

# Surgical Technology

## Student Handbook

August 2010-August 2011



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## **Accreditation and Surgical Technology Organizations**

The Elgin Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Contact information for these organizations:

Commission of Accreditation of Allied Health Education  
Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
(727)210-2350  
[www.caahep.org](http://www.caahep.org)

Accreditation Review Council on Education in Surgical  
Technology and Surgical Assisting (ARC/STSA)  
6 W. Dry Creek Circle, Suite #110  
Littleton, CO 80120  
(303)741-3655  
[www.arcst.org](http://www.arcst.org)

Professional Organization for Surgical Technologists:

Association of Surgical Technologist (AST)  
6 W. Dry Creek Circle  
Littleton, CO 80120  
(303)693-9130  
[www.ast.org](http://www.ast.org)

Certification Examination:

Nation Board of Surgical Technology and Surgical Assisting  
(NBSTSA)  
6 West Dry Creek Circle, Suite 100  
Littleton, CO 80120  
(800)707-0057  
[www.nbstsa.org](http://www.nbstsa.org)

## **Introduction**

Welcome to the Elgin Community College Surgical Technology program. Shortly you will enter the operating room for the first time. And, as with any new life experience, you are probably feeling both anticipation, as well as, apprehension. This handbook is designed to assist you in meeting the program requirements, thereby making a successful transition from student to professional. Each Surgical Technology student is responsible for meeting the expectations outlined in this handbook that includes policies specific to the Surgical Technology student. A complete listing of college policies is found online and in the college catalog. Take time to carefully read both the handbook and catalog. Bring any questions you might have to the attention of your instructor. The faculty is committed to your success!

### **Elgin Community College Surgical Technology Program Mission and Goals**

The Mission of the Elgin Community College Surgical Technology Program is to prepare its graduates as entry-level Surgical Technologists that are knowledgeable, skilled, and have developed the essential behaviors of the profession. This preparation will occur in the cognitive, psychomotor, and affective learning domains.

To accomplish this mission, the graduate of the Elgin Community College Surgical Technology Program will realize the following program goals:

Maintain a “Surgical Conscience” and accountability for personal actions. (affective)

Apply their knowledge of the biologic sciences, pharmacology, and biomedical technology to their role in the operating room. (cognitive)

Demonstrate and value the learning and skills that are required for safe practice in the operating room. (psychomotor)

Communicate effectively with team members, patients, and families.  
(psychomotor)

Assume responsibility as a member of the profession of Surgical Technology through maintenance of established standards of practice, professional ethics, and ongoing self-evaluation. (affective)

## **Curriculum**

The curriculum of the ECC Surgical Technology program is designed to assist the student in accomplishing program goals. Each course is important because it contributes to the knowledge and skills needed for the development of a Surgical Technologist employed in today's operating room. The clinical experiences, assigned at the Standard Level, will provide a minimum of 125 cases in which the student takes a major responsibility. These cases will be divided among Level I and Level II Core and Specialty procedures as outlined by the Accreditation Review Council On Education In Surgical Technology and Surgical Assisting (ARC/STSA).

The program courses are arranged according to the following schedule:

### Spring Semester (1<sup>st</sup>):

Intro to Surgical Technology  
Concepts of Pharmacology/  
Anesthesia  
Anatomy & Physiology  
Intro to Healthcare Vocabulary

### Fall Semester (2<sup>nd</sup>):

Surgical Technology II (Clinical)  
Introduction to Psychology

### Spring Semester (3<sup>rd</sup>)

Surgical Technology III (Clinical)

## **Surgical Technology Courses**

Introduction to Surgical Technology (SGT102)

5 Credit hours

This course introduces the student to the role, necessary skills, and working environment of the surgical technologist. Beginning principles of microbiology are explored as they relate to the infectious process, wound healing, and the practice of aseptic technique. Preoperative care of the surgical patient will also be studied.

The student will:

Summarize the role and responsibilities of the surgical technologist as a vital member of the profession.

Identify principles of effective communication and explain its importance to teamwork in the surgical setting.

Understand basic principles of computers and how they are utilized in the operating room department.

Explain ethical, moral, and legal responsibilities as they relate to surgical technology.

