

STUDENT HANDBOOK



SURGICAL TECHNOLOGY PROGRAM 2013-2014

Developed 09/94, Last Revised 6/12, 7/13

WELCOME TO THE DIVISION OF HEALTH & PUBLIC SAFETY SURGICAL TECHNOLOGY PROGRAM

I Introduction

On behalf of the faculty and staff of the Division of Health Sciences, welcome to the Surgical Technology Program. We hope that you will have a gratifying, scholarly journey to becoming a surgical technologist student here at Rockingham Community College.

This handbook is a supplement to the RCC College Catalog and College Student Handbook. It contains valuable information to facilitate your achievement of academic and professional excellence as a surgical technology student.

All information contained in this handbook is subject to change. Changes will be published as they occur.

II Accreditation

The Surgical Technology Program educational curriculum follows standards established by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) and has been designed to provide students with the opportunity to integrate classroom instruction with laboratory competencies and clinical proficiency. We are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST). The college is accredited by the Southern Association of Colleges and Schools (SACS).

III Surgical Technology

A. Program Goals

1. To prepare students, academically and clinically, to pass the Association of Surgical Technology Certification Examination for Surgical Technologists.
2. To develop practitioners with high ethical codes of conduct and high professional standards.
3. To graduate students with a lifelong commitment to personal growth and professional development through continued involvement in their chosen profession.
4. To enhance the community college philosophy by promoting the professional development of all students accepted into the Surgical Technology Program to appropriate levels in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
5. To develop knowledgeable, competent, highly-motivated individuals who will accept the personal responsibility to care for surgical patients.

B. Program Objectives

The student will develop the knowledge, skills, and behaviors necessary to practice as a Certified Surgical Technologist by demonstrating high ethical standards, knowledge of aseptic technique, procedures and instrumentation and who:

- Demonstrates professionalism
- Is a team player
- Is capable of self-evaluation and self-correction
- Takes criticism productively
- Communicates effectively
- Exhibits personal responsibility for and control of behavior and actions
- Follows established hospital procedures and policies
- Follows specific operating room procedures and policies
- Can plan, prepare for and perform in all surgical discipline settings
- Can handle instruments, equipment and medications effectively
- Is an advocate for quality patient care

C. Professional Membership

Students will join the Association of Surgical Technologists upon enrollment in the program. Applications for membership will be distributed the first semester.

Association of Surgical Technologists
6 West Dry Creek Circle, Ste. 200
Littleton, CO 80120
www.ast.org

As members of AST, students receive many benefits and helpful information about the profession. As a student member, the individual will receive one professional journal a month (*The Surgical Technologist*) to keep informed of current issues and trends in the field as well as technical articles directed at surgical services.

Students will take the CST examination at the end of the summer semester as a benchmark for the ARC/STSA accreditation requirements. Students who pass the exam will be certified upon graduation. Most clinical sites require certification as a condition of employment.

Attendance Policy

The College's class attendance policy is designed to promote student success. Students are expected to attend *every* scheduled lecture, lab, shop and clinic on time and be prepared to engage in the teaching and learning process. Students are responsible for all materials covered and all assignments made in class. Each instructor is responsible for providing the student with a written attendance policy in the course syllabus.

In general, absences due to official college activities and events will not be included as absences within an individual instructor's attendance policy, provided that the student submits appropriate documentation to

the instructor at least one week prior to the event. However, if the student has an excessive number of absences or has unsatisfactory academic performance in the course, the instructor will inform the appropriate organization advisor/sponsor whether the student will be permitted to miss class. Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up of work. The student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events, and student academic competitions and award ceremonies.

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RCC Academic Honesty Policy

Academic integrity will not be compromised at Rockingham Community College. Cheating, plagiarizing, falsifying results of study or facilitating academic dishonesty are prohibited and can result in sanctions as extreme as suspension from class(es) and/or from RCC.

RCC Catalog 2013-2014 p. 75

Cell Phone Use Policy

Student use of cell phones, text messengers, and similar personal electronic and musical devices is prohibited in the classrooms, laboratories, clinical sites and the library.

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Academic Technology, Tutoring, and Testing Center (AT3)

The AT3 is an open lab available to students. The schedule for the center is available each semester on the RCC website and in the center. Typical schedules are Monday thru Thursday 8:00 am until 10:00 pm and Fridays 8:00 am until 1:00 pm. The AT3 has computers available for student use with qualified assistants on hand to aid students in their operation. At the center, students can check e-mails, communicate with instructors, write papers, work on projects, or study on their own. Tutoring is also available for students within this facility. Tutoring in computer-related skills and course work is available during all hours of operation. Specific tutoring by English faculty and peer tutors in such areas as writing, grammar, research, study skills, foreign languages, speech and other subjects as well as online writing assistance is available between the hours of 8:30 am and 3:30 pm. Monday thru Thursday and 9:00 am thru 1:00 pm Friday. Appointments are available, but walk-ins are welcome. All tutoring is free. Summer hours vary. Please visit the RCC web-site or call the AT3 at (336)342-4261 ext. 2233 or 2123 for more information.

RCC Catalog 2013-2014, p. 69

Technology Statement

Hardware and Software Requirements: Students enrolling in online courses should have the necessary computer skills and access to a personal computer with the minimum computer system and browser requirements listed on the following webpage: <http://www.rockinghamcc.edu/pages/DLRequirements.php>. Students who do not have appropriate hardware and software should plan to come to the AT3 in the Advanced Technologies Building, the James Library, or access computers through other locations in order to complete assignments.

