:** At the beginning of each procedure, students must introduce themselves to the entire surgical team, stating their role as a student (e.g., "I am [Name], a student surgical technologist, here to assist with [specific task or procedure].").
- **Writing Name on the Whiteboard:** Students must write their full name on the whiteboard in the operating room to clearly identify themselves as a member of the surgical team. This helps ensure that everyone in the room is aware of each team member's identity and role.
- **"Time-Out" Process:** During the surgical "time-out" (as per hospital or facility protocol), students must introduce themselves, confirm their role, and participate in the identification and verification of the procedure being performed. This is critical for patient safety and ensures clarity about each team member's responsibilities during the procedure.

Student Role during Time-Out

The "time-out" is a critical step to ensure patient safety and communication. Surgical technology students must participate in this process by:

- **Verifying the patient and procedure:** Confirming with the team that the correct patient, surgical site, and procedure are being addressed.

- **Role Confirmation:** Confirming and clearly stating their role and what tasks they will be assisting with during the procedure (e.g., "I will be assisting with instrument passing" or "I am observing under supervision").
- **Follow Facility Protocols:** Adhering to any additional protocols set by the facility regarding the time-out and introductions.

Student and Staff Responsibilities

- **Students** are responsible for introducing themselves, writing their name on the whiteboard, and confirming their role during the time-out. They must also communicate openly with the surgical team if they are unsure of a task or procedure.
- **Instructors and Preceptors** are responsible for guiding and reinforcing this communication practice with students, ensuring that students understand the importance of clear identification and communication for patient safety.
- **Surgeons and Operating Room Staff** are responsible for fostering an environment of open communication and mutual respect, where students feel comfortable introducing themselves and participating in the time-out.

Accountability and Compliance

Failure to adhere to this policy may result in disciplinary action, including but not limited to:

- Verbal warnings
- Additional training or remediation on communication and identification
- Possible removal from clinical rotations or mock procedures if non-compliance jeopardizes patient safety or operational protocol

Students are expected to understand the importance of proper identification and communication in maintaining a safe and effective operating room environment.

Review and Updates

This policy will be reviewed annually by the program director and faculty to ensure it aligns with best practices in patient safety, as well as any updates or changes in institutional protocols. Adjustments will be made to the policy as necessary to improve communication and safety in the operating room.



Lakeland Community College Surgical Technology Program POLICY FOR PROGRAM ATTENDANCE

Purpose:

Attendance in the Surgical Technology Program is cumulative for a degree from Lakeland Community College. Attendance at class and clinicals are required and missed days are logged according to the accreditation standards of the program.

Guidelines:

ABSENCES ARE TAKEN VERY SERIOUSLY. Excess absences, lateness, and early departures are documented and may be cause for release from the surgical technology program. Readmission to the program requires reapplication for the next offering of SURG1100. Students may not re-enter a SURG-numbered course with a clinical component. Readmission is on a space available basis only.

Protocol:

Course credits are calculated by the number of contact hours per week. Absence from class or clinicals decreases the number of contact hours attained and is not in fulfillment of the credit requirements for graduation.

ABSENCE FROM THE PROGRAM IS CUMULATIVE FOR CLASS AND CLINICALS

Class Attendance

Absence from more than four days of class during the two-year program is a serious cause for concern and may result in release from the program without the option to re-apply. Each class is 4-hours duration.

- Instructors may lower the student's grade for poor attendance
- Students are required to call the instructor and the director if a class or clinical must be missed.
- Points may be deducted for poor attendance. (See handbook for more information about attendance)

Clinical Attendance

Absence from more than two clinical days during the two-year program may be demonstrative that the physical demands of the role may be in excess of the student's physical ability and may be more than the student as a graduate can tolerate in the role of the professional surgical technologist. Make up days are not usually available since we share sites with other schools.

- Inability to maintain physical health in this role may be indicative that the role is not suited to the particular student. Make up days are not generally available at all sites because of limited clinical slots.
- If prolonged illness causes absence, withdrawal from the program is suggested and reapplication should be considered when health is restored on a space available basis. Re-application must be within one year to the SURG1100 course.
- Physician clearance will be required. This is critical for the safety of the student, staff, and the patient. Only students in good standing ("C" grade or better in didactic and passing in clinicals) will be considered for readmission.

