

Hutchinson Community College Surgical Technology Program

Student Handbook



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Hutchinson Community College Surgical Technology Program is designed to provide the student with academic and clinical practice experiences essential for knowledge and skills development to be utilized for safe, patient care in operating room techniques and surgical procedures.

Instructor Information

Program Title: Surgical Technology Program

Director/Coordinator/Instructor: Director/Coordinator

Norine Hamby, AA, CST
Peel Allied Health Center
1 East 9th Avenue
Hutchinson, Kansas, 67501

Telephone: 620-665-4950

Office hours: Posted

Clinical Coordinator: Deborah Ash, AA, CST

Location: Peel Allied Health Center
1 East 9th Avenue
Hutchinson, Kansas, 67501

Telephone: 620-665-4951

Office Hours: Posted

Administrative Assistant: Annette Kershaw

Telephone: 620-694-2456

Clinical Facilities

1. Hutchinson Regional Medical Center

1701 E. 23rd

Hutchinson, KS 67502

OR Director: Angela Frohlick-Phipps RN

Phone: 620-960-6034

OR Manager:

Phone: 620-513-3547

2. Salina Regional Medical Center

400 S. Santa Fe

Salina, KS 67401

OR Director: Kelley Drake RN

Phone: 785-452-7187

Charge Nurse: Melissa Weishaar RN

Phone: 785-452-4480

3. Memorial Hospital of McPherson

1000 Hospital Dr.

McPherson, KS 67460

OR Director: Lynette Dyer RN

Phone: 620-241-2250

(ask for surgery)

- 4. Hutchinson Ambulatory Surgery Center**
2205 N. Waldron
Hutchinson, KS 67502
Assistant Director: Tiffany Antonio RN Phone: 620-694-4498
- 5. Great Bend Regional Hospital**
514 Cleveland St.
Great Bend, KS 67530
OR Manager: Megan Johns RN Phone: 620-791-6216
Board Runner: Beth Blynch Phone: 620-617-0989
- 6. Pratt Regional Medical Center**
200 Commodore
Pratt, Kansas 67124
OR Director: Amy Tucker RN Phone: 620-450-1359
OR Manager: Sarah Kendall RN Phone: 620-450-1738
- 7. NMC Health**
600 Medical Center Drive
Newton, Kansas 67114
OR Manager: Frankie Beeney RN Phone: 316-804-6283
- 8. Hays Med**
2220 Canterbury Drive
Hays, Kansas 67601
OR Director: Sarah Green RN Phone: 785-623-5721
OR Supervisor: Melissa Portenier RN Phone: 785 623-2258
- 9. Kansas Surgery and Recovery Center (KSRC)**
2770 N. Webb Road
Wichita, Kansas 67226
Director of Nursing: Becky Baily RN Phone: 316-630-4235
OR Manager: Amy Summers RN Phone: 316-630-4236
- 10. Ascension Via Christi Manhattan**
1823 College Avenue
Manhattan, Kansas 66502
Director of Services: Toni Downs Phone: 785-565-4781
OR Supervisor: Dora Gauntt Phone: 785-323-6923
Supervisor: Benjamin Heck Phone: 785-323-6972
- 10. Summit Surgical LLC**
1818 East 23rd Ave
Hutchinson, KS 67502
Director: Nancy Corwin Phone: 620-899-3229
OR Manager: Berenice Herrera Phone: 785-466-1135

SURGICAL TECHNOLOGY - AAS

Allied Health

CONTACT: Norine Hamby HambyN@hutchcc.edu (620)665-4950

DEPARTMENT CO-CHAIR: Alison Casebolt casebolta@hutchcc.edu (620)665-4931

DEPARTMENT CO-CHAIR: LJ Davies daviesl@hutchcc.edu (620)665-4945

For course descriptions and course prerequisites, click on the course name.

Some Credit Hours

This degree requires 64.5 credit hours.

First Semester

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
HR105	Medical Terminology	3
English Composition I Options		3
PS100 General Psychology or SO100 Fundamentals of Sociology		3
		Semester Total - 15

Second Semester

Course	Title	Credits
AL153	Pharmacology	3
BI112	General Microbiology	4
MA105 Intermediate Algebra or MA106 College Algebra		3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Surgical Technology Allied Health Electives		3
		Semester Total - 16

Third Semester

Course	Title	Credits
EM131	Cardiac Care (CPR)	.5
ST100	Introduction to Surgical Technology	4
ST101	Surgical Procedures I	4
ST102	Principles and Practice of Surgical Technology	5
ST102L	Principles & Practice of Surgical Technology Lab	3
ST112	Clinical I	1
		Semester Total - 17.5

Fourth Semester

Course	Title	Credits
ST103	Surgical Procedures II	5
ST113	Clinical II	5
ST114	Clinical III	5
ST115	Surgical Technology Certification Review	1
		Semester Total - 16

This is a suggested sequence of courses based on the average student load. Not all courses are offered every semester. Consult with your advisor for more informatio

Transfer of Credits

Acceptance of transfer credits will follow the Hutchinson Community College Policy outlined in the college handbook.

Students desiring to transfer credits obtained in Surgical Technology Courses will need to submit transcripts documenting a minimum of "C", submit a course description that outlines content covered, successfully demonstrate basic skills learned in a simulated Operating Room environment, and pass written assessment examinations with a 75% in order to be considered competent. The demonstration of skills and examination content will be determined by the Surgical Technology Instructor after review of course content.

Students desiring to transfer credits obtained in the general education courses: Anatomy and Physiology, Medical Terminology, Microbiology, and Pharmacology, will need to submit transcripts documenting a minimum of "C" and be completed within the last 5 years.

Official transcripts documenting previous course work should be submitted to the HCC records office.

Work Police at Clinical

All student activities associated with the Surgical Technology Program while completing clinical rotations will be educational and training focused. Students will not receive monetary remuneration in any form during this educational/training experience. Additionally, the student will not be substituted for hired staff within the partnering hospital setting in the capacity of a surgical technologist while enrolled in the Surgical Technology program.

Student Role

Students attend clinical with hospitals and clinics where clinical contract is in place. Compliance criteria is stated by the clinical site contract. Students in the Surgical Technology Program are in the student role while at clinical regardless if the student is employed or has other affiliation with the clinical site. It is essential that the student remains in the student role and does not enter areas or departments that are now listed for a student in the Surgical Technology Program. If the student is employed in a designated area, such as Labor and Delivery, the student should not enter that area unless completing a Surgical Technology rotation. This also includes conversation not related to the surgical procedure about other departments or patients. Surgical Technology students cannot perform any tasks/skills that were previously learned through experience or employment while attending clinical as a surgical technology student.

Application / Admission Requirements

The Surgical Technology Program is a 10-month program leading to an Associate of Applied Science – Surgical Technology. The curriculum consists of Surgical Technology courses and general education support courses. The student will be provided theory in the classroom environment, practice in the skills lab and clinical operating-room experiences in hospitals. Course content includes aseptic techniques, instrumentation, supplies, equipment, procedures, and surgical entry-level experiences for Surgical Technologists. The curriculum is based on the Association of Surgical Technologists Core Curriculum for Surgical Technology 7th edition. The Surgical Technology Program adheres to the Hutchinson Community College policy of non-discriminatory admission. The application and admission procedures are as follows:

Application Process

1. Submission of application to Hutchinson Community College, 1300 N. Plum, Hutchinson, KS 67501.
2. Submission of official high school transcript or GED scores, and official transcripts for college level course work to the Records Office.
3. Applicants must take ASSET (or Compass) and Accuplacer given by the college or have ACT scores on file. If the applicant has completed a college level English Composition and Math course with a grade of “C” or higher, the ASSET/Compass/Accuplacer requirements will be waived.
4. Any applicant needing accommodation to take the assessment testing (or completing application requirement) must contact the Accommodations Coordinator, Hutchinson Community College, 1300 N. Plum, Hutchinson, KS.
5. Submission of application and questionnaire to the Surgical Technology Program, Peel Allied Health Center, 1 East Ninth, Hutchinson, KS. 67501. Applications will remain active for one year.

Admission Requirements

Admission to the Surgical Technology Program is based on successful completion of the following Admission Requirements and the number of students admitted may vary based on clinical site availability and surgical case numbers available at these sites.

1. High school transcript (or GED) with graduation date. All official college transcripts evaluated and on file in Records Office with GPA of 2.0 or higher.
2. Minimum ASSET/ACCUPLACER (or Compass) Scores or College level course in English and Math.
3. Ability to meet technical standards for the Allied Health Department and Surgical Technology Program.
4. Submission and return of references after application has been received.

5. Proof of CPR certification at the Health Care Provider or First Responder Level. Must be current throughout program.

A copy of the card must be on file in the office.

6. Applicants are notified by mail of provisional and/or acceptance into the program and are expected to respond on intent to attend the program or decline on form sent with acceptance letter.

7. A current health history and physical examination (completed upon acceptance into program). Not to exceed more than 3 months prior to class start date and not to exceed more than 2 months after class start date. This form is available at the Peel Center, 1 East Ninth, and/or will be mailed with letter of acceptance into the program. An immunization form must be also completed and submitted with the health history.

Hutchinson Community College

Allied Health Department Technical Standards for Admission

Hutchinson Community College Allied Health Department has identified nonacademic technical standards critical to the success of students in the allied health programs. These standards are designed to establish performance expectations that will enable students be successful in their chosen discipline.

The Allied Health Department prepares students for the professions of Associate Degree Nursing, Continuing Education for Allied Health, Health Information Technology, Licensed Practical Nursing, Radiology Technology, Sports Medicine, Respiratory Therapy, Pharmacy Technician, and Surgical Technology.

In addition to these general technical standards, students must be able to successfully complete all the required components and program-specific technical standards of the individual program they are enrolled in.