Hardware/Software Malfunctions: Students must make alternative plans to deal with the very real possibility of hardware and software malfunctions. Assignment deadlines, test dates, and other course requirements must be met. Should students experience any technology problems, they should be ready to complete their assignments on campus using the computers and software available in the various campus labs. Deadlines will NOT be extended to accommodate down hardware or software.

Adverse Weather

Occasionally the college may be closed or classes may be canceled or delayed due to adverse weather. Announcement of school closing or delay will be made on area radio and TV stations, the college's website, and the college's switchboard.

When the college has a delayed opening, students are to report to the class, lab, or shop that they are normally attending at that time. It does not matter how much time is left in the class. If a class is scheduled from 8:00 a.m. to 9:25 a.m. and the college opens at 9:00 a.m., the students will have 25 minutes remaining in the class. This will still give the faculty member time to make assignments, answer student questions, etc.

In the event adverse weather interrupts the fall final examination schedule, the first make-up day will be the Saturday following the exam period, and the second make-up day will be the Monday following the exam period. Students will be able to obtain specific exam make-up information through their student e-mail account, RCC's Cable Channel 2, the RCC switchboard, and the RCC webpage.

Rockingham Community College has an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, classes which are missed or not held for any reason including adverse weather should be rescheduled whenever possible. If it is not possible to reschedule all class hours missed, the instruction may be made up by other alternatives, which may include extra assignments, individual conferences, etc., as approved by the chief academic officer and President.

RCC Catalog 2013-2014 pp. 100-101

Instructor Tardiness or Absence

In exceptional cases instructors may be unavoidably detained. Upon written or verbal communication that the instructor is unavoidably detained, all class members shall wait for the instructor. Students must wait ten minutes for an instructor before leaving class. After waiting this time the students may assume the instructor is absent and class shall not be held.

In said cases, students will be held accountable for knowledge of the material covered by the instructor should he/she arrive and conduct class.

RCC Catalog 2013-2014 p. 100

Americans with Disabilities Act (ADA) Policy

Students with disabilities are expected to meet the same standards as other students. To accomplish this, reasonable accommodations may be needed which make the method of instruction accessible to the student. It is the responsibility of the student requesting classroom, lab or shop accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to meet with an RCC counselor to sign off on the "Recommended Accommodations" form. This should be done early in the semester in order for the student to benefit from the accommodations.

Rockingham Community College will comply with the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973.

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Withdrawal Policy

RCC recognizes that there are situations when students need to withdraw from a course; however, students should be encouraged to explore other options before withdrawing and should remain in the course long enough to make a sound determination of the appropriateness of the course to their needs. It is the student's responsibility to initiate a withdrawal from a course. Students may withdraw from a course through the end of the 60th percent point of the semester or its equivalent in a shortened session. Students are not allowed to initiate drops beyond this point. After the thirteenth week of classes or its equivalent in a shortened session, students are required to meet with their instructor to initiate withdrawals for justifiable reasons. Also, students who are found guilty of plagiarism before the 60% point of the semester may not withdraw from the course in order to avoid penalty of an "F" or "WF" given by the instructor as a result of the plagiarism. In those cases, the "F" or "WF" grade will be given. In order for a student to initiate a withdrawal, all the steps outlined in the catalog must be completed. See the catalog for further information.

RCC Catalog 2013-2014 p. 86-88

Student Conduct Code

Rockingham Community College students are responsible citizens. As such, students are expected to:

- obey national, state, and local laws;
- act at all times as mature persons;
- be courteous to instructors, fellow students and to the public;
- be honest in academic work and in dealing with others;
- respect the property of the College and of fellow students;
- exercise reasonable care in the use of books, furniture, and buildings;
- observe all college regulations.

Any action performed on the campus of Rockingham Community College or at any activity sponsored by or officially affiliated with the College will be defined as being a violation of the standards of student behavior provided:

- The action interferes with the normal classroom activity or,
- The action directly precipitates physical violence resulting in bodily injury or property damage or,
- The action is a violation of the duly established regulations of the College Administration or of the laws of the State of North Carolina or of the United States of America.

The Code of Conduct outlines the categories of expected campus behavior and categories of behavior that are not permitted.

RCC Catalog 2013-2014 pp. 96-97

Tobacco-Free Campus Policy

Rockingham Community College is committed to providing a safe and healthy environment in which people learn, work, and engage in other pursuits. Consequently, the college prohibits the use of all tobacco products on campus by students, staff, faculty and visitors. Tobacco-Free is defined as a total ban on the use of all tobacco products while on the Rockingham Community College campus.

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D. Surgical Technology Program Curriculum

Fall

<u>ENG 111</u>	EXPOSITORY WRITING	3	0	0	3
<u>BIO 163</u>	ANATOMY AND PHYSIOLOGY	3	2	0	5
<u>SUR 110</u>	INTRODUCTION TO SURG TECH	4	0	0	3
<u>SUR 111</u>	PERIOPERATIVE PATIENT CARE	5	6	0	7
TOTAL					18

Spring

<u>BIO 175</u>	MICROBOLOGY	2	3	0	3
<u>SUR 122</u>	SURGICAL PROCEDURES I	5	3	0	6
<u>SUR 123</u>	CLINICAL PROCEDURES I	0	0	21	7
TOTAL					16

Summer

<u>SUR 134</u>	SURGICAL PROCEDURES II	5	0	0	5
<u>SUR 135</u>	CLINICAL PROCEDURES II	0	0	12	4
<u>SUR 137</u>	PROFESSIONAL SUCCESS PREPARATION	1	0	0	1
TOTAL					10

TOTAL SEMESTER HOURS = 44

IV CRITERIA FOR PROGRAM RETENTION

A. Attendance

One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. Among the many desirable qualities both a student and a working professional must possess are punctuality and exemplary attendance.

