



SALT LAKE COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM



STUDENT HANDBOOK 2018-2019

This Copy Belongs To: _____

(Last updated August, 2018)

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**Surgical Technology Program
SCHOOL OF HEALTH SCIENCES
DIVISION OF ALLIED HEALTH**

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Introduction

Welcome to the Surgical Technology Program. By entering this program, you have chosen to enter a dynamic and challenging field that will bring you some of the most rewarding professional experiences available.

This handbook will be a guide for you as you progress through the program and should be used in conjunction with the Salt Lake Community College Catalog and program syllabi. You are responsible for adhering to these policies. Information you will need to know about college-wide policies and procedures will be contained in the catalog. You should access a copy of the current catalog for the college on slcc.edu for the college and keep this as a reference until you have graduated. Information specific to the Surgical Technology Program will be contained in this handbook, however the college and the program faculty reserve the right to change content at any time.

Program Description

The Surgical Technology Program prepares individuals to work primarily in the operating room. Employment opportunities are also available in surgical centers, labor and delivery, and doctors' offices. Students will be placed in clinical facilities during the second semester. These clinical placements are made at the discretion of the Clinical Instructor and Program Director in the second semester. Clinical is five days a week, Monday through Friday, hours may vary according to clinical site. The most common hours are 06:30-15:30. Student's personal schedule and/or transportation accommodations will not be taken into consideration for clinical placement. Students must provide their own transportation to and from the clinical sites. Upon successful completion of the program, the surgical technology students receive a certificate of completion, and are required to take the National Board of Surgical Technology and Surgical Assisting Exam (NBSTSA).

The surgical technologist, working under the direct supervision of a registered nurse, functions as an integral member of a surgical team in assisting with surgical procedures, setting up and handing the instruments, sutures and other equipment needed to do the procedure and also is responsible for care of the instruments before, during, and after the procedure. The surgical technologist must be in good physical and mental health to withstand rigors of the job. Enrollment in the Surgical Technology Program is limited to the number of available clinical sites. The Surgical Technology Program is a selective admissions program. Application does not indicate acceptance. Applicants must submit all application documentation to Enrollment Services.

Faculty/Administration & Full Time Faculty

FACULTY

There are currently two full time faculty members in the program, each with specific program responsibilities:

Greg Maughan, CST, Program Director and Faculty
Jana Mitchell, CST, BS, Clinical Coordinator and Faculty

DIVISION OF ALLIED HEALTH/STAFF

Associate Dean: Dr. Brenda Lyman
Administrative Assistant: Amy Minshall
Division Number: 801-957-6238

SCHOOL OF HEALTH SCIENCES

Interim Dean: Jennifer Saunders, Ph.D.
Administrative Assistant: LuAnne Holt

Salt Lake Community College Vision, Mission, and Values Statements

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES

- **Collaboration** – We believe we're better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.

Salt Lake Community College Student Learning Outcomes

- Acquire substantive knowledge in their intended major.
- Communicate effectively
- Develop quantitative literacy's necessary for their chosen field of study.
- Think critically and creatively
- Develop the knowledge and skills to be civically engaged.
- Develop the knowledge and skill to work with others in a professional and constructive manner.
- Develop computer and information literacy.
- Develop the attitudes and skills for lifelong wellness.

Salt Lake Community College Equal Opportunity Affirmative Action

It is the policy of Salt Lake Community College not to discriminate and to provide equal employment opportunities to all qualified persons regardless of race, color, national origin, age, sex, religion, disability, or veteran status. This policy is applied to all employment actions including but not limited to recruitment, hiring, upgrading, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

Program Objectives

The Surgical Technology Program at Salt Lake Community College is a two semester program that prepares students to become Certified Surgical Technologists (CST). This enables them to work in the operating room facilitating the work of surgeons in the sterile field. The following outcomes are minimum expectations for completion of this course:

- Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Prepare surgical technologists who are able to independently scrub basic, intermediate, and some advanced core area surgical interventions in Endoscopy, General, Obstetrics and Gynecology, Otorhinolaryngology, Genitourinary, and Orthopedic specialties.
- Engage students in a clinical experience under the supervision of an experienced surgical technologist. One hundred-forty procedures are first scrubbed, forty of which are solo.
- Develop effective communication skills including reading, writing, speaking and listening skills as necessary in the surgical setting.
- Develop reasoning, problem solving, anticipation, and prioritization skills in the surgical setting, in order to effectively create and organize the sterile field for efficiency, safety, and conservation of financial resources.
- Develop a sense of civic engagement in order to work with others in a professional and constructive manner in the medical arena.

- Prepare students to serve diverse patient populations with an ability to meet their individual needs; these populations include those of diverse ethnicity, religion, disability, gender, age, and sexual orientation.
- Develop a strong surgical conscience in students, placing the patient first always.
- Be able to quantify basic mathematic problems in the surgical setting including medication dosages, fluid use vs. blood loss, sponge and needle counts, metric conversions, and military time.

Upon successful completion of this course, students will be REQUIRED to take the NBSTSA exam within six months of graduation. Certificate of completion will not be awarded until exam is taken.

Program Philosophy/Mission Statement

PROGRAM MISSION STATEMENT

The Surgical Technology Program will provide students with the ability to demonstrate the knowledge, psychomotor and affective skills necessary for successful employment as an entry-level surgical technologist. The program will prepare students to pass the National Board of Surgical Technology and Surgical Assisting exam.

Program Code of Ethics

PROFESSIONAL CLASSROOM AND LAB CONDUCT ASSOCIATION OF SURGICAL TECHNOLOGY CODE OF ETHICS

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

Violation of the AST Code of Ethics will result in dismissal from the program.

ESSENTIAL FUNCTIONS

- Must be able to stand in the sterile field for up to six hours at a time, and a minimum of eight hours in a day.
- Must be able to safely lift and carry 30 pounds of surgical instruments.
- Must be able to speak spontaneously and convey medical and surgical concepts clearly and coherently in English, understanding linguistic, social and cultural influences that impact health care interactions (e.g., specialized vocabulary, discourse styles, language register, dynamics of power and prestige between interlocutors, and triadic communication) appropriate for the operating room's environment.
- Must be able to appropriately synthesize and affectively convey verbally all scopes of medical information consecutively and simultaneously, understanding the ramifications of each format and demonstrating the knowledge and skills to move effectively between these formats during a single interaction during a medical procedure/discourse considering patient safety factors, such as acute care needs and the potential for disrupting the operating room's teamwork.
- Must be able to obtain details and essential information from medication labels written in English to insure the safety of patients and must be able and willing to accurately follow the directions of the surgical team in the use and scope of these medications.
- Must be able to see and manipulate all sizes of suture. Have good depth perception to manipulate surgical instrumentation and equipment with either natural or corrected vision while adhering to sterile technique.
- Must be able to bend, reach, squat, kneel, lift both arms above head and grasp, move and lift patients.
- Must be able to manipulate small surgical instruments with steady, reliable, accurate movements to meet the standards of surgical practice.
- Must be able to reach forward three feet across a mayo stand/back table in a two-leg stance without loss of balance.
- Must be able to sit on a surgical stool without back support for 6 hours at a time.
- Must be able to make generalizations, evaluations or decisions without immediate supervision while in the first scrub role.
- Must be able to perform simple to complex mathematical skills including addition, subtraction, multiplication, division of whole numbers and fractions required for handling of medications and calculation of military time.
- Must be able to obtain details, inferences, essential information and vocabulary from medical records, manuals, journals, instruction in use and maintenance of equipment, safety rules and procedures written in English.
- Must be able to understand main ideas, important details, implications, relationships between ideas, organize information and understand speaker's purpose and speaker's attitude which demonstrates knowledge of medical terms, procedures, and protocols

of the health care system/operating room and other health care specialized environments.

- Must be able to perform single and repetitive tasks.
- Must be able to maintain a work pace sufficient to industry standards for the operating room and health care environments.
- Must be able to relate to other people beyond giving and receiving instructions.
- Must be able to accept and carry out responsibility for direction, control and planning of surgical procedures.
- Must be able to work around and with others and respect their personal space and act appropriately in the specialized American health care environment and operating room.
- Must tolerate toxic chemicals, radiation, electrical energy, solvents, blood, and other pathogens and accurately understand the MSDS sheets and safety protocols for the operating room.
- Must be able to wear appropriate safety equipment including but not limited to: safety glasses, face mask/shield, wear protective equipment and clothing, and surgical gloves for extended periods of time.
- Must be able to handle the stresses of an intensive training program in preparation for the stresses of clinical situations such as dealing with dying patients, fast-paced clinical situations, and psycho-social responses of patients with disabilities, diseases and conditions, responding to emergencies, heavy academic schedule, and so forth.

Student Services

The Jordan High Technology Center (HTC) and the Student Pavilion on the Jordan Campus offer a variety of services including college cashier, health center, bookstore, copy center, and food service. Student Services on the Jordan Campus is located at HTC, room 101, 801-957-2685. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail (<http://www.slcc.edu/catalog/>).

