

# Hutchinson Community College Surgical Technology Program

## Student Handbook



**HUTCHINSON**  
**COMMUNITY COLLEGE**

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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**

**Director/Coordinator/Instructor:** Norine Hamby, AAS, CST  
 Peel Allied Health Center  
 1 East 9<sup>th</sup> Avenue  
 Hutchinson, Kansas, 67501

**Telephone:** 620-665-4950  
**Office hours:** Posted

**Clinical Coordinator:** Haley Stropes, CST  
**Location:** Peel Allied Health Center  
 1 East 9<sup>th</sup> Avenue  
 Hutchinson, Kansas, 67501

**Telephone:** 620-665-4951  
**Office Hours:** Posted

**Administrative Assistant:** Annette Kershaw  
**Telephone:** 620-694-2456

## **Contact Information**

Main Campus	1.800.GO.HUTCH (620.665.3500)
Business Office	620.665.3509
Campus Book Store	620.665.3517
Financial Aid	620.665.3568
Information Technology Services (Tech Support)	620.665.3524
Online Education	620.665.3352
Records Office	620.665.3530
Student Success Services	620.665.3564
Allied Health Chairperson	620.665.4931
Allied Health Peel Center Receptionist	620.665.2456
Fax	620.931.2829
Allied Health Academic Advisor	620.665.3579
Allied Health Retention Specialist	620.665.3346

## Clinical Facilities

1. **Hutchinson Regional Medical Center**

1701 E. 23<sup>rd</sup>

Hutchinson, KS 67502

**OR Director:** Trevor Adkins

Phone: 620-960-6034

**OR Manager:** Kyle Schwartz

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 Curiel 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:** Michelle Langston

Phone: 316-283-2700 ext 3810

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  
**OR Manager:** Amy Summers RN

Phone: 316-630-4235  
Phone: 316-630-4236

**10. Ascension Via Christi Manhattan**

1823 College Avenue  
Manhattan, Kansas 66502

**Director of Services:** Toni Downs  
**OR Supervisor:** Dora Gauntt  
**Supervisor:** Benjamin Heck

Phone: 785-565-4781  
Phone: 785-323-6923  
Phone: 785-323-6972

**11. Summit Surgical LLC**

1818 East 23<sup>rd</sup> Ave  
Hutchinson, KS 67502

**Nurse Director:** Tabitha Weinkle  
**OR Manager:** Frankie Beeney

Phone: 620-663-4800  
Phone: 620-663-4800

## **Surgical Technologist Program** **Mission and Philosophy**

### **Mission**

The mission of the Surgical Technologist Program is " To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." In addition to 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, the faculty believes that as members of the surgical team, surgical technologists deliver services to surgical patients 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 affect student achievement of academic excellence and clinical competence.

The faculty is dedicated to promoting the growth and development of individuals who seek the 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 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**

### **HUTCHCC 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 HUTCHCC 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)

### **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 the 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 technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

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*

## **Surgical Technology Program Accreditation:**

### **CAAHEP**

Commission on Accreditation of Allied Health Education Programs

9355 – 113<sup>th</sup> St. N, #7709

Seminole, Florida 33775

Ph: 727-210-2350

Fax: 727-210-2354

[www.CAAHEP.org](http://www.CAAHEP.org)

### **ARC/STSA**

Accreditation Review Council on Education in

Surgical Technology and Surgical Assisting

19751 East Mainstreet, Suite #339

Parker, CO 80138

(303) 694-9262

[info@arcstsa.org](mailto:info@arcstsa.org)

“The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of ARC/STSA.”

## **Certification Information**

1. The HUTCHCC 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 before 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](http://www.nbstsa.org).



# HUTCHINSON COMMUNITY COLLEGE

## HUTCHCC 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.

## **HUTCHCC Mission Statement**

Expanding the tradition of excellence through learning and collaboration.

## **HUTCHCC 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 innovation potential.
- 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.