Because of the sequential nature of the educational experience in the Surgical Technology Program, the student's responsibility is to attend all lectures, lab sessions, and clinical rotations. Attendance is taken at the beginning of each class and serves as a record of commitment to the course. Each component of the program may have different attendance and makeup requirements (outlined in each syllabus), but students are always tardy if they arrive after class has begun, and three tardies equals one absence. Failure to comply with the attendance policy will result in poor academic and clinical performance as well as potential dismissal from the program.

The college's attendance policy is designed to promote student success. Students are expected to attend every scheduled lecture, lab, shop and clinic on time and be prepared to engage in the teaching/learning process. Students are responsible for all materials covered and all assignments made in class. When a student is absent from a lecture, laboratory, shop, or clinic, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. An absence is defined as nonattendance for any reason, including illness, emergency or official leave.

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RCC has a campus-wide policy with regard to inclement weather: it is the students' responsibility to join Eagle Alerts notification system, monitor the RCC official web-site or local news broadcasts to determine if and when classes will be held in the event of bad weather, and it is the students' responsibility to make up any assignments, class time or clinical time missed. Instructors will provide additional information regarding make-up work. Note: if it is announced that the school will open at noon, and the student has a class that ends at 12:20, the student must attend class for 20 minutes or be counted absent.

B. Academic Requirements

A minimum of a “C” (2.0) in each course is required to progress through the program, and all courses must be taken in sequence. This includes the Surgical Technology program courses and English, Anatomy & Physiology, and Microbiology.

Grading Scale:

- A = 93-100
- B = 86-92
- C = 78-85
- D = 70-77
- F = Below 70

Surgical Technology classes containing a lecture and a lab component will receive one final grade combining both sections, but students must be passing each section separately in order to successfully complete the course. A student who has passing grades in lab but is flunking the lecture portion cannot pass the course, nor can a student who is passing lecture but flunking lab.

Students may receive a written mid-term status report for the theory, lab, and/or clinical component of the program. Students who require it will be counseled by program faculty regarding their progress in the program at this time.

C. Classroom and Clinical Preparation and Performance

As health care providers, surgical technologists are expected to be prepared, and need to present themselves positively and professionally both verbally and in writing. This program facilitates a student’s growth in these areas with the following guidelines:

- **Preparation** All assignments and documentation must be completed prior to the beginning of class, and students must participate in discussion. Students who turn in assignments late or do not participate in class will be graded accordingly.
- **Written Communication:** The purpose of ENG 111 is to prepare students for the consequences of poor spelling and grammar. The faculty expects students to make every effort to use, spell, and pronounce medical terms correctly.
- **Verbal Communication:** The curriculum is designed to facilitate growth in the student’s ability to project professionalism via verbal communication. All courses incorporate oral presentations: from asking and answering questions in lecture to presenting a prepared oral argument, students are expected to be able to convey technical information in an organized, proficient, and professional manner, employing correct grammar and pronunciation.

- **Critical Thinking:** Students will be expected to develop critical thinking skills using problem-based learning: for example, incorporate one's knowledge of anatomy, instrumentation and surgical procedures to provide a checklist for a surgery.

D. Classroom Policies

1. Extend courtesy to peers and instructors by being on time, attentive and prepared.
2. Turn off all electronic devices during lecture time.
3. Use of recording devices is not allowed and is considered a violation of the RCC honor code.

Student use of cell phones, text messengers, and similar personal electronic and musical devices is prohibited in the classrooms, laboratories, clinical sites and the library.

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4. All homework assignments and clinical logs are due at the beginning of class
5. You may bring food and drinks into the classroom during lecture time as long as you clean up after yourself.
6. Breaks: students will be given one 10-minute break per hour of class at times convenient to the class discussion. Returning late from any break will result in the student being counted as tardy.

E. Conduct Requirements

Students will be encouraged to develop those attitudes and behaviors which reflect the dedication of their energies to the integrity expected at all levels of the profession. Violations of the code of conduct such as cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are clearly unacceptable.

Meaningful participation in class is possible only when the student is able to focus. Entering class after it has begun, talking out of turn or exhibiting disruptive behaviors is disrespectful to faculty and classmates. These behaviors will not be tolerated and the student may be asked to leave the area of instruction. **Cellular phones, laptops and pagers are to be turned off when in class. Recording devices are not permitted in class.**

A student who violates the code of conduct shall be subject to dismissal or some lesser disciplinary action commensurate with the facts. It is expected that all surgical technology students will be honest and professional in their dealings with members of the faculty and staff at RCC, as well as with clinical staff members, preceptors, and patients at clinical sites. Students are expected to report any observed instances of dishonesty to an instructor or faculty member.

Faculty members have the responsibility to see that students do not submit and receive credit for work which is not their own. If it is determined that cheating has occurred, a

student will be dismissed from the program and will receive an “F” for the course. Any student who commits plagiarism may be dismissed from the program.

Students are expected to assume both individual and group responsibility for the avoidance of any questions placed upon their integrity. Allegations that cannot be resolved by faculty or students on an informal basis should be dealt with through RCC’s appeals process as outlined in the student handbook.

Because professionals should exemplify high moral and ethical standards, surgical technology students will uphold the Rockingham Community College Student Conduct Code in addition to the Rockingham Community College Standards of Student Behavior. Any violation of the conduct code may result in dismissal from the program.

Academic integrity will not be compromised at Rockingham Community College. Cheating, plagiarizing, falsifying results of study or facilitating academic dishonesty are prohibited and can result in sanctions as extreme as suspension from class (es) and/or from RCC.