Library

The main library is located on the Redwood Campus. A Health Sciences library is located on Jordan Campus in the Health Sciences building on the second floor. A SLCC ID card (One Card) is required to check out materials. In the Library, there are computers for word processing and internet research, individual study/media carrels and coin-operated copy machines. Most health related books are found in the 610-612 non-fiction area.

The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.

Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet.

Patrons may access the library's [online catalog](#) and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS

The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the links below.

- [Jordan Campus](#)
- [Miller Campus](#)
- [South City Campus](#)
- [Taylorsville Redwood Campus](#)

LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City. Call 801-957-4022 for more information. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for \$20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC Colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF

Need assistance? Please contact our [library staff](#). They are happy to assist you in any way that they can! They are located in the Jordan Health Sciences (JHS) building, room 235; 801-957-6202.

BLOG

Interested in library news and tutorials? Check out the college blog:
<http://saltlakecommunitycollege.blogspot.com/>

Student Advising Policy and Procedure

Advising and Counseling Support Services provide support for students enrolled in any class at the college.

- **Center for Health and Counseling:** provides health care, mental health counseling, massage therapy services and healthy lifestyle programs.
- **Veterans' Services:** assists hundreds of students in using their VA education benefits each semester.
- **Academic and Career Advising:** helps students plan, explore, make decisions, access resources and evaluate their academic and career goals.
- **Academic Achievement Center:** helps students achieve GPA requirements for graduation.

POLICY

Student has responsibility for appropriate and timely advisement in regard to resolving academic difficulties including graduation readiness, financial difficulties and progression within the program.

PROCEDURE

1. Students will refer questions or concerns on coursework to the instructor of each course.
2. Students may consult with faculty during office hours for the purpose of advisement on a first-come, first-serve basis. Student will only make individual appointments (other than office hours) if faculty are unable to meet during office hours.
3. Adjunct faculty may not have office hour availability as they may be practicing clinicians. Adjunct faculty appointments are to be made at a time convenient for the faculty. Students must make every effort to speak with adjunct faculty during a class break, before, or after class. Students are not to go to an adjunct faculty's place of employment outside of SLCC for student advising or any have any contact with them at this employment setting unless prior approval has been given by that adjunct faculty.
4. Students must be sensitive to the amount of time taken for advisement if other students are waiting to speak with an instructor.
5. Students will first speak to an instructor with a question or concern before making an appointment or meeting with the Program Director. A student will speak with the Program Director before speaking with an Associate Dean, Dean, or college administrator. Students are expected to exercise professionalism and follow a chain of command for the voicing of concerns.
6. Students are required to meet with the surgical technology academic advisor at least once per semester to insure all coursework is progressing towards graduation.
7. Students having financial difficulty making it difficult to continue with the Surgical Technology Program should also meet with the Surgical Technology advisor to receive resource information about tuition waivers, scholarships, or financial aid. Scholarship

information can be found through the Financial Aid Office or at:
<http://www.slcc.edu/financialaid/>

Learning Support & Tutoring Services

General Learning Support & Tutoring Services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

- **Tutoring:** index of all tutoring resources.
- **STEM Learning Centers:** provide free assistance in Math, Science, Accounting, CSIS, and Allied Health Classes at six campus locations.
- **Student Writing Center:** provides in-person and online feedback on all writing assignments.
- **Academic Literacy Center:** provides tutoring in reading and conversation.
- **Library Services:** provides research help, print and online resources, computers and study space.
- **ePortfolio Lab:** provides drop-in assistance for all ePortfolio questions.
- **eLearning Support:** provides support for navigating online and hybrid classes.
- **Business Resource and Innovation Center:** provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.

Student Records

A cumulative record is kept on each student in the program. This record contains admission application, personal references, immunization record, and other pertinent information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in the Program Coordinator's files for five years and then archived.

Financial Aid

Current information about the types of financial aid provided through Salt Lake Community College can be found in the current College General Catalog and on the College website, <http://www.slcc.edu>, by clicking on the Financial Aid link. External loans, grants, and scholarships available to students are briefly explained in the Catalog and online. If more in-depth information is required, the Financial Aid Office in the College Center is available to help students in this area.

Health & Wellness Services

Salt Lake Community College Health Center (Taylorsville and South City Campus only), Jordan

Campus Health and Wellness Center have limited hours and change with each semester. Please contact the Taylorville's Health Center.

The Health and Wellness Center was established to improve the quality of student life on campus. The Center is open 8:00 am to 2:00 pm, Monday through Friday at the Redwood Campus and Jordan Campus Student Pavilion (TBA when classes are in session). Most services are free to students, faculty and staff. Exceptions include some laboratory studies, some immunizations and some supplies.

The following services are currently offered by the college Health and Wellness Center:

- Blood pressure and weight checks
- Stabilization and treatment of minor to moderate injuries
- Response to emergencies with intent to stabilize until further medical services is available
- Evaluation of healthy vs. unhealthy lifestyles including scheduled mass screenings
- Treatment of common complaints (flu, colds, etc.)
- Health education as needed/requested
- Family planning information
- Treatment using pharmaceutical agents (no narcotics) when necessary
- Referrals as needed to various providers and agencies
- TB testing
- Immunizations
- Counseling

Disability Resource Center

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Security and Parking (Student & Faculty Safety)

Security services are provided by SLCC for the safety and welfare of students, employees, and visitors. Security Guards assist Campus Police in protecting college and personal property, traffic control, parking enforcement, and making arrests. Salt Lake Community College has an extensive plan for dealing with emergencies and natural catastrophes. This plan is posted on every level in all buildings. Parking permits are required by all individuals wishing to park on a SLCC campus. A complete set of parking regulations may be obtained at the Public Safety Office, Student Center Cashier, or one of the Student Information Desks. It is the responsibility of each person parking on campus to become familiar with these regulations.

- Campus Police and Emergency Numbers:
- Emergencies: 911
- Jordan Campus:

Police	801-957-3800 (Non-emergency)
Animal Control	801-840-4000

Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.

Title IX Coordinator
 Salt Lake Community College
 Taylorsville Redwood Campus – STC 276A
 801-957-5027
ken.stonebrook@slcc.edu

Online Reporting Form: <http://www.slcc.edu/title-ix/complaint.aspx>

Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268.

For more information about Title IX, go to: <http://www.slcc.edu/title-ix/index.aspx>

Student Dress Code

The program is located in a Jordan School District building. The Jordan School District dress code will be enforced.

Dress code as per local clinical facilities standards

- Students must adhere to the clinical facilities and SLCC Surgical Technology Program dress code.
- Freshly laundered and pressed surgical scrubs (personal for class, hospital provided in the clinical setting) are to be available daily for class.
- Closed toed and closed heeled shoes (low and comfortable to wear while standing for long periods of time)

- Name tag with student name and designation as a surgical technology student with school name must be visible at all times in the clinical setting.
- Fingernails trimmed to less than 1/8" from finger tips
- No artificial fingernails or nail polish
- Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural color. If needed a beard cover must be worn. This will be at the students own expense
- No perfume or cologne
- Minimal makeup, no false eye lashes
- Jewelry is limited to one pair of stud type earrings in the earlobes
- Good personal hygiene including deodorant
- Tattoo policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the program.
- Piercings policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the program.
- According to industry standards students must wear appropriate under garments to maintain modesty (bra, underwear, undershirt, etc.)

Grading Scale

95-100% =	A	74-77% =	C
91-94% =	A-	70-73% =	C-
87-90% =	B+	67-69% =	D+
84-86% =	B	64-66% =	D
81-83% =	B-	60-63% =	D-
78-80% =	C+	below 59% =	E

Attendance and Tardiness Policies

ATTENDANCE

Attendance in class is mandatory. You are forming work habits and a reputation that will follow you into the professional environment.

Students are expected to attend ALL class sessions. Full participation is expected in all classroom/laboratory/clinical sessions. If a student cannot participate for reasons of health, the faculty in charge of the class must be advised of the reason ahead of time. Absence without just cause is considered unprofessional behavior in a professional program. The only reasonable excuses with proper documentation are: death in immediate family, sudden severe personal/immediate family illness verified by physician, jury/armed forces duty, or verified catastrophic accident. Appointments with physicians, dentists, etc., should be scheduled for non-class hours and are not excused.

For more detailed course attendance policy please refer to course syllabi.

A student leaving early from clinical or class is considered an absence, unless the facility has sent the student home due to lack of cases or work and the clinical instructor has been informed prior to leaving.

Extended periods of absence are defined as more than one missed class in a row. Extended absences will be evaluated on an individual basis by the Instructor and/or Clinical Educator.

Excused absences (as defined by course syllabi) will result in program probation and/or withdrawal from the Surgical Technology Program may be necessary.

If a student for any reason violates the attendance policy, the non-completion policy below will be enforced.

