



Surgical Technology Program

Wallace Community College

STUDENT HANDBOOK

Bailey Sheffield AA, CST
Surgical Technology Instructor, Program Director
Heersink Family Health Science Building, Office 264C
334-556-6906
bsheffield@wallace.edu

WALLACE COMMUNITY COLLEGE (334) 983-3521
TOLL FREE: 1-800-543-2426

**Associate Degree Surgical Technology
Student Handbook
2024-2025**

TABLE OF CONTENTS

<u>Welcome</u>	4
<u>Notification of Policy Changes</u>	4
<u>Americans with Disabilities Act (ADA)</u>	4
<u>Program Accreditation and Certification</u>	4
<u>Mission and Philosophy of Surgical Technology Programs</u>	6
WCC Surgical Technology Mission Statement	6
Surgical Technology Philosophy	6
<u>Communication</u>	6
Faculty	7
Students	7
Blackboard	7
WCC Student Email	7
Emergencies	7
WCC Alert	7
<u>Contact Information</u>	8
Campus Police	8
Administrative Staff	8
<u>Wallace Community College Policies</u>	8
Student ID Policy	8
Tobacco-Free Policy	9
<u>WCC Health Program Policies</u>	10
Auditing for Health Science Classes	10
Background Screening Policy	10
Essential Functions for ACCS Surgical Technology Programs	12
Health Records Policy	14
Social Media Policy	16

Substance Abuse Control Policy	16
<u>Surgical Technology Program Policies</u>	18
Attendance	18
Grading System	19
Grade Calculations	19
Progression, Reinstatement, and Transfer Policies.....	19
Progression Policy Appeal Process.....	21
<u>Clinical-Related Policies and Information</u>	22
Clinical Attendance	22
Cardiopulmonary Resuscitation (CPR)	22
Confidential Information	22
Clinical Evaluation	22
Clinical Case Requirements	25
Injury During Clinical Rotations	25
No Compensation Policy	26
Personal Affairs	26
<u>Uniform and Professional Appearance Policies</u>	26
Clinical Dress Code	26
Community Uniform Guidelines	27
Practice Lab Dress Code	28
<u>Miscellaneous Information</u>	28
Academic Grievances	28
Conduct	29
<u>Curriculum Guidelines</u>	30
Surgical Technology Curriculum	30
<u>Student Signature Form</u>	32
<u>Release of Clinical Information</u>	33

Welcome

Welcome to the Surgical Technology (ST) program at Wallace Community College. We are committed to providing students with a learning environment that is conducive to personal growth. Students are involved as active participants in a variety of guided learning experiences.

Students are fostered by the surgical technology faculty as they endeavor to reach their optimal potential. As experiences progress from simple to complex, the responsibility of learning is upon the student. Planning, implementation, and evaluation of the curriculum are the responsibility of the surgical technology faculty.

The Surgical Technology Handbook has been developed to provide information about the surgical technology program; to clarify policies and to foster communication between students and faculty. It is imperative that the student becomes familiar with this information. Unless otherwise designated in a surgical technology course syllabus, these policies apply to each surgical technology course in which you enroll. **If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.**

The WCC College Catalog / Student Handbook (College Catalog) contains additional program information, as well as information and policies of the College. Students in the ST program must abide by the policies of both the College Catalog and the ST Student Handbook. Students accepted into the ST program are responsible for the information in each of the fore mentioned documents. Re-reading the College Catalog and ST Student Handbook each semester is strongly recommended.

Notification of Policy Changes

The ST program policies and information presented in the ST Student Handbook are subject to change. If changes are made, all students in the ST program will be notified in one or more of the following ways: announcement in class, Blackboard posting, email, printed memorandum, bulletin board postings, or U.S. mail.

Americans with Disabilities Act (ADA)

It is the desire of the Associate Degree Surgical Technology program to comply with the Americans with Disabilities Act. Students needing disability services or information should contact the Compliance Officer on the applicable campus:

Wallace Campus Mr. Ryan Spry – (334) 556-2587
Sparks Campus Mr. Earl Bynum - (334) 687-3543, ext. 4270

Program Accreditation and Graduation Requirements

ACCREDITATION:

Accreditation and Eligibility for Certification

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org), 9355-113th Street, North, 7709 Seminole, Florida 33775 (727-210-2350), on the recommendation of the ARC/STSA Review Board, 19751 East Main Street, Suite #339, Parker, CO 80138, (303) 694-9262.

Students who complete the Surgical Technology program are required to sit for the National Certification Exam. The exam will be given prior to the completion of the program at the college.

The National Board of Surgical Technology and Surgical Assisting (NBSTSA)
6 West Dry Creek Circle, Ste. 100 Littleton, CO 80120
Toll Free: 1.800.707.0057 FAX: 303.325.2536

GRADUATION REQUIREMENTS:

Comply with all formal procedures for graduation in accordance with College policy. See College Catalog. Completion of all course curriculum (See Curriculum) and clinical requirements.

Graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting

Establishing Eligibility to Test

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility.

Before testing, individuals must first establish eligibility by submitting the appropriate examination application form along with the correct fees. NBSTA does not refund processing fees for ineligible candidates.

Once approved the NBSTA will provide the Program Director with the Testing information which will allow the student to test for their CST prior to graduating. Once a student graduates and all documents are sent to NBSTA test scores will be released to the Program Director and Student.

NBSTA accepts all properly completed applications from qualified applicants regardless of the applicant's age, sex, race, religion, marital status, disability, or national origin.