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All students enrolled in the Surgical Technology Program must:

1. Respect the opinions of instructors and other learners. Do not insult, slur or degrade instructors, other health professionals, or other students. (This statement of ethics does not infringe upon a student's right to raise questions and request clarification, but does modify the manner in which the questions or clarification are brought forth).
2. Respect the limited resources of equipment, instruments and supplies
3. Assist in maintaining class and laboratory rooms clean and in good order.
4. Complete all assignments by the scheduled date and time or make arrangements in advance for an extension. Do not expect to receive equal grade consideration if work is turned in late.
5. Observe all safety procedures when working with students, patients, and equipment whether in lab or in the clinical setting.
6. Not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.
7. Observe all policies and procedures established by the Surgical Technology Program and all off-campus facilities.
8. Respect the confidentiality of patient information regardless of source (including the patient, physician, records, or charts). Do not repeat **any** information learned within the confines of clinical outside of the classroom, lab or surgery department.
9. Work in cooperation with and respect other health care professionals. Do not remove or borrow property without permission and shall not damage or misuse property while in the lab facility or clinical site.
10. Adhere to the AST Code of Ethics:

AST Code of Ethics

- a) To maintain the highest standards of professional conduct.
- b) To hold in confidence the patient's beliefs and personal matters.
- c) To respect and protect the patient's legal and moral rights to quality patient care.
- d) To not knowingly cause injury or any injustice to those entrusted to our care.
- e) To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- f) To always follow the principles of asepsis.
- g) To maintain and practice surgical technology continuing education.
- h) To maintain and practice surgical technology willingly with pride and dignity.
- i) To report any unethical conduct or practice to the proper authority.
- j) To adhere to the code of ethics at all times in relationship to all members of the health care team.

F. Lab Policies

1. Refer to the **Clinical Uniform and Dress Code** for lab attire. Failure to adhere to dress code will result in an unsatisfactory grade for the day.
2. Students are responsible for bringing PAC sheets to lab on testing days. Only instructors may sign off PACs.
3. No eating, drinking, chewing gum, or horseplay in lab.
4. Keep the lab in clean, organized condition. Prior to dismissal from lab, each student is allowed time to put away all supplies and equipment. Each student must clean up the work area after a skill and return the supplies to the proper place, and each student is expected to help monitor the lab for safety and security of equipment and supplies.
5. Group skills evaluations will be done at the discretion of the instructor.
6. Students are expected to make their own appointments for extra lab practice, and document them on the appointment sheet provided for sign-up outside Lab H207. If you require an instructor's help, you must make it at the instructor's discretion.
7. No children or non-class members in lab or classroom.
8. Refer to the lab syllabus for attendance/absence and tardiness policy.
9. Students must pass all competencies in lab in order to progress to the next semester. Refer to the course syllabus for information on the grading process.
10. Lab Breaks: Students will be allowed a 10 minute break per hour of lab at a time convenient to the activity flow.

V Student Financial Responsibilities

The following is an estimate of costs incurred during the ST Program:

- Tuition and fees: (See current rates for In-State and Out-Of-State in RCC Catalog)
- Medical examination and vaccinations, including Hepatitis B series: \$200
- Drug Screening \$75

- Malpractice Insurance \$16
- RCC Accident Insurance \$2
- Testing Fees \$190 – 290 **
- Criminal Background Check \$26 - 40
- Lab coat, scrubs, shoes \$130
- Books (Surgical Technology texts only) \$500
- Miscellaneous educational supplies \$100
- Student membership in the Association of Surgical Technology \$45

Note: Malpractice and accident insurance are required to protect the student and the college while enrolled in the Surgical Technology Program. Accident insurance is added to the total tuition fees at the beginning of *each semester*. Malpractice insurance must be purchased annually through the college at the beginning of the fall semester of *each year*. Students will not be allowed to participate in clinical activities without malpractice insurance.

VI Physical and Behavioral Health Requirements

Individuals enrolled in the Surgical Technology Program are expected to be able to perform certain activities to maintain the standards of safety to clinical preceptors, faculty, students and patients. If a student feels that meeting the following standards is not possible, or requires modifications or accommodations, the individual must consult with the Program Director or the Clinical Coordinator.

- **Interpersonal skills:** sufficient to interact with individuals, families, and groups from a variety of social, economic, emotional, cultural, and intellectual backgrounds.
Example: Ability to establish appropriate relationship with patients and peers.
- **Written and oral communication skills:** sufficient to verbally convey information to a wide variety of individuals using good language skills, as well as the ability to transmit information through written communication modalities.
Examples: Perform pre-operative and post-operative evaluations and summaries of surgical procedures, interpret physician's orders, and provide appropriate verbal responses to staff and physicians.
- **Physical abilities:** sufficient to stand in the operating room for long periods of time, move moderately heavy equipment, lift and position patients and move instruments and supplies, and maneuver in small spaces while remaining sterile.

Examples: Retrieve equipment, assist in moving a patient from a stretcher to the OR bed.

- **Dexterity and strength:** sufficient to manipulate equipment and assist patients with physical limitations, pass microvascular instruments to a surgeon using a microscope.

Examples: Pass instruments to physician, complete instrument, sharps and sponges counts, and assist in moving patients who are unconscious.

- **Hearing:** ability sufficient to monitor and assess physicians and other staff needs while wearing a surgical cap and mask in a noise-filled environment.

Examples: Hear doctor's request for suture, hear anesthesiologist's instructions during surgery, and hear circulating nurse's requests for information or directions.

- **Vision:** sufficient for observation and assessment of the patient, environment, and equipment.

Examples: Observe patient's internal organs as doctor achieves hemostasis, visualize and count instrumentation on a back table while standing with the patient.