If the clinical facility requests that a student be removed for any reason, including attendance, the student will not receive placement in another clinical site. The student will therefore be removed from the program.

Unscheduled college closures are verified by a call to the information hotline, 801-957-INFO (801-957-4636).

Exam/Testing Policy

Tests must be taken on the day assigned at the designated time. In the event the student will miss an exam, they must call or e-mail the instructor PRIOR to the designated test start time. Phone messages are acceptable. The student will then take the exam on their own time at the discretion of the instructor, with an automatic 20% deduction. IF THE STUDENT DOES NOT CALL OR E-MAIL PRIOR TO THE TEST START TIME, the student must take the test with an automatic 50% deduction.

Assignment Policy

Any assignment turned in after the due date will not be awarded points.

Academic Honesty Policy

Please see the section "Code of Student Rights and Responsibilities," under the heading "BEHAVIOR" page 22.

Graduation Requirements and Completion Policy

A Certificate of Completion – Surgical Technology will be awarded by the Surgical Technology Department, School of Health Sciences of Salt Lake Community College to those students who: Satisfactorily complete the following minimum professional requirements:

- Technical coursework

- Clinical education component of the technical program
- Comprehensive examination
- Provide documentation of official application for graduation from SLCC Graduation Office Recommended for degree by Surgical Technology Program faculty

COMPLETION POLICY

Students selected for the Surgical Technology Program must meet the following criteria in order to maintain placement in the program. This includes the following:

- Full-time class credit commitment during two semesters of the program.
 1. Students must be available for variable class schedules (day, evening, or weekend) depending on class offerings/adjunct faculty scheduling.
 2. Jobs and work related schedules will not take priority over class times.
 3. Attendance and punctuality are required.
- Faculty members of the Surgical Technology Program will not approve an appeal to withdraw from a course if a student is not successfully passing a course after the College's determined withdraw date or if the student is on probationary status at the time of request.
- Enrollment in courses within the Surgical Technology Program following sequence includes prerequisite courses and fieldwork. All prerequisite courses must be completed before a student can enter Surgical Technology coursework.
- Students must complete all Surgical Technology coursework of the first academic semester to be eligible to register for second semester experiences. Students who voluntary drop or withdraw from the Surgical Technology Program must reapply through the standard application process which includes submitting new paperwork and completing the selective admissions criteria (previous admissions essays and service will not count for the second application). Students will be subject to all admissions requirements/systems as if they are a new applicant applying to the program.
- Students who have an involuntary drop due to non-attendance of coursework in one or more courses will be dismissed from the Surgical Technology Program.
- Students receiving two letters of probation during the program will be dismissed from the Surgical Technology Program.

REQUIRED COURSES: (32 CREDITS)

-
- SURG 1200 - Intro to Surgical Technology
 - SURG 1250 - Advanced Surgical Theory
 - SURG 1500 - Surgical Procedures 1
 - SURG 1510 - Surgical Practicum 1

- SURG 1600 - Comprehensive Surg. Technology
- SURG 1610 - Surgical Practicum 2

SAMPLE SCHEDULE

FALL SEMESTER

- SURG 1200 - Intro to Surgical Technology
 - SURG 1250 - Advanced Surgical Theory
- TOTAL 20**
-

SPRING SEMESTER

- SURG 1500 - Surgical Procedures 1
 - SURG 1510 - Surgical Practicum 1
 - SURG 1600 - Comprehensive Surg. Technology
 - SURG 1610 - Surgical Practicum 2
- TOTAL: 12**

Social Media Policy/Technology in the Classroom Policy

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. The expectations for the surgical technology student are that you are engaged and present during class time, which means that you will be free from technological distractions. Research has shown that these distractions may cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions.

POLICY

- Cell phones, iPods, pagers, laptops, High-Resolution DVR Spy Pens with webcam and microphone or any device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom. If there is an emergency and must use the cell phone, please exit the classroom to take the call.
- Students discovered reading/sending text messages during class or emails will be asked to leave the class and will be counted absent for that class session thus losing

“professionalism points” for the day and potentially receiving an unexcused absence. This includes sending instructors assignments during the stated course time.

- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS. Students who record and/or publish anything related to the course or program will be in violation of the AST Code of Ethics and may be placed on probation or dismissed from the program depending on the severity of the violation.

Students in the Surgical Technology Program at Salt Lake Community College have the right to develop a Facebook page or other social media pages. If a page is created, it shall not include the name Salt Lake Community College or Surgical Technology Program anywhere on the page or utilize SLCC’s official logos. Students in the Surgical Technology Program shall understand that the page is not an extension of the program, the classroom, or the college.

At no time shall confidential or personal information about the classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program. Confidential or personal information shall include but is not limited to:

- Personal information of a classmate, faculty, and clinical preceptor.
- This includes academic information of classmates.
- Derogatory comments of a classmate, faculty, and clinical preceptor.
- Classroom discussion/pictures or videos of procedures performed during clinical education.
- Information of the clinical site, patient information and any other information that may be obtained through the student practicum.

Social media shall constitute the following but not be limited to:

- Facebook
- Twitter
- MySpace
- Instagram
- Pinterest
- LinkedIn
- Reddit

Code of Student Rights and Responsibilities

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES AND HONOR CODE

SLCC Code of Student Rights and Responsibilities:

The student is expected to follow the [SLCC Student Code of Conduct](#).

The Program follows the Association of Surgical Technology standards of practice in its entirety. STANDARDS OF CONDUCT FOR SURGICAL TECHNOLOGISTS CAN BE FOUND AT [http://www.ast.org/educators/standards table of contents.aspx](http://www.ast.org/educators/standards_table_of_contents.aspx)

The Salt Lake Community College Board of Trustees and Executive Cabinet approved a new policy and procedures titled "Student Sexual Misconduct." You may view the new policy and procedures using the following link: [Student Sexual Misconduct](#), Chapter 3, Section 2.02

PROFESSIONAL CLASSROOM AND LAB CONDUCT ASSOCIATION OF SURGICAL TECHNOLOGY CODE OF ETHICS

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

Violation of the AST Code of Ethics will result in dismissal from the program

SURGICAL TECHNOLOGY CONDUCT

You are entering a profession. You have a rare opportunity to start a new beginning. Use it wisely. From the day you start class and walk into your clinical affiliates, new opinions and impressions are being formed of you that could decide your future as a Surgical Technologist. If you have a complaint or problem about the affiliate, bring it to the attention of the Clinical Instructor first, then the faculty Clinical Coordinator so that it can be resolved. Criticism aggravates anxious feelings and is not conducive to learning.

It is important to remember that as a student, you may not always recognize the reason for a certain direction from a supervising technologist. However, it is expected that a student will

follow the directions of an immediate supervisor or staff technologist first and inquire as to the reason after the fact. Only as a student gains judgment and experience and employment in his/her chosen profession should he/she question the directions of the supervisors. Failure to abide by these requirements concerning responsible behavior can result in probation or dismissal from the program.

Students should have a courteous, pleasant and positive relationship with patients, nurses, physicians, technologists, hospital staff, fellow students and school faculty at all times. Violation may result in dismissal from the program

Comments about fellow students should be directed to the college faculty in a confidential manner. Critical and degrading talk about fellow students, clinical sites, or clinical site personnel will not be tolerated.

No eating or gum chewing will be tolerated in front of the patients. Smoking is permitted only in designated smoking areas and only at appropriate times.

Groups gathering either in the halls or in other patient care areas for any form of conversation should be avoided. Obnoxious behavior and boisterous or strong language is not acceptable.

While attending the clinical sites, you are a guest and may utilize the technologist's lounge for breaks and lunches. However, during the course of the day, if you have slow times, it would be to your best advantage to remain in your assigned area. Missing surgical cases because you are not in your assigned area is unacceptable.

BEHAVIOR

Professional behavior is defined as honesty, dependability, integrity and respect for others. This is expected at all times in the classroom, laboratory and clinical settings. Refer to student discipline policy for a list of possible infractions.

- The use of profanity or vulgar language will not be tolerated.
- No derogatory comments or discrimination based on race, disability, religion, sex, or sexual orientation will be tolerated.
- Some lab assignments require physical contact between students (dressings, positioning, draping). Inappropriate touching or comments will not be tolerated.
- Punctuality is required.
- No food or drink is allowed in the lab or around computers or equipment.
- Use of cellular phones or other distracting electronic devices is not permitted with instructors consent.
- Students are responsible for all equipment, supplies, and books assigned to them during the course of study. Any student destroying or misusing any equipment, supplies, or books will be responsible for the cost of that item.