Students in the Allied Health Department must have the following minimum abilities:

Observation – Students must

- Be able to observe lectures and demonstrations.

Communication – Students must

- Be able to use multiple communication techniques including verbal, nonverbal, written, group processes and information technology in order to communicate with instructors, peers, health professionals, patients and others.
- Be able to speak, read and write in English.

Motor Function – Students must

- Possess the skills necessary to carry out the procedures in their discipline.

Intellectual/Conceptual/Integrative/Quantitative – Students must

- Read, understand and be able to discuss information from reading.
- Acquire and apply information from classroom instruction, lectures, laboratory experience, independent learning and team projects.
- Measure, calculate, reason, analyze, evaluate, and process information.

Behavioral, Emotional and Social – Students must

- Possess the emotional health required for full use of his or her intellectual abilities.
- Be able to function under stress.
- Develop mature, sensitive and effective relationships with others.
- Adapt to changing environments.
- Work cooperatively with instructors, peers, health professionals, patients and others.

Physical Endurance – Students must possess

- Physical stamina sufficient to complete assigned periods of clinical practice within allotted time frames specific to their discipline.

**ADDITIONAL SPECIFIC TECHNICAL STANDARDS
FOR SURGICAL TECHNOLOGY**

Physical activities will include:

- Lifting up to 50 pounds
- Walking
- Bending
- Stooping
- Reaching
- Pushing/pulling carts with up to 200 pounds of weight
- Carrying up to 30 pounds
- Standing for extended periods (up to several hours)
- Possess manual dexterity (for handling and passing instruments)

HUTCHINSON COMMUNITY COLLEGE

HCC Vision Statement

Hutchinson Community College/Area Vocational School will be the premier, two-year educational institution in Kansas, delivering accessible opportunities for learning, growth and improved quality of life.

HCC Mission Statement

Expanding the tradition of excellence through learning and collaboration.

HCC VALUE's

- Teaching and Learning – Hutchinson Community College empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- Integrity and Social Responsibility– Hutchinson Community College contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- Service and Collaboration – Hutchinson Community College provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- Diversity – Hutchinson Community College celebrates the uniqueness of individuals, ideas, and forms of expression.
- Leadership – Hutchinson Community College fosters the development of and provides opportunities for leadership within the institution and the community.
- Responsiveness – Hutchinson Community College is future-focused, examining trends to better predict how conditions will change and innovating to better meet the mission-driven needs of our students and other stakeholders.

Surgical Technologist Program

Mission and Philosophy

Mission

The mission of the Surgical Technologist Program is to prepare practitioners who will provide efficient and quality care while preserving the safety, dignity and individuality of the perioperative patient.

Philosophy

The faculty supports the philosophy and objectives of Hutchinson Community College. Furthermore, it is the faculty's belief that as members of the surgical team, surgical technologists deliver services to the surgical patient regardless of sex, race, creed, economic status, personal lifestyle or diagnosis in a safe and dignified manner.

The faculty believes that surgical technology education is best accomplished in an academic setting where learning is given the highest priority. A broad base of general knowledge, combined with a wide variety of clinical experiences can best effect student achievement of academic excellence and clinical competence.

The faculty is dedicated to promoting the growth and development of individuals who seek realization of their potential through education in the field of surgical technology. Learning is an active, continuous, life-long process of growth and includes experiences, knowledge, new behaviors, skills, attitudes, and values that encompass cognitive, psychomotor and behavioral components.

In this educational program, the faculty views students as adult learners with learning taking place primarily through rational, problem-solving processes. Learning is best accomplished when the learner is self-directed, participates actively in the educational process and assumes responsibility for his/her own learning. The role of the faculty is to give organization to and facilitate this learning process. Faculty sets standards within the program and assumes responsibility for evaluation.

The education obtained at Hutchinson Community College Surgical Technology Program provides the student with a broad base of general knowledge in the sciences, surgical techniques and operative procedures. Graduates are expected to continue their professional growth by seeking national certification, developing expertise in specialty areas and supporting their professional organization.

The Surgical Technology Program is accredited by the Commission on the Accreditation of Allied Health Educational Programs in association with the Accreditation Review Committee on Education for Surgical Technology. Graduates of our program are eligible to take the National Certification Examination for Surgical Technologists administered by the National Board of Surgical Technology and Surgical Assisting.

Outcomes

HCC Student Outcomes

Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating quantitative and non-quantitative information.

Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.

Demonstrate effective communication through writing and speaking.

Demonstrate effective interpersonal skills.

Program Outcomes

In addition to the HCC Student Outcomes the student will:

Demonstrate through the performance of surgical principles and procedures the ability to think critically and make reasonable judgments. (Cognitive)

Demonstrate communication skills, both written and spoken with patients, families and members of the healthcare team. (Psychomotor)

Incorporate the roles and responsibilities of the surgical technologist as a member of the interdisciplinary team to meet the needs of the client and family. (Affective)

Demonstrate accountability for actions, judgments, and responsibilities consistent within one's scope of practice within the legal and ethical framework of the surgical technologist. (Cognitive)

Assume responsibility for personal and professional growth by participating in activities that enhance continuous learning, self-development and ensure high standards of surgical practice. (Psychomotor)

Demonstrate accountability for practicing in a manner that promotes the protection of the surgical team and surgical patient's safety. (Affective)

Pass the National Certification Examination for Surgical Technologists. (Cognitive)

Certification Information

1. The HCC Surgical Technology Program is accredited through the Commission on Accreditation of Allied Health Education. Students will sit for the National Certification Examination. This Examination will be given on campus prior to graduation from the program.
2. The National Certification Examination is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
3. Information concerning the Certification Examination can be found at www.nbstsa.org.

Association of Surgical Technologists (AST) Code of Ethics

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

Adopted From: AST Standards of Practice Manual

Association of Surgical Technologists (AST) Recommended Standards of Practice

Certified Surgical Technologist: Level I Competencies:

The student will demonstrate:

1. Knowledge and practice of surgical patient care concepts.
2. Application of the principles of asepsis that promotes optimal preoperative patient care.
3. Basic surgical case preparation skills.
4. Ability to perform as first scrub on basic surgical cases.
5. Responsibility towards professional behavior in the health care profession.

Adopted From: AST Recommended Standards of Practice

Patient's Bill of Rights

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms the patient can reasonably be expected to understand. When it is not medically advisable to such information of the patient, the information should be made available to an appropriate person in his behalf. He has the right to know, by name, the physician responsible for his care.
3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedure and/or treatment.
4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.
5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.
6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide valuation, services, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for the alternatives to such transfer. The institution to the patient is to be transferred must first have accepted the patient for transfer.
8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational facilities insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name who are treating him.

Health Requirements

A comprehensive health evaluation and immunization record is required for all incoming Surgical Technology students. This must have been completed within the previous 3 months prior to program, completed within 2 months of the start date to be considered current information.

The requirements include:

1. Mantoux tuberculin skin test (2 step method), (a positive reading would need a follow up with chest x-ray)
2. Immunization for tetanus and diphtheria within last ten (10) years.
3. MMR immunization or positive measles, mumps, rubella titer (if born in 1957 or after, documentation of two (2) MMR's is required.
4. Hepatitis B vaccine *
5. Chicken Pox vaccine, positive titer, or history of disease documented by a physician, PA, or ARNP.
6. Influenza Immunization – must be for current flu season, usually given in the fall
7. Physical examination
8. COVID-proof of vaccination, waver-must be approved by the co-chair of Allied Health.

* In light of the current health care environments and the known risk of acquiring Hepatitis B in certain high-risk areas, it is recommended that students receive the Hepatitis B vaccine series. Students are to consult their private physicians for assessment and recommendation prior to receiving the series.

After notification of acceptance is received, students should make arrangements with their private physician for the above examination and immunizations. Cost for these items will be borne by the student. Skin tests, immunizations, and serology are also available at the Reno County Health Department for Reno County residents for a fee. The physical examination form will be made available to the student and needs to be complete and on record at Peel Center prior to the first day of class. (Refer to admission requirements) Students are not permitted in the clinical area without this documentation. Immunizations and TB skin tests need to be current and maintained for the length of the program.

Exposure to Infectious Disease

During the course of the program, students may/will be assigned to care for clients who have infectious diseases. Guidelines established by the Centers for Disease Control, Standard Precautions, and the policies and procedures of the clinical agency are to be followed. Regardless of the client's diagnosis, students will wear protective gloves and other appropriate Personal Protective Equipment when handling blood or body fluids.

Illness

Students with any of the following conditions or illnesses may not participate in the clinical experience.

- a. Streptococcal infections of the throat*
- b. Herpes simplex*
- c. Herpes zoster (shingles)*
- d. Dysentery, confirmed organism*
- e. Staphylococcal infections*
- f. Hepatitis **
- g. HIV / AIDS **
- h. Tuberculosis*
- i. Fever of undetermined origin*
- j. Surgery*

- k. Hospitalization*
- l. Active Dermatitis or lesions of any kind***
- m. Other conditions as determined by the faculty *****COVID*****

*A statement of release from a physician is necessary before being allowed in or being able to return to the clinical setting.

**According to the Association of Operating Room Nurses Standards, Recommended Practices, & Guidelines, 2013, Position Statement on The Patient and Health Care workers with Blood borne Diseases: including Human Immunodeficiency Virus (HIV) the healthcare worker should voluntarily

- *Know their HIV / Hepatitis B / Hepatitis C Statuses

- *If seropositive, modify their participation in exposure-prone procedures except in extreme emergency situations.

- *Inform the appropriate facility resources; and seek counseling from experts to review and modify practice. This should be based on best available scientific information. Reference: AORN, R.P., 2013,

***According to the Association of Operating Room Nurses Standards, Recommended Practices, & Guidelines, 2013, in order to perform a surgical hand scrub cuticles, hands, and forearms should be free of open lesions and breaks in skin integrity. These conditions would prevent participation in clinical. Reference: AORN, R.P., 2013.