Certified Surgical Technologist (CST) - Content Outline for Certification Exam

- I) ***Perioperative Care: 91 items***
 - A) *Preoperative Preparation: 18 items*
 - B) *Intraoperative Procedures: 61 items*
 - C) *Postoperative Procedures: 12 items*
- II) ***Ancillary Duties: 26 items***
 - A) *Administrative and Personnel: 9 items*
 - B) *Equipment Sterilization and Maintenance: 17 items*
- III) ***Basic Science: 33 items***
 - A) *Anatomy and Physiology: 20 items*
 - B) *Microbiology: 6 items*
 - C) *Surgical Pharmacology: 7 items*

Mission and Philosophy

Wallace Community College is part of The Alabama Community College System (ACCS).

WCC Surgical Technology MISSION STATEMENT

The mission of this Surgical Technology Program at Wallace Community College is to provide didactic and clinical instruction which will enable individuals to perform as competent, entry-level Surgical Technologists. The Surgical Technology Program at Wallace Community College is committed to accomplishing this mission through the use of quality instructional methods, including both traditional and technology based instruction, whereby students are assisted to achieve the academic knowledge and clinical skills necessary to perform and satisfy the need for Surgical Technologists in local and regional communities; while also preparing the students to sit for the certification exam.

Surgical Technology PHILOSOPHY

The Surgical Technologists are significant participants on the health care team. The Surgical Technologist provides technical care of patients during surgery with awareness of the human dignity, individual uniqueness, physical, emotional, and spiritual needs. The Surgical Technologist should possess the competence in the technical phases of Surgical Technology and a sound understanding of the scientific principles of Surgical Technology. The Surgical Technologist is responsible for setting up the sterile field, supplying the appropriate supplies and instruments. The Surgical Technologist also functions as a "scrub" during surgical procedures in a variety of health care settings. The Surgical Technologist should develop the ability to make independent clinical judgments within the limits of the Surgical Technologist's responsibilities. The Surgical Technologist should exhibit strong ethical behaviors and attitudes.

Wallace Community College accepts the responsibility for supplying students with opportunities to learn the necessary information and skills and to obtain clinical practice required for national certification/regulation and entry-level competence in the field. As educators, faculty model the processes of learning, adapting, and changing as the environment and culture changes in accordance with sound scientific developments in education, instructional delivery methodology, medical science, and surgical technology science. We believe in providing our students with more than just manual skills. We believe that our students should know not only the "how to," but the "why." This should produce thinking individuals who will continue to grow and learn after they graduate and be able to demonstrate respect for the uniqueness of every individual.

It is the student's responsibility, however, to fully utilize the opportunities provided by this educational program. Additionally, the choice of a career is a personal decision, and, having chosen a particular profession, the individual must assume the profession's inherent responsibilities and adhere to established professional ethics and standards of practice.

Communication

Communication is an important part of the Associate Degree Surgical Technology program. Important information is communicated in a variety of ways to include announcements in class, mail, telephone, e-mail, Blackboard, the WCC website, myWCC, and bulletin boards.

FACULTY

Each semester, faculty members coordinate office hours around their instructional duties. *Students should make appointments to interact with faculty members during these times.* Faculty members can be contacted in person or via Blackboard, phone, or email.

Students are responsible for information given in class, lab or clinical. This information comes from the instructor. Please contact your instructor directly instead of calling the ST Program Office. In the event that a faculty member is not available for phone calls, they can alternatively be reached through Blackboard or email.

STUDENTS

It is very important that students maintain current contact information in the ST Program Office. Changes regarding a name, mailing address or phone number must be updated in both the ST Program Office and the Office of Admissions in Grimsley Hall.

BLACKBOARD

All courses at WCC are web-enhanced using Blackboard. Instructors use Blackboard as a primary means of communication with students.

WCC STUDENT EMAIL

WCC email is assigned for all enrolled students. Students are encouraged to use their student email account. It is recommended that students become familiar with their WCC student email account and check it on a regular basis.

The student email address is your first initial, last name, and last four digits of your social security number, all lower case, @student.wallace.edu.

Example: jdoe1234@student.wallace.edu

To login to student email visit www.wallace.edu and click on "Student Email". Information regarding how to set up and use your student email account can be found on the WCC website at www.wallace.edu. Helpful information is located under "Current Students" then "Student Email Information".

For more information or assistance, students should email its@wallace.edu or call (334) 556-2464.

EMERGENCIES

If you feel that the situation is life threatening or are uncertain as to the exact nature of the emergency, dial "9-1-1" directly and tell them your location on campus. For non-life threatening situations, contact the closest WCC employee for assistance.

WCC ALERT

Students are encouraged to sign up for "WCC Alert" by visiting www.wallace.edu/wccalert. This alert system provides mass electronic notification of emergency information to the campus community via email, text message, the WCC homepage, etc. Examples of emergencies include weather closings or delays, natural disaster, man-made disaster, active shooter, or other emergency as determined by College administrators.

This service is free. (Standard text messaging rates will apply.)

Contact Information

Wallace Community College

1141 Wallace Drive
Dothan, AL 36303
Phone: (334) 983-3521 or (800) 543-2426
www.wallace.edu

ST Program Office

Phone: (334) 556-6906
Fax: (334) 556-2530

CAMPUS POLICE

Students can contact the campus police at any time by calling **(334) 798-1381**.