- **Tactile ability (sense of touch):** sufficient to perform delicate instrument manipulation and detect movement.

Examples: Remove a hemostat at the physician's direction; hold a retractor without damaging tissue.

A. Health Requirements for Progression in Surgical Technology

If a physical or mental health condition threatens to inhibit or prevent satisfactory classroom or clinical performance, the student will be counseled and referred to an appropriate professional. The recommendations of this practitioner will be subject to faculty review and will provide the basis for determining ongoing enrollment in the Surgical Technology Program. If it is determined that the student is capable of achieving program objectives, an action plan will be established and agreed upon by the student and program faculty. Failure on the student's part to follow the action plan may result in dismissal from the program.

When an illness affects a student's status in the program, a letter submitted by a physician attesting to the illness, necessary medical interventions, and the date activities may be resumed must be submitted. Faculty will determine if the documentation constitutes any violation of attendance and/or academic policies. . It should be noted that health problems that result in excessive absences or inability to meet clinical expectations may be grounds for dismissal from the program.

Throughout the program, faculty will assess a student's emotional/affective status by direct observation and clinical site input. If emotional/affective/behavioral conditions

prevent satisfactory classroom or clinical performance in the faculty's estimation, a student may be asked to consult with the appropriate professional before returning to program activities. Examples include the apparent use or abuse of prescription or non-prescription drugs or alcohol, poor interpersonal affect, or substantial changes in behavior. Students must inform faculty if they will be taking psychotropic or potentially mind-altering drugs prescribed by a physician while attending class, lab or clinical. Recommendations from the appropriate professional will be a factor when advising any student regarding continued enrollment in the Surgical Technology Program. RCC's policy relative to drug and alcohol screening will be implemented if a violation is suspected.

B. Other Health Related Issues

- **Physical Examination, Medical History, and Immunization Forms:** Completion is required no later than **October 1, 2013**.
- **Infectious Disease:** Chronic/acute, active/inactive infectious diseases contracted or carried by students should be reported immediately to program faculty.
- **Hepatitis B Immunization:** Students must have begun the series of three immunizations before starting class in the fall, and should be completed prior to graduation.
- **TB Skin Testing:** Students are required to complete a TB skin test procedure prior to attending clinicals, and as per the clinical site policy thereafter.
- **Criminal Background Checks and Drug Testing Policy**
 - All students will be required to comply with random drug screening, and must apply online for a criminal background check that will be conducted during the first semester of the program prior to clinical rotation. Students are responsible for the cost of these procedures. RCC's drug and alcohol screening policies for healthcare students are located in a separate attachment.

C. Health-Related Withdrawal/Dismissal

Any student may be dismissed or may withdraw from the program until an identified condition (physical and/or emotional) is satisfactorily resolved.

VII Grounds for Dismissal

1. Failure to meet the academic standards set forth in the college catalog and/or Surgical Technology Program policies, procedures, and/or syllabi. The surgical technology

student must meet the academic standards of the college. In addition, the following program academic standards are required:

- a. Minimum of a “C” grade in all Surgical Technology Program curriculum courses.
 - b. A student will not be permitted to progress in the program unless a satisfactory grade is attained in every component of the curriculum (lecture, lab and/or clinical) each semester.
 - c. Absence and tardy policies are outlined in each course syllabus. Failure to adhere to these policies for any class, lab or clinical rotation may result in dismissal.
 - d. The student must not fall behind the sequence of the curriculum plan for all ST and BIO courses outlined in the college catalog.
2. Health problems: refer to Physical and Mental Health Requirements, section VI.
 3. Refusal to be tested or testing positive on a drug screen. (see attachment)
 4. Falsification of information, cheating or plagiarism.
 5. Infraction of any clinical affiliate policies or procedures while in attendance.
 6. Violation of the HIPAA confidentiality policy.
 7. Negligent acts resulting in harm to a patient.
 8. Student behavior in the college or clinical setting which:
 - Indicates difficulty in making sound personal, professional or ethical judgments
 - Conflicts with patient safety essential to the performance of the duties of a surgical technology student.

This behavior may be defined as a failure to act appropriately on information that a majority of students at the same level would recognize as important. Any student who requires an inordinate amount of the clinical preceptor’s supervision because of poor judgment, inadequate decision-making skills, or safety violations may be subject to dismissal from the program. **Any student who is “disinvited” from a clinical site for any reason may be dismissed from the program.**

VIII Dismissal Process

A. Academic Dismissal

1. Dismissal applies to any surgical technology student who does not meet academic criteria or fails to meet professional standards outlined in the student handbook, course syllabi, clinical policy manual, or the college catalog.

B. Non-Academic Dismissal

1. The Surgical Technology Program faculty reserves the right to dismiss from the program any student who presents problems with physical or emotional health when these problems do not respond to appropriate treatment and/or counseling within a reasonable period of time and/or the student's status in the program is unsatisfactory.
2. Furthermore, students may be dismissed if they demonstrate behavior which conflicts with the ethics or safety essential to professional health care practices.
3. The Dean of Health Sciences will meet with the program faculty to discuss the reasons for dismissal.
4. Students will be allowed to attend the meeting to give the reasons for their actions.

C. The Dismissal Process

Any student who is recommended for dismissal from the Surgical Technology Program will have a conference with program faculty to discuss the reason for this recommendation, as well as investigation of any relevant student concern. The Program Director and Dean of the Division of Health Sciences will discuss the reason for the dismissal procedure. The student, Dean and Vice President will receive a letter from the Program Director stating the reason for dismissal.

Any student who believes the dismissal is unfair and elects to appeal the decision, may attend class but not clinical while the situation is investigated or until dismissal from the program.