It is the student's responsibility to keep faculty informed of health limitations.

If immunizations are not current at any time during the program, the student may not participate in the clinical experience until these are updated.

The Surgical Technology program adheres to clinical agency health policies and requirements.

Health Insurance

It is strongly recommended that students enrolled in the Surgical Technologist Program carry health insurance. **Any health care cost incurred by the student is the responsibility of the student and is not the responsibility of HCC or any clinical agencies who provide experience for students.**

Background Check for Clinic Rotations

Background Checks & Drug Screening

In 2004, Joint Commission for Healthcare Accreditation Organization required that all persons who are involved in patient care activities, including students must undergo criminal background checks and other healthcare related checks, before doing patient care, therefore, all students who enter into the Surgical Technology Program must submit to a background check & drug screen prior to starting their clinical experience. The results will be sent to the Program Director for Surgical Technology. The cost of the background check is the applicant's responsibility. Failure to comply with this mandate will result in the student being withdrawn from the program. Results will to be sent to the Program Director for Surgical Technology at Hutchinson Community College.

Results

Should a background check or report come back with an unacceptable offense, the school will review the information and make a decision on the student's eligibility to attend clinical. The department will then notify the student. These cases will be considered individually and, under extenuating circumstances, an exception could be made. Normally, the following convictions will prevent clinical attendance:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders
- OIG, GSA and Medicaid Sanctions

If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/ qualifying examination upon completion of an academic program. Contact our office if you have specific questions

All documentation received is confidential. It will be held for five years as property of the Retention Office, at which time it will be shredded.

Student Rights

If the student believes their background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinic experience until the matter is resolved. The inability to participate in a clinic experience could prevent a student from meeting course objectives and result in failure of the course.

Requirements for Satisfactory Academic Progress

General Principles

The Surgical Technology Students must meet the college requirements for satisfactory academic progress. Refer to the Hutchinson Community College catalog sections on “Satisfactory Progress” and “Academic Probation and Dismissal.”

Students must receive a “C” or above in Surgical Technology courses in order to continue in the program.

Determination of letter grades for above courses is as follows:

100-92% = A 91-84% = B 83-75% = C 74-66% = D 65-0% = F

There will be no rounding of scores. Anything below a 75% fails to meet the minimum course objectives.

All General education courses: Medical Terminology, Anatomy & Physiology, Pharmacology and Microbiology, must be passed with a grade of “C” or above in order to be accepted or to continue in the program and receive an Associate of Applied Science in Surgical Technology upon graduation.

Practical Skills

Student performance evaluations are incorporated in ST102L Principles and Practice of Surgical Technology Laboratory course. Students are expected to satisfactorily perform skills in the laboratory simulation experience including but not limited to:

- Instrument Identification
- Opening Sterile Supplies
- Scrub/Gown/Glove – self and others
- Suture Identification and Handling
- Passing Instruments
- Setting Up Back Table
- Setting Up Basic Mayo
- Counting
- Catheterization
- Medication Handling

Student Evaluation-Skills Practicum

Prior to clinical rotations, students must pass skills practicum consisting of opening supplies, scrubbing/gowning/gloving, draping mayo stand and setting up back table with 100% accuracy. Competency check-sheets will reflect the students’ ability to perform these skills as “satisfactory” (S) or “needs improvement” (N/I). 100% of the skills must reflect satisfactory in order to pass. Needs improvement would necessitate re-demonstration of the competency in its entirety.

One re-demonstration will be allowed. Skill must be demonstrated at 100% to continue in program. Failure to achieve 100% will result in dismissal from program.

The student is encouraged to utilize the laboratory to practice skills prior to demonstration. Students are also encouraged to schedule practice sessions with instructors prior to the practicum.

Clinical Evaluation

Clinical evaluation on site occurs on a daily basis when the student is scrubbing into cases. See page 31.

Anytime a student's behavior is inappropriate or performance is deemed unsafe by the clinical coordinator, preceptor or other person of authority at the clinical site, the student will be dismissed from the clinical site and the program. This removal is permanent and reinstatement in the program is not an option.

Clinical check-sheets are also distributed for other experiences the student may be assigned to participate in such as:

- Instrument Processing
- Labor, Delivery, Post-Partum
- Supplies, Processing, Distribution
- Same Day Surgery
- Recovery Room

Late Paper Policy

(This policy applies to both traditional and online courses.)

Papers, exams, or quizzes will not be accepted after the due date. A written extension request for papers worth points is an expectation of all instructors. An extension request must be submitted before the due date. If the extension request is denied, or the student fails to turn in work on the due date the paper will not be accepted.

The ability to consistently meet time commitments is deemed highly significant in assuming the role of Surgical Technologist. Students are expected to adhere to established deadlines.

All written work submitted by the student is representative of each individual's efforts. Written work may be redone at the instructor's discretion; however, the original grade will not be changed. Materials that are submitted as a group project will clearly be identified. Written examinations, clinical evaluation tools and lecture materials are the property of the program. Formal papers written by the students will be kept on file in the department. If students wish to have copies of their written work, they are expected to make copies before submitting the work to faculty.

Examination Policy

Lateness

A student who is late for an Examination will not be allowed to take the Examination at that time. If the student attends class or lab immediately following the missed Exam, they will be expected to make up the Examination that same day after the class; or at the instructor's discretion (within 72 hours). If a student is late for class on a quiz day, the student will not be allowed to take the quiz and zero points will be recorded.

Online Policy

Examinations and quizzes will not be reopened after the due date unless it is an extenuating circumstance which will be considered by the faculty. Zero points will be awarded.

Testable Material:

Any material presented in class lectures and labs, including videos, or covered in assigned readings is to be considered testable material and may be included on Exams.

The faculty believes exams are a valuable learning experience. When exams are taken late or papers are written late, the value of this learning experience decreases.

Exams

Students are expected to take the exams as scheduled. If the student is ill or has an emergency on the day of an exam, the student is responsible for making his/her own arrangements on the day he/she returns to class to make up the exam. The exam will be given at the discretion of the instructor (within 72 hours). If the missed exam is not made up within this time frame, "zero" points will be allocated for that exam. Extenuating circumstances will be considered individually by the faculty.

All examinations will be monitored in the traditional course. Online Final Examinations will be proctored. Please make arrangements with the Distance Education department for online courses. If a student is observed cheating on an exam, "zero" points will be allocated for that exam and may result in immediate dismissal from the program.

Test Review System

Examinations may be reviewed after each examination to provide immediate feedback for student learning. Correct answers with rationale are available to students after each exam.

HCC Academic Honesty Policy

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits.

Sanctions for Violation: Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the *Dean of Instruction* that such students be dismissed from the program and/or the institution.

Attendance Policy

Hutchinson Community College

HCC policies for excessive absences and withdrawals for non-attendance are as follows:

- 1) Instructors are expected to keep a record of each student's class and clinical attendance.
- 2) An instructor may drop a student from a class if (1) the instructor determines that the student's irregular attendance prevents them from obtaining minimal benefit from the course, and (2) the student has been officially warned by the Director of Guidance and Counseling or Program Counselor that their attendance has been irregular.
- 3) After an instructor has determined that a student's attendance has been irregular, he/she notifies the Director of Guidance and Counseling. The Director of Guidance and Counseling will mail a warning to the student that, at the discretion of the instructor, they may be withdrawn from the class or given a grade of "F" if irregular attendance continues. When a student is withdrawn from a class because of irregular attendance; a designation of "W" (withdrawal) is recorded. If a student decides to appeal a withdrawal for irregular attendance, he/she must submit a written appeal to the Dean of Instruction.

Surgical Technology Program

Absence of more than ten (10) percent during the clinical course is a cause for concern and may result in dismissal from the course. Dismissal from a clinical course will automatically result in dismissal from the program. An irregular attendance warning will be issued by the records office when absence reaches this number. Extenuating circumstances will be evaluated by the Department Chair, Program Director and Clinical Coordinator.

Extenuating circumstances are:

- Death in the immediate family (spouse, child, parent, grandparent)
- Hospitalization of student or medical condition treated and documented by a physician
- Jury duty
- Called to active military duty

Clinical absence may be demonstrative that the physical demands of the role may be in excess of the student's tolerance and 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 days are not allowed because of limited clinical slots. In the event that a Student exceeds the maximum excused absence, the Student will be required to make up that Clinical time, which would be arranged by the Clinical Coordinator, at the cost of \$30 an hour.

In the event of illness, withdrawal from the program may be suggested and reapplication at a later date should be considered when health is restored. Students who chose not to withdraw may receive a failing grade for excessive absences. Two consecutive absent days will require a Doctor's release.

If a student must be absent for a clinical course, it is his/her responsibility to notify instructor(s) and clinical facility a minimum of **30 minutes** prior to starting time. Failure to notify will result in a student contract being initiated.

Punctuality is expected in class and clinical. Late arrivals are disruptive and they have a negative effect on the class and surgical environment. Three (3) tardys will be the equivalent of one (1) unexcused absence. In the clinical environment the student will not be permitted to participate in the first assignment of the day which will result in one-half day (4 hours) absence.

Habitual tardiness (being tardy 10 percent of the clinical days during a course) does not demonstrate acceptable employability skills. A student contract will be developed to assist the students with punctuality skills. This contract will be initiated to outline corrective actions and the time period in which the student is expected to demonstrate satisfactory attendance. An irregular attendance warning will be issued if tardiness does not improve which may result in dismissal from the program.

Students are expected to have name badge, radiation badge and goggles (when scrubbing) on at all times at the clinical site. Failure to have any of these will result in student being sent home and one (1) day absence recorded.