- Any student defacing or abusing the JATC or SLCC campus or its property may be subject to disciplinary action and /or expulsion from the program. This also applies to the property of clinical sites.
- Misrepresentation of oneself as anything other than a surgical technology student, especially in the clinical setting, is prohibited.
- Employment as a surgical technologist is prohibited until completion of the program.
- Drug and alcohol use is prohibited.
- Applicable federal, state, and local regulations regarding smoking in the workplace or near a healthcare facility must be followed (most hospitals prohibit smoking anywhere on hospital grounds).
- Theft is not tolerated.
- No soliciting of funds or signatures, selling merchandise or services, distributing literature, or engaging in any other solicitation or similar activity on clinical site property including parking lots.
- Any student found using school computers for anything other than work or research directly associated with surgical technology or health occupations will have their computer privileges revoked.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class or lab will be viewed as a sign of immaturity and the student may not be permitted to enter a clinical rotation based on that issue. Comments in the clinical setting about patients will not be tolerated, and the student will be removed from the program immediately.
- Cheating in any form is not tolerated and the student(s) will be dismissed from the Program.
- Dishonesty (lying) will not be tolerated in any form, and the student(s) will be dismissed from the program.
- Students must maintain Integrity by maintaining consistency of actions, values, methods, measures, principles, expectations, and outcomes. Integrity is regarded as the honesty and truthfulness or accuracy of one's actions.
- Students must be respectful and discreet in dealing with cadavers, lab sessions, and classroom lectures and activities, and not use any social media, text or email, or post anything about cadavers or lab sessions, and classroom lectures and activities.

LAB RULES

- Items are to be returned to the proper place at the end of each lab session.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class or lab will be viewed as a sign of immaturity and the student may not be permitted to enter a clinical rotation based on that issue.
- Comments in the clinical setting about patients will not be tolerated, and the student will be removed from the program immediately.
- Instructors may access classroom lockers at any time. Lockers not cleaned out within two weeks of the end of the semester will be cleaned out and the items forfeited.

- Students may not be in the lab alone. A minimum of two students must be in the lab at all times, or be accompanied by an instructor.
- No recording devices are allowed in the lab without permission from instructor.
- Students may be recorded for instructional use and or promotional use, including distribution to students in the Surgical Technology Program.

Grievance Procedure

- Students who believe their rights have been violated or they have a disagreement with a program decision, must submit the complaint in writing within **FIVE** days.
- A meeting between the student and instructor may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the instructor will be rendered **FIVE** days following the meeting.
- A meeting between the student and Program Director may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the Program Director will be rendered **FIVE** days following the meeting.
- If dismissal is the recommended action, an appeal hearing may be initiated by the student with a written statement of what is appealed provided to the Program Director. The appeal hearing must be scheduled within **TEN** academic calendar days. The hearing will consist of the Surgical Technology Program Director, Surgical Technology Faculty, other faculty or administration representatives, and the student.
- A decision regarding the appeal presented will be provided in writing to the student through email by the Surgical Technology Program Coordinator within **FIVE** days following the hearing.
- Students may continue the appeal process of the dismissal using SLCC academic grievance procedures by contacting the Health Sciences Associate Dean.

Probation/Dismissal Policy/Deferment

PROBATION

Probation may supersede direct dismissal from the Surgical Technology Program unless indicated in other policies. Probationary status can be the result any one or more of the following reasons as noted below. Reasons for probationary status have been outlined through this student handbook.

Unprofessional behaviors can directly result in probation or dismissal based on the severity and implication of the offense. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and may need to be dealt with on an individual basis.

Once a student is on probationary status, they will remain on probation for the duration of the

Surgical Technology Program until the student is officially graduated.

Probation will result from:

- Three excused or a combination of three excused and unexcused absences in one course.
- Two unexcused absences in one course.
- Two unexcused absences throughout the program per semester.
- Loss of all participation/professionalism points in any one class.
- One violation of the Surgical Technology Program's code of ethics policy. The standard of ethics and conduct for the surgical technology student is dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.
- Violations of significant consequence or behavior that is:
 1. problematic to self/others;
 2. clearly observable, irresponsible, or destructive;
 3. directly reflective of the program or profession in a negative manner.
- One violation of the Student Confidentiality Policy.
- Non-compliance to the Professional Presence/Uniform/Dress Code more than once per semester.
- Immunization or re-certification of fieldwork requirements **allowed to lapse** or falsified.
- Election to withdraw or walk out from a Clinical placement.
- Student canceling a clinical or not completing an assignment within a pre-determined time period.
- Accountability issues such as, but not limited to:
 1. Failure to honestly communicate verbal or written information. For example: cheating, not completing their share of group work, or plagiarism.
 2. Failure to report unsafe/incompetent practice of self or peers.
- Any other circumstance also outlined in this handbook.

Note: Students will be able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, the faculty and student are expected to discuss performance and set up a learning contract in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

Probationary Procedure

A verbal warning or email from an instructor or Program Coordinator **may or may not** precede a formal letter of probation, depending on the circumstances and/or severity of the situation.

- The student will be asked (via email or verbally) to meet with the instructor and one other college employee. The student will be verbally informed of probation status in

this meeting. If the student refuses to meet or is unable to schedule within the time period established, an email will be sent requesting a meeting.

- An official letter from the Surgical Technology Program notifying the student of the probationary status will be given to the student. The terms and reasons for probationary status will be outlined in the letter.
- Students may elect to meet with the Surgical Technology Program Director to develop a behavioral contract and should do so within five academic days of receipt of the letter of probation. A contractual agreement demonstrates the student's initiative to desire to remain in the program and graduate since it identifies areas of needed improvement and the student's willingness to make a positive change.
- A meeting to discuss the contract must be scheduled by the student and attended within **ten** academic days of initial notification/contact.
- Both student, Program Director, and any involved faculty or college employee will sign the contract.
- Probationary status will remain in effect throughout the program. A student on probation is not considered in "good standing" with the program.

DISMISSAL

Dismissal is serious and practice/behaviors as outlined below have zero tolerance. These practices indicate the student has committed a violation that requires automatic and immediate dismissal from the Surgical Technology Program. Being dismissed means not attending any more class sessions, finishing a semester, or completing the program. Students who are dismissed will receive the grade earned at the time of the dismissal and not allowed to have grades for additional assignments, quizzes, or tests.

A student dismissed for cheating, violation of probation, unsafe behavior/practice, unprofessional behavior, drug test policy infractions, falsification of documents or signatures, plagiarism, or dismissal from a clinical site, are not allowed to reapply to the Surgical Technology Program.

A dismissed student is not allowed in the physical space of the Surgical Technology Program.

Dismissal will result from but is not limited to:

- Violation of probationary status.
- SURGICAL TECHNOLOGY course grades below "C+" competency
- Positive drug testing from substances other than prescribed medications cleared by the drug testing agency
- Alcohol or drug intoxication or abuse in the program or public
- Unsafe behavior practiced in the classroom, laboratory, clinical as defined below. The safety of the student, other students, and the clients/patients is paramount. Automatic dismissal for unsafe practices may occur at any time during the academic

semester. Automatic dismissal is based on unsafe behavior demonstrated by the student as determined by the faculty of the Surgical Technology Program. Probationary status will not be used for unsafe behavior/laboratory/clinical practice under the definition below.

Unsafe behavior is defined as:

1. One potentially life-threatening incident
2. One accident contributing to the injury or death of another
3. One incident of placing a client, fellow student, or faculty in harm's way

Unsafe behavior also will include unethical practice of the Surgical Technologist as stated in this Handbook and the practice laws of the Association of Surgical Technology or failure to abide by the Policies and Procedures of Salt Lake Community College and the Surgical Technology Program. Dismissal from a clinical education site will result because of failure to abide by the Policies and Procedures of the clinical education sites or the standards of the Salt Lake Community College Surgical Technology Program. Dismissal for unprofessional behavior is related to the failure to practice under the required standards. Additionally, dismissal for unprofessional behavior includes failure to abide by the SLCC Student Honor Code or failure to respect the worth and dignity of clients, peers, health care team and faculty. Refer to student discipline policy for infractions.

Procedure for Dismissal for Unsafe Practice

1. Completion of an incident report by a faculty describing the incident. Incident reports may also come from a fieldwork educator.
 2. A meeting between the student and Program Director may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the Program Director will be rendered immediately following the meeting.
 3. If dismissal is the recommended action, an appeal hearing may be initiated by the student with a written statement of what is appealed provided to the Program Director. The appeal hearing must be scheduled within **TEN** academic calendar days. The hearing will consist of the Surgical Technology Program Director, SURGICAL TECHNOLOGY faculty, other faculty or administration representatives, and the student.
 4. A decision regarding the appeal presented will be provided in writing to the student through email by the Surgical Technology Program Coordinator within **FIVE** days following the hearing.
 5. Students may continue the appeal process of the dismissal using SLCC academic grievance procedures by contacting the Health Sciences Academic Dean.
- Severe unprofessional behaviors regulatory based include:
 1. One failure to adhere to the Salt Lake Community College or SURGICAL TECHNOLOGY Code of Ethics and the OT License Practice Act Rules and Regulations of Utah.