ADMINISTRATIVE STAFF

<u>Name</u>	<u>Extension</u>	<u>E-mail</u>
Buntin, Ms. Kathy – Associate Dean, Health Sciences	2292	kbuntin@wallace.edu
McKnight, Ms. Sheila – Associate Dean, Health Sciences Secretary	2448	smcknight@wallace.edu
Sheffield, Bailey - Director/ Instructor, ST Program	6906	bsheffield@wallace.edu
Flowers, Pamela – Allied Health Secretary	2388	pflowers@wallace.edu
Clenney, Ms. Karen – Faculty Support/Simulation Center Coordinator	2365	kclenney@wallace.edu
Craig, Ms. Laricia – Retention Lab Coordinator	2504	lcraig@wallace.edu

Wallace Community College Policies

STUDENT ID POLICY

1) Purpose

- A. To enhance the safety and security of all personnel on Wallace Community College's campuses, ALL students will be required to obtain a photo identification card.
- B. This student ID will serve as the official means of identification for Wallace Community College.
 1. Unless a student loses/misplaces ID card, it will only need to be issued once.
 2. The first issued student ID is FREE. All replacements will cost \$10.
 - Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.
- C. Students will be required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus:
 1. If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.
 2. If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid WCC student ID. Those who resist will be escorted off campus by the College Police and further disciplinary action may be taken if necessary.
- D. This initiative will provide a high quality, single-card system that allows efficient access to all card-related services throughout the college.
- E. This will also enable WCC to seek new and expanded uses of the card through improved and advanced technology.

II) *Scope*

- A. Students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.
 - 1. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.
- B. The student ID will also be used for discounts at local businesses on specified days (discount specifics found on back of student ID).

III) *Photo ID Policy*

- A. Students will be required to present proper government-issued photo identification before an ID card is issued.
- B. For ID pictures, Wallace Community College requires individuals to remove any items not worn as part of their daily appearance. The only exceptions are items worn for cultural or religious purposes.
 - 1. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

Approved: 02-23-2011

TOBACCO-FREE POLICY

Wallace Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles, is prohibited. Wallace Community College employees, students, and visitors are not permitted to use tobacco products inside their private vehicles while on College property. Any Surgical Technology Student caught using tobacco products will receive a written warning, if caught again the student could be fined or expelled.

For the purposes of this policy, a tobacco product is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine, to include water vapor emitting products. All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by College Police officers for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student. Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by the College Police.

Student Fines

Any Wallace student found to have violated this policy shall be subject to the following fines:

- **1st student ticket – Warning**
- **2nd student ticket - \$25.00 fine**

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts

released until all fines are paid in full. Any student desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate Campus Dean.

Health Science Program Policies

AUDITING FOR HEALTH SCIENCE CLASSES

Effective September 12, 2012, as approved by the Health Advisory Committee and as declared by The Alabama Community College System (ACCS), there shall be no auditing allowed for any health science classes.

BACKGROUND SCREENING POLICY FOR STUDENTS IN THE HEALTH SCIENCES

I Policy Purpose

- A Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

II Standards of Conduct and Enforcement Thereof

- A Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

III General Guidelines

- A Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B Types of screening to be conducted
 1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
 2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
 3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.
 - FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.
 - Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.

- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
 - National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
4. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
 5. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

IV Student Guidelines

A Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

B Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.
3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
 - Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
 - Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
 - The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
 - If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Associate Dean, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

V Results

- A Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
- B If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- C Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
 - 1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
 - Certain convictions or criminal charges which could jeopardize the health and safety of patients.
 - (a) Crimes against the person, such as battery or assault.
 - (b) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement.
 - Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances
 - Sanctions or debarment.
 - Felony or repeated misdemeanor activity.
 - Office of the Inspector General violations including inclusion of one's name on an excluded party list.
 - Other crimes as deemed ineligible by appointed affiliate representatives
 - 2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.
 - 3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
 - 4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
 - 5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
 - (a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
 - (b) If the student does not officially withdraw, applicable procedures will be applied, including the use of a "never attend (NA)," "cease to attend (CA)," or "withdrawal failing (WF)" designation.
 - (c) Background screening results will be securely filed in the office of the College designee.
 - (d) Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

ESSENTIAL FUNCTIONS FOR SURGICAL TECHNOLOGY PROGRAMS

A Surgical Technologist is a healthcare professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team and their surroundings. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the technologist must always be aware of the patient's condition and needs.

Special Qualifications:

In addition to minimum requirements regarding Reading, Writing, and Math skills, the student must, unassisted:

1. Demonstrate ability to comprehend and interpret written material.
2. Be able to make appropriate judgment decisions.
3. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks, e.g., mentally tracking surgical supplies and performing anticipation skills during the operation.
4. Synthesize information from written material and apply the knowledge to various situations.
5. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications:

1. Vision – normal, corrected. Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications:

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum / no breaks.
2. Able to lift a minimum of 20 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
5. Able to assist with and/or lift, move, position, and manipulate patient who is unconscious with/without assistive devices.
6. Successfully complete a CPR certification course.

Communication Qualifications:

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.

The Alabama Community College System (ACCS) endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the surgical technology programs with or without reasonable accommodations. The surgical technology program and/or its affiliated clinical agencies may identify additional essential functions. The surgical technology program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the surgical technology program, one must possess a functional level of ability to perform the duties required of a surgical technologist. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System surgical technology program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective surgical technology program and may vary from reasonable accommodations made by healthcare employers.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. Wallace Community College will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations.

If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the surgical technology program. The surgical technology faculty reserves the right at any time to require an additional medical examination at the student's expense, in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Wallace Campus	Mr. Ryan Spry	(334)556-2587
Sparks Campus	Mr. Early Bynum	(334)687-3543

HEALTH RECORDS POLICY

Validation and documentation of required health records must be received in the ST Program Office by all students enrolled in the ST program. **Students that fail to submit required records by the announced deadline(s) will not be allowed to continue in the program.**

All students are required to have a physical examination at the student's expense. The physical examination / health requirements protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program.

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose clients or agency personnel to communicable disease, or risk their safety due to the inability to handle the physical or psychological stress of client care.

The following are required for ALL students:

1. **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician or nurse practitioner. The examination must be documented on the Program's **standardized health examination form** as required by The Alabama Community College System. New students and any student returning to the Associate Degree Surgical Technology program after an absence of one (1) year must submit current completed health forms.