Leaving the clinical area without permission is unacceptable and will be recorded as one day (8 hours) absence if this occurs. The student will be placed on probation and a student contract will be initiated. If student leaves area without permission a second time, he or she will be dismissed from the program.

Audio/Videotape Policy

Regular class attendance is expected in accordance with the College's academic policies and classes' lectures, discussion and other activities may not be recorded, in either audio or video format, without the instructor's prior written approval.

Class or Clinical Cancellation

Class cancellation by Hutchinson Community College extends to the clinical site. All clinical sessions scheduled to meet are cancelled because of liability issues. The hours will not be made up. Information on college closings will be available through the HCC Alert System, emails, College Website, local radio and television broadcasts

Classes and/or clinical may be rescheduled at the program director's discretion.

Student Contract

The faculty may initiate a contract with a student. The terms of the contract will be individualized to each student situation.

Some examples of reasons a contract may be initiated are as follows:

- ◆ Failure to achieve competencies in any course objective;
- ◆ Failure to meet clinical and/or classroom commitments;
- ◆ Excessive absences in classroom or clinical.
- ◆ Excessive exam make-ups
- ◆ Excessive tardiness
- ◆ Failure to meet minimum grade requirements.
- ◆ Inappropriate conduct or communication.

The appropriate coordinator and faculty will counsel with the student to identify the problems prior to establishing the contract. Each member of the negotiation team will sign the contract (faculty and student). A copy of the signed contract is given to the student. The original is filed in the student's record.

An outstanding contract at the end of a course will result in the student being unable to progress to the next course in the program.

HCC Appeal Process

Students who believe they have been treated unfairly with regard to academic regulations such as academic honesty, academic probation and dismissal and reinstatement may request in writing a hearing before the Dean of Instruction. The appeal must be received by the Dean of Instruction's office within 30-calendar days after the event. The student will be notified in writing of a hearing date with the Dean of Instruction or his/her designee. The hearing will occur within 10-business days of the appeal being received by the college. A business day is defined as a day the college is open for business. If the student is requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. The outcome or decision will be communicated to the student and the instructor (if appropriate) within five business days of the hearing.

If a student is dismissed from a program and/or the institution for academic reasons, the student may within 30-calendar days of the recommendation of dismissal request in writing a hearing before the Dean of Instruction. The dean will notify the student in writing of a hearing date. The hearing will occur within 10-business days of the appeal being received by the college. The student will be requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. The outcome or decision will be communicated to the student and the instructor within five business days of the hearing.

A student who wishes to appeal the decision of the Dean of Instruction in academic matters may do so by filing a written appeal within 10-business days of the decision with the Academic Appeal Committee. The Academic Appeal Committee is an ad-hoc committee of administrators, faculty and students appointed by the president of the college. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student's appeal. The Academic Appeal Committee will notify the student in writing of a hearing date. The hearing will occur within 10-business days of the appeal being received by the college. The student will be requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. An audio recording of the proceedings will be made, except for committee deliberations. The outcome or decision will be communicated to the student, instructor and the Dean of Instruction within five business days of the hearing.

A student who wishes to appeal the decision of the Academic Appeal Committee in academic matters may do so by filing a written appeal with the president of the college within 10-business days of the decision. Upon receipt of a complete letter of appeal, the president will review the recording of the previous proceeding(s) and any written materials submitted at the previous hearings. Within 10-

business days of the receipt of the appeal, the president or his/her designee will affirm, modify or reverse the decision of the Academic Appeal Committee. The president's decision will be mailed to the student at the address listed in the student's letter of appeal. The outcome or decision will also be communicated to the instructor and the Dean of Instruction. The president's decision is final.

Withdrawal from Surgical Technology Program

Prior to withdrawal from the Surgical Technology Program, a conference with the student's advisor, course coordinator and counselor is recommended. The reason(s) for withdrawal will be discussed. Actions to assist the student in further academic pursuits will be explored, i.e. entering another course of study.

An exit interview with the department chairperson is required at the time of withdrawal. Withdrawal policies will be reviewed at that meeting.

Transportation / Parking

Students are responsible for securing the Hutchinson Community College parking sticker and adhering to college parking regulations. Students will also be expected to adhere to parking regulations at clinical agencies utilized.

Surgical Technology students will be responsible for their own transportation to and from the clinical facility.

Students are prohibited from transporting clients in their personal vehicles for any reason.

*Students should anticipate the need to travel to two or more clinical sites utilized for clinical experience during the program.

Clinical Parking

This will be addressed by the clinical facility assigned.

Student Responsibilities in the Clinical Setting

The following responsibilities are those that the student **must** assume during all clinical rotations:

- A. Follow the administrative policies, standards and practices of the clinical site.
- B. Wear the necessary and appropriate dress/uniform.
- C. Provide own transportation and meals.
- D. Assure responsibility for personal belongings. There will be a locker for purses, keys, wallets, etc.
- E. Report to the clinical facility on time and follow all established regulations during the regularly scheduled operating hours of the facility.
- F. Conform to the standards and practices established by the clinical site regarding patient confidentiality before writing any material for the faculty instructor relating to the clinical experience.
- G. Conduct oneself in a professional manner while training in the clinical facility. Any unprofessional behavior as defined by the faculty or clinical site, will result in immediate dismissal from the clinical sight and dismissal from the program. This removal is permanent and reinstatement in the program is not an option.
- H. Be alert at all times to the needs, condition and safety of the patient. Seek supervision for any situation that the student is uncomfortable with or any situation requiring functions, which the student is not, trained for or is not considered a function of a Surgical Technologist.

STUDENT PARTICIPATION AND EXPECTATIONS IN THE CLINICAL AREA

Each student's primary responsibility is to learn to be a safe, effective and dependable Surgical Technologist. The following guidelines are given to aid the student in achieving this goal:

- 1. You are expected to carry out your clinical assignment. If, for any reason, you feel you are unable to participate, immediately inform your instructor or facility supervisor. If you are ill, you will be sent home. Any other reason for non-participation will be dealt with on an individual basis.
- 2. Be alert at all times to the needs and the safety of patients. Report unusual conditions to the O.R. Supervisor and circulating nurse in your assigned room.
- 3. Report all accidents and errors immediately to the facility circulator/supervisor and instructor.
- 4. Check with your instructor, preceptor, circulator, or facility supervisor if you have any doubt about having knowledge, information or skill necessary for an assignment.
- 5. Inform the clinical coordinator what procedures you have not had the opportunity to perform. Use your initiative in finding learning opportunities. It is your responsibility to keep the procedure log up to date.
- 6. Confine eating and drinking beverages to designated areas and only during break time. Absolutely NO food or drink in the restricted/semi-restricted areas of the O.R.
- 7. The employee lounge is not a classroom for students. Limit your time in the lounge to 15 minutes for break time 30 minutes for lunch break. Utilize library or designated room for studying when approved by instructor or facility supervisor.
- 8. Healthcare facilities are smoke free. Since students are not allowed to leave the site during the clinical time, students may not leave to smoke or vape.

9. Maintain a friendly and dignified relationship with patients, co-workers, hospital supervisors, hospital staff and school faculty.
10. Do not have social contact with patients and any discussion of patients except as necessary in the classroom or clinical area with authorized staff. Do NOT discuss patients in the cafeteria, elevators, etc.
11. Do not discuss your personal life and problems with patients or hospital personnel. Leave your personal life at home.
12. Use clinical facility and school property carefully and correctly.
13. Make your facility preceptor, facility supervisor, and instructor aware of your whereabouts at all times including break time and lunch time.
14. Do not leave your assigned operating room without permission of your facility preceptor.
- Do not wander in the halls or enter another room just to “look”. You may enter the room if the team needs a supply, positioning help, etc. However, you must return immediately to your assigned room after completing the task.
- NOTE: Do not neglect your own responsibilities in your own room to assist in another room.
- If the surgical procedures in your assigned room are complete, notify the facility supervisor who will make a new assignment.
- While scrubbed if you become ill or about to faint, immediately tell the surgeon or the assigned clinical site employee, and circulator. Replacement personnel can be obtained if necessary. Never “break scrub” without notifying the operative team first.
- You may take breaks with the assigned clinical site employee with whom you are scrubbed or when that person designates. Do not exceed your time limits!
- You will be sent to lunch by the assigned clinical site supervisor indicates.
15. Follow rules and regulations of the clinical site.
16. Report to the hospital in sufficient time to be ready for your assignment.
17. Notify the instructor AND facility supervisor at the hospital if unable to attend-**at least thirty (30) minutes before you are to report.** If she/he cannot be reached, call again in fifteen (15) minutes. **DO NOT** send messages by other students. Calling in ill is your responsibility.
18. Students may use the library facilities while in the institution. You may not check out books from the facility library.
19. Students may purchase meals in the hospital employee cafeteria.
20. Students will be expected to be knowledgeable and prepared regarding procedures and assignments for the clinical week. This necessitates bringing the appropriate textbooks to the clinical assignment.
21. Students are expected to obtain assignments in advance so that clinical case worksheets can be completed.
22. Students may not sleep in the lounge during clinical time. This will result in student being sent home and 1 day absence recorded.
23. Students are not permitted to chew gum when participating in clinical.
- 24.** Students may **NOT** carry any personal communications devices on their person when in the OR. The student may only check their phones during breaks set forth by clinical instructors. Abuse of this will lead to the student being sent home from clinic and will be documented as an absent day.

Attire for Clinical Facilities

Students at the clinical site are representing Hutchinson Community College and as such will dress appropriately for a professional setting. You are making a lasting impression for a future job site.

The following items are **unacceptable** as professional wearing apparel for reporting to the clinical facility:

- Tank tops
- Tee shirts with holes
- Overalls
- Blue jeans with holes
- Shorts or cut-offs
- Personal scrub suits

Students will be sent home to change into appropriate clothing. This will result in absence time being recorded.