Describe the environment of the operating room department and methods that are used to maintain the safety of the patient and staff.

Understand basic principles of physics and electricity, and how these influence equipment used in the operating room

Know basic principles of microbiology and how these relate to asepsis, and the infectious process.

Outline preoperative assessments and care of the surgical patient.

Recognize the importance of being a member of The Association of Surgical Technologists.

Concepts of Pharmacology/Anesthesia (SGT105)

3 Credit hours

This course introduces the Surgical Technology student to the science of drugs and anesthesia. The medications and anesthesia methods utilized in today's operating room are presented. The student will learn the procedure and techniques necessary to safely manage drugs before and during an operative procedure

The student will:

Describe pharmacokinetics and pharmacodynamics.

Relate state and federal laws to the correct handling of drugs.

Distinguish among each of the drug classifications used in the operating room.

Perform conversions between measuring systems.

Discuss the drugs used in the preoperative phase of patient care.

Describe the correct method of drug management in the operating room.

Differentiate the various method of anesthesia.

Differentiate the equipment needed in monitoring an anesthetized patient.

Describe the role of the scrub Surgical Technologist during an

operating room emergency

List and define the drugs that are used in emergency situations.

Surgical Technology II (SGT111)

12 Credit hours

This course introduces the Surgical Technology student to principles of asepsis, instrumentation, and operating room equipment. The student participates, with supervision, in the perioperative care of the surgical patient, utilizing beginning skills of aseptic technique, instrumentation, and environmental control. Emergency and resuscitative techniques will be included.

The student will:

Understand the physical, spiritual, psychological needs, and the rights of the surgical client.

Demonstrate the understanding and the beginning skills of the surgical technologist in the intraoperative and postoperative care of the surgical client.

Learn principles of asepsis and develop skills in preparing and maintaining a safe environment during the perioperative period.

Identify all the various accessory and specialty equipment utilized in the operating room and demonstrate the appropriate care and management of same.

Apply scientific principles in the utilization of accessory and specialty equipment in the performance of patient care.

Distinguish commonly used surgical instruments/materials and demonstrate the appropriate care and management of same.

Describe the role of the surgical technologist during resuscitation and demonstrate the required skills of CPR.

Demonstrate ability to work quickly and accurately as an operating room team member, integrating a number of activities according to priority.

Surgical Technology III (SGT120)

14 Credit hours

Common surgical procedures will be studied in detail while the student is provided opportunities to reinforce this knowledge and further develop perioperative skills by personally assisting the surgeon in the operating room. Job-seeking skills will also be presented.

The student will:

Describe the common surgical procedures.

Distinguish appropriate instruments, supplies, preps, and draping techniques particular to the following surgical specialties:

- General surgery
- Obstetrics and gynecology
- Ophthalmology
- Otorhinolaryngology
- Plastic surgery
- Urology
- Orthopedic surgery
- Thoracic surgery
- Outpatient surgery
- Cardiovascular surgery
- Neurosurgery

Show increased skill while scrubbing/circulating during the following surgical specialties:

- General surgery
- Obstetrics and gynecology
- Ophthalmology
- Otorhinolaryngology
- Plastic surgery
- Urology
- Orthopedic surgery
- Thoracic surgery

## Outpatient surgery

Show increased self-confidence and autonomy in the role of the Surgical Technologist.

Recognize the need for obtaining a professional credential by seeking certification from The Association Surgical Technologists.

Demonstrate the skills necessary for an employment search

### **Health Professions Department Statement on Safety**

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, during on-campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform procedures on fellow students and patients in the laboratory and clinical setting.

Program Directors, faculty and laboratory coordinators/directors may immediately remove a student from a clinical experience on or off campus and recommend to the Associate Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The Associate Dean of Health Professions with consultation from the Dean of Math, Engineering, Science, and Health Professions and the Dean of Student Services will either uphold the recommendation or reinstate the student. The recommendation for removal may result in permanent dismissal from the Health Professions Department.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Department through the Disciplinary Procedures as stated in the college catalog.

### **Health Professions Department Statement on Discrimination**

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

### **Academic Policies**

#### **Class Attendance**

Attendance is expected at all class sessions. Students are to be on time for each class period. Classroom demonstrations and discussion are based on the assigned learning objectives and textbook readings. Class content is designed to prepare Surgical Technology students to function safely and effectively in the clinical agency. Penalty for excessive class absences is listed in course syllabus. Students are expected to come to each class prepared to meet unit objectives.