2. IMMUNIZATIONS / TITERS – It is the student’s responsibility to keep all health records current. **Documentation of any required updates should be submitted to the ST Program Office as soon as possible.** The following are required:

Tetanus (Tdap) Vaccine Students entering the ST program must provide documentation of an adult **Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

TB Skin Test A **two-step** TB Skin Test is required to enter the ST program. This consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. *An annual one-step TB Skin Test is required each subsequent year.*

In lieu of a two-step TB Skin Test, students can present documentation of a **TB blood test** (TB Gold). *An annual TB blood test or one-step TB Skin Test is required each subsequent year.*

Students who are unable to receive the TB skin test due to a previously positive TB result or previous BCG vaccination, must submit documentation stating such along with documentation of a clear **chest x-ray**. Completion of an annual *Tuberculosis Questionnaire* (provided by the WCC health program) will also be required.

MMRV Titer A **MMRV (Measles, Mumps, Rubella, and Varicella) titer** is required to enter the ST program.

If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.

Proof of vaccination is not required and will not be accepted in place of titer results.

Hepatitis B A **Hepatitis B titer** is required to enter the ST Program.

If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection. Results must be within the past five (5) years.

Proof of vaccination is not required and will not be accepted in place of titer results.

3. CONTINUING HEALTH STATUS – It is a student’s responsibility to notify the surgical technology faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, Additional examinations from a health care provider, with documentation of results, may be required by an instructor for any changes in a student’s health status.
4. PROFESSIONAL LIABILITY INSURANCE – Students in the ST program are required to purchase professional liability insurance (malpractice insurance) through the College, each semester they enroll in a surgical technology course with a clinical component. This fee is added to your course registration and is to be paid at registration each applicable semester. **The blanket policy only provides coverage for incidents occurring during required clinicals and it expires at the end of each term.**
5. HEALTH INSURANCE – Wallace Community College and the ST Program do not provide health insurance coverage for students. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical

agency. Students are not entitled to any Workmen's Compensation benefits from agencies. Health insurance coverage is strongly recommended.

IMPORTANT:

- It is the student's responsibility to ensure that all records are submitted and are up to date. **ANY STUDENT WHO FAILS TO MEET ANNOUNCED DEADLINES FOR EACH SEMESTER WILL BE REMOVED FROM CLASS, LAB, CLINICAL, ETC. AND WILL NOT BE ALLOWED TO RETURN UNTIL ALL RECORDS ARE IN COMPLIANCE.**
- Updates to health records may be required while a student is enrolled in the ST program, i.e. TB skin test, CPR, Tdap, etc. **ALL UPDATES MUST BE PRESENTED ON THE FIRST DAY OF CLASS AND MUST BE GOOD FOR THE ENTIRE SEMESTER.** For example, TB skin tests are required annually for all students. If the semester begins on January 10th and ends on May 5th, and your TB skin test expires March 3rd, you will have to update your information prior to January 10th in order to have it available for class and to be current for TB throughout the semester.
- **STUDENTS MUST KEEP PERSONAL COPIES OF ALL HEALTH-RELATED RECORDS.** Re-submission of records may be requested by ST Program personnel at any time. Copies of records **WILL NOT** be provided back to students. In the event the student requires a copy of any health related record, he or she must seek it from the original source, i.e. the healthcare provider.

WCC ST SOCIAL MEDIA POLICY

The term Social Media includes, but is not limited to social networking sites such as Facebook, Linked-In, Twitter, Instagram and any other site that is normally considered under social networking.

Students are advised to use social media cautiously. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

There is no such thing as a "private" social media site. Students are not to make negative, disparaging, or unprofessional remarks about the college, fellow students, instructors, patients (either a generalized or specific group of patients, or an individual), patient visitors, clinical sites or other health care professionals through social media. Students will be held responsible for their postings as well as postings in response to them. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions. Students should assume that anyone including fellow students, instructors, patients and patient families, as well as employees of the clinical facilities can read any posting.

The following guidelines are to be followed:

- Students may not access or post to social media sites during class, lab or clinical time.
- Students must not save or transmit confidential, identifying or sensitive patient information on your personal computer or other electronic device.
- E-mail or texting correspondence with faculty should be treated as public and should not include patient identifying information.
- Students must comply with clinical agency regulations regarding use of computers, cameras, electronic devices, cell phones and social media while present in the facility.
- Student should report breaches of this policy to an instructor promptly.

SUBSTANCE ABUSE CONTROL POLICY FOR STUDENTS IN THE HEALTH SCIENCES

I Policy Purpose

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such,

shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.

- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

II Standards of Conduct and Enforcement Thereof

- A. Any incident relating to alcohol or drug use by students should be reported to the Associate Dean, Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

III General Guidelines

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
 - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
 - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
 - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.
 - 2. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

IV Student Guidelines

A. *Pre-clinical Screening*

- 1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- 2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
- 3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
- 4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
- 5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
- 6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
- 7. Readmission to health science programs will follow guidelines established by each health program.

V *Reasonable-Suspicion Screening*

- A. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:
- B. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
 - 1. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

VI Positive Screens

- A. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
- B. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
- C. Wallace Community College encourages students to seek professional help for a drug related problem. Follow up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
- D. With exception of legal actions that require access to test results; all records will be secured in locked files with access limited only to stated College officials and his/her designees.

VII Readmission

- A. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
- B. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.
 - 1. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
 - 2. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
 - 3. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

Surgical Technology Program Policies

ATTENDANCE

Class attendance policies are in effect from the first scheduled class meeting. ***All students in the ST program are expected to attend all scheduled class meetings, laboratory sessions, and clinicals for their course(s).*** Students in the surgical technology program should recognize their academic responsibilities by attending class and by being on time.