Failure to withdraw

Students who choose not take the withdrawal option before week ten will receive a failing grade for inappropriate attendance.

Rev 08/09, 08/12, 8/16



Lakeland Community College Surgical Technology Program
**POLICY FOR PROGRAM AND COURSE READMISSION POST-
WITHDRAWAL WITHOUT A FAILING GRADE**

Purpose:

To clarify the withdrawal and re-admission options in SURG1100 and SURG-numbered courses

Policy:

Students have the option to withdraw from any course in the surgical technology program before week three without a failing grade with the permission of the Director of Perioperative Education. Students may only re-apply and re-enter once at the level of SURG1100 within one year of leaving any SURG-numbered course with the exception of SURG1500 (Surgical Pharmacology) and SURG2600 (Surgical Technology Seminar). Re-entry to the program at any level other than SURG1100 is not permitted. Students may repeat SURG1500 or SURG2600 only once, as they are stand-alone courses and have no clinical component.

Withdrawal option (without a failing grade) may be denied in the following circumstances: cases of unsafe practice, drug/substance use at the clinical site, cheating or improper professional behavior (refer to Surgical Technology Handbook), violent behavior, or illegal activity. Students released from the program(s) for breach of department policies or failure of clinicals as outlined in the handbook will not be considered.

- ❖ Re-admission to SURG1100 is on a space-available basis and only potentially available only to students in good standing ("C" or better in didactic and passing in clinicals at the time of withdrawal).
- ❖ Students may not re-enter any course with a clinical component.
- ❖ Returning students need the remedial work of relearning material presented in SURG1100 to progress on to other SURG-numbered courses for completion of the program.
- ❖ Students who have had excessive absence caused by health issues will need full physician clearance in writing before petitioning re-admission.
- ❖ Students who were released or withdrew from the program for absence for health or childbirth reasons will be considered on a case-by-case basis.

Rationale:

Entrance and exit from a SURG-numbered course or a clinical slot is disruptive to the surgical staff and causes concern for role performance in the high tech environment. Students with a record of failing grades in clinicals have not demonstrated competency and safe practices. Every student interested in a surgical career is not necessarily adept in the role requirements (refer to the list of physiologic and psychologic requirements of the ST role in the Surgical Technology Handbook and distributed to every student in the pre-entrance phase of program application). Students who are not competent can cause grave harm to a patient or other person in the OR and cannot be permitted to continue in or be re-admitted to the program.



**Lakeland Community College Surgical Technology Program
POLICY FOR FUNDING AND TAKING THE CERTIFICATION
EXAMINATION**

The certification examination is an exit requirement of surgical technology program accreditation

Purpose:

To establish the protocol for use of the Student Surgical Technology Organization (SSTO) Treasury funds for subsidizing individual NBSTSA certification examinations. The certification exam is required of all program graduates by the Surgical Technology Program Accrediting body (ARC/STSA). The cost of the test and its review materials may be subsidized by the SSTO for students who have been participating members for the five-semester program of surgical technology. The AST Gold Bundle of review materials and test fee will be purchased as a group during December of the second year.

Policy:

The Certification Examination given in a web-based format by the National Board for Surgical Technology and Surgical Assisting (NBSTSA) is required of all graduates of the Lakeland Community College Surgical Technology program to maintain program accreditation. The SSTO treasury funds may be used to defray the cost of each participating graduate's required certification exam based on the treasury balance. All student members in the program who contribute dues and participate in fundraising for the treasury during the two year program are eligible for this benefit.

Protocol:

The graduating seniors take the exam as a group on the Lakeland campus under the direction of a non-partial preceptor engaged for the purpose of administering the exam. A date is set in April of the graduating year for the group. All exams are paid for by one check from the SSTO treasury. The director provides required documentation in support and validation of the eligibility of the students to test: 1.) Testing site request; 2.) Testing roster; 3.) Official documentation to validate that the students did in fact complete the graduation cycle. The third letter allows the release of the test results to the students and the program director, and is completed after graduation and transcript review by the Registrar.

Failure to take the pre-paid exam forfeits the SSTO monies used to finance the testing period. The web-based testing service does not provide refunds. Defaulting students are required to reimburse the SSTO for the lost money. The SSTO does not pay exam fees more than once per member. Taking the exam for a second time if the first try is unsuccessful is at the expense of the individual student. Failure of the exam will not hinder graduation.