Students who have academic problems or other concerns regarding a particular surgical technology course should first seek a resolution with the course instructor. Students who do not feel that the problem was handled adequately may request a meeting with the program director, then the dean.

E. Readmission Process

Because of the content and organization of the learning experiences in the program, withdrawal and academic dismissal should be avoided. However, should this become necessary, readmission may be considered. Students may be readmitted to the program following withdrawal or dismissal if the following requirements are met:

1. The student is out of the program for at least one semester.
2. The student withdrew from the program voluntarily, and in good standing.
3. The student is currently in good standing at RCC, and fulfills the admissions requirements for any new surgical technology student.
4. The student has demonstrated or proven to the program faculty that any physical, emotional, or professional cause for previous dismissal has been treated, managed, or corrected.
5. The student has updated medical immunizations and malpractice insurance.
6. The student has provided a letter of intent for readmission to the Program Director.
7. The student is willing to retake or successfully audit previously taken surgical technology courses or modules to review skills or knowledge related to professional practices. Such action will be relative to the length of time the student is out of the program. Successful audit involves attendance in class, taking exams, completing laboratory exercises, or completion of clinical performance evaluations.
8. Space is available in the program.
9. The student's readmission is approved by program faculty members.
10. The student may only apply for readmission one time.

VIII Key Personnel and Faculty

Tiffany D. Morris RN, MSN, Associate Professor

Dean of Health and Public Safety

Office: OHS 201H

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BSN, University of Virginia

MSN, University of Phoenix

Registered Nurse / North Carolina

Jennifer L. Tulloch CST, SA, PBT / Coordinator of Surgical Technology

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BA, Elon University

Certified Surgical Technologist

Certified Surgeon Assistant

Certified Phlebotomist

Crystal Kinton CST/ Clinical Coordinator

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E-mail: kintonc@rockingham.cc.edu

AA, Rockingham Community College

Certified Surgical Technologist

IX General Clinical Policies

- Students cannot attend clinical if they have worked 3rd shift the night before. This creates safety issues for the patient and for other members of the surgical team. Anyone discovered attending clinical after having worked the previous night shift will be sent home immediately with an unexcused absence for that day.
- No cigarettes, matches, or lighters in pockets while at the clinical site. Smoking is not allowed at the clinical sites. You are a representative of our program and profession.
- Courtesy and respect to peers, instructors, supervisors, and hospital staff is essential.
- Hospital policies, procedures, and guidelines will be adhered to by all students.
- Confidentiality, ethics, morals, and professional behavior will be observed by all surgical technology students.
- Dressing properly is part of the clinical experience. The instructor or clinical site representative reserves the right to ask a student who is violation of any key component to leave the clinical site. Refer to Clinical Uniform Dress Code for appropriate attire.

Clinical Placement

Clinical placement is assigned late fall semester for spring semester. The faculty considers a number of factors when determining placement, and personal preference and convenience are not always in the student's best interest. Placement may need to be changed occasionally, and any students who are moved are expected to do professionally. Because the clinical sites are not all in the local area, student must have reliable transportation. Rockingham Community College is not liable for any accidents during off campus surgical rotations.

For each surgical technology course that has a clinical component, a specific set of objectives clearly explains the responsibility of the student while he/she is in the clinical area. These objectives are listed on each evaluation sheet, copies of which are in the syllabus. It is the student's responsibility to read and understand the clinical objectives and the evaluation form. The surgical technology instructor will clarify any part of these forms as necessary. The evaluation tools are discussed with individual students and signed by faculty, student and preceptor.

Transportation

Students are responsible for all transportation to and from theory, lab, and clinical sites.

Accidents or Injuries

If a student is involved in any kind of accident or incident, whether it be on campus or at the clinical setting, they must report it to the Surgical Technology Clinical Coordinator. All injuries related to blood or body fluid exposure and/or needle stick must be reported to the student preceptor, and if necessary, the clinical facility OR Director. The student must obtain a copy of the clinical site's incident/accident form for RCC's records, and should follow the **clinical site's recommended testing** for needlestick/fluid exposure. If no testing is performed at the clinical site, the student may go to Moses Cone Occupational Health Services and have a Blood and Body Fluid exposure test drawn at the student's expense.

Regardless of the location, the cost of exposure testing is the student's responsibility.

Any charges incurred by the student may be filed with the RCC business office for submission to the RCC accident insurance company by the student. Any reimbursement due the student will be directly provided by the accident insurance company.

Proper use of Universal Precautions and following OSHA standards will help prevent these injuries from occurring.

Clinical and Uniform Dress Code

- Good personal hygiene.
- **No** perfume, after shave, scented powders, or cologne. Light makeup only.
- No visible jewelry. This includes body piercings, especially tongue piercings.
- No visible tattoos.
- Hair is to be clean, neat, and off the shoulders at the clinical site. Shoulder length hair (males and females) must be tied up or back.
- Nails should be a short length and clean. No nail polish at the clinical site.
- Men must be clean-shaven or have neatly trimmed facial hair.
- Clean, white, $\frac{3}{4}$ length, long-sleeved lab coat with name tag.
- Surgical scrub suits with name tag.
 - A lab coat will be worn at all times in the clinical site by surgical technology students **unless** the student is in the operating room.
 - The name tag will be visible at all times at the clinical site.
- Solid **Sea Mist** scrubs. No printed designs of any kind.
- Clean leather sneakers or shoes with socks.

Additional Dress Code and Personal Appearance Info

- Students will wear appropriate clothing while on campus. As a representative of RCC and the Surgical Technology Program, students attending off-campus classes, events, or field trips should dress conservatively. A clinical uniform with a lab coat and name tag should be worn at all off-campus hospital activities unless students are directed otherwise.