The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assignments or projects, or scheduled group projects may be negatively impacted by their absence.

Because of unique circumstances, timing, equipment availability, clinical availability, or faculty schedules, not all missed examinations, quizzes, laboratory work, or projects may be available for make-up. Individual instructors will make decisions regarding excused absences. **All missed clinical days must be made-up.**

in order to complete a clinical course. Failure to do so will result in an Incomplete being assigned until the missed time is made-up.

Students should be aware that course progression, financial assistance, etc., are influenced by attendance. For detailed information regarding the College Attendance Policy, please refer to the *WCC College Catalog and Student Handbook*.

Students who do not want to continue attending a surgical technology course or courses are urged to initiate the withdrawal process. Withdrawal deadlines are published in the *WCC Class Schedule* each semester.

GRADING SYSTEM

The grading system for students accepted to the ST program varies from the grading system for the College. The grading system will be applied as follows:

- Grades for general education courses will be determined using the grading system for the College as outlined in the *WCC College Catalog*.
- Grades for courses that begin with "SUR" will be determined using the grading scale mandated by The Alabama Community College System.
- **Students in the ST program are required to obtain a "C" or higher (75 or higher) in all surgical technology courses in order to progress in the curriculum.**
- Students are required to complete all courses listed in the ST curriculum with a "C" or higher. (75 or higher)

Surgical Technology (SUR) Courses Grading Scale	
A	=90-100
B	=80-89
C	=75-79
D	=60-74
<i>F</i>	=59 and below

GRADE CALCULATIONS

No rounding of test scores is done, eg. 78.6. Only the final course grade is rounded, eg. 0.5 or higher is raised to the next whole number.

WCC surgical technology programs will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps.

Final course averages will be rounded to the nearest whole number and the following grading scale applied:

- A =90-100
- B =80-89
- C =75-79
- D =60-74

F= 59 and below

PROGRESSION, REINSTATEMENT, AND TRANSFER POLICIES

In order to progress in the surgical technology program, the student must:

- Achieve a grade of C or better in all required general education and surgical technology courses.
- Be acceptable by clinical agencies for clinical experiences.

- Maintain ability to meet essential functions for Surgical Technology with or without reasonable accommodations.
- Maintain current CPR at the health care provider level.

SURGICAL TECHNOLOGY NON-PROGRESSION

- Surgical Technology non-progression is defined as failure (D or F) or withdrawal (W) of one or more courses in a semester.
- Students returning to repeat a course due to failure or withdrawal will be allowed to register for said course(s) on a space available basis.
- A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the surgical technology program will result in dismissal from the program.

Reinstatement

- Students who experience non-progression in the surgical technology program and who desire reinstatement in the program must apply for reinstatement to the program.
- A student may be reinstated to the surgical technology program only one time. (After the first D, F, or W a student can be reinstated. After the second D, F, or W, in a separate semester, a student is dismissed from the program.)
- A student must have a 2.5 cumulative GPA at the current institution for reinstatement. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
- Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the surgical technology program.
- Selection for reinstatement is based on GPA in surgical technology program required courses.
- Students must adhere to surgical technology curriculum and program policies and procedures in effect at the time of reinstatement. All surgical technology program admission standards must be met.
- Reinstatement can be denied due to, but not limited to, any of the following circumstances:
 - Space unavailability.
 - Refusal by clinical agencies to accept the student for clinical experiences.
 - Twelve months have elapsed since the student enrollment in a surgical technology course.
 - Unacceptable results on drug and/or background screens.

If a student has a documented extenuating circumstance that should be considered related to withdrawal or failure, then the student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Criteria for Reinstatement

- Demonstrate a 2.5 cumulative GPA at WCC.
- Student has had no more than one non-progression since program admission.
- Demonstrate acceptable skills proficiency.
- Meet acceptability criteria for placement at clinical agencies for clinical experiences.
- Demonstrate ability to meet essential functions for Surgical Technology with or without reasonable accommodations.
- Demonstrate current CPR at the health care provider level.

Process for Reinstatement

- Students should first schedule an appointment with a surgical technology faculty/advisor to discuss eligibility for reinstatement.
- Students must apply for reinstatement to the surgical technology program and submit the application by published deadlines.
- Students must apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
- Update all drug testing and background screening according to Surgical Technology program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all surgical technology program courses (SUR prefix) will have to be taken.

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

- Must meet minimum admission standards for the surgical technology program.
- Must possess a grade of C or better in all surgical technology program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
- Dean/Director of previous surgical technology program must provide a letter of eligibility for progression in previous surgical technology program.
- Must comply with all program policy requirements at accepting institution.
- Complete at least 25% of the surgical technology program required courses for degree at the accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- Acceptance of transfer students into surgical technology program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Student selection for transfer is based on GPA in surgical technology program required courses.

TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

- Must meet minimum admission standards for the surgical technology program.
- Must possess a grade of C or better in all surgical technology program required courses taken at another institution and possess a minimum of a 2.5 cumulative GPA.
- Dean/Director of previous surgical technology program must provide a letter of eligibility for progression in previous surgical technology program.
- A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Surgical Technology Program Dean/Director) of the primary institution.
- Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
- Must comply with all program policy requirements at accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- Acceptance of transient student into a surgical technology program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Student selection for transient status is based on GPA in surgical technology program required courses.

PROGRESSION POLICY APPEAL PROCESS

A student who entered the Surgical Technology program under the Surgical Technology Progression Policy implemented as of Fall 2019 shall have appeals considered on a case by case basis by the Associate Degree Surgical Technology Admissions Committee.