Criteria:

- ❖ Students cannot officially graduate without taking the certification examination by current ARC/STSA accreditation standards. All schools are required to use the certification exam as the final exit activity as of 2010.
- ❖ The cost of the test is greater than \$275.00 and is a hardship for many students.
- ❖ Students who are not contributing members of the SSTO must pay their own exam fee and take the test with the graduating cohort at Lakeland Community College.
- ❖ All monies are sent to NBSTSA collectively by the director.
- ❖ Students who are eligible to test will take the exam in the reserved computer lab on campus the week prior to graduation with a designated proctor other than the program teaching staff. Results usually arrive within 30 days of testing. The program director accesses the results for annual reporting online.
- ❖ Students who default and do not show for the pre-paid exam will not be considered graduates.
 - They will be required to pay back the lost money to the SSTO
 - They are required to pay their own exam fee and take the test to graduate. Proof of testing is required within 60 days of program completion and will be validated by the program director.
 - Students cannot graduate without taking the certification exam to redeem their grade and transcript
- ❖ Students who do not take the pre-paid exam at graduation will be given “I” for the degree and have a financial hold on their transcript
- ❖ A student who takes and fails the certification examination whether pre-paid by the SSTO or self-paid has met the testing obligation for graduation and has no penalty assessed by the SSTO or the college.
- ❖ A student who fails the first attempt at the certification examination will be allowed to retake the exam at a later date. Individuals are allowed three attempts per year. It is the responsibility of the student to apply for and self-schedule subsequent exams through the NBSTSA.



Lakeland Community College Surgical Technology Program POLICY FOR DOCUMENT RETENTION

Purpose:

To establish protocols for Lakeland Community College student record retention after graduation from the Surgical Technology program

Policy:

Select documents concerning performance and activities of students are retained for future reference after a 5-year post graduation period.

Guidelines:

1. Admission and pre-entrance documentation is retained indefinitely.
2. Semester progress reports, deficiency or release letters, and anecdotes are retained indefinitely.
3. Daily and weekly evaluations are retained for a period of five years unless specific data is necessary for future use.
4. Commendations and awards are retained indefinitely.
5. Graduate referral forms are retained indefinitely.
6. Communications generated by students are retained indefinitely.
7. Background checks, health information, and incident reports are retained indefinitely in the appropriate college department
8. Documentation showing concerns about safety or performance is retained indefinitely.
9. Discarded student identifying papers will be securely shredded
10. Retained files within 5 years are kept in the program director's office. Older files are archived.



Lakeland Community College Surgical Technology Program POLICY FOR ACCEPTING ELECTRONIC SIGNATURES

Purpose

The purpose of this policy is to establish the guidelines for the use of electronic signatures on documents within the Surgical Technology Program, ensuring that electronic signatures are legally valid, secure, and consistent with the program's operational needs.

Scope

This policy applies to all surgical technology program documents that require a signature, including but not limited to:

- Consent forms
- Confidentiality agreements
- Clinical rotation agreements
- Evaluations and assessments
- Other documents as required by the program

Definitions:

- **Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a record and executed by a person with the intent to sign the record.
- **Digital Signature:** A specific type of electronic signature that uses encryption techniques to secure the signature and validate the signer's identity.

Legal Compliance

The Surgical Technology Program will ensure that electronic signatures comply with all applicable federal and state laws, including but not limited to:

- **The Electronic Signatures in Global and National Commerce Act (ESIGN Act) (2000)**
- **Uniform Electronic Transactions Act (UETA)**
- **Health Insurance Portability and Accountability Act (HIPAA) (where applicable)**

All electronic signatures will be treated with the same legal standing as traditional handwritten signatures, as long as the process adheres to the required security and authentication standards.

Authorized Users

Only authorized personnel, including students, instructors, administrators, and other designated individuals, may electronically sign documents within the Surgical Technology Program. Unauthorized users will not be permitted to sign electronically.

Document Retention

Electronic documents, including signed documents, will be stored in a secure, digital format and retained in accordance with the Surgical Technology Program's document retention policies and legal requirements. Documents will be made accessible for future reference when needed.

Consent to Use Electronic Signatures

By enrolling in the Surgical Technology Program, students and staff consent to the use of electronic signatures on documents. This consent is provided at the time of enrollment and is binding throughout the duration of their association with the program.