2. One failure to abide by the policies and procedures of the fieldwork sites.
 3. One failure to report a change in criminal background.
 4. One failure to practice within the student SURGICAL TECHNOLOGY role.
- Failure to respect the worth and dignity of clients, peers, health care team, and faculty
 1. Breach of Confidentiality.
 2. Breach of patient's Bill of Rights.
 3. Behavior that degrades and is of libelous nature to others.
 - Dismissal due to drug test policy infractions: Dismissal from program due to positive drug test, dropped from program due to student's refusal to take drug test, or dropped from program due to positive drug test with no MD's documentation.
 - DISMISSAL DUE TO CHEATING. *Cheating in any course required to fulfill the Surgical Technology Program requirements in any form as defined in the Academic Standards of the SLCC Code of Student Rights and Responsibilities or JATC Student Code of Conduct is prohibited, and will result in dismissal for the program. See Student Discipline Policy for infractions.*
 - Plagiarism. *Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. Plagiarism includes but is not limited to the following:*
 1. Acquiring by purchase or otherwise a part or the whole of a piece of work which is represented as one's own.
 2. Representing the ideas, data, or writing of another person as one's own work even though some wording, method of citation, arrangement of evidence, ideas, or arguments have been altered.
 3. Concealing the true sources of information, ideas, argument in any piece of work.
 - Falsification of documents or signatures, misrepresentation, falsifying information. This includes but is not limited to the following:
 1. Having another person represent or stand in for oneself in circumstances where one's attendance and/or performance is required
 2. Misrepresenting class attendance
 3. Presenting false academic credentials
 4. Submitting someone else's work as one's own
 5. Submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. It is assumed that the current instructor expects the work to be original
 6. Forging or using another's signature
 7. Altering or destroying academic records and documents
 8. Presenting false data, experimental results, or physical results.

Dismissal Related to Clinical Performance

If a request from a clinical site is received to deny a student whose work and conduct may have a detrimental effect on patients or personnel, and/or whose progress, achievement or adjustment does not justify his/her continuance with the program, the student will receive a

failing grade from that clinical experience or affiliation. Due to the failing grade, the student will be dismissed from the program.

Procedure for Dismissal for Unsafe Practice in a Clinical Setting

- Completion of an incident report by a faculty describing the incident. Incident reports may also come from a fieldwork educator.
- A meeting between the student and Program Director may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the Program Director will be rendered immediately following the meeting.
- If dismissal is the recommended action, an appeal hearing may be initiated by the student with a written statement of what is appealed provided to the Program Director. The appeal hearing must be scheduled within **TEN** academic calendar days. The hearing will consist of the Surgical Technology Program Director, SURGICAL TECHNOLOGY faculty, other faculty or administration representatives, and the student.
- A decision regarding the appeal presented will be provided in writing to the student through email by the Surgical Technology Program Coordinator within **FIVE** days following the hearing.
- Students may continue the appeal process of the dismissal using SLCC academic grievance procedures by contacting the Health Sciences Associate Dean

DEFERMENT

- Students who wish to temporarily withdraw must do so with sound reasoning. Some reasons for deferment with a temporary withdrawal include:
 1. Prolonged illness, injury, or disease that is expected to improve
 2. LDS mission or other religious mission opportunities
 3. Military deployment
 4. Pregnancy
 5. Other reason as agreed and collaborated between the student and the SURGICAL TECHNOLOGY Department
- Students who are approved to temporarily withdraw for a deferment may have their slot held for a period of one year. If the period of deferment requires over a one year period, students will have a slot held for them in the program, but will have to retake coursework that is over one year old. The student will need to reapply for the program following the normal dates and procedure.

Appeals Policy and Procedure

JORDAN SCHOOL DISTRICT STUDENT DISCIPLINE POLICY

- Student will meet with the instructor and present in writing appeals about decisions regarding continuation in the program.
- Appeals of instructor's decision must be made within five (5) days in writing to Program Coordinator.
- Appeal of Program Coordinator's decision must be made within five (5) days in writing to the Jordan Applied Technology Center Principals office.

Withdrawal/Incomplete Procedures

WITHDRAWAL/DROP

Students may withdraw from classes through 70% of the semester as noted in the published withdraw deadline. After the withdrawal period, students may not withdraw without college approval and may only petition to withdraw for extenuating circumstances. (*See instructions below.*) Withdrawal from class will be shown as a "W" on the transcript and will not be calculated in the GPA. Tuition will not be refunded or adjusted for a withdrawal. *Students with academic concerns are instructed to contact the Department Dean.*

Instructions for Withdrawing from Class

During the withdrawal period, current students who are considering withdrawing from class(es) are encouraged to raise a flag in "Starfish" alerting the primary advisor and instructor. Advisors and instructors will be available to advise and plan ways to continue attendance and/or provide a smooth withdrawal.

After the 70% withdrawal period, current students who desire to withdraw from class(es), including those who are experiencing extenuating circumstances, must raise a flag in "Starfish" and alert the primary advisor and instructor. The primary advisor will contact the student to discuss and evaluate the need for a withdrawal.

Registration Appeal

If the student moves forward with a registration appeal, the advisor must provide a signature on the appeal form. The student is then responsible to submit the registration appeal form with required documentation to the Office of the Registrar and Academic Records as instructed on the form. (The advisor signature does not guarantee the registration appeal will be granted.)

- It is the student's responsibility to request a withdrawal or drop from **each** individual instructor.
- Faculty will not automatically withdraw or drop individual students from courses or the program without a written request and completed paperwork that meets the withdraw criteria past the withdraw date.
- If the student does not initiate a drop or withdrawal, a failing grade for the coursework

could result.

- SURGICAL TECHNOLOGY instructors will not sign a withdrawal if the student is failing the course at the time of request. This is college policy.
- Student must return within one year to repeat program
- An approved dropped class will not appear on student's transcript

INCOMPLETE

Incompletes are only available:

- In emergency circumstances as identified by instructor.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a "C+" or 78%).
- Student must meet with Program Coordinator and submit incomplete form including a plan for and complete course(s) within one (1) year.
- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the program until the course is completed successfully since the coursework is sequential. If the student receives an unsatisfactory grade in any course the student must reapply for the program the next year.

Readmission Policy

- Students who have been dismissed for cognitive or psychomotor reasons may not reapply no sooner than two years from dismissal from the program.
- Students who are readmitted will start the program from the beginning. This may require new equipment and/or text.
- Students who do not complete the program for any reason will be allowed one readmission.
- Students being readmitted will compete with all other applicants requesting entrance into the program.
- Placement in the program will be made according to current program objectives, and current Handbook.
- The student who wishes to apply for readmission must submit a new application for the current year to the Health Science Admissions office.
- If readmitted, the student will repeat the entire program from the beginning at the next available start date.
- A readmitted student will have 1 (one) attempt to successfully complete the program. If unsuccessful student may not reapply for the program.
- Students who are dismissed or permitted to voluntarily withdraw from the program related to reason of unprofessional conduct will not be eligible for readmission.

- Extended leave of absence for medical emergency, immediate family emergency, or military service will be reviewed on an individual basis by the Program Coordinator and faculty.
- Students need to be aware that repeating the program may have an effect on financial aid.

Criminal Background Check

Students are required to submit a criminal background check and drug-screening test. Refusal will result in dismissal from the program. Additional information will be given to accepted students by program faculty regarding testing sites that have been approved by SLCC for both drug-screening test and criminal background check. The expenses for these requirements are additional student costs.

All students who are admitted into the Surgical Technology Program must have a criminal background check completed within 12 months of clinical start date. Criminal background checks are ordered and maintained by an external compliance management system. For further instructions, go to this link: <http://www.slcc.edu/surgicaltech/admissions.aspx>

Do not order the Drug Screening Package until notified. If you go ahead and order it at this time, SLCC will not reimburse you and you will have to order and pay for it again at a later date. The Compliance Package must be completed before you begin your externship.

Students must agree to the following:

- To accurately describe and disclose case findings as noted on the criminal background record.
- To understand that clinical placement agencies require a criminal background check for clinical student placements. SLCC Program faculty will disclose contents of the criminal background check to the clinical agency. The clinical agency may decline to have students placed at their facility.
- To understand that the clinical placement facility makes the final determination about accepting students for placement in their facility.
- To understand that if s/he cannot be placed successfully in a clinical setting (one attempt) to meet course requirements, s/he will not be able to successfully complete required courses.
- Notify the Allied Health Division Office of any felonies and or misdemeanor within 24 hours while enrolled in the program.

This information was provided to you at the time you applied to the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background check, you may not be able to complete clinical assignments that are a part of the program you are in. This may result in dismissal from the program or an inability to take

advantage of certain clinical sites. If an issue arises you may be asked to withdraw from the program and it may be after the tuition refund deadline has passed. The clinical placement agencies make the final determination about accepting students for clinical placement. It is strongly recommended that if you know of any incidences that may impact you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible. Please consult with either your program coordinator or the appropriate associate dean.