## EQUITY & COMPLIANCE

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:

- - Bernadett Dillon
  - Academic Advisor
  - Title IX Coordinator
  - 1300 North Plum
  - Hutchinson, KS 67501
  - Phone: (620) 728-8163
  - Email: [DillonB@hutcHutchCC.edu](mailto:DillonB@hutcHutchCC.edu)

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and the Americans with Disability Act) must

contact the HutchCC Coordinator of Disability Services, at 620-665-3554, or Student Success Center, Parker Student Union. The student must have appropriate documentation on file before eligibility for accommodations can be determined.

# SURGICAL TECHNOLOGY - AAS

## Allied Health

CONTACT: Norine Hamby [HambyN@hutchHutchCC.edu](mailto:HambyN@hutchHutchCC.edu) (620)665-4950

DEPARTMENT CHAIR: Alison Casebolt [casebolta@hutchHutchCC.edu](mailto:casebolta@hutchHutchCC.edu) (620)665-4931

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
<a href="#">BI103</a>	Human Anatomy and Physiology	6
<a href="#">HR105</a>	Medical Terminology	3
<a href="#">English Composition I Options</a>		3
<a href="#">PS100 General Psychology or SO100 Fundamentals of Sociology</a>		3

**Semester Total - 15**

## Second Semester

Course	Title	Credits
<a href="#">AL153</a>	Pharmacology	3
<a href="#">BI112</a>	General Microbiology	4
<a href="#">MA105 Intermediate Algebra or MA117 Contemporary Math</a>		3
<a href="#">SH101 Public Speaking OR SH210 Interpersonal Communication</a>		3
<a href="#">Surgical Technology Allied Health Electives</a>		3

**Semester Total - 16**

## Third Semester

Course	Title	Credits
<a href="#">EM131</a>	Cardiac Care (CPR)	.5
<a href="#">ST100</a>	Introduction to Surgical Technology	4
<a href="#">ST101</a>	Surgical Procedures I	4
<a href="#">ST102</a>	Principles and Practice of Surgical Technology	5
<a href="#">ST102L</a>	Principles & Practice of Surgical Technology Lab	3
<a href="#">ST112</a>	Clinical I	1

**Semester Total - 17.5**

## Fourth Semester

Course	Title	Credits
<a href="#">ST103</a>	Surgical Procedures II	5
<a href="#">ST113</a>	Clinical II	5
<a href="#">ST114</a>	Clinical III	5
<a href="#">ST115</a>	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 information

**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 to 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 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 to communicate with instructors, peers, health professionals, patients, and others.
- Be able to speak, read, and write in English.

**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.

**Motor Function** – Students must

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

**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 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)

### **Sensory Factors**

- Talking
- Near Vision
- Far Vision
- Depth Perception
- Smelling
- Hear Normal noise levels

## **OCCUPATIONAL RISKS**

### **Exposure to Infectious Disease**

During the program surgical technologists may be exposed to communicable diseases, unpleasant sights, and odors. The student should be aware that they will be participating in real surgical interventions during their clinical rotations and there is an inherent risk of being exposed to airborne, or blood-borne pathogens. Not all patients are aware of an illness or disease that they may have, nor are they required to disclose that information according to the Health Insurance Portability and Accountability Act of Privacy (HIPAA). Regardless of the client's diagnosis, students will wear protective gloves and other appropriate Personal Protective Equipment when handling blood or body fluid. While we prepare the student for an entry-level position as a Certified Surgical Technologist, the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors.

If the student is immune compromised, pregnant or breastfeeding it is in the best interest of the student to inform the clinical instructor as adjustments to the assignment can be made, to maintain safety for the student. Guidelines established by the Center for Disease Control (Standard Precaution) and OSHA (Universal Precaution) and the policies and procedures of the clinical agency are to be followed.

- Standard Precautions: All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to appropriate prescribed engineering & administrative controls, personal protective equipment, housekeeping, and laundry.
- Personal Protective Equipment: Appropriate personal protective equipment (PPE), including but not limited to respiratory, gloves, protective clothing, eye, and face protection, is provided to students and faculty.