If a student is absent when a video is shown in class, he/she is responsible for viewing that video before or after the next class.

#### **Class Behavior**

Students are expected to be respectful of the instructor, each other, and themselves. This means that behavior violating this policy will not be tolerated. Examples of unacceptable behavior include: making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to

the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is unacceptable, you will be warned once; the second time you will be given a written statement of acceptable behavior and time frame in which to comply.

Cell phones and beepers are to be turned off during class or placed on vibrate mode. Please see the instructor if you have a potential emergency situation that may require you to receive a call or page during class time. No use of cell phones are allowed in the classroom at any time.

There is to be no eating or drinking during class or in the classroom at any time. A break will be scheduled to allow for these activities.

### **Written Assignments**

All written assignments (such as case studies and case preps) must be legibly written in ink or word processed and submitted complete and on time. Any assignments of multiple pages must be stapled or paper clipped together and clearly labeled with student's name. Papers will be returned and no credit will be earned for non-compliance with this expectation.

### **Testing and Grading**

Academic honesty is expected of each Surgical Technology student. Abuse will result in failure of the course. Grades are computed from the total points earned from exams and quizzes and then divided by the total possible points for a % grade. This percent grade is converted to a letter grade according to the following scale:

92-100 %	A
85-91	B
75-84	C
74-70	D
Below 70	F

Students must receive a minimum grade of “C” in each of the required courses in the curriculum.

Students must meet clinical expectations and objectives.

A student’s ongoing average, which is computed from exam and quiz scores, will be provided when each exam paper is returned. Grades will be posted on D2L in a reasonable length of time following the exam or quiz.

Multiple-choice examinations will occur according to the schedule in the syllabus. There will be no prior announcement of quizzes. Students are expected to come to class having read the assigned textbook selections. A syllabus is provided to each student at the beginning of the course. The syllabus and other course documents are also posted on Desire to Learn (D2L).

If a student misses an unannounced quiz, he will be given a zero for that quiz grade. The lowest quiz grade will be dropped at the end of the semester.

Students are expected to be in class for each scheduled exam. If a student is absent for a scheduled exam he/she may take a late exam at the Testing Center on the first day that the student returns to campus. Only two late exams will be allowed in a semester. A zero will be given for any subsequent late exams.

### **Retention and Promotion**

Students must obtain a minimum grade of “C” in each of the required courses in the Surgical Technology curriculum in order to progress/graduate. These include Intro to Surgical Technology (SGT102), Concepts of Pharmacology/Anesthesia (SGT105), Surgical Technology II (SGT111), Surgical Technology III (SGT120), Intro to Healthcare Vocabulary (HPE112), Anatomy & Physiology (BIO240 or 245/246), and Intro to Psychology (PSY100).

Students must obtain a minimum grade of “C” in each of Intro to Surgical Technology(SGT102), Concepts of

Pharmacology/Anesthesia (SGT105), Anatomy & Physiology (BIO 240 or 245/246), and Intro to Healthcare Vocabulary (HPE112) in order to enter Surgical Technology II (SGT111).

Students must obtain a minimum grade of “C” in each of Surgical Technology II (SGT111) and Introduction to Psychology (PSY100) in order to enter Surgical Technology III (SGT120).

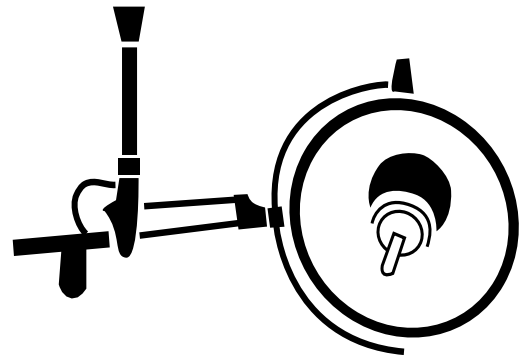
Students must meet all clinical expectations in laboratory portions of Surgical Technology courses. An Unacceptable rating in the final evaluation of a course will result in failure of the course regardless of the level of classroom achievement.