Inappropriate, dirty, or unkempt appearance will result in dismissal and unexcused absence for the day. This includes incomplete uniforms or lab coats without identification badge. Clinical instructors and preceptors have been advised to dismiss any student for the day that is not in compliance with program uniform or appearance policies. Please practice good personal hygiene. Be considerate of others.

Clinical Break Policies

Students will be given break times or rest periods when possible during the course of the day and according to the facility’s policies and procedures. Breaks will be taken in such a manner that the work flow and patient care schedule is not interrupted. Students should not negotiate for different break or lunch times, nor should they leave the clinical area unless they have received prior approval from RCC faculty.

Clinical Case Information Availability

All information about case selection and clinical roles for students will be made available to each clinical affiliate with a hard copy of the RCC Surgical Technology Handbook and syllabus for each semester. This information is made available to potential students and the general public via the online copy of the RCC Surgical Technology Handbook, located on the rockinghamcc.edu web site.

Sample Weekly and Daily Case Log Sheets for Clinical

Procedure	Date	General Surgery 1 st Scrub	General Surgery 2 nd Scrub	Specialty 1 st Scrub (indicate specialty)	Specialty 2 nd Scrub (indicate specialty)	Endoscopy (E) or Vaginal Delivery(V) 2 nd Scrub	Observation

Totals							

General Surgery: minimum 30 cases, 20 as 1st scrub, required. Surgical Specialties: Cardiothoracic, ENT, Eye, Genitourinary, Neurology, OB/Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant. Minimum 90 cases, 60 as 1st scrub, over minimum of 5 specialties, required. Diagnostic Endoscopy: Bronchoscopy, Colonoscopy, Cystoscopy, EGD, ERCP, Esophagoscopy, Laryngoscopy, Panendoscopy, Sinusoscopy, Ureteroscopy. May have 10 diagnostic endoscopy cases, 5 vaginal deliveries as 2nd scrub. Observation cases must be documented but do not count towards minimum required cases.

First scrub role: the student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

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

Second scrub role: the second scrub role is defined as the student who is at the sterile field who has not met all 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 role: 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.

RCC Surgical Technology Clinical Log

Student Name: _____ Clinical Facility: _____ Date: _____
 Procedure: _____ Surgical Specialty: _____
 Preceptor: _____

Pre-Op (Complete 1 day prior to clinical) Brief description of procedure, using assigned reference books and including the anatomy and physiology of the case :

Patient Position: _____ Draping
Sequence: _____

Suture (identify absorbable (A) or nonabsorbable (N)) _____

Instruments, Equipment and Supplies:

Patient
Dressing: _____

Faculty's Professional Judgment

In the clinical area, the Surgical Technology faculty reserves the right to use professional judgment to determine a student's ability to perform patient care and maintain the health and safety of the patient. A student who is informed that he/she is not performing at a satisfactory level will be directed to leave the clinical area.

A student who is deemed by a preceptor or supervisor of the clinical area to be unsafe or unprofessional may be asked to leave the clinical site permanently. Disinvitation to a clinical site may result in immediate dismissal from the program.

A conference may be held with student and a faculty member as soon as possible to address behavior and/or performance issues. The clinical preceptor, program director and/or the Dean of Health Sciences may attend if deemed necessary.

X Surgical Technology Program Clinical Affiliates

Phone Numbers and Department Manager or Key Contact:

Alamance Regional Medical Center
1240 Huffman Mill Road
Burlington, N.C. 27215 336-538-7600

Annie Penn Hospital
618 South Main St.
Reidsville, N.C. 27320 336-951-4577

Danville Regional Medical Center
142 South Main St.
Danville, Va. 24541 434-799-2100

Forsyth Memorial Hospital
3333 Silas Creek Parkway
Winston Salem, NC 27103 336-718-1750

Martinsville Memorial Hospital of Henry County 320 Hospital Drive Martinsville, VA 24414	276-666-7391
Medical Park Hospital 1950 Hawthorne Road Winston Salem, NC, 27108	336-718-0642 336-718-0644
Morehead Memorial Hospital 117 East Kings Hwy. Eden N.C. 27288	336-623-9711
Randolph Memorial Hospital 364 White Oak Street Asheboro, NC 27204	336-625-5151
Wake Forest Baptist Medical Center Medical Center Blvd. (outpatient) Winston Salem, NC 27157	336/713-2541 336/716-2011 or 336/716-3640 (main)

XI College Resources Available to Students

- **College Advisement System:** The counselors in the Admission Office initially assist students through placement testing and remedial coursework. Thereafter, pre-Surgical Technology and Surgical Technology students are advised by faculty in the program.
- **Library Resources:** The Surgical Technology Program provides evaluation, assessment, and other instructional materials for educational purposes in the James Library. The college library additionally offers student internet access for research and reference information. Faculty members maintain personal libraries and journal collections in their offices and program laboratory. These materials may be available for student use, but must be checked out with the individual faculty member.
- **Rockingham Community College Counseling Services:** The RCC Student Services Center provides academic, personal, and vocational counseling services at no charge to all RCC students. The Student Services Center can also evaluate an individual's study habits and offer suggestions to improve academic skills.
- **Computer Resources:** There are computers available for student use throughout the college. Multiple software programs are installed in the computers including word processing, spreadsheet, and graphic

applications, as well as program specific computer aided instruction such as respiratory care tutorials and clinical simulations. Since all program faculties expect students to use word processing programs to complete written projects, individuals are encouraged to utilize a computer lab if they do not have a system of their own. The James Library, Surgical Technology Program, and the Multi-Media Learning Center (MLC) on the first floor of the Advanced Technology Building provide computers accessible to students.