No list of circumstances can cover all contingencies that might arise, however, an extenuating circumstance is one that is unforeseen and impacts the student's ability to continue in the semester.

The Committee will review each student's situation individually; however, this procedure should resolve the following types of circumstances which may be considered extenuating circumstances:

- Medical illness requiring hospitalization of the student or immediate family (spouse, child).
- Death of an immediate family member (spouse, child, parent).
- Domestic violence situations.

If a student feels they have an extenuating circumstance, the steps of the procedure are as follows:

- The student will complete the **Appeal Request Form** as completely as possible. The request should be submitted within 12 calendar days of the occurrence. The form may be obtained from the course leader or faculty advisor.
- The request may be submitted to the student's course instructor, or the ST office mailbox on the second floor of the Health Science building.
- A student must demonstrate appropriate decision-making and cannot wait until the end of the semester after they have been unsuccessful in the course. It is expected that a student has been in contact with the course instructor.
- The Admission committee will meet once a month to consider all appeals that have been received. The decision of the committee will be provided to the student in writing, as well as being filed in the student's records.
- A student will be considered for an appeal only one time throughout their progression in the curriculum.

Clinical Related Policies and Information

CLINICAL ATTENDANCE

Surgical Technology students are expected to abide by all policies of the health care facility in which they are participating for clinical. When in the clinical area, students are to address all personnel by their proper title.

If a student is unable to report to their assigned clinical area, they must:

- Notify their clinical instructor prior to the scheduled time of clinical.
- Notify the clinical facility in which they are assigned.

Contact information will be provided to you by your clinical instructor. A message must reach the clinical instructor prior to the beginning of the clinical. Failure to contact your clinical instructor could result in appropriate disciplinary action up to and including suspension from the surgical technology program.

Students must be clean and appropriately dressed when attending any clinical. Failure to adhere to this requirement will result in dismissal from clinical activities for the day and could potentially result in a failing grade for the respective surgical technology courses.

CARDIOPULMONARY RESUSCITATION (CPR)

Students in the ST program are required to have current CPR certification at all times. Requirements include:

- Certification must be health care provider status, infant through adult.
- Must be renewed in accordance with the date on the issued card/certificate.
- A copy of current CPR certification must be submitted to the ST Program Office along with health records.
- Any new student that does not have current CPR certification by the required deadline must be enrolled in EMS100 (Cardio Resuscitation I) during their Second semester of surgical technology.
- **No online only CPR certification will be accepted. All CPR certification, to include recertification, must have both *cognitive and skills* evaluation components.**
- CPR providers must be through the American Heart Association or the American Red Cross.

CONFIDENTIAL INFORMATION

Students will, in the course of clinical assignments, be exposed to information regarding clients, physicians, and others. All such information must be considered as confidential and cannot be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, family, or other persons not directly concerned with care of the client. Only the physician or other authorized persons may discuss the condition of the client with others.

All students enrolled in the Associate Degree Surgical Technology program are required to sign a "Statement of Confidentiality". This statement covers confidentiality and Health Insurance Portability and Accountability Act (HIPAA) rules and regulation. Additionally, students may be asked to participate in HIPPA training and/or sign additional statements specific to any health care facilities they may attend for clinical purposes.

CLINICAL EVALUATION

Criteria for clinical evaluation will be outlined in each surgical technology clinical course syllabus. Students that are unsuccessful in the clinical portion of a course will not receive a passing grade for the course.

Clinical Surgical Rotation Case Requirements:

- I. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
- II. Students must complete a minimum of 120 cases as delineated below.
 - A. General Surgery cases
 - (i) Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role.
 - (ii) The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - B. Specialty cases
 1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
 - A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
 - (a) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
 - (b) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
 - C. Optional surgical specialties
 1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
 - 1) Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.
 - 2) Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty.
 - D. Case experience in the Second Scrub Role is not mandatory.
 - E. Observation cases must be documented, but do not count towards the 120 required cases.

First Scrub Role: Student shall perform the following duties with proficiency.

- Verify supplies and Equipment Needed for the surgical procedure

- Set-up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to 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: defined as the student who is at the sterile field who has not met the criteria for the first scrub role, but actively participates in the surgical procedure by completing any of the following:

- Sponging
- Suctioning
- Cutting Suture
- Holding Retractors
- Manipulating endoscopic camera

Observation Role: the student who is in the OR performing roles that do not meet the criteria for First or Second scrub role.

These observations must be documented, but are not included in the 120 required cases.

How to count/record cases:

- Student must meet the five criteria in order to count/document the case in the First Scrub Role.
- If one of the five criteria is not met, the case must be recorded in the Second Scrub Role as long as the five criteria for Second Scrub Role are met, or it would then be documented as observation.
- Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to above).
- Examples of counting cases
 - Trauma patient requires a splenectomy and repair of a Lefort I fracture.
 - Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure—one case.

Case Requirements:

Surgical Specialty	Total # of Cases Required	<u>Minimum</u> # of First Scrub Cases Required	<u>Maximum</u> # of Second Scrub Cases That Can Be Applied Towards 120 Cases
General Surgery	30	20	10
Cardiothoracic ENT/ORN Ophthalmic GU Neuro OB-Gyn Oral/Maxillofacial Orthopedics Peripheral-Vascular Plastics Procurement/Transplant	60 Must be in a minimum of 4 specialties.	60 (40) Minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four (4) surgical specialties. (20) Cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. Remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.	30
<u>Diagnostic Endoscopy</u> Bronchoscopy Colonoscopy Cystoscopy EGD, ERCP Laryngoscopy Panendoscopy Sinoscopy Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the Second Scrub Case count.
Labor & Delivery			5 Vaginal Deliveries may be applied toward the Second Scrub Case count.
Totals	120	80	40

INJURY DURING CLINICAL

If you are injured during clinical experiences (needle stick, back injury, etc.), you must:

- Notify your clinical instructor immediately.
- Complete all appropriate incident report/ or variance report required by the agency.