A school nametag is required in the hospital. It should be worn on O.R. attire or street clothes when in the hospital. The nametag should be secured in a manner to prevent contamination of the sterile field. Nametags must be returned to the clinical coordinator at the conclusion of the program. Failure to return will result in forfeiture of graduation. A thirty (\$30) dollar fee will apply to remake a lost nametag. A ten (\$10) dollar fee will apply to replace goggles.

Students will wear radiation monitoring badges when in the clinical area. Loss of radiation badge will be assessed a fifty (\$50) dollar fee.

2. Shoes/Socks/Hose:

- A. Clean, comfortable, supportive shoes are to be worn in the operating room suite.
- B. Shoes and laces should be cleaned or polished as often as needed.
- C. Leather (or leather like) shoes and/or tennis shoes may be worn in the operating room. Tennis shoes may not be canvas.
- D. Sandals are not allowed. No open toe shoes are permitted.
- E. Medical clogs without holes are acceptable as long as facility approves.
- F. Socks/Hose must be worn with clinical shoes.
- G. Shoe covers are supplied by the hospital.

3. Hair:

- A. Hair should be neat and clean.
- B. All hair must be completely covered by a surgical cap while in surgical clinical areas. Ears must be covered. Surgical caps are supplied by the hospital. No cloth hats.
- C. Beards must be neatly trimmed and completely covered according to hospital policy.
- D. Ribbons, flowers, conspicuous barrettes, hair rollers, or bandanas may NOT be worn.
- E. Hair must be a natural hair color.

4. Undergarments:

- A. Are to be worn under scrub clothes in the hospital.

5. Cosmetics:

- A. Facial cosmetics should be used with discretion.
- B. False eyelashes are not permissible in the operating room.
- C. Perfumes and/or colognes may not be used.

6. Jewelry:

- A. Wedding rings and wristwatches may be worn ONLY when the student is not scrubbed in.
- B. No earrings are allowed per AST guidelines.

- C. All facial jewelry, including nose, tongue, lip, and eyebrow rings, must be REMOVED prior to entering the operating room.
- D. Neck chains may not be worn in the operating room.
- E. Each individual is responsible for the care of their jewelry when scrubbed in.

7. Tattoos:

Hospital Policy

8. Fingernails:

- A. Nails must be kept short and clean.
- B. Nail polish, artificial nails, or artificial overlays are not permissible in the operating room.

9. Personal Hygiene:

Good personal hygiene must be maintained at all times; including daily baths/showers, deodorant, and dental care.

10. Eye Protection:

- A. Safety glasses or goggles are required in the operating room at all times when Surgical Technology students are scrubbed in, engaged in room turnover, or any other task where blood or body fluids might be splashed. A ten (\$10) dollar fee will apply to replace a pair of goggles.
- B. Institution policy will be followed regarding the use of eye protection as all staff in the OR might be required to utilize eye protection whether scrubbed in or circulating.

Hospital Library Facilities

Students have access to the Hospital library. Students are requested to conduct themselves as professionals when using the library at the hospital. Student ID nametags will be required at the hospital. Use of the hospital library is a privilege. Resources may not be removed from the library.

General Safety Precautions

1. Maintain professional conduct.
2. Be knowledgeable of the use of all equipment, supplies and procedures before attempting use.
3. Check all equipment and supplies for proper function before use and report any malfunction or damage immediately to the facility supervisor.
4. Handle equipment properly and carefully to prevent damage or injury to yourself or others.
5. Clean and/or care for all equipment or supplies as instructed by your assigned instructor/preceptor.
6. RETURN all equipment and supplies to proper storage area.
7. Use the principles of correct body mechanics when lifting, pulling or pushing.
8. Remove any hazardous objects or spills from floors or hallways immediately.

9. Minimize distractions to prevent accidents.
10. Never run in rooms or hallways.
11. Do not enter restricted or isolated areas unless instructed to do so during the course of clinical activities.
12. When assigned to a restricted area (i.e., laser; x-rays being taken) follow the hospital policy regarding personal safety precautions.
13. Report fire to person in charge of immediate area and follow designated procedure.
14. Discuss any question concerning a procedure or equipment with instructor or facility supervisor.
15. Students are required to wear instructor/institution approved protective eyewear when participating as a member of the sterile surgical team.

Accidents and Errors

The following guidelines should be utilized in reporting patient accidents or errors:

1. All accidents or errors should be reported immediately to the appropriate faculty instructor, preceptor and the O.R. supervisor. This is your ethical and legal responsibility.
2. The patient's physician will be notified for appropriate action to be taken in regard to the error or accident if deemed necessary by the O.R. Supervisor.
3. An incident and/or variance report will be filled out by both the facility and the program. This report is retained by the hospital risk manager. This will be maintained in the student's file.
4. Infection control at the clinical site is always notified and appropriate action will be taken.
5. Students can receive treatment at the facility but **students are responsible for all costs incurred.**

Clinical Rotation/Time

The Surgical Technology program reserves the right to assign students to clinical sites as appropriate. Students will be expected to attend all clinical assignments scheduled. Clinical sites used are within 135 miles (one way) radius of the college campus. Keep in mind that clinical sites may require drug and background checks. Each facility has specific protocol that must be followed without exception. The student will be assigned to at least two clinical facilities during the course of the program in order to fulfill AST clinical case requirements. Could be assigned to a third clinical site if necessary to meet required case numbers. Students may be rotated to alternate clinical sites in order to achieve experience in each of the core areas and other specialty areas. Clinical assignments will be decided immediately prior to the clinical experiences. The varied locations for clinical assignments require that the students have suitable transportation for attendance. Note that Clinical days are 8 hour assigned days. Students are expected to be at the Clinical site for the 8 hours unless directed otherwise by OR staff.

*Orientation to clinical sites will occur under the direction of an individual designated by the site.

The following are examples of possible clinical rotation times that students may be assigned to:

6:15am-2:45pm

6:30am-3:00pm

7:00am-3:30pm

8:00am-4:30pm

9:00am-5:30pm

Clinical days are 8 hours long with an allowance for a 30-minute lunch break. It is the students' responsibility to return to the surgery area after 30 minutes.

Lunch is to be brought in by the student or can be purchased at the site cafeteria if one is available. Students may not leave the clinical site for lunch.

Procedure Log Book

Students are expected to maintain a procedure log book that will be provided, detailing the procedure, supplies and equipment needed. This workbook must be with students at all times and will be checked periodically by the faculty during clinical visits. Failure to maintain book or have available for instructor will result in points deducted from class grade.

The student is responsible for documenting cases observed and scrubbed throughout the program in this workbook/log.

Documentation of cases is necessary to be eligible to sit for the CST exam upon successful program completion.

Clinical Case Requirements

(Diagram A)

The Surgical Technology Program requires that **students scrub 120 cases. Thirty (30) cases** must be in **General Surgery** with twenty (20) of those cases in the First Scrub Role. The remaining ninety (90) cases will be distributed between the other surgical services. Sixty (60) of these cases must be in the First Scrub Role and will be evenly distributed between a minimum four (4) surgical specialties.

Daily Clinical Checklist

The student's daily clinical checklist is not a grade report. It is a means by which the student and instructor can identify areas of deficiency. The student is expected to demonstrate progress toward achieving a "moderately skilled" rating for tasks listed on the checklist as the course progresses. These checklists are valuable tools that the student can use to enable him/her to complete quarterly evaluations. The instructor will take into consideration the students self-evaluation, checklists and their own observations when formulating the student's quarterly evaluations. Checklists are to be used by the instructor on a cumulative basis, to judge progress. The instructor or the student may request a conference over any particular checklist.

Each student is encouraged to identify one or more daily goals (objectives) which will be listed on the bottom of each checklist. Goals are representative of what the student is currently learning in the classroom and laboratory setting. During that particular clinical day, the student should attempt to

accomplish each stated goal. The student may also formulate goals for the day and document it on the checklist.

The student is to bring the appropriate checklist to clinical each day. When the student reports to his/her assigned room and facility employee, the checklist is to be given to the employee.

The employee is to complete the checklist and return it to the student. The student is responsible to submit these to the instructor. Checklists are to be submitted every week. It is the student's responsibility to make sure all checklists are submitted. The instructor will review the checklists and maintain these in the student's record.

There is space at the end of each checklist for the facility employee to address any concerns or make any statements regarding the student's performance for that day.

The staff and students at Hutchinson Community College appreciate the time, effort, and consideration contributed by the staff and administration of the various clinical sites when completing the daily clinical checklists for the students.

The clinical checklists will be distributed and reviewed with students prior to the clinical experiences.

Clinical Evaluation

Clinical experience provides the opportunity to meet the student's technical learning needs. Clinical evaluation is a method used to determine whether students are achieving predetermined goals and objectives. Students are measured against predetermined clinical goals (competencies) and tasks, not against the performance of other students. The objective should be reached by the end of the course and not the beginning. Clinical competencies are included in the handbook. Evaluation sheets will be distributed and reviewed.

The objectives are listed on the evaluation form with tasks enumerated below the objective. These tasks assist the instructor in deciding if the student has met the objective. The tool is built on course objectives derived from program objectives and the competency profile. The objectives follow the cognitive (thinking), psychomotor (doing), and affective (behavior) domain criteria.

The evaluation form is divided into areas called Standards of Practice. The Standards were developed by the Association of Surgical Technologists. The Standards are a guideline for safe and effective patient care. They define levels of measurable quality, attainable in appropriate practice settings, for which each practitioner is accountable. These levels can be used as a basis for evaluating individual practice or collectively validating the role of the surgical technologist in the delivery of optimum quality patient care. Patients, employers, and peers can be assured that the surgical technologist practitioner who follows the criteria will be performing at the level of excellence necessary to meet the AST Standards of Practice.