Revocation of Consent

At any time, a student or staff member may revoke their consent to use electronic signatures, in which case they must notify the program coordinator in writing. The program will provide alternative methods for signing documents when necessary.

Applicability

This policy applies to all individuals involved in the Surgical Technology Program, including students, faculty, administrative personnel, and other stakeholders as applicable.

Exceptions

Any exceptions to this policy must be approved by the Program Director and must comply with all relevant legal and institutional guidelines.

Review and Updates

This policy will be reviewed annually or as needed to ensure its relevance, compliance with legal requirements, and alignment with best practices.



Lakeland Community College Surgical Technology Program POLICY FOR INCIDENT / INJURY REPORTING

Purpose:

To document and track student or other participant or faculty injury and/or irregular occurrence on the college property or clinical site.

Policy:

All injuries to student, faculty or other participant on college property or clinical site as an extension of the college will be documented. Any event causing potential harm (physical or psychological), or emotional distress to student, faculty, or other participant is considered an irregular occurrence and will be investigated for root cause.

Guidelines:

1. Any student or faculty member can initiate an incident report.
2. All completed forms are to be submitted to the program director for review.
3. A meeting of faculty and program director may be convened to review the policies and procedures regarding the reported event.
4. A meeting of student and program director may be convened to review the policies and procedures regarding the reported event.
5. Counseling of the student or other participant or faculty by the program director or director's designee may be in order.
6. The results of the investigation may be presented to the dean or dean's designee if resolution to the root cause is not reached between the faculty, director and student/participant.
7. Resolution will be documented for file.
8. All reports and documentation will be retained in the program director's office files.
9. Periodic review of all reports will be performed twice per year, in preparation for pre-semester staff meetings. Results of review will be shared.

Rationale:

Root cause analysis of irregular events or injuries is critical for the prevention of future injuries or occurrence. Policies and procedures may be revised based on the analysis. Not all injury is the result of contamination or exposure.



Lakeland Community College Surgical Technology Program POLICY FOR EXPECTED STUDY AND PARTICIPATION

Purpose: To document and define expected study and participation time during the attainment of college course credit

Policy:

It is expected that students will spend 2 to 3 hours, minimally, outside of the scheduled classroom/laboratory times performing course related work such as readings, research, homework assignments, practical, studio work, and other academic work for every hour of credit spent in the classroom/laboratory.¹

Specifically, formalized instruction is defined as instruction delivered in a variety of modes (e.g., face-to-face, hybrid and online) by an instructor. One semester credit hour is awarded based on a minimum of 750 minutes of formal instruction that spans over 16 weeks, and that is facilitated by an instructor. This instruction involves student work on out-of-class assignments that average twice the amount of time of formal instruction (1500 minutes). The Lakeland Community College institutional calendar is set up in a standard manner, and the majority of courses are set up for a standard semester.²

1. Students are required to attend classes, labs, and clinicals according to the syllabus of the course
2. Students must complete assigned projects during the time parameters set by the instructor
3. Students are expected to utilize the lab as part of the study process
4. Students are expected to devote study and homework time of 2-3 hours per week per credit hour
 - a. A 5-credit hour course requires a minimum of 10 hours of study per week
 - b. Open lab hours should be utilized for practice as part of the study time
 - c. Preparation of homework assignments can account for a portion of study time

Rationale:

Success in the professional role requires the acquisition of knowledge and skill. Attainment of these traits is a progression of didactic and practical application. Students must attend learning sessions and practice using the knowledge gained to build the critical thinking skills necessary to perform efficiently and safely in the role. Retention of learning requires repetition and application by out of classroom study and completing homework assignments.

8/12, REV 8/16, 6/19

¹ Per Federal and State Compliance Guidelines 2008

² Lakeland Community College report to the Ohio Board of Regents 2012



POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE (AI) FOR ACADEMIC WORK

Purpose

The purpose of this policy is to establish clear guidelines regarding the use of Artificial Intelligence (AI) tools (e.g., ChatGPT, Grammarly, generative AI software) in academic work within the Surgical Technology Program. This policy aims to support student learning, uphold academic integrity, and ensure the development of critical thinking and technical communication skills essential to the profession.