Student Health and Pregnancy Policies

STUDENT HEALTH POLICY

The purpose of the student health policy is to identify and to clarify health requirements of the program. Admission and continuance in the program depends on the maintenance of satisfactory PHYSICAL and EMOTIONAL health. A student may be asked to withdraw from the program if there is documented evidence to suggest the health of the student or the safety of patients in the clinical or safety of fellow students and instructors in the academic setting may be threatened by the presence of the student in the program. Falsification or omission of information required on the student's health record is grounds for dismissal of a student from the program.

As a student, you should strive to maintain optimum health. Your grades are affected if you are absent and missing the learning experiences. If situations arise in which your health or a client's health may be in danger, your instructor will be responsible for determining whether or not you may stay in the clinical area. These situations may include but are not limited to: back injuries, injuries requiring a cast, infectious diseases, draining wounds. In some cases, hospital policy may require you to remain at home.

PERSONAL ILLNESS REQUIRING WITHDRAWAL FROM THE PROGRAM

Honesty about one's health problems is encouraged. Any pre-existing conditions, i.e., severe emotional stress, drug related problems, back injuries, disabling diseases even though in an arrested state, must be documented at time of entrance into the program. Failure to do so may be cause for dismissal. A faculty concern for students leads us to request this information. Should a health situation arise, it is better for the faculty to be equipped to manage it than to know nothing about what is happening.

The School of Health Sciences and the Surgical Technology Program subscribe to the Salt Lake Community College procedure for school and work attendance by students and employees with AIDS or HIV infection. This procedure is available from the Vice-President of Student Services or the Dean of Health Sciences.

PREGNANCY POLICY

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform the Program Director of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary.

The pregnant student may choose from one of the following options:

1. Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign a waiver releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child; or
2. Withdraw from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability.

The student is required to follow all state/ federal guidelines regarding occupational exposure for the pregnant radiation worker and guidelines established by the National Council on Radiation Protection and Measurements. Appropriate accommodations will be made to assure fetal protection as outlined in state and federal guidelines. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

Immunization/Certification Compliance

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

Student Responsibility

- Purchase a Complio account.
- Upload all immunization and certification paperwork to the correct file or location in Complio.
- Complete required immunizations and certifications by due dates set by the Program.

Academic Clinical/Fieldwork Coordinator Responsibility

- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is working towards immunization compliance—such as with the Hepatitis B vaccination series.

- Refer the student to the Division if any additional paperwork is required.
- Assure no student is placed at a clinical/fieldwork site until full compliance can be determined on the Division spreadsheet or cleared through the Division.

Possible Reasons for Noncompliance

- Paperwork has not been uploaded or uploaded into the wrong area.
- Overdue dates for annual immunizations/certifications.
- Not completing paperwork with the Division office.

What to Do if Showing Noncompliant in Complio

- Contact your academic clinical coordinator immediately.
- Non-compliance may trigger a consequence as set by each individual program. Students unable to complete clinical/fieldwork experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger loss of a clinical/fieldwork site resulting in student dismissal from the Program for lacking expected professional behavior.

Drug Screen Policy/Procedure, and Student Responsibility

POLICY

The Salt Lake Community College Health Sciences Programs conform to the common health profession requirement for drug screening. Both enrollment in the Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

PROCEDURE

The timing for a drug screen is random, but within the academic year, and at the discretion of program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per Program requirements. Failure to meet these requirements will result in the student’s dismissal from the Program.

A student taking prescription medication must provide the lab a copy of the physician’s script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility’s physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the Program unless documentation justifying the positive result is provided by the testing facility to the College’s Risk Department or Division

Office.

If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first.

If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the Program.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation can be arranged to transport the student to the designated drug screen site.

STUDENT RESPONSIBILITY FOR PROFESSIONAL BEHAVIOR

While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence on College campuses, clinical placements, and other sites (including but not limited to conference attendance, meetings, study groups, etc.). Students who violate this, will be subject to Program discipline, including program dismissal.

Student must take the responsibility that personal actions, such as those listed above, affect others within their presence. Please refer to the College's "Drug Free Workplace" policy C252.08.

Substance Abuse Policy/Procedure, and Student Responsibility

To ensure student, staff and patient/client safety, the program has adopted this policy and these procedures regarding the impaired student. Suspicion-based alcohol or drug testing will be performed, if **performance problems** or **displayed behavior** in the program may reasonably be substance abuse related.

The Program faculty wishes to assist the student demonstrating impairment into an evaluation recovery process. However, this can only be done with the full cooperation of the student needing help. Substance abuse is suspected when the individual exhibits behaviors including:

- mood swings

- behavior inappropriate for the setting
- frequent absences
- failure to follow policies and procedures
- deteriorating appearance
- deteriorating academic and/or clinical performance
- sloppy, illegible, and/or erroneous written work
- alcohol on the breath
- poor judgment and concentration
- lying
- violation of policies pertaining to medication administration/documentation.

Due to the safety sensitive nature of health occupations, indication of substance abuse is cause for dismissal from the program. Students refusing or not complying with treatment will not be allowed to continue in the program.

POLICY

- Students are prohibited from attending class or clinical sites, using alcoholic beverages or illegal drugs.
- Legal use of medications or a drug prescribed by a licensed practitioner is permitted provided such use does not adversely affect student's performance or endanger health and/or safety of others.
- School will maintain confidentiality of all records and information related to student's suspected abuse.
- Surgical Technology Program faculty will assist students desiring to address a substance abuse problem by referring student to the Student Health and Wellness Center.
- A student who refuses to comply with substance abuse policy/procedure will be subject to dismissal from the Surgical Technology Program.
- The Salt Lake Community College Policy C352.01 prohibits:
 1. Public intoxication, use, or possession of alcoholic beverages on College property
 2. Providing or possessing alcohol contrary to law
 Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of College regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanction.

PROCEDURE

The following procedure will be adhered to for all occurrences of substance abuse when immediate action is indicated:

- If student is intoxicated or under influence of illegal substances during clinical experience/clinical internship, the clinical site will contact the Clinical Coordinator who

will arrange for transportation for student. In the interim, the Clinical Instructor will follow procedure in place at clinical site.

- Student will sign a release form allowing Salt Lake Community College to receive results of any drug screening or additional assessments performed.
- In any case of suspected substance abuse, observer will document evidence of impairment by:
 1. Describing each event in writing, dating and signing document
 2. Obtain written, dated, and signed statements of observations by others, including other students and staff
 3. Instruct student to submit results of elective drug testing
 4. Ensuring reporter(s) has/have signed all documentation and notified the Allied Health Associate Dean.
- Student must make an appointment with the Program Coordinator and Associate Dean to review incident prior to continuation in the Program. Final decisions regarding student discipline will be determined. Student will be reminded of the College Grievance Procedure.
 1. Failure to follow up with referrals and/or treatment plan will result in suspension from future Surgical Technology courses and clinical experiences/internships. Student must provide written documentation of compliance with treatment program to the Program Coordinator and Associate Dean.
 2. Student may request to be readmitted to the program as outlined in Program Readmission Policy.
 3. If impairment behaviors are observed in classroom setting, procedures of the college policy related to student conduct are followed.

STUDENT RESPONSIBILITY FOR PROFESSIONAL BEHAVIOR

With suspicion of student alcohol intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. A student will be held at their location until transportation can be arranged to transport the student. A student will be immediately dismissed from the Program if having had or expected to have client contact while under the influence, especially when occurring at clinicals or during clinics. Program dismissal may also occur with intoxication or possession, while in contact with fellow students, faculty, and other stakeholders of the Program or College when serving in the capacity or identifying oneself as a College student.

Bloodborne Pathogens/Transmittal Disease Policy & Informed Consent

What you should already have done:

- **Training** -- As you know, every precaution must be taken when working around blood or other body fluids to avoid exposure to bloodborne pathogens. If there is a chance that you may be exposed to bloodborne pathogens in the course of your work, the College has provided you with specific training and procedures on preventing exposure to

bloodborne pathogens. **If you have not had this training, please contact your Clinical Supervisor.**

- **Protective Supplies** -- You should always have protective supplies available, such as gloves, cleaning supplies, and red bags for disposing of infectious waste. **If you do not have these supplies readily available, please contact your Clinical Supervisor.**
- **Vaccine** -- Additionally, if you routinely work around blood or other body fluids that could cause exposure, you have been given a vaccine to keep you from contracting Hepatitis B if you have an accidental exposure. **If you have not had the Hepatitis B vaccine series, please contact your Clinical Supervisor.**

HIV Exposure Treatment Available

There is a fairly new treatment available to help prevent contraction of HIV. The treatment is a multiple drug therapy that, when administered within 1-2 hours of the significant exposure, has been shown to result in a 79 percent decrease in HIV seroconversion. The *Center for Disease Control* recommends use of this treatment following any significant bloodborne pathogen exposure. However, please be aware this treatment can make you VERY sick.

BLOODBORNE PATHOGENS PROCEDURE

Please keep the following procedures handy and follow them immediately if you feel you have been exposed to a bloodborne pathogen.