Delineation of First and Second Scrub Responsibilities

First scrub:

The student shall perform the following duties during any given surgical procedure with proficiency. The following items must be completed in order to document a case in the first scrub role. If the five criteria are not met, the case will be documented in the second scrub or observation role.

- Verify supplies and equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medications(s), and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second scrub:

At the sterile field, has not met criteria for first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the followed:

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

Observation:

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

Resource: Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist. (CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology – 2013; Standard V.C. Fair Practices)

Radiation Monitoring / Film Badge Policy

Surgical Technology students will be monitored with film badges during the clinical experience. These are to be exchanged on a monthly basis, date to be determined by the instructor. They are to be worn near the neckline of Operating Room attire in the holder provided while the student is in the clinical area. They should not be exposed to direct sunlight or direct heat. A lost film badge will result in a fifty dollar (\$50.00) charge for replacement. It is the student's responsibility to keep track of their film badges and holders.

High Occupational Exposure Counseling

A student receives 100 millirems according to the report received will be counseled as to the possible causes of the film badge reading. Radiation safety precautions, time, distance, and shielding have been reviewed and students are expected to adhere to these. The student will sign a counseling form for High Occupational Exposure, which shall be placed in the student's file. A student contract will be initiated and the student will be expected to maintain their exposure at a level below 100 millirems / month for the remainder of the program.

Pregnancy

A student who is pregnant has 2 options:

1. Voluntarily inform the program coordinator in the writing of the confirmed pregnancy.

- The student may then withdraw from the course / clinical portion of the program or sign a waiver to continue in the program until delivery.
 - Clinical experience necessary to meet graduation requirements will be reviewed.
 - The student will meet with the program coordinator and radiation safety officer to evaluate the clinical experience and necessary precautions to continue.
2. Not inform the program coordinator of the pregnancy. The student cannot be considered pregnant without a voluntary written disclosure.

Each student is responsible to complete any clinical experience lost in excess of the absence policy outlined in the Surgical Technologist Student Handbook to be considered eligible for graduation. The student may need to delay completion of courses with clinical components until space is available in courses.

Return of Film Badge

A student who exits the program at any time after clinical begins must return the radiation film badge and holder. Failure to return the badge will result in a “Hold” to be placed on their transcript. The film badge may be mailed back via certified mail to the program coordinator. If the film badge is not returned the “hold” on the transcript will not be released until a payment of fifty (\$50.00) dollars to replace the badge is received. Checks are to be made payable to Hutchinson Community College Surgical Technology Program.

SUBSTANCE ABUSE POLICY

HCC Policy

The possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Hutchinson Community College or as part of any of the activities of the college is strictly prohibited.

Allied Health Department Policy

Students in the Allied Health Programs have a special responsibility to abstain from the use of illicit drugs and/or alcohol. A student whose judgment and/or motor skills are affected by illicit drugs and/or alcohol could injure a patient. Consequently, this special drug and alcohol policy is applicable to students in the program. Hutchinson Community College Allied Health students who are involved in clinical activities at Health Care facilities must comply with substance abuse regulations of the facilities as well.

It is further an expectation that students will abstain from the use of illicit drugs and/or alcohol within the 8 hours prior to participation in a professional practice.

In the event the use of drugs and/or alcohol is suspected the college will be notified immediately. Cause for suspicion of illicit drug and/or alcohol use may be based upon such things as appearance, behavior, speech, breath, odor, possession or use of alcohol or drug containers or paraphernalia. Cause may also be based on involvement in a poor safety record, impairment of job performance, evidence or suspicion of impairment, or involvement in an incident or incidents which may pose a threat or potential liability to the clinical site. Arrangements for transportation from the classroom, lab or clinical site will be made

in collaboration with the student, the college, and the student's supervisor. Follow-up referral will be made within two working days to the chairperson of the HCC Substance Abuse Committee or appropriate designee. The committee will determine what sanctions and/or intervention referral the student will be subject to as described in the HCC policy.

Testing

The clinical site and college maintains the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breath analysis or other tests as necessary. Hutchinson Community College Allied Health programs will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, the sample will be retested using the confirmatory method. Should the confirmatory test result be positive, the student will be dropped from the program. If the test result from the 1st step is positive, the student will be notified and will have the opportunity to immediately submit a second sample for testing at their own expense.

Students have the right to refuse to consent and cooperate in the required tests. Refusal to consent and cooperate in such tests by any student will be cause for dismissal from the program.

Consent

Students shall be required to sign a consent form authorizing an immediate urinalysis, blood test, breath test and/or other appropriate test when testing is required under this policy. The consent form also authorizes the laboratory to inform the college of the test results. Students refusing to sign a consent form or to be tested, including refusing to submit to tests immediately will be dismissed from the program. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that the appropriate Allied Health Program Coordinator/Director or their designee is entitled to know the results of the screen.

Positive Results

While waiting for the results of the confirmatory test, the student will be allowed to continue in the Allied Health Program on probationary status. The student will be allowed to participate in the classroom and lab settings. No admittance to clinical will be permitted.

Cost of Testing

The college will be responsible for the cost of the initial drug and/or alcohol testing. Any retesting of a second sample is at the student's expense.

Adopted 3/06

Clinical Competencies

The following Clinical Competencies are expectations of the Surgical Technology Students. Evaluations will be scheduled with each student so that performance can be assessed utilizing these competencies.

ST112 – Clinical I Competencies

I. Teamwork is Essential for Preoperative Care and is Contingent upon Interpersonal Skills.

A. Demonstrates Communication and Interpersonal Skills

1. Attempts to employ effective communication techniques with team members and clinical instructors.
2. Displays empathy towards patients.
3. Displays empathy towards classmates / members of the surgical team.
4. Communicates courteously and effectively with all individuals.
5. Begins to help others in the clinical setting and classroom.
6. Maintains a professional attitude.
7. Seeks advice when necessary in classroom and clinical setting.

B. Demonstrates Knowledge of Responsibility Towards the Learning Experience

1. Identifies daily objectives.
2. Completes written clinical and classroom assignments.
3. Accepts constructive criticism.
4. Completes assigned tasks.
5. Prepares for lab and clinical.
6. Participates in “self-evaluation” to facilitate the learning experience.

C. Demonstrates an Understanding of Surgical Conscience and the Role of the Surgical Technologist, Instrument Technician, Operating Room Assistant, and SPD Technician

1. Employs code of ethics for various job roles.
1. Identifies roles / responsibilities of the surgical team.
2. Refrains from discussing his / her personal problems and experiences.
3. Recognizes limits of individual responsibility within the framework of these job descriptions.
4. Recognizes the importance of AST competencies and AORN recommended practices.
5. Recognizes situations that involve ethical and legal decisions as they relate to the role of the Surgical Technologist.

D. Demonstrates Employability Skills

1. Responds appropriately to criticism from instructor / preceptor.
1. Employs acceptable health habits.
2. Follows dress code in the clinical setting concerning proper attire, hair, cap, jewelry, make-up, uniform, socks / hose, fingernails.
3. Demonstrates reliability.
4. Demonstrates punctuality.
5. Notifies appropriate personnel concerning absenteeism and tardiness.

6. Completes assignments on time.

I. The Preparation of the Surgical Suite / Clinical Area and All Supplies and Equipment will Ensure Environmental Safety for Patients and Personnel.

A. Describes and Practices Safety Measures in the Surgical Environment

1. Wears proper OR attire.
2. Employs the use of protective eyewear.
3. Demonstrates correct body mechanics when lifting, pulling, pushing.
4. Employs universal precautions.
5. Demonstrates knowledge of electrical / fire safety in the surgical environment.
1. Checks electrical equipment in the room.
2. Verifies exposure of supplies and equipment to a sterilization process and integrity of sterile packaging prior to opening.
3. Demonstrates proper handling of sharp objects and sharps safety.
4. Demonstrates techniques of sterilization and disinfection with assistance.
5. Demonstrates knowledge of and process of sponge, needle, and instrument counts.

II. Application of Basic and Current Knowledge is Necessary for a Proficient Performance of Assigned Functions.

A. Demonstrates an Understanding of the Basic Sciences Related to Surgical Technology

1. Relates basic Microbiology to the operating room setting.
2. Demonstrates basic knowledge of Medical / Surgical terminology.
3. Relates current knowledge of anatomical structures and physiology to the surgical procedure.
1. Applies the principles of aseptic technique.
2. Demonstrates the basic knowledge of anatomical structures to the surgical procedure.
3. Demonstrates the basic knowledge of wound healing / wound closure material.
4. Demonstrates knowledge of complete assessment of the surgery schedule.
5. Applies the principles of aseptic techniques to surgical asepsis.

A. Demonstrates Knowledge of the Skills Necessary to Function Safely and Effectively as a Surgical Technologist

1. Checks with the instructor or clinical site coordinator for assigned procedures.
2. Employs proper handwashing techniques.
3. Performs surgical hand and arm scrub with 100% accuracy.
4. Dries hands and arms with 100% accuracy.
5. Gowns and gloves self in three minutes with 100% accuracy.
6. Successfully demonstrates the open and closed method of changing gloves and the time to utilize each method.
7. Removes contaminated gloves / gown with 100% accuracy.
8. Identifies restricted areas in the surgical suite / department.
9. Identifies semi-restricted areas in the surgical suite / department.
10. Measures and pours sterile solutions accurately.
11. Demonstrates sound knowledge regarding assessments of a "sterile item."
12. Opens sterile supplies with 100% accuracy.
13. Drapes mayo with accuracy.
14. Sets up back table with assistance for general surgical procedures.
15. Employs basic knowledge and assessments of surgical instrumentation.

16. Picks suture according to the case requisition and prepares sutures, passing suture / ties effectively with assistance.
17. Demonstrates knowledge of draping procedure / type of drapes required for general surgery.
18. Assists with passing instruments to surgeon / or assistant.
19. Capable of maintaining sterile field.
20. Demonstrates knowledge of / care and handling drugs / solutions on the sterile field.
21. Demonstrates knowledge of instrument processing, tray components, organization of instruments in the trays, cleaning, and correct type of sterilization process.
22. Demonstrates accurate instrument, sponge, and sharp counts.