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is recommended that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.

SAFETY-Potential Health and/or Safety Hazards: The nature of a healthcare education is such that one may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Wallace Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

STUDENT CLINICAL REQUIREMENT

Students are required to keep a copy of their clinical health requirements. The school does not keep copies on file. Therefore, the school will not provide copies to clinical agencies after the student graduates. The student is responsible for keeping copies of clinical requirements as part of the portfolio for career to work.

CLINICAL PAPERWORK

Requirements for satisfactory completion of clinical paperwork vary with each Health Sciences course. See each course syllabus for requirements. Clinical paperwork is to be submitted on the determined due date. Paperwork that is not submitted by the due date may be considered unsatisfactory.

NO COMPENSATION POLICY

Students in the ST program will be enrolled in clinical courses requiring their presence at a health care facility. While in clinical, students cannot receive payment or any other form compensation from either the health care facility or the College.

PERSONAL AFFAIRS

Students should not discuss personal problems or business while in the clinical facility. Advisement may be sought from the College counselor or WCC clinical instructor. Students are absolutely prohibited from approaching members of the medical staff in the hospital regarding personal needs, working assignments, conditions, or any other matters not immediately appropriate in the care of his/her client.

Uniform and Professional Appearance Policies

Students are expected to adhere to the prescribed dress code for clinical education, and on-campus educational activities including theory and laboratory settings, regarding professional standards and personal appearance. Students should take responsibility for their professional appearance while representing Wallace Community College. In conjunction with the guidelines set forth by the ST program, students must abide by any additional guidelines and/or standards mandated by policies of clinical facilities.

Good personal hygiene is mandatory. Unclean and/or unkempt appearance, unpleasant body or breath odors, including smoke odors, **are not acceptable**. Strong scents are to be avoided.

CLINICAL DRESS CODE

Women / Men

- Caribbean Blue uniform tops and bottoms. (Females are allowed to wear skirts that are knee length or longer).
- Pants should fall on top of shoes (no cuffs).
- White hose should be worn with a skirt.
- Official Wallace Community College ST Program patch is to be sewn onto upper right side of front of shirt.
- White or black shoes: NO CANVAS or CLOTH. No thong type sandal, flip flop, croc style shoes with holes, etc.

are permitted. Shoes must be closed-toe and closed back.

- A professional white lab coat may be worn over uniform during clinical. The lab coat must have the Wallace Community College ST Program patch sewn onto the top left sleeve. The student lab coat is not to be worn when the student is in an employee role at his/her workplace.

ALL Students in Clinical

Jewelry

- No jewelry is to be worn to the clinical sites
- Religious medals may be worn if the chain is long enough that it can be tucked into the uniform.
- No visible body piercings i.e., tongue rings/apparatuses, will be allowed.
- No gaged earrings are allowed
- No wrist or ankle bracelets are allowed.
- No earrings are permissible.

Fingernails

- Fingernails are to be kept short, neat, and clean.
- Clear, light/subtle tones of pink polish are allowed as long as the polish is not chipped, and needs to be changed every 5 days.
- **APPLIQUES ARE NOT ALLOWED.**
- **ARTIFICIAL NAILS ARE NOT ALLOWED.**
- **GEL NAILS ARE NOT ALLOWED.**

Tattoos

- All tattoos should be covered. If necessary, students with questions should arrange to meet with an instructor on an individual basis to determine any individual course of action.

Perfume

- **NO** scented hairspray, perfume, cologne, or lotions are to be worn while in uniform and clinical setting.

Hair

- All students are to wear clean, neat, attractive and appropriate hairstyles (pulled away from the eyes and face) while in uniform.
- Hair that falls past the level of the chin, when bending forward, must be fixed so that the hair does not touch the uniform collar.
- Only plain barrettes or rubber bands are to be worn in hair.
- No scarves or headbands.
- Natural hair colors, no extreme hair designs (i.e. no neon colors, hair must fit in an OR Cap) including shaved heads with designs or symbols is permitted.
- If male students wear beards, they must be neat and clean (no more than 1" from the face) and must wear beard cover per facility policy.
- If male students have long hair, then they must abide by the guidelines for the female students.

PRACTICE LAB DRESS CODE

The lab dress code applies to all Surgical Technology students when participating in on-campus labs or lab activities.

- Surgical Technology **REQUIRED** scrubs
- A professional lab coat is **REQUIRED** to be worn to all on-campus lab activities.
- Hair, jewelry, fingernails, and perfume must meet the above criteria as well.

MISCELLANEOUS INFORMATION

ACADEMIC GRIEVANCES

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or in writing, no later than 12 calendar days following the incident.
2. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Division Director (Ms. Brandie Yeomans).
3. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Associate Dean (Ms. Kathy Buntin, Associate Dean, Health Sciences).
4. If still not satisfied that a fair and equitable solution has been found within 3 days, take the academic grievance to the Dean, Instructional Affairs. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy in the WCC Catalog / Student Handbook before contacting the Dean, Student Affairs for a hearing before the Admissions and Academic Standards Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously been attempted, a student may take a grievance in writing to the Dean, Student Affairs and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

In some instance when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

Certain types of grievances should not be brought to the committee, although they may be brought to the attention of the Division Director (Ms. Brandie Yeomans) so that an effort may be made to ameliorate problems. Examples of these grievances include:

- Gross differences in grading by instructors teaching separate sections of the same course.
- Personal habits of the instructor that distract students in their attempts to learn course material.
- Fine distinctions in grading (e.g., the line between an "A" and a "B", or between a "D" and an "F") may be appealed only to the instructor.
- Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

For the complete Student Academic Grievances policy, please refer to the WCC Catalog / Student Handbook.