NOTICE: Before performing tasks that may expose you to bloodborne pathogens, SLCC requires that you be trained in using the proper supplies and procedures to prevent exposure. If you have not had this training, please contact your Clinical Supervisor before performing such tasks.

In spite of the training and the preventive supplies provided, it is possible that you may have an accidental exposure to a bloodborne pathogen. The procedures outlined below should be followed immediately if you feel that you have been exposed. It is crucial that you do not wait to report the incident or to seek medical evaluation! Any significant exposure should start treatment within 1-2 hours of the exposure.

- **Identify the source of exposure.** If you were exposed directly by another individual, get that individual's name and learn how that individual can be reached for immediate follow-up testing if necessary. If you were exposed through a wound inflicted by a needle or other contaminated article, carefully bag the item or, if you are uncomfortable doing so, keep the item protected and isolated so that your Supervisor can retrieve it.
- **Contact your Supervisor immediately.** Tell your Supervisor that you have had a bloodborne pathogen exposure immediately.
- **Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:**

University Hospital

Infectious Diseases, Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.

- **Students who are injured during a lab, will need to use their own health insurance or they can file a liability claim with the State of Utah.** To file a liability claim, please contact Risk Management: <http://www.slcc.edu/eo/services/workers-compensation.aspx>

OSHA/HIPAA Regulations/Patient Confidentiality/Student Insurance

OSHA & HIPAA REGULATIONS

Hospitals and other health care facilities are required to follow the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. These were established to protect the patients and employee's safety and privacy.

OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. This is why students will be expected to wear appropriate PPE when in the clinical facilities.

HIPAA is designed to establish patient rights and privacy controls through the use of a common set of standards and requirements about how to use and protect health information. This means the student will be expected to protect patient's privacy. Students may be required to attend additional training at the clinical facilities.

PATIENT CONFIDENTIALITY

Salt Lake Community College Surgical Technology Program is a Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant Program.

As part of your educational and professional duties in surgical technology, you will have access to information about the patient that is considered confidential. Every attempt needs to be made to ensure that this information remains confidential. In a document titled "**Your Rights as a Hospital Patient**" from the American Hospital Association it says, "You have the right to expect treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law". Additionally, students will be educated regarding HIPAA requirements on how to maintain patient confidentiality.

Information that is considered confidential includes:

- Name

- Address
- Name of relatives
- Name of employers
- Birth date
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social Security Number
- Medical Record Number
- Health Plan Beneficiary Number
- Account number
- Photographic images

Care must be taken to avoid the following:

- Discussions of patient information in public places
- Printed or electronic information left in public view
- Patient charts left on counters or in public view
- Patient information in regular trash
- Records that are accessed without a need to know in order to perform job duties
- Unauthorized individuals hearing patient sensitive information (such as diagnosis or treatment)
- Radiology films in public areas
- Lab /X-ray results left on counters or within public view
- **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** daily and/or weekly patient schedules in public view
- Boards with full patient name

STUDENT INSURANCE

With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. Information about available plans can be found at <https://www.healthcare.gov>. NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline. The following are answers to common questions about student health insurance.

SLCC - Workers' Compensation for Health Sciences Students

Question. When are students covered?

Answer. Students are covered when involved in a clinical. A clinical is a required period of supervised practice done off campus. A lab is a required part of class supervised on campus.

Question. What is covered?

Answer. Medical expenses

Reporting an Injury

Question. How soon does an injury need to be reported?

Answer. Report immediately to the Clinical Instructor; also report to Risk Management by the next business day.

Question. Who do I report an injury to?

Answer. Report to Risk Management:

Mikel Birch

(801) 957-4041

mikel.birch@slcc.edu

Question. Where do I go for medical attention if injured during a clinical?

Answer. Go to Intermountain Healthcare **WorkMed**.

1091 W. So. Jordan Parkway, Suite 500

South Jordan, UT 84095

385-887-7200

M-F 8 AM – 5 PM

201 East 5900 South #100

Murray, UT 84107

801-288-4900

M-F 8 AM – 5 PM

1685 W. 2200 S.

SLC, UT 84119

801-972-8850

M-F 7:30 AM – 5:30 PM During evening/night/weekend hours, wait until Intermountain WorkMed is open if possible; otherwise, go to a listed Workers' Compensation Preferred Provider (wcfgroup.com). Go to the Emergency Room only for threat of life or limb.

Bloodborne Injuries

Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

University Hospital

Infectious Diseases, Clinic 1A

50 North Medical Drive

Salt Lake City, UT 84132

801-585-2031

M-F 8 AM – 5 PM, Call for an appointment.

Question. Where do I go for medical attention if injured during a lab?

Answer. Students, who are injured during a lab, will need to use their own health insurance or they can file a liability claim with the State of Utah. To file a liability claim, please contact Risk Management: <http://www.slcc.edu/eo/services/workers-compensation.aspx>

Military Leave

MILITARY LEAVE/DEPLOYMENT STUDENT RESPONSIBILITY

A student called up for active duty or active service (not including the 2-week required annual training) in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) in ‘times of national emergency’ and who requests a Military Activation Drop must:

Provide the College a completed “*Military Activation Drop Form*” found online at www.slcc.edu/veterans along with their call up orders as soon as possible after receiving military orders. The notice need not include a statement of an intention to return to the College. If military necessity renders it impossible to provide advanced notice, initiate a Military Activation Drop by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to Salt Lake Community College Veteran’s Services Office, STC 059, P.O. Box 30808, 4600 South Redwood Road, Salt Lake City, UT 84130; or by FAX to (801) 957-4987 or by email to: veterans@slcc.edu. The “*Military Activation Drop Form*” and call up orders may also be provided by a designated family member should mobilization be immediate. **NOTICE:** If using educational benefits, the VA will determine if there is an over payment (Housing /BAH – Book Stipend) due to military call-up.

MILITARY LEAVE PROGRAM STANDING

- Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student’s standing in the program.
- Students absent over two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year’s cohort beginning with courses not completed.
 1. Example--if withdrawn in the 4th semester of the program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year.
 2. Example--if returning before the 4th semester of the program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.

- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year's cohort, but must begin with first semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.
- Students deployed over two (2) years will need to reapply to the program.

Jury Duty

JURY DUTY PROGRAM STANDING

- Students will receive an excused absence from each class for a two (2) week period of jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student's standing in the program.
- Students with jury duty for two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed.
 1. Students may (and are advised to) audit courses previously taken again to be current with the material.
- Students with jury duty for one (1) and up to two (2) years will be given admission preference into the next year's cohort, but must begin with first semester courses.
- Students with jury duty over two (2) years will need to reapply to the program.

Unsafe Practices

Please see pages 26-27 under the headings, "**Procedure for Dismissal for Unsafe Practice.**"

Practicum/Clinical Requirements

CLINICAL EDUCATION

Due to accreditation requirements, clinical internship days may not follow the standard semester schedule.

CLINICAL EDUCATION PHILOSOPHY

Learners will begin their clinical experience by working under the direct supervision of an experienced surgical technologist in the surgical setting. Students will transition into the first scrub with assistance role on level I and level II core and specialty procedures. Procedures will be recorded to complete Clinical Case Logs requirements per current ARC/STSA requirements.

Minimum case requirements must be met per AST 6th edition core curriculum to meet graduation requirements. This may require an extension of the current semester. If extension is needed the student will receive an incomplete until graduation requirements are met. This will not require any additional tuition from the student.

CLINICAL EDUCATION OBJECTIVES

- Apply skills and knowledge gained in the classroom and laboratory setting, while working in a surgical suite under the direct supervision of an experienced surgical technologist.
- Scrub entry level surgical procedures working toward functioning in the primary scrub role. Concentrate on core beginning to intermediate procedures in the areas of endoscopy, general, obstetrics and gynecology, otorhinolaryngology, and genitourinary, along with basic specialty procedures.
- Demonstrate professional work ethics including self-initiative, timeliness, attendance, appropriate interpersonal relations, neat appearance, scope of practice, and patient confidentiality.
- Ask appropriate questions, keep a notebook, and review cases daily prior to coming to clinical.
- Maintain records of performance and evaluations. Ask for and accept constructive criticism from clinical preceptors, and implement changes.
- Demonstrate strong surgical conscience.
- Use safety precautions including but not limited to universal precautions, proper lifting techniques, good personal health, fire and electrical safety, personal protective equipment, and use of safety devices and techniques.
- Select and open sterile supplies, perform surgical hand scrub, gown and glove self and others, set-up and maintain sterile field, sponge and sharps counts, accept medications, drape, pass instruments, cut suture, prepare dressings, prepare specimens, and perform other duties within the surgical technologist's scope of practice.
- Use skills from prior learning to work with patients of diverse backgrounds.