III. Each Patient's Right to Privacy, Dignity, Safety, and Comfort are Respected and Protected.

A. Demonstrates an Understanding of Legal and Ethical Responsibilities as Applied to the Surgical Technologist's Role

1. Refrains from discussing patient and / or their diagnosis and surgery except with authorized staff and instructors.
2. Demonstrates awareness of the Patient's Bill of Rights.
3. Verifies important patient records and relates them to the surgical experience.

V. Every Patient is entitled to the Same Application of Aseptic Techniques within the Physical Facility.

A. Employs Consistent Post-Procedural Decontamination and Preparation for Subsequent Patient Care

1. Assists with the returning equipment to the proper location.
2. Demonstrates knowledge of general housekeeping in the surgical suites.
3. Assists with appropriate preparation of instruments for decontamination.
4. Assists with surgery suite turnover consistently.

VI. Demonstrates the Need for Preoperative Planning and Individualized Preparation for Each Surgical Intervention.

1. Cites the importance of the patient interview in the paranesthesia setting.
2. Relates the importance of the review of the patient's records correlating the history to the surgical procedure.
3. Locates case requisition and / or surgeon's procedure cards.
4. Employs case requisition / surgeon's procedure cards to assist in the selection of instruments and supplies for the surgical procedure.
5. Locates furniture required in the operating room.
6. Locates equipment required for surgical procedure.

VII. Demonstrates Knowledge of and Assists with Surgical Procedures.

1. Identifies the preoperative diagnosis.
2. Demonstrates a basic understanding of the post-operative diagnosis.
3. Identifies types of incisions.
4. Identifies types of wound closure materials.
5. Selects with assistance, equipment, instrumentation and supplies for specific surgical procedures.
6. Demonstrates knowledge of proper care and handling of specimens.

VIII. Performs Patient Care Procedures Related to the Surgical Environment and Methods for Meeting Patient's Needs.

1. Performs patient transfer / transportation techniques.
2. Assists in taking TPRS.
3. Demonstrates knowledge of application of EKG pads.
4. Assists with safe positioning and restraining of patients for surgery.

IX. Demonstrates Skills of Accurate Documentation.

1. Utilizes proper spelling.
2. Utilizes proper grammar.
3. Attempts to utilize proper descriptive terms relating to the surgical environment.
4. Demonstrates knowledge of sterilization monitoring.
5. Demonstrates knowledge of sterilization of instruments.
6. Demonstrates knowledge of documentation of instruments / instrument trays.

ST113 – Clinical II Competencies

I. Teamwork is Essential for Preoperative Care and is Contingent upon Interpersonal Skills.

A. Demonstrates Communication and Interpersonal Skills

1. Attempts to employ effective communication techniques with team members and clinical instructors.
2. Displays empathy towards patients.
3. Displays empathy towards classmates.
4. Communicates courteously and effectively with all individuals.
5. Helps others in the clinical setting, classroom and lab.
6. Maintains a professional attitude.
7. Seeks advice when necessary in the classroom and clinical setting.
8. Utilizes appropriate resources in the clinical setting.

B. Demonstrates Knowledge of Responsibility Towards the Learning Experience

1. Identifies daily objectives and completes daily clinical checklists.
2. Completes written clinical assignments.
3. Accepts constructive criticism.
4. Completes assigned tasks.
5. Demonstrates sincerity in duty performance.
6. Participates in student conferences.
7. Informs instructor what procedures you have not had the opportunity to perform.
8. Prepares for clinical assignments and completes clinical case worksheets for cases scrubbed.

C. Demonstrates an Understanding of Surgical Conscience and the Role of the Surgical Technologist, Instrument Technician, Operating Room Assistant, and SPD Technician

1. Employs code of ethics for various job roles.
2. Identifies roles / responsibilities of the surgical team.
3. Refrains from discussing his / her personal problems and experiences.
4. Recognizes limits of individual responsibility within the framework of these job descriptions.
5. Seeks assistance from instructor, as needed, when discrepancies arise.

D. Demonstrates Employability Skills

1. Responds appropriately to criticism from instructor / preceptor.
2. Employs acceptable health habits.
3. Follows dress code in the clinical setting concerning proper attire, hair, cap, jewelry, make-up, uniform, socks / hose, fingernails.
4. Demonstrates reliability.
5. Demonstrates punctuality.
6. Notifies appropriate personnel concerning absenteeism and tardiness.
7. Completes assigned tasks.
8. Notifies appropriate personnel when leaving the surgical suite / unit.
9. Completes assignments on time.

II. The Preparation of the Surgical Suite / Clinical Area and All Supplies and Equipment will Ensure Environmental Safety for Patients and Personnel.

A. Describes and Practices Safety Measures in the Surgical Environment

1. Wears proper OR attire.
2. Employs the use of protective eyewear.
3. Demonstrates correct body mechanics when lifting, pulling, pushing.
4. Employs universal precautions.
5. Demonstrates knowledge of electrical / fire safety in the surgical environment.
6. Checks electrical equipment in the room.
7. Verifies exposure of supplies and equipment to a sterilization process and integrity of sterile packaging prior to opening.
8. Demonstrates proper handling of sharp objects and sharps safety.
9. Demonstrates techniques of sterilization and disinfection with assistance.
10. Demonstrates knowledge of and process of sponge, needle, and instrument counts.
11. Identifies and reports to designated personnel conditions that may exist that could negatively affect the health, safety and well-being of the patient and / or surgical team.

III. Application of Basic and Current Knowledge is Necessary for a Proficient Performance of Assigned Functions.

A. Demonstrates an Understanding of the Basic Sciences Related to Surgical Technology

1. Relates basic Microbiology to the operating room setting.
2. Demonstrates basic knowledge of Medical / Surgical terminology.
3. Relates current knowledge of anatomical structures to the surgical procedure.
4. Applies the principles of aseptic technique.
5. Demonstrates the basic knowledge of anatomical structures to the surgical procedure.
6. Demonstrates the basic knowledge of wound healing / wound closure material.
7. Demonstrates knowledge of complete assessment of the surgery 9. schedule.
8. Applies the principles of aseptic techniques to surgical asepsis.

B. Demonstrates Knowledge of the Skills Necessary to Function Safely and Effectively as a Surgical Technologist

1. Checks with the instructor or clinical site coordinator for assigned procedures.
2. Employs proper handwashing techniques.
3. Performs surgical hand and arm scrub with 100% accuracy.
4. Dries hands and arms with 100% accuracy.
5. Gowns and gloves self in five minutes with 100% accuracy.
6. Successfully demonstrates the open and closed method of changing gloves and the time to utilize each method.
7. Removes contaminated gloves / gown with 100% accuracy.
8. Identifies restricted areas in the surgical suite / department.
9. Identifies semi-restricted areas in the surgical suite / department.
10. Measures and pours sterile solutions accurately.
11. Demonstrates sound knowledge regarding assessments of a "sterile item."
12. Opens sterile supplies with 100% accuracy.
13. Drapes mayo with accuracy. Sets up mayo per surgical specialty with assistance.

14. Sets up back table with assistance for each specialty surgical procedures.
15. Employs basic knowledge and assessments of surgical instrumentation.
16. Picks suture according to the case requisition and prepares sutures, passing suture / ties effectively.
17. Demonstrates knowledge of draping procedure / type of drapes required for selected surgical specialties. (general, orthopedic, ENT, GLL, OB/GYN)
18. Assists with passing instruments to surgeon / or assistant.
19. Maintains a sterile field.
20. Demonstrates knowledge of / care and handling drugs / solutions on the sterile field.
21. Demonstrates knowledge of instrument processing, tray components, organization of instruments in the trays, cleaning, and correct type of sterilization process.
22. Connects suction at the operative field. Demonstrates knowledge of when to utilize suction.
23. Connects the electrosurgical pencil at the field. Demonstrated sound safety when utilizing cautery.
24. Attaches light handles to the overhead spotlights.
25. Attempts to maintain a neat and orderly sterile field as dictated by the sequence of the surgical procedure.

IV. Each Patient's Right to Privacy, Dignity, Safety, and Comfort are Respected and Protected.

A. Demonstrates an Understanding of Legal and Ethical Responsibilities as Applied to the Surgical Technologist's Role

1. Refrains from discussing patient and / or their diagnosis and surgery except with authorized staff and instructors.
2. Demonstrates awareness of the Patient's Bill of Rights.
3. Verifies important patient records and relates them to the surgical experience.
4. Provides health care within the legal framework of the Surgical Technologist's job description.
5. Calls attention to and reports all situations accurately despite reflection on self.

V. Every Patient is entitled to the Same Application of Aseptic Techniques within the Physical Facility.

A. Employs Consistent Post-Procedural Decontamination and Preparation for Subsequent Patient Care

1. Assists with the returning equipment to the proper location.
2. Demonstrates knowledge of general housekeeping in the surgical suites.
3. Assists with appropriate preparation of instruments for decontamination.
4. Employs contamination control methods.
5. Replenishes supplies and equipment with assistance.
6. Assists with room turnover consistently.

VI. Demonstrates the Need for Preoperative Planning and Individualized Preparation for Each Surgical Intervention.

1. Cites the importance of the patient interview in the paranesthesia setting.
2. Relates the importance of the review of the patient's records.
3. Locates case requisition and / or surgeon's procedure cards.

4. Employs case requisition / surgeon's procedure cards to assist in the selection of instruments and supplies for the surgical procedure.
5. Locates furniture required in the operating room.
6. Demonstrates knowledge of the case preparation for the pediatric patient.
7. Demonstrates the capability to assess the intraoperative needs of the adolescent and geriatric patient.