- All students and faculty must use appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured, or if their ability to function as a barrier is compromised.
- Appropriate face and eye protection must be donned when splashes, sprays, spatters, or droplets of hazardous material pose as risk to the eye, nose, or mouth.
- Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
- Disposable PPE should be discarded properly after each use.
- Remove immediately, or as soon as feasible, any garment contaminated by blood or other potentially infectious materials in such a way as to avoid contact with the outer surface.
- Sharps Safety: Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available in all lab areas and in clinical sites.

## 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 HutchCC or any clinical agencies that provide experience for students.**

## 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 before the program, completed within 2 months of the start date to be considered current information.

The requirements include:

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

\* In light of the current healthcare 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 before receiving the series.

After notification of acceptance is received, students should make arrangements with their private physician for the above examination and immunizations. **The cost for these items will be the responsibility of 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 completed and on record at Peel Center before 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.

## 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 Patients and healthcare workers with Bloodborne 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 emergencies.

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

\*\*\*According to the Association of Operating Room Nurses Standards, Recommended Practices, & Guidelines, 2013, 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.

## Criminal Background Check / Drug Screen Policy for Clinic Placement

In compliance with the clinical practice agreement between HutchCC and clinical facilities a criminal background check/drug screen is required for all students attending a clinical practice.

**The cost of the background check and drug screen is the applicant's responsibility. Failure to comply with this mandate will result in the student being withdrawn from the program.**

The purpose of this policy is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates who may require a student background check and/or drug screen as a condition of their contract.
3. Promote early submission by students of petition for a review of convictions in order to be admitted to a health science program.
4. Provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

### **Background Checks & Drug Screening**

In 2004, the 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 before starting their clinical experience. The results will be sent to the Program Director for Surgical Technology at Hutchinson Community College.

### **Unsatisfactory Results**

Failure to pass a criminal background check and/or drug screen may prevent an applicant from being admitted to the program based on departmental requirements. The school will review the information and plan on the student's eligibility to attend clinical.

A current student with a significant criminal background screen and/or drug screen will be required to withdraw from their present program. 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.

### **Consent for Release of Information**

Students will sign a release form that gives the program director the right to receive their criminal background check and/or drug screen information from the investigative agency.

## **SUBSTANCE ABUSE POLICY**

### **HUTCHCC 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 HutchCC 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 HutchCC policy.

### **Testing**

The clinical site and college maintain 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 1<sup>st</sup> 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

## **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 7<sup>th</sup> 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**

1. 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.
2. High school transcript (or GED) with graduation date. All official college transcripts are evaluated and on file in the Records Office with a GPA of 2.0 or higher.
3. Minimum ASSET/ACCUPLACER (or Compass) Scores or College level course in English and Math.
4. Ability to meet technical standards for the Allied Health Department and Surgical Technology Program.
5. Submission and return of references after the application has been received.
6. Proof of CPR certification at the Health Care Provider or First Responder Level. Must be current throughout the program. A copy of the card must be on file in the office.
7. 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.

8. A current health history and physical examination (completed upon acceptance into the program). Not to exceed more than 3 months before the class start date and not to exceed more than 2 months after the class start date. The clinical requirement forms and immunization form is linked within the Dynamic forms website and will need to be uploaded by the student into the Dynamic forms account, created when you completed your application. An immunization form must be also completed and submitted with the health history.

## **Student Work Policy**

All student activities associated with the Surgical Technology curriculum, especially while students are completing clinical rotations, will be educational. 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)

## **Student Role**

Students attend clinicals with hospitals and clinics where clinical contracts are in place. Compliance criteria are 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 affiliations 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 conversations not related to the surgical procedure about other departments or patients. Surgical Technology students cannot perform tasks/skills that were previously learned through experience or employment while attending clinicals as a surgical technology student.