Policy Statement

The Surgical Technology Program recognizes the evolving role of AI in healthcare and education. While AI tools can be valuable for enhancing learning and productivity, their use must align with ethical standards, institutional academic integrity policies, and the professional expectations of surgical technologists.

Acceptable Uses of AI Tools

Students may use AI tools **with instructor approval** and in accordance with assignment guidelines in the following ways:

- To assist with grammar, spelling, and clarity in written assignments (e.g., proofreading using tools like Grammarly).
- As a supplementary resource for research or study support, with proper citation if content is used.
- To explore concepts, generate practice questions, or summarize study materials for personal learning.
- AI assistance should be kept below 20% per writing assignment.

Prohibited Uses of AI Tools

The following uses of AI are **strictly prohibited** and considered violations of academic integrity:

- Submitting AI-generated content as original work for graded assignments, quizzes, case studies, or written reflections without disclosure or instructor permission.
- Using AI to bypass learning outcomes, including the critical thinking, writing, and clinical reasoning processes intended by an assignment.
- Using AI to complete exams, quizzes, skills assessments, or certification preparation activities.
- Falsifying or fabricating clinical documentation, surgical logs, or other required program documentation using AI tools.

Disclosure Requirement

If an assignment explicitly allows or encourages the use of AI, students must include a brief **AI Usage Statement** at the end of their submission. This statement should:

- Identify the AI tool used.
- Describe how it was used (e.g., "ChatGPT was used to help outline key concepts after completing research").

- Confirm that all content was reviewed and edited by the student.

Example:

“I used ChatGPT to help brainstorm an outline for this essay. All final content was written and reviewed by me to ensure accuracy and alignment with course expectations.”

Consequences of Misuse

Misuse of AI tools may result in academic disciplinary action, up to and including:

- A failing grade on the assignment.
- Academic probation or dismissal from the program for repeated or serious violations.
- Referral to the college’s academic integrity board for further investigation.

Faculty Discretion

Instructors reserve the right to clarify, modify, or restrict the use of AI tools in specific courses or assignments. Students are encouraged to ask their instructors for clarification when uncertain about the appropriate use of AI.

Professional Responsibility

Surgical technology students are expected to develop the competencies, ethics, and communication skills required for safe, effective, and professional practice. Overreliance on AI undermines the hands-on, decision-making, and patient-care skills critical to the role.



POLICY FOR STUDENTS' INTERPERSONAL RELATIONSHIPS AT CLINICAL SITES

Purpose: To establish protocols for Lakeland Community College student relationships in the clinical setting

Policy: Students are not permitted to engage in personal relationships or disagreements between clinical staff during educational rotations

Guidelines:

1. Students may not become involved in conflicts between staff members
2. Students, who witness disagreements between staff members, are to abstain from taking sides with any party. Remain neutral at all times
3. Students, in the vicinity of staff disagreements, are to vacate the general location as possible. Do not become involved
4. Students, who are in sterile attire in the scrub role during a staff disagreement, are to focus on the task at hand and not the surrounding dialogue. The patient and the case in process are the student's primary focus
5. Students are not permitted to add any commentary and to abstain from making comments pertaining to the events at hand
6. Students are not to document on the behalf of or against any member on staff
7. Students are to report any conflict event to clinical instruction staff in a factual, neutral attitude. Lakeland Community College instructional staff will discuss the student's experience with departmental management as appropriate on behalf of the student
8. Students are not permitted to establish personal relationships with instructional or clinical staff outside of the clinical site
9. Lakeland Community College instructors are to intercede by supporting the student in neutrality and change of caseload as possible



Lakeland Community College Surgical Technology Program
POLICY FOR PREVENTION OF HARASSMENT AND BULLYING

Purpose: To establish protocols for Lakeland Community College student interpersonal relationships and conduct

Policy: The Perioperative Education department supports Zero Tolerance of negative interpersonal pressure between students in the classroom, clinical sites, and in online social media either in verbal or written expression. Breach of this policy will result in documentation for the permanent record and may be referred to the Dean of Students for resolution

Guidelines:

1. Students are to treat each other with respect regardless of race, religion, personal beliefs, or sexual orientation
2. Students are expected to respect the rights and privacy of others without personal bias or prejudice. Failure to do so will result in referral to the Dean of Students according to the Lakeland Community College Student Handbook for resolution
3. Students, who witness offensive disagreements between classmates are required to abstain from intervention, but are required to refer the incident(s) to the program director or available instructional staff without fear of reprisal
4. Students, in the vicinity of offensive disagreements, are to vacate the general location as possible. Instructional staff and program director are to be consulted for intervention
5. Students, who are in sterile attire in the scrub role during an offensive disagreement, are to focus on the task at hand and not the surrounding dialogue. The patient and the case in process are the student's primary focus. Instructional staff are to be informed of events as soon as possible
6. Students are advised not to add any commentary and to abstain from making comments pertaining to the events at hand
7. Students are to report any conflict event to clinical instruction staff in a factual, neutral attitude. Lakeland Community College instructional staff will discuss the student's experience with the program director as appropriate on behalf of the student
8. Lakeland Community College instructors are to intercede by supporting the student in neutrality and change of caseload as possible

08/21



Lakeland Community College Surgical Technology Program
BACKGROUND CHECK AND DRUG SCREEN POLICY
required for Clinical Assignment as a Student Surgical Technologist

Purpose: Each clinical site requires Lakeland Community College to do comprehensive background checks and drug screens on all students before clinical assignments can be processed.

Policy: All students are required to submit to the background checking and drug screening process on the time and date set forth by the Surgical Technology program director. This is at the student's expense. Failure to comply will result in release from the program. The parameters for clearance include, but not limited to the following:

1. No past or current history of drug/substance abuse
2. No past or current history of theft
3. No past or current history of violence
4. No past or current history of felony

Clinical sites re-run background checks immediately before accepting students for clinical education at their respective facilities. This is not at the student's expense. The clinical site reserves the right to reject a student based on findings from the background checking and drug screening process. Students, who are not accepted to a clinical site based on background checks will be given the opportunity to withdraw from the Surgical Technology program without a grade reduction penalty before the 12th week.



Lakeland Community College Surgical Technology Program POLICY CONCERNING MEDICAL MARIJUANA

The State of Ohio has legalized the use of medical marijuana. At this time, the Federal government regulates drugs through the Controlled Substances Act, which does NOT recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering the Surgical Technology program are required to have drug screenings upon admission to the clinical phase of the program. As per current policy, if the test results are positive for marijuana, the student will be dismissed from the program. Students using medical marijuana will not be eligible for placement in the clinical experience courses of the Surgical Technology program.

Students should also understand many health care employers will perform routine drug screening as a condition of employment, as these positions involve direct patient care, and are considered safety sensitive positions.

A positive drug screen for marijuana, THC, cannabinoids, etc. will result in revocation of program acceptance or other actions including dismissal from the Surgical Technology program, regardless of a student possessing a medical marijuana card.



Lakeland Community College Surgical Technology Program
POLICY FOR HEALTH REQUIREMENT FULFILLMENT
BEFORE CLINICAL ASSIGNMENT

Purpose: Clinical facilities require complete physical health, drug testing, and immunity reports before acceptance at a clinical site

Policy: All students in the surgical technology program are required to meet all physical examination, testing, and immunization verifications before a clinical site can be assigned. Failure to comply will result in release from the surgical technology program. Health information will be maintained in confidence. **All health forms are given to the program director.** The program director will check them off and send to health services at the college.

Guidelines:

1. Students must submit to a complete physical exam signed by a physician and report the findings to the appropriate college designee in writing
2. All immunizations must be current and titers drawn to verify effectiveness. Failure to meet immunization and titer requirements will result in release from the surgical technology program
3. TB testing via 2-step method must be completed before a clinical assignment can be issued and repeated on schedule as required by the clinical facility. Class as a whole is required to have the 2-step TB test in January before the first clinical assignment is issued. See Surgical Technology Handbook for details concerning positive reactors and negative chest x-rays.
4. Students will submit to mandatory drug screening as required by Lakeland Community College guidelines. Students with positive drug screening will be released from the surgical technology program.
5. Pregnant students must inform the program director and must have written permission to perform the duties of the role of student surgical technologist.

The following requirements are established to protect the caregiver and patient.

- **Physical Examination:** A physical examination by a private physician is required. Failure to complete the health exam process will result in removal from the program. The hepatitis B vaccine must be started by then. A titer for immunity and/or a booster will be required. Flu shot is required by clinical sites.
- **Immunizations:** A record of immunization and titer results must be completed and on file in the Health Service Office. Your physician and/or public health official must verify the record in writing.