- **Rockingham Community College Learning Centers:** The RCC Learning Centers are available to all students. Individuals may receive tutorial assistance in mathematics, English, science, and computer skills free of charge.
- **Financial Assistance:** The primary responsibility for financing a college education rests on the individual. Generally, financial aid will be supplied according to current income and assets. RCC makes every effort to provide students with the appropriate amount of assistance once eligibility has been demonstrated. Eligibility requirements and related processes, as well as various grants, scholarships, and loans, may be found in the RCC catalog under “Financial Aid Policy”.

Technology Statement

Hardware and Software Requirements: Students enrolling in online courses should have the necessary computer skills and access to a personal computer with the minimum requirements as outlined in the *RCC 2008-09 Catalogue, p. 98*. Students who do not have appropriate hardware and software should plan to come to the AT3 in the Advanced Technologies Building, the James Library, or access computers through other locations in order to complete assignments.

Hardware/Software Malfunctions: Students must make alternative plans to deal with the very real possibility of hardware and software malfunctions. Assignment deadlines, test dates, and other course requirements must be met. Should students experience any technology problems, they should be ready to complete their assignments on campus using the computers and software available in the various campus labs. Deadlines will NOT be extended to accommodate down hardware or software.

XII Evaluation

The Surgical Technology faculty has adopted the following methods of evaluation to determine student progress. Evaluation should be a motivating force in improving teaching and learning situations and in the growth and development of the student. Since the objectives for both clinical and theory are stated in terms of expected student behavior, evaluation must be in terms of observed student behavior.

A. Theory

In the lecture portions of the course, the following activities may be evaluated:

1. Quizzes and unit exams
2. Final comprehensive exams
3. Special projects/papers/homework

Individual instructors may vary the grade value attributed to each activity. Such information is included in the course syllabus which each student receives the first day of class each term.

Surgical Technology students must obtain CPR Certification through the American Heart Association, which will be provided during the fall semester if students do not have certification prior to admission.

B. Procedures for Assessing Competency (PAC's)

In the laboratory portion of the course, the following activities may be evaluated:

1. Quizzes and unit exams
2. Equipment/instrumentation identification and proper use
3. OR competencies – successful completion of procedures used daily in the operating room

Surgical technology instructors are responsible for the grade values for each activity. Detailed information will be available in each semester's syllabus.

C. Clinical Experience

The student's responsibility during the clinical portion of the course is to incorporate the classroom and lab learning experiences and apply them to activity in a real operating room. Students will be evaluated on all aspects of their behavior during clinical, including but not limited to their preparedness for activity in the operating room, their ability to learn and repeat surgical techniques, knowledge of instruments and equipment, speed of performance, and interpersonal behavior both in and out of the operating room. Assessments will be made by Surgical Technology staff, clinical site preceptors and clinical site staff.

XIII Student Activities/Responsibilities

Class Organization and Surgical Technology Fundraising

Early in the fall semester, the class will elect officers, including a president, vice president, secretary and treasurer. A surgical technology faculty member for the program serves as a consultant. The officers will preside over class meetings and be the official representatives for all business matters concerning the class. The surgical technology director must approve all fund raising activities. The mission of the Surgical Technology Club is to raise money for AST membership, the CST exam, the pinning ceremony, and/or the pins themselves. Class meetings should be announced at least 48 hours prior to the meeting time, and an agenda should also be posted. A copy of the minutes of each meeting is to be given to the program director for Dean's records.

Advisory Committee

The Surgical Technology Program has an advisory committee comprised of student educators and staff from our clinical sites, surgical technologists and members of the medical and non-medical community. One student from each class will be asked to attend the biannual meetings to represent the current student population, and to report back to his or her peers as to the issues discussed.

Pinning Ceremony

The pinning ceremony, which honors graduating Surgical Technology students, is held preceding the college's summer graduation services. The surgical technology club, with participation from the graduating class and input from the faculty advisor, plans the ceremony, which will be held on the RCC campus.

Students who graduate from the Surgical Technology Program earn a Surgical Technology pin. The purchase of the pin is the responsibility of the graduate unless other arrangements are made.

Guidelines for the Ceremony Are:

- Ceremony to be held on campus (i.e. auditorium, Student Center).
- Planning, execution and clean-up are responsibility of the class.
- All financing is responsibility of the graduating class.
- Attendees may include family members, friends, faculty and board members
- All plans for ceremony must be approved by the faculty.
- "Plans" includes but is not limited to: the date, program, dress, invitations, guest list, menu and music.
- The pinning ceremony plans must be finalized by July 1st or may be subject to cancellation by the faculty. The ceremony is a privilege that must be earned by a group who has the discipline to raise funds and meet a deadline.

Faculty Award

Faculty award will be presented to the Surgical Technology student who has:

- A. Earned a cumulative GPA of at least 3.5;
- B. Excelled in the clinical setting;
- C. Displayed acts of leadership in the classroom and clinical setting.

Peer Award

A Peer Award will be presented to the surgical technology student who has been a role model to his/her peers. The following question will be presented to the class, "Who in this

class would you feel most comfortable in allowing operating on one of your family members?”

Graduation

A student is subject to the graduation requirements of the college. In addition, the ST student must:

1. Progress satisfactorily through the ST curriculum as defined in the academic progression policy.
2. Maintain a minimum grade point average of 2.0 in the required curriculum courses
3. Apply for graduation at the beginning of the summer semester, pay the application fee, and attend graduation ceremonies.
4. Demonstrate physical and emotional health, which underscores the ability to provide safe care to the public.