CONDUCT

Students shall adhere to the Student Code of Conduct found in the WCC Catalog / Student Handbook. Students are likewise expected to behave in a professional and ethical manner while enrolled in the Surgical Technology program. Disruptive behavior will not be tolerated.

Examples of inappropriate and unprofessional behavior in the clinical setting are, as follows:

- Chewing gum, eating, etc., in clinical area.
- Smoking in stairwell or restroom, etc. (any unauthorized area).
- Talking loudly, laughing, "horse-playing" in hallways or elevators.
- Sitting in lounge, front desk, or nurse's station instead of seeking learning experiences.
- Removing uniform, letting down hair, etc., before leaving the hospital.
- Wearing sweaters or jackets in clinical area or in cafeteria.
- Being disrespectful to the client, instructor, other students and/or employees of institution.
- Being dishonest (lying, stealing, charting care not provided).

- Dressing inappropriately (dirty or wrinkled uniforms).
- Displaying repeated mistakes placing client or student in unsafe environment.
- Using profanity or lewd comments anywhere in institution.
- Inappropriate physical contact (shoving, rough handling of client, visitor, staff, or peers).
- Talking in client's room about matters not concerning client (personal or about other clients assigned to students).
- Breaching confidentiality.
- Failing to follow instructions.
- Wearing shorts, flip-flops, mid-drift tops, tank tops, vulgar logos, etc., to pick up clinical assignments. (Students are to look professional when picking up assignments.)
- Tardiness for class or clinical assignments.

STANDARD ASSOCIATE DEGREE SURGICAL TECHNOLOGY CURRICULUM

SURGICAL TECHNOLOGY PROGRAM AAS CURRICULUM

Students may complete some or all of the general education (non-SUR) courses prior to admission to the Surgical Technology program. The following course of study should serve as a guideline for registration and program completion. Placement testing in English, math, and reading or appropriate ACT/SAT scores is required for all entering freshmen. Placement determines the starting point for college-level courses. It is strongly suggested that interested students make an appointment with program faculty prior to application to review general education requirements. Acceptance into the Surgical Technology program is required prior to enrolling in any SUR-prefix course. SUR courses are sequential and cannot be combined to shorten the length of the program. All courses listed in the SUR curriculum must be completed with a "C" or higher.

First Term (Fall Semester I)

BIO201	Human Anatomy and Physiology I	4	
ENG101	English Composition I	3	
ORI101 or 105	Orientation to College or Orientation and Student Success	1-3	
HPS105	Medical Terminology	3	
SUR101	Intro to Surgical Technology	3	
SUR102	Applied Surgical Technology	4	
		TOTAL Credit Hours	18

Second Term (Spring Semester)

BIO202	Human Anatomy and Physiology II	4	
MTH100 or higher	Intermediate College Algebra	3	
SUR103	Surgical Procedures	5	
SUR108	Pharmacology for the Surgical Technologist	2	
		TOTAL Credit Hours	14

Third Term (Summer Term)

CIS146*	Microcomputer Applications or Computer Competency	3	
PSY200	General Psychology	3	
BIO220	General Microbiology	4	
SUR104	Surgical Practicum I	4	
		TOTAL Credit Hours	14

Fourth Term (Fall Semester II)

PSY210	Human Growth and Development	3	
SUR105	Surgical Practicum II	5	
SUR203	Surgical Procedures II	1	
SPH107	Fundamentals of Public Speaking	3	
		TOTAL Credit Hours	12

Fifth Term (Spring Semester II)

	Humanities/Fine Arts Elective	3
SUR106	Role Transition for the Surgical Technologist	1
SUR204	Surgical Practicum III	4
SUR205	Surgical Practicum IV	5

Total Program Credit Hours: 71

Student Signature Form

I have read the policies set forth in the Wallace Community College Surgical Technology Handbook. I understand that by signing below indicates that I have read, understand, and agree to abide by each of the policies outlined and listed below. In addition, my initials by each individual statement provides documentation that I have been informed and understand the consequences of not following each of the policies which are required to participate in the **Surgical Technology Program at Wallace Community College.**

Students Signature: _____ **Date** _____

Students Printed Name: _____

Potential Health and/or Safety Hazards I understand that the nature of a surgical technology education is such that I may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Wallace Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

Student's signature _____ **Date** _____

Clinical Rotations I understand that it is necessary that I complete clinical hours in a healthcare facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. I further understand that (1) I am not expecting and will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) I have not been promised, and I am not expecting, a job at the health care facility as a result of participation in clinical experiences at a health care facility, and (3) I will be withdrawn from the program if refused by a clinical agency.

Representation as Surgical Technology Students: Students may not represent themselves as Surgical technology students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

Student's signature _____ **Date** _____

RELEASE OF CLINICAL INFORMATION

I give Wallace Community College permission to release information regarding my clinical and classroom performance to clinical agencies, including those with whom I apply for employment. **I also give permission for required clinical documentation such as but not limited to the following: immunizations, TB skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

Student's signature _____ *Date* _____

Student Work Policy

_____ The student shall not be substituted for paid personnel during the clinical component of the program.

_____ The student shall not be paid by the clinical affiliation site during the clinical component of the program.

Student's signature _____ *Date* _____

RELEASE OF INFORMATION

I give permission for _____ to write a letter of recommendation to:

(*Instructor*)

(*Name*) _____ (*Address*) _____

_____ (*Instructor*) has my permission to include any and all information,

including my grades, GPA, attendance, and class rank in this letter.

I waive / do not waive my right to review a copy of this letter at any time in the future.

Student's Signature _____ *Date* _____

Print Name _____