### **Graduation**

It is the responsibility of the student to know and fulfill all certificate academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog.

In order to qualify for the Vocational Specialist Certificate, the Surgical Technology student must complete each required course with a minimum of a “C” grade and meet clinical expectations in each clinical laboratory course. These courses include:

Intro to Surgical Technology (SGT102)  
Concepts of Pharmacology/Anesthesia (SGT105)  
Surgical Technology II (SGT111)  
Surgical Technology III (SGT 120)  
Anatomy & Physiology (BIO 240 or 245/246)  
Intro to Healthcare Vocabulary (HPE112)  
Introduction to Psychology (PSY 100)



Graduation candidates must complete a formal “Notice of Intent to Graduate” in the Office of Registration and Records by February 1.

Students are encouraged to participate in the graduation ceremony held each year in May. This is an especially important day for you and your family

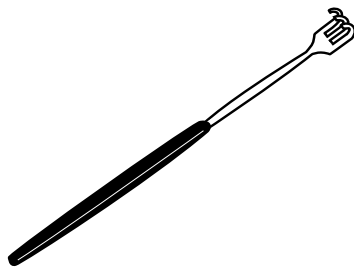
### **Withdrawal from Courses**

Students must follow the college withdrawal policy as outlined in the ECC catalog and the ECC Schedule

### **Student Grievance Policy**

The grievance must be submitted in writing, dated, and signed no later than 30 days after the occurrence of the contested event. Refer to the ECC catalog for specific information.

### **Clinical Laboratory Policies**



All students are expected to follow standards of professional conduct and adhere to the Surgical Technologist's Code of Ethics, the Patient's Bill of Rights, individual health care agency policies & procedures, and dress code. Failure to comply will result in clinical deficiency or failure.

### **Clinical Laboratory Attendance**

Surgical Technology students are expected to attend **all** clinical laboratory sessions as scheduled. Students must arrive at the agency before the assigned time so there will be an adequate interval for you to change into scrubs and report to the clinical instructor. Students are expected to be ready to participate as an operating room team member for all of the scheduled clinical hours as assigned. Therefore, you should be well-rested and in good health.

Personal difficulties, family obligations, outside job responsibilities, PMS, a late night out, etc. cannot interfere with your assigned duties for the day.

**Information regarding tardiness, clinical and class absences will be included in any letter of recommendation requested by prospective employers. Excessive absences may lead to a clinical failure.**

Students are not to carry personal or work-related beepers/cell phones in the operating room. Students should contact their clinical instructor if they must carry a beeper for notification of a **family** emergency.

Sometimes it is impossible for students to leave the clinical agency at the scheduled time. Whenever this occurs, those “passed-scheduled-time” minutes will be returned to you by being permitted to leave early on another day at the discretion of the instructor.

Students must always report to their clinical instructor **before** leaving the operating room department at the end of each clinical day.

### **Student Work Policy**

The on-site Elgin Community College instructor selects all student clinical assignments. These assignments are chosen based on student learning needs and surgical case availability. Students are never utilized for hospital service or as substitution for agency personnel. Students shall not be paid by the clinical affiliation site during the clinical component of the program.

### **Clinical Assignments**

The clinical instructor will assign students surgical cases. These assignments will be based on student learning needs and the case available. There is to be no complaints or refusal to accept the assigned case. Students are to utilize the Student Clinical Case Log to keep track of the types of cases they are assigned to scrub. This procedure permits students to be accountable for their learning

needs. Each week the case log is to be signed by the clinical instructor.

Students are to complete written case preps on all cases they are assigned with sufficient notice. These preps are to be in ink and legibly written or word-processed according to the clinical instructor expectations. Case preps are to be submitted to your clinical instructor. The Student Clinical Case Log is to be submitted to the Surgical Technology coordinator at the end of SGT120. The submission of the diary is required.

Case study assignments (as described in the course syllabus) are to be submitted to the classroom instructor via the D2L dropbox.

### **Physical and Health Requirements**

A baseline eye exam, evidence of immunity/current immunization status (Rubella, Rubeola, Varicella, Tetanus), yearly TB test, and written permission from your healthcare provider are required prior to the first clinical experience.