## **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 the information necessary to give informed consent before 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 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 of his care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make a reasonable response to the request of a patient for services. The hospital must provide valuation, services, and/or referrals 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 need for alternatives to such transfer. The institution to which 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.

### **HutchCC Academic Honesty Policy**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HutchCC 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 who failed and/or were 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.

## **Requirements for Satisfactory Academic and Clinical 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 to continue in the program.

Determination of letter grades for the 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 75% fails to meet the minimum course objectives.

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

If the student fails to meet the above requirements, the student will fail the course and will not be allowed to continue in the surgical technology program.

## **Student Evaluations**

### **Practical Skills**

Student performance evaluations are incorporated in the 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
- Professionalism

### **Skills Practicum**

Before clinical rotations, students must pass the skills practicum consisting of opening supplies, scrubbing/gowning/gloving, draping the mayo stand, and setting up the back table with 100% accuracy. Competency check sheets will reflect the student’s ability to perform these skills as “satisfactory” (S) or “needs improvement” (N/I). 100% of the skills must reflect satisfactory 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 the program. Failure to achieve 100% will result in dismissal from the program.

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

### **Clinical Evaluation**

Clinical evaluation on-site occurs daily when the student is scrubbing into cases. See page 35-36

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 the 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 that 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 during the scheduled time frame, unless documentation of a legitimate absence is on file: 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 or legitimate absence 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.

## **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 the content covered, successfully demonstrate basic skills learned in a simulated Operating Room environment, and pass written assessment examinations with a 75% to be considered competent. The demonstration of skills and examination content will be determined by the Surgical Technology Instructor after a review of the 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 coursework should be submitted to the HUTCHCC records office.

## **Attendance Policy**

### **Hutchinson Community College**

HUTCHCC 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**

Attendance is required. Punctuality and regular attendance in the classroom, skills lab and clinical sites provide the student the opportunity and environment to develop and practice necessary cognitive, psychomotor and affective skills required for course completion. Students are advised to take advantage of every learning opportunity. Reliability is one of the top work ethics most valued by employers and is required for success in the Surgical Technology Program.

Students are expected to attend all scheduled sessions and be prepared for the prompt beginning of class, lab, or clinical. The nature of the content and experiences within the surgical technology curriculum requires attendance in class, simulation/lab, and clinical. The faculty recognizes that because of illness and other unexpected circumstances some absences will occur. It is the responsibility of student to contact the faculty member involved and make appropriate arrangements to obtain all the course information, materials, skills lab, assignments, and announcements made during the missed classes.

Late arrivals are disruptive and they harm the class and surgical environment. Three (3) tardies 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 a one-half day (4 hours) absence.

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 Attendance**

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 clinical days will be discussed case by case situations. 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.

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 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 a 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 the student being sent home and one (1) day of 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 the student leaves the area without permission a second time, he or she will be dismissed from the program.

## **Student Contract**

Students having difficulty meeting the course or practicum objectives will be counseled and have a contract established. The contract will list corrective actions required to complete the course or practicum outcomes. The terms of the contract will be individualized to each student's situation.

A contract may be initiated for the following reasons:

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

The appropriate coordinator and faculty will counsel with the student to identify the problems prior to establishing the contract. The faculty will establish the terms of the contract and 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 surgical technology 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 or the next semester.

## **Audio/Videotape Policy**

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

## **College Closed Policy**

### **HUTCHCC Policy 1039**

In the event the college is closed and all classes or other activities are cancelled due to weather or campus emergency, students will be notified via the following sources:

- A message will be sent via the college's emergency alert system to those students who have enabled their alert in their profile section of DragonZone. These messages will specify which college locations are involved and the dates and times of the cancellations.
- An e-mail will be sent to all campus e-mail addresses notifying students of the cancellation.
- The college will announce the cancellation to the media including radio stations KWBW 1450AM, KHUT 102.9FM and Radio Kansas 90.1FM (the official Hutchinson Community College radio station), and television stations KWCH, KAKE, KSN.
- An announcement will be posted on the college's telephone answering system to alert callers to closings.