The following immunizations and titers are required by clinical contract: **Titers must be drawn to prove immunity**

- Tetanus, Pertussis, and Diphtheria Toxoid--Basic series plus a Tetanus Diphtheria Toxoid Booster to reactivate immunity every 10 years.
- Rubella (German Measles)
- Rubeola (Measles)
- Hepatitis B Vaccine, basic 3-step series. Must be started prior to start of first semester
- Polio- Basic series and booster
- Varicella immunity.

The following annual immunizations and titers are required by clinical contract, to protect caregiver and patient:

- Influenza (injection only – nasal spray not accepted)
- Covid vaccine



Lakeland Community College Surgical Technology Program
SURGICAL TECHNOLOGY HANDBOOK & POLICIES ATTESTATION

I have read and understand the content of the Surgical Technology Student Handbook.

I accept the policies set forth by the Department of Perioperative Education and Lakeland Community College and agree to abide by all the rules and policies, and accept the responsibilities outlined in both documents.

Name (printed)

Signature and Date

RECEIPT OF ALLIED HEALTH AND NURSING PROGRAMS
SAFETY PROCEDURES RELATING TO HEALTH STATUS

I understand that if I have any questions concerning health policies that I may contact the Program Director for further clarification. Hepatitis B vaccine and proof of immunity by titer for Hep B, Varicella, Rubeola, Rubella, pertussis, and D-TAP are required by clinical contract.

Two-Step TB testing is required immediately before the clinical assignment is designated. The facility may require additional testing for any communicable disease as necessary for the safety of the student, staff, and patient.

The facility retains the right to refuse acceptance of a student for immunologic or communicable disease issues.

I have read and understand these policies as set forth in the Lakeland Community College Surgical Technology Student Handbook and the Lakeland Community College Student Handbook.

Printed Name _____

Signature _____ Date _____



AUTHORIZATION TO REFER GRADUATE FOR POTENTIAL EMPLOYER

I, _____ hereby authorize the faculty of the Surgical Technology Program at Lakeland Community College to release information pertaining to my clinical and educational abilities, character, dependability, etc. to prospective employers. I release the faculty members and the college from all liabilities in supplying information. The Graduate Referral form in this handbook (*sample on page 40*) will be used as the vehicle for this transfer of information. The student will receive a copy of the document sent to the prospective employer.

Signature and Date _____

The student may cancel this reference authorization form at any time by notifying the Program Director in writing. Cancellation of this form will deny the faculty the freedom to release this information to any third party.



CONFIDENTIALITY AGREEMENT

As a student at Lakeland Community College, I have received instruction regarding the importance of patient confidentiality. I understand that if I breach the trust of the patient, college and my instructors, I will be released from the program with an immediate failing grade and no chance for reinstatement. If I have any questions concerning confidentiality I will consult the Program Director.

I, _____, will not discuss any aspect of my patient with anyone outside of the professional realm of my education. NO EXCEPTIONS

I WILL NOT:

1. reveal my patient's identity, prognosis, diagnosis, or treatment to anyone before, during, or after providing care. This includes postgraduation.
2. photocopy records or photograph a patient
3. speak to the press or media at any time concerning any of my activities at the clinical site.
4. establish a personal relationship with any patient or former patient outside the realm of the clinical setting
5. accept gifts or gratuities for providing patient care
6. provide direct or indirect care for any patient who is previously known to me outside the clinical site. I will immediately seek reassignment.
7. hold my instructor, college, hospital, agency, or other person/facility responsible for my dismissal should I violate this agreement

I WILL KEEP MY OPINIONS TO MYSELF, BECAUSE NOT EVERYONE MAY HOLD THE SAME OPINION THAT I DO. I RECOGNIZE THAT MAINTAINING THE PATIENT'S CONFIDENTIALITY IS A SACRED TRUST WITHOUT EXCEPTION. I WILL CONSULT THE PROGRAM DIRECTOR AND MY CLINICAL INSTRUCTOR FOR CLARIFICATION, SHOULD I HAVE ANY DOUBTS ABOUT A SITUATION.

Student's Signature and Date

Program Director's Signature and Date