It is strongly suggested that all Surgical Technology students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, he/she must sign a declination statement prior to attending their first clinical experience.

<p>A student who has any change in her/his physical and/or psychological condition (<b><u>including pregnancy and post partum period</u></b>) that requires medical attention and/or effects her/his physical or emotional endurance must have written permission signed by a physician to continue in the Surgical Technology program.</p>
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### **Criminal Background Check (CBC) /Drug Testing (DT)**

The Illinois Department of Public Health (IDPH) and the Joint Commission (TJC) has laws and regulations that require Elgin Community College to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the ECC Health Professions Department. The College will comply fully with the Illinois Department of Public Health

(IDPH) and TJC regulations and requirements governing CBC and DT. Those requirements have been incorporated into this procedure. The results of all individual CBC and DT will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal Background Check (no more than 90 days before the first day of class) and Drug Test (no more than 30 days before the first day of class) are required of all Health Professions students after being accepted into the program. This check and test are based on the Illinois Healthcare Worker Background Check Code (IDPH) and the JCAHO requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Department. Students with a positive drug test will be referred to the Student Assistance Program at ECC.

In addition, Students:

- Will be responsible for all costs associated with CBC and DT;
- Will be responsible for independently securing all CBC and DT from a drug testing and criminal background check source determined by the Health Professions Department;
- Will have the results of CBC and DT sent to the Associate Dean Health Professions;
- Who refuse to be tested will be considered to be positive or CBC and/or DT and denied admission to the Health Professions Department;
- With a positive DT may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation;
- Must have DT repeated annually while in the Health Professions Department, and may be required to submit to a random drug test if there is cause;
- With two positive DT will be permanently dismissed from the Health Professions Department;
- Who leave the program for one or more semesters will be required to be re-tested for CBC and DT upon re-admission;

- Who are convicted of a felony after program admission is responsible for reporting that conviction immediately to the Health Professions Department.

### **Transportation and Parking**

Students are expected to provide their own transportation to and from all clinical agencies. Students are to follow parking regulations of the agency and park only in those areas designated for students.

### **CPR Certification**

Current CPR healthcare provider level certification is required of all Surgical Technology students in clinical courses. Certification must be up-to-date for the entire length of the clinical laboratory experience. A copy of the student's CPR card is required for his file.

### **Dress Code**

The clinical site supplies scrub clothing. These garments are not to be taken from the agency. This policy is mandated by OSHA and supported by professional honesty. Students are to supply their own shoes that must not be worn outside the agency. The shoes should allow for adequate support since Surgical Technologists stand the entire day. Canvas shoes are considered to be unsafe. **Jewelry is not to be worn with scrub clothing.** It is prudent to leave all jewelry at home. **All objects used in body piercings that can be seen must be removed.** These include facial or ear piercings. A picture ID and badge holder is to be purchased at ECC and worn on scrub top/lab coat. If you misplace this ID tag, the student is responsible for securing another picture ID from the college.

Each student must have a white knee-length lab coat, large enough so that it can be worn over scrubs and buttoned completely down the front. An ECC identification patch is to be sewn on the shoulder of one sleeve. This patch can be purchased in class. This lab coat is to be worn whenever you leave the operating room department in scrubs. Remember to launder the lab coat regularly.

Students assigned to Centegra Hospital-McHenry are to wear lab coats supplied by the hospital.

Gum chewing is **not** a professional behavior and is **not** allowed in clinical laboratory.

It is expected that each student will follow basic rules of hygiene: daily bath/shower, shampoo, clean underclothing, and use of deodorant. Fingernails should be well cared for, must be unpolished, trimmed, and be no longer than the distal end of the digit.

### **Snow Days**

Students are not expected to attend clinical laboratory if the college is closed due to inclement weather. At 0600, radio stations will report if Elgin Community College will be closed due to weather. If the college is closed, the student must notify the clinical agency of the snow day absence. Since this rarely occurs, it is important that students plan accordingly by considering weather conditions and their impact on travel time to the clinical agency.

### **Medical Insurance**

Students must carry personal medical insurance. A copy of the student insurance card is to be kept on file at the college. If a student injury occurs in clinical laboratory, the cost of medical care is the student's responsibility.