VII. Demonstrates Knowledge of and Assists with Surgical Procedures.

1. Identifies the preoperative diagnosis.
2. Demonstrates a basic understanding of the post-operative diagnosis.
3. Identifies types of incisions.
4. Identifies types of wound closure and appropriate wound closure materials.
5. Selects with assistance, equipment, instrumentation and supplies for specialty surgical procedures.
6. Demonstrates knowledge of proper care and handling of specimens.
7. Discusses common complications of the surgical procedure.

VIII. Performs Patient Care Procedures Related to the Surgical Environment and Methods for Meeting Patient's Needs.

1. Performs patient transfer / transportation techniques.
2. Assists in taking TPRS.
3. Demonstrates knowledge of application of EKG pads.
4. Assists with safe positioning and restraining of patients for surgery.

IX. Demonstrates Skills of Accurate Documentation.

1. Utilizes proper spelling.
2. Utilizes proper grammar.
3. Attempts to utilize proper descriptive terms relating to the surgical environment.
4. Demonstrates knowledge of sterilization monitoring.
5. Demonstrates knowledge of sterilization of instruments.
6. Demonstrates knowledge of documentation of instruments / instrument trays.

ST114 – Clinical III Competencies

I. Teamwork is Essential for Preoperative Care and is Contingent upon Interpersonal Skills.

A. Demonstrates Communication and Interpersonal Skills

1. Attempts to employ effective communication techniques with team members and clinical instructors.
2. Displays empathy towards patients.
3. Displays empathy towards classmates / members of the surgical team.
4. Communicates courteously and effectively with all individuals.
5. Helps others in the clinical setting.
6. Maintains a professional attitude.
7. Displays therapeutic interaction with the patient.

B. Demonstrates Knowledge of Responsibility Towards the Learning Experience

1. Identifies daily objectives and completes daily clinical checklists.
2. Completes written clinical assignments.
3. Accepts constructive criticism.
4. Completes assigned tasks.
5. Demonstrates sincerity in duty performance.
6. Participates in student conferences.
7. Informs instructor what procedures you have not had the opportunity to perform.
8. Prepares for clinical assignments and completes clinical case worksheets.

C. Demonstrates an Understanding of Surgical Conscience and the Role of the Surgical Technologist, Instrument Technician, Operating Room Assistant, and SPD Technician

1. Employs code of ethics for various job roles.
2. Identifies roles / responsibilities of the surgical team.
3. Refrains from discussing his / her personal problems and experiences.
4. Recognizes limits of individual responsibility within the framework of these job descriptions.
5. Seeks assistance from instructor, as needed, when discrepancies arise.

D. Demonstrates Employability Skills

1. Responds appropriately to criticism from instructor / preceptor.
2. Employs acceptable health habits.
3. Follows dress code in the clinical setting concerning proper attire, hair, cap, jewelry, make-up, uniform, socks / hose, fingernails.
4. Demonstrates reliability.
5. Demonstrates punctuality.
6. Notifies appropriate personnel concerning absenteeism and tardiness.
7. Completes assigned tasks.
8. Notifies appropriate personnel when leaving the surgical suite / unit.

II. The Preparation of the Surgical Suite / Clinical Area and All Supplies and Equipment will Ensure Environmental Safety for Patients and Personnel.

A. Describes and Practices Safety Measures in the Surgical Environment

1. Wears proper OR attire.
2. Employs the use of protective eyewear.
3. Demonstrates correct body mechanics when lifting, pulling, pushing.
4. Employs universal precautions.
5. Demonstrates knowledge of electrical / fire safety in the surgical environment.
6. Checks electrical equipment in the room.
7. Verifies exposure of supplies and equipment to a sterilization process and integrity of sterile packaging prior to opening.
8. Demonstrates proper handling of sharp objects.
9. Demonstrates techniques of sterilization and disinfection with assistance.
10. Demonstrates knowledge of and process of sponge, needle, and instrument counts.
11. Identifies and reports to designated personnel conditions that may exist that could negatively affect the health, safety and well-being of the patient and / or surgical team.

III. Application of Basic and Current Knowledge is Necessary for a Proficient Performance of Assigned Functions.

A. Demonstrates an Understanding of the Basic Sciences Related to Surgical Technology

1. Relates basic Microbiology to the operating room setting.
2. Demonstrates basic knowledge of Medical / Surgical terminology.
3. Relates current knowledge of anatomical structures to the surgical procedure.
4. Applies the principles of aseptic technique.
5. Demonstrates the basic knowledge of anatomical structures to the surgical procedure.
6. Demonstrates the basic knowledge of wound healing / wound closure material.
7. Demonstrates knowledge of complete assessment of the surgery schedule.
8. Applies the principles of aseptic techniques to surgical asepsis.

B. Demonstrates Knowledge of the Skills Necessary to Function Safely and Effectively as a Surgical Technologist

1. Checks schedule for assigned procedures.
2. Employs proper handwashing techniques.
3. Performs hand scrub with 100% accuracy.
4. Dries hands and arms with 100% accuracy.
5. Gowns and gloves self in three minutes with 100% accuracy.
6. Successfully demonstrates open and closed method of changing gloves and times to utilize each method.
7. Removes contaminated gloves / gown with 100% accuracy.
8. Identifies restricted areas in the surgical suite / department.
9. Identifies semi-restricted areas in the surgical suite / department.
10. Measures and pours sterile solutions accurately.
11. Demonstrates sound knowledge regarding assessment of a "sterile item."
12. Opens sterile supplies with accuracy.
13. Drapes mayo with accuracy. Sets up mayo per surgical specialty.
14. Sets up back table with assistance for each specialty surgical procedure.
15. Employs sound, functional knowledge and assessment of surgical instrumentation.
16. Picks sutures according to the case requisition and prepares sutures, passing suture / ties effectively.

17. Demonstrates knowledge of draping procedure / type of drapes required for all surgical specialties.
18. Assists with passing instruments to surgeon / or assistant.
19. Maintains a sterile field.
20. Demonstrates knowledge of / care and handling drugs / solutions on the sterile field.
21. Demonstrates knowledge of Pixis machine.
22. Demonstrates knowledge of instrument processing, tray components, organization of instruments in the trays, cleaning, and correct type of sterilization process.
23. Connects suction at the operative field. Demonstrates knowledge when to utilize suction.
24. Connects the electrosurgical pencil at the field. Demonstrated sound safety when utilizing cautery.
25. Attaches light handles to the overhead spotlights.
26. Attempts to maintain a neat and orderly sterile field as dictated by the sequence of the surgical procedure.
27. Demonstrates manual dexterity in the use of surgical instruments during the surgical procedure.
28. Displays a functional knowledge of economy in time, motion and material in assisting the surgical team.
29. Identifies and corrects breaks in aseptic techniques.

IV. Each Patient's Right to Privacy, Dignity, Safety, and Comfort are Respected and Protected.

A. Demonstrates an Understanding of Legal and Ethical Responsibilities as Applied to the Surgical Technologist's Role

1. Refrains from discussing patient and / or their diagnosis and surgery except with authorized staff and instructors.
2. Demonstrates awareness of the Patient's Bill of Rights.
3. Verifies important patient records and relates them to the surgical experience.
4. Provides health care within the legal framework of the Surgical Technologist's job description.
5. Calls attention to and reports all situations accurately despite reflection on self.

V. Every Patient is entitled to the Same Application of Aseptic Techniques within the Physical Facility.

A. Employs Consistent Post-Procedural Decontamination and Preparation for Subsequent Patient Care

1. Assists with the returning equipment to the proper location.
2. Demonstrates knowledge of general housekeeping in the surgical suites.
3. Assists with appropriate preparation of instruments for decontamination.
4. Employs contamination control methods.
5. Replenishes supplies and equipment with assistance.
6. Assists with room turnover consistently.

VI. Demonstrates the Need for Preoperative Planning and Individualized Preparation for Each Surgical Intervention.

1. Cites the importance of the patient interview in the paranesthesia setting.
2. Relates the importance of the review of the patient's records.

3. Locates case requisition and / or surgeon's procedure cards.
4. Employs case requisition / surgeon's procedure cards to assist in the selection of instruments and supplies for the surgical procedure.
5. Locates furniture required in the operating room.
6. Demonstrates knowledge of the case preparation for the pediatric patient.

VII. Demonstrates Knowledge of and Assists with Surgical Procedures.

1. Identifies the preoperative diagnosis.
2. Demonstrates a basic understanding of the post-operative diagnosis.
3. Identifies types of incisions.
4. Identifies types of wound closure and appropriate wound closure materials.
5. Selects with assistance, equipment, instrumentation and supplies for specialty surgical procedures.
6. Demonstrates knowledge of proper care and handling of specimens.
7. Discusses common complications of the surgical procedure.
8. Analyzes and reorganizes certain operative procedure priorities over others, relating it to the changing condition of the patient / procedure / physician practice.

VIII. Performs Patient Care Procedures Related to the Surgical Environment and Methods for Meeting Patient's Needs.

1. Performs patient transfer / transportation techniques.
2. Assists in taking TPRS.
3. Demonstrates knowledge of application of EKG pads.
4. Assists with safe positioning and restraining of patients for surgery.
5. Applies surgical dressings.
6. Capable of assisting the anesthesiologists and circulating nurses during induction, pre-operatively and post-operatively.

IX. Demonstrates Skills of Accurate Documentation.

1. Utilizes proper spelling.
2. Utilizes proper grammar.
3. Attempts to utilize proper descriptive terms relating to the surgical environment.
4. Demonstrates knowledge of sterilization monitoring.
5. Demonstrates knowledge of sterilization of instruments.
6. Demonstrates knowledge of documentation of instruments / instrument trays.
7. Discusses correct use of variance reports and accurate documentation.