Effective 01/09/2023

### **Allied Health Policy**

When the College is scheduled to be closed (as indicated on the Board of Trustees-approved College calendar), no student is to attend a clinical site.

If the College is closed (as declared by the President) due to inclement weather or other emergency, students are not to attend clinical sites. Students who are geographically distant from the college, and not affected by the reason for the unscheduled closing, must notify their faculty person/clinical coordinator that they will be attending their clinical.

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

## **HUTCHCC Appeal Process**

Students who believe they have been treated unfairly concerning academic regulations such as academic honesty, academic probation, 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 the Surgical Technology Program**

Before 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.

## **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. Assume 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. Professionally conduct oneself 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 site 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 doubts about having the 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 and 30 minutes for lunch break. Utilize the library or designated room for studying when approved by the instructor or facility supervisor.
8. Healthcare facilities are smoke-free. Since students are not allowed to leave the site during 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 or 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 lunchtime.
14. Do not leave your assigned operating room without the 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 responsibilities in your 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 the 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 to 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 the student being sent home and 1 day of absence recorded.
23. Students are not permitted to chew gum when participating in clinicals.
- 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 the 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 on 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.

**1. School nametag and Radiation Badge:**

- Required in the hospital. It should be worn in 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 after the program is completed. 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:**

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

**3. Hair:**

- Hair should be neat and clean.
- 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.
- Beards must be neatly trimmed and completely covered according to hospital policy.
- Ribbons, flowers, conspicuous barrettes, hair rollers, or bandanas may NOT be worn.
- Hair must be a natural hair color.

**4. Undergarments:**

- Must be worn under scrub clothes in the hospital.

**5. Cosmetics:**

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

**6. Jewelry:**

- Wedding rings and wristwatches may be worn ONLY when the student is not scrubbed in.
- No earrings are allowed per AST guidelines.
- All facial jewelry, including nose, tongue, lip, and eyebrow rings, must be REMOVED before entering the operating room.
- Neck chains may not be worn in the operating room.
- Each individual is responsible for the care of their jewelry when scrubbed in.

**7. Tattoos:**

Must comply with each Clinic/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:**

Meticulous personal hygiene must be maintained at all times. Deodorant, daily baths/showers, and good oral hygiene. Cologne/perfume/scented lotions should not be used. NO smoking/vaping. NO chewing gum.

**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.

## **Dismissal from a Clinical site**

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.

## **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.

## **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 the 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 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 the fire to the person in charge of the immediate area and follow the designated procedure.
14. Discuss any question concerning a procedure or equipment with the 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 concerning 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 a specific protocol that must be followed without exception.

The student will be assigned to at least two clinical facilities during the program to fulfill AST clinical case requirements. Students could be assigned to a third clinical site if necessary to meet the required case numbers. Students may be rotated to alternate clinical sites to achieve experience in each of the core areas and other specialty areas. Clinical assignments will be decided immediately before 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:

6:15 am-2:45 pm

6:30 am-3:00 pm

7:00 am-3:30 pm

8:00 am-4:30 pm

9:00 am-5:30 pm

Clinical days are 8 hours long with an allowance for a 30-minute lunch break. It is the student's 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.

## **"Surgical Counts" Case Tracker Account**

Students are expected to maintain a "Surgical Counts" case tracker account, the login information will be provided. Recording the procedure case name, specialty, role (1<sup>st</sup> scrub, 2<sup>nd</sup> scrub or observer), clinical site and preceptor name and signature on the form provided then uploaded to the "Surgical Counts" account following your clinical day. This account must be updated daily and will be checked daily by the clinical coordinator and or program director. Failure to maintain this information or have it available for the clinical coordinator and or program director will result in points deducted from class grade.

The student is responsible for documenting cases observed and scrubbed throughout the program in this case tracker.

Documentation of cases is a requirement 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 specialty 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 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 before 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 the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

### **Observation:**

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.