## **BLOODBORNE PATHOGEN EXPOSURE POLICY**



In the event that a student or instructor is exposed to blood or body

fluids, either in an Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor/clinical coordinator/preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. The student/instructor who is exposed should report to the nearest emergency room for first aid and baseline testing **Note: All health care services provided to a student as a result of an exposure will be at the students own expense.**

\*Student/instructor - must be tested for Anti-HBs and HIV Antibody. Consent is required.

\*Source - should be tested for HBsAg and HIV Antibody.

\*If the source tests positive for HBsAg and the student/instructor tests negative for Anti-HBs it is recommended that the student/instructor receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).

\*If the source is not tested, the student/instructor should be encouraged to receive Hepatitis B immune globulin immediately.

\*Follow up HIV antibody testing is recommended for the student/instructor at 6 weeks, 3 months, and 6 months.

\*Extended HIV follow-up for up to 12 months is recommended for exposed student/instructors who become infected with HCV following exposure to a source co-infected with HIV and HCV.

4. Complete a **Post Exposure Incident Report** (available in the

Health Professions Office, Room 175 of the Health and Business Technology Building).

### **Ethics and Confidentiality**

All client records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation.

Clients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes.

Patients, hospital staff members, and care issues are not to be topics of discussion with friends, classmates, or family.

Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places.

Surgical cases may only be discussed as part of a classroom activity. But, even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting.

Personal integrity is expected of all Surgical Technology students that includes maintaining a “Surgical Conscience” and adhering to the Code of Ethics of the Association of Surgical Technologists.

### **Morale**



The clinical schedule includes 81 days of operating room experience. During this time students may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student’s absence and should not be taken personally.

If you need someone to talk with about your concerns, it is imperative that you seek out your clinical instructor. She is your advocate and

can assist you in adjusting to the many personalities in the operating room. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you.

Your personal stress may be reduced by diligently preparing for your assigned cases. Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the agency and are not there permanently.

### **Professional Behavior**

Behavior that is considered professional dictates that we treat all patients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow students with the utmost respect.

Displaying attitudes of cooperation, eagerness to learn, caring, and high regard for your staff preceptor will be helpful to you in your relationships with the staff. If you are having difficulties, you are to discuss them with your clinical or classroom instructor. It is never acceptable to lose your temper or exhibit aggressive behaviors toward anyone. These actions may result in clinical failure.

The clinical instructors in the Surgical Technology program are well-educated professionals who have many years of operating room experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, but they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to the instructor in conference. Again, complaining to classmates is unacceptable.

## **Clinical Evaluation**

A formal evaluation will be scheduled three times during SGT111 and four times in SGT120. These scheduled evaluations will occur in a conference between the student and clinical instructor. The student should bring his completed self-evaluation form and diary of case scrubs to each evaluation conference where the student's progress and methods for improvement will be discussed. To demonstrate degree of performance, the following descriptors will be used when judging each parameter of the evaluation form:

**E-Exceeds Expectations:** The student exceeds expectations by demonstrating behaviors that are independent, safe, comprehensive, and beyond those expected for student's current placement in the program. The student requires minimal direction from the clinical instructor.

**M-Meets Expectations:** The student demonstrates behaviors which meet expectations for student's current placement in the program. Expectations include preparing for case assignments, working safely, applying previously learned knowledge, skills, and behaviors; completing all clinical and written assignments; communicating effectively and utilizing clinical instructor supervision appropriately.

**D-Deficient:** The student demonstrates inconsistent and/or questionable performance that may jeopardize patient safety. The student requires more frequent or constant supervision in applying knowledge and/or skills expected for the student's current placement in the program.

To meet clinical performance expectations, the student must be making satisfactory progress toward meeting objectives by demonstrating knowledge, skills, and behaviors appropriate for the

student's current placement in the program. Any deficiencies identified must be corrected in the time period decided by the instructor.

### **Clinical Failure Policy**

Students must perform at a safe level, demonstrating evidence of transfer of theory to practice, attentiveness to asepsis, and client safety. Satisfactory progress toward meeting clinical objectives and competencies must be evident. A behavior pattern that demonstrates poor preparation for the clinical day or inconsistent application of theory is considered unsafe for patient care. Clinical failure is defined as clinical behaviors that fail to demonstrate a consistent level of competency and safety commensurate with current placement in the program. A clinical failure occurs if the instructor observes a continued pattern of deficient performance and/or unsafe behavior that continues to be uncorrected after the student is notified of deficiencies.