## **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.

### **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.

### **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.

If the student chooses to continue in the program they are assuming responsibility for certain medical risks. Some of these risks and areas of concern include, but are not limited to:

- Exposure to anesthetic gases and compressed gases.
- Exposure to surgical smoke plume including toxic chemicals and by-products such as hydrogen cyanide, toluene, perchloroethylene, benzene, formaldehyde, and ethylbenzene.
- Exposure to infectious waste and bloodborne pathogens.
- Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents.
- Exposure to hormones (e.g., prostaglandins and progesterone's).
- Exposure to ionizing radiation and other sources of radioactive materials.
- Exposure to diseases including, but not limited to HIV, Hepatitis B and C, influenza, COVID19, tuberculosis, MRSA, measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella.

- Injury including, but not limited to sharps injuries, electrical hazard, exposure from equipment, and musculoskeletal injuries.
- Necessity to frequently lift/carry up to 75 pounds, as well as twist, bend, squat and kneel.
- Necessity to stand and walk for long periods of time of up to 8 hours

Each student is responsible for completing 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.

## 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 aseptis.

**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 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. 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 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. Locate furniture required in the operating room.
6. Locates equipment required for surgical procedures.

**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. Select 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 the application of EKG pads.
4. Assists with safe positioning and restraining of patients for surgery.

**IX. Demonstrates Skills in 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. Utilize 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. Participate in student conferences.
7. Inform the 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 problems and experiences.
4. Recognizes limits of individual responsibility within the framework of these job descriptions.
5. Seeks assistance from the instructor, as needed, when discrepancies arise.

#### **D. Demonstrates Employability Skills**

1. Respond appropriately to criticism from the 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, and 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. Wear proper OR attire.
2. Employs the use of protective eyewear.
3. Demonstrates correct body mechanics when lifting, pulling, and pushing.
4. Employs universal precautions.
5. Demonstrates knowledge of electrical / fire safety in the surgical environment.
6. Check the electrical equipment in the room.
7. Verifies exposure of supplies and equipment to a sterilization process and integrity of sterile packaging before 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 of 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 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 the back table with assistance for each specialty surgical procedure.
15. Employs basic knowledge and assessments of surgical instrumentation.
16. Picks sutures according to the case requisition and prepares sutures, passing sutures/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. Connect the electrosurgical pencil at the field. Demonstrated sound safety when utilizing cautery.
24. Attach 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 self-reflection.

**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 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. Locate 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 the application of EKG pads.
4. Assists with safe positioning and restraining of patients for surgery.

**IX. Demonstrates Skills in 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. Participate in student conferences.
7. Informs the 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 problems and experiences.
4. Recognizes limits of individual responsibility within the framework of these job descriptions.
5. Seeks assistance from the instructor, as needed, when discrepancies arise.

#### **D. Demonstrates Employability Skills**

1. Respond appropriately to criticism from the 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, and 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. Wear proper OR attire.
2. Employs the use of protective eyewear.

3. Demonstrates correct body mechanics when lifting, pulling, and pushing.
4. Employs universal precautions.
5. Demonstrates knowledge of electrical / fire safety in the surgical environment.
6. Check the electrical equipment in the room.
7. Verifies exposure of supplies and equipment to a sterilization process and integrity of sterile packaging before 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 of 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 methods 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 the 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 the 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 sutures/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 of when to utilize suction.
24. Connect the electrosurgical pencil at the field. Demonstrated sound safety when utilizing cautery.
25. Attach 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 self-reflection.

**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 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. Locate 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.