The student will be advised of deficiencies at the regularly scheduled instructor/student evaluation conference **or, if necessary**, at a time earlier than the regularly scheduled evaluation conference. Identified deficiencies must be immediately corrected and the student's performance must demonstrate a consistent level of competency appropriate for the student's current placement in the program. The student will be provided a written copy of the identified deficiencies. If a student fails to correct deficiencies in the expected time period or is deficient in the final evaluation, his/her performance will be considered unsafe and will result in a clinical failure for the course, regardless of the theory grade.

**Clinical failure can occur prior to the scheduled conclusion of the semester** if the identified deficiencies are not corrected and/or clinical performance remains inconsistent or unsafe.

### **Readmission Policy**

#### **SGT102 and SGT105**

First semester admission is based on a ranking of A&P or Biology grades. Students who withdraw from, or fail SGT 102 and/or SGT105, and wish to be readmitted must reapply and their application will be

included in the pool of applicants that are seeking admission the following year.

### **SGT111 and SGT120**

Students who withdraw from or fail the 2<sup>nd</sup> or 3<sup>rd</sup> semester courses may be readmitted on a space available basis only. Students are to notify the Surgical Technology Instructional Coordinator for information regarding available space.

### **Time Limitations for Completion of the Surgical Technology Program**

There is a 2.5 year time limit, from entry into the Surgical Technology Program (SGT102) to completion of SGT120. Students may re-enter, on a space available basis, provided they complete the Surgical Technology Program within 2.5 years.

### **STUDENTS WITH DISABILITIES**

If you have a disability (physical, mental, emotional, or learning), you may be entitled to some accommodations, services, or support. While the law that is in effect at the college level says that you do not have to reveal any disability, if you require special services, you do have to provide documentation to the college through the Learning Skills Center. It is often in the student's best interest to notify the instructor and the Learning Skills Center of a disability, so that support can be arranged, if it is needed. If a student does not inform the college, we are not required to make any exceptions to any standard procedure.

**Please Note:** Elgin Community College will not compromise on any essential skill or requirement in a course or degree. All students are expected to meet essential requirements.

### **Essential requirements of Surgical Technology include**

Student is:

Able to bend, stoop, and stand/or sit for long periods of time in one location with minimum/no breaks.

Able to lift a minimum of 20 pounds.

Able to refrain from nourishment or restroom breaks for periods up to 6 hours.

Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needleholders with/without corrective lenses and while wearing safety glasses.

Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.

Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.

Hear activation/warning signals on equipment.

Able to detect odors sufficient to maintain environmental safety and patient needs.

Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Ambulate/move around without assistive devices.

Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.

Communicate and understand fluent English both verbally and in writing.

Possess short and long term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.

Able to make appropriate judgment decisions.

Demonstrate the use of positive coping skills under stress.

Demonstrate calm and effective responses, especially in emergency situations.

Students with disabilities must also meet these requirements, either with or without accommodations.

**Procedure:**

1. Go to Counseling and sign a release to have documentation of your disability sent forward.
2. Make an appointment with Annabelle Rhoades in the Learning Skills Center for an interview.

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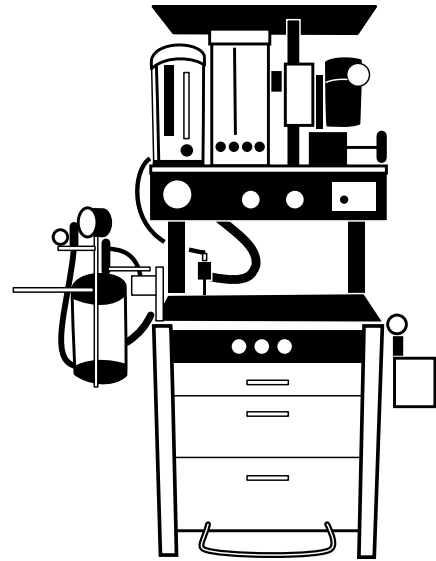
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