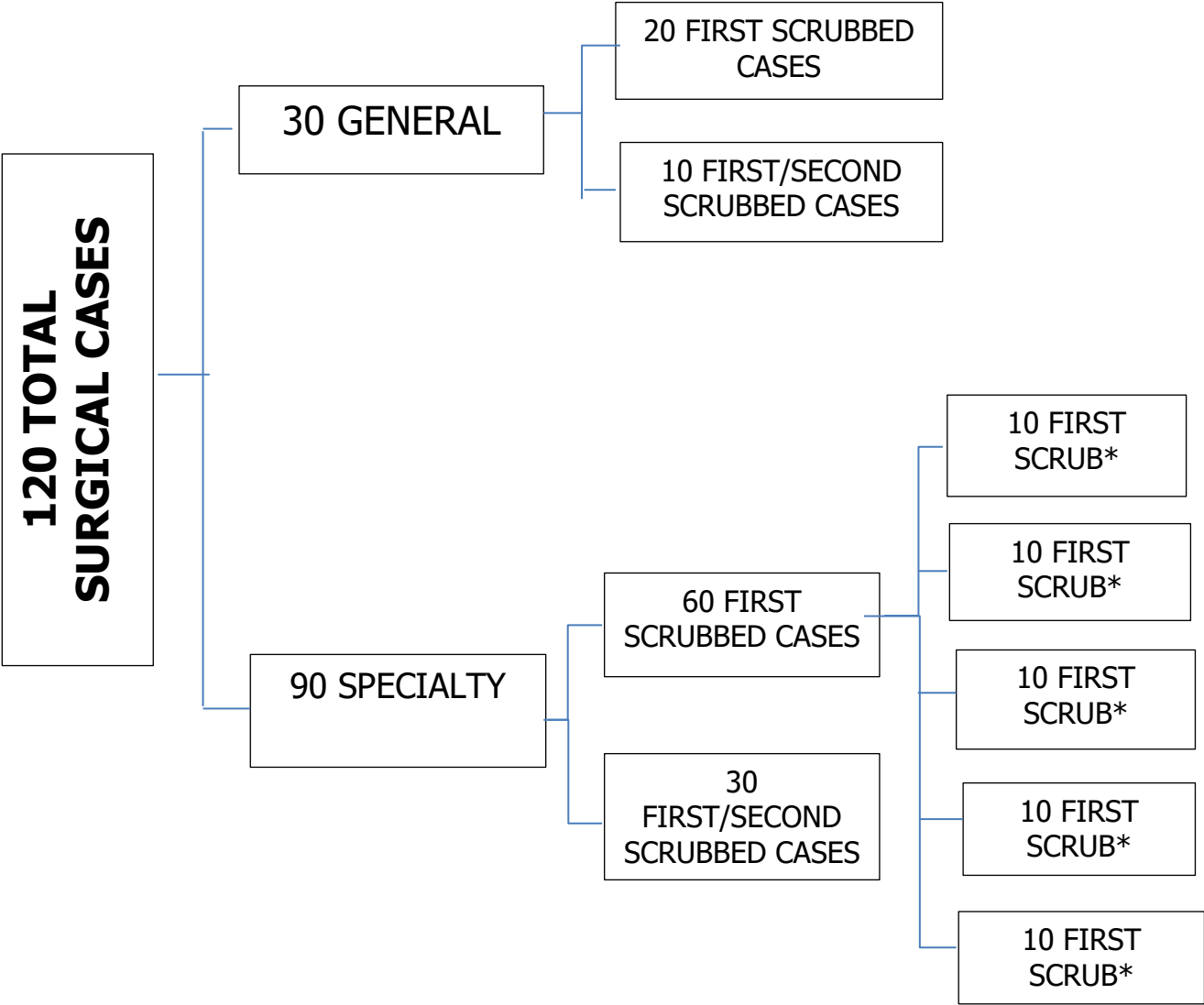
**VIII. Performs Patient Care Procedures Related to the Surgical Environment and Methods for Meeting Patient's Needs.**

1. Performs patient transfer/transportation techniques.
2. Assists in taking TPRS.
3. Demonstrates knowledge of the 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 in 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. Discuss the correct use of variance reports and accurate documentation.

**Diagram A: Surgical Case Requirements**  
*The numbers shown below reflect the minimum case requirements and surgical specialties.*



*\*See Case requirements section II.B.1.*