CONDUCT POLICY

You are entering a profession. You have a rare opportunity to start a new beginning. Use it wisely. From the day you start class and walk into your clinical affiliates, new opinions and impressions are being formed of you that could decide your future as a Surgical Technologist. If you have a complaint or problem about the affiliate, bring it to the attention of the Clinical Instructor first, then the faculty Clinical Coordinator so that it can be resolved. Criticism aggravates anxious feelings and is not conducive to learning.

It is important to remember that as a student, you may not always recognize the reason for a certain direction from a supervising technologist. However, it is expected that a student will follow the directions of an immediate supervisor or staff technologist first and inquire as to the reason after the fact. Only as a student gains judgment and experience and employment

in his/her chosen profession should he/she question the directions of the supervisors. Failure to abide by these requirements concerning responsible behavior can result in a change in clinical site, probation, or dismissal from the program.

Students should have a courteous, pleasant and positive relationship with patients, physicians, technologists, fellow students and school faculty at all times.

Comments about fellow students should be directed to the College faculty in a confidential manner. Critical and degrading talk about fellow students will not be tolerated, and is grounds for dismissal from the program.

No eating or gum chewing will be tolerated in front of the patients. Smoking is permitted only in designated smoking areas and only at appropriate times. Facility dress standards will apply to students. This includes but is not limited to hair color, piercings, and tattoos.

Groups gathering either in the halls or in other patient care areas for any form of conversation should be avoided. Obnoxious behavior and boisterous or strong language is not acceptable.

While attending the clinical sites, you are a guest and may utilize the technologist's lounge for breaks and lunches. However, during the course of the day, if you have slow times you are required to remain in your assigned area. Missing surgical cases because you are not in your assigned area is unacceptable.

THE CLINICAL EDUCATION CENTERS HAVE THE RIGHT TO DECIDE THAT THEY DO NOT WANT A STUDENT TO ROTATE TO THEIR FACILITY FOR THEIR CLINICAL EDUCATION. IF A STUDENT IS DISMISSED FROM A CLINICAL EDUCATION SETTING, THE FOLLOWING WILL OCCUR BASED ON THE REASON FOR THE DISMISSAL:

- Permanent dismissal from the program
- Probation

RELEASE OF STUDENT HEALTH INFORMATION POLICY

While in a clinical setting student health information may be required to be released in order to protect and prevent injury to the student, staff or patients. This information includes but is not limited to: medical conditions (i.e. pregnancy, communicable diseases, seizure disorders, and diabetes), mental health conditions or medications, or learning abilities. The student will be required to sign a release of information form in order to be placed or continue in the clinical setting. The Clinical Coordinator will then meet with the facility clinical educator to discuss placement options for the student. Any information collected will be maintained confidentially.

FINAL CLINICAL PREPARATION PASS OFF

Final Clinical Preparation Pass Off must be passed with a grade of 100%. The student will be allowed three attempts. The attempts must be completed during the designated time the instructor sets, regardless of the time frame the student will be starting clinical. If the student does not pass off the Final Clinical Preparation Pass Off after three attempts, the student will not be assigned a clinical externship, and will be dismissed from the program.

If the clinical facility requests that a student be removed for any reason, the student will not receive another clinical site. The student will therefore be removed from the program.

NUMBER OF CLINICAL INTERNSHIP PLACEMENTS

Due to clinical site availability, placement in a clinical externship SURG 1510 and/or SURG 1610 may be delayed upon completion of SURG 1250. This may require three or more clinical rotations extending past the end of the semester. Student placement will be based upon overall performance in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

CLINICAL EDUCATION SITES

All clinical education assignments are made so that the student will have adequate opportunity to acquire the required number and distribution of entry-level requirements. Each student should read the *Guidelines for Selection of Clinical Education Sites* to facilitate an understanding of the process. Students will be assigned to clinics prior to the start of the clinical. Students should plan to have access to transportation during the clinical. Placements will be made based upon availability of space at the clinic and student academic needs. The Clinical Educator in each facility will provide an orientation to the department and facility for the assigned student(s). Procedures, rules, and regulations will be explained, as well as the expectations of conduct. All students will be expected to become familiar with this information and abide by these policies.

- Any problem created by a student, which may have serious implications for the Clinical Education Center will be investigated by the Clinical Educator, and Surgical Technology Program Coordinator. The matter will then be reviewed by the Allied Health Division Chair and dealt with according to the College regulations.
- The Clinical Instructor will be a Surgical Technologist or Registered Nurse and will be responsible for providing supervision and assistance to the student on an ongoing basis.
- The student will not be expected to take the place of qualified staff, nor will he/she be allowed to accept employment at the clinic while performing a Clinical Experience or Clinical Affiliation.

- All students in the program must take full responsibility for the cost of clinical education.

GUIDELINES FOR SELECTION OF CLINICAL EDUCATION SITES

- Faculty assign students to clinical facilities and assignment may be altered at any time.
- A student who has previously worked in a facility may not be placed in the same site to fulfill requirements for his/her Clinical Experience or Clinical Internships.
- The clinical experiences offered by various health care facilities are an integral and critical portion of the Surgical Technology Program.
- The selection of clinical education sites is based on the student's level of preparedness and the availability of sites.
- The Program Coordinator and the clinical educator will meet and place the student at the clinical sites.
- Student requests for alteration and/or assignment of a facility will not be taken into consideration for any reason including concerns related to employment opportunities, continued education, residence, transportation, daycare, medical, background check, etc.
- The student is expected to finish clinical assignment regardless of surgical case numbers completed.
- A student who has a family member working in the operating room setting of a facility may not be placed in the same site to fulfill requirements for his/her Clinical Experience or Clinical Internships.

CLINICAL EDUCATION UNIFORM/DRESS CODE

Surgical Technology students represent Salt Lake Community College and should demonstrate professional appearance in the clinical area. The pride in appearance should reflect the pride in the profession and institution. It is the student's responsibility to strictly conform to the dress code standards. Professional appearance is always subject to the approval of the Clinical Instructor at each specific Clinical Education Site.

Students must adhere to the clinical facilities dress and grooming code.

General Guidelines

- Students are expected to practice personal hygiene such as being neatly groomed and free of body odor or strong perfume or cologne that might interfere with those who are ill or allergic to such odors or fragrances.
- Students are expected to wear clean, pressed clothing in good repair, without holes, rips or tears.
- Closed toed and closed heeled shoes (low and comfortable to wear while standing for long periods of time) must be worn at all times.

- Name tag with student name and designation as a surgical technology student with school name must be visible at all times.
- Fingernails trimmed to less than 1/8" from finger tips.
- No artificial fingernails or nail polish.
- Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural color. If needed a beard cover must be worn. This will be at the students own expense.
- Minimal makeup and, no false eye lashes.
- Jewelry is limited to one pair of stud type earrings for females. No jewelry for males.
- Good personal hygiene including deodorant is required.
- Hair style and jewelry should not create a safety hazard or interfere with patient/client care and should reflect a professional appearance.
- Visible body piercing is not permitted. If allowable, one conservative earring per ear.
- Tattoos must be covered. Tattoo policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the Program.
- According to industry standards, students must wear appropriate under garments to maintain modesty (bra, underwear, undershirt, etc.).
- Extremes should be avoided. Patients have indicated they prefer their health care provider not to be excessive in his/her appearance.
- Your SLCC surgical technology One Card (picture ID) must be worn in a visible location on the upper torso area while at your Clinical Education Site.

CLINICAL ATTENDANCE

Students are expected to be on time and present at the clinical education facility on the days and during the hours assigned by the Clinical Instructor (CI), which may include all available shifts, including weekends and holidays. Absences will not be tolerated except under the most severe circumstances. Clinical Instructors do not take lightly their time and preparation only to have students fail to fulfill their obligations. Clinical education must be passed successfully in order to continue in the program. Clinical hours may be anytime during a 24-hour period (6:30 am-3:30 pm, 11 am-7 pm, etc.) including weekends.

Students are required to complete the amount of time (days and hours) assigned to each student in the clinical setting regardless of case load requirements.

Case load actual numbers are not to be discussed with the clinical educator or staff, only the type of surgical specialty case needed may be discussed.

Surgical case numbers are only to be discussed with the Surgical Technology Faculty.

All students must have a minimum of two clinical sites.

For the clinical experiences, *all* time missed in the clinic must be made up during the respective term. If time missed is not made up within the term or contracted specified period, the student will receive a failing grade. Please refer to the course syllabus for more detailed policies.

If a student must miss a day of clinical, the student must notify the clinical facility of his/her absence before the start of the scheduled shift. Additionally, the student must *immediately* notify the Clinical Coordinator and/or the Program Coordinator of the absence due to SLCC policy.

Under ordinary circumstances, the student and Clinical Instructor will jointly determine arrangements for make-up time. It may be made up on weekends if the client load is adequate and supervision by a clinical educator is provided. THE FACILITY RESERVES THE RIGHT TO REQUIRE ABSENCES DUE TO ILLNESS OR INJURY TO BE MADE UP AT THAT FACILITY REGARDLESS OF THE AMOUNT OF THE TIME MISSED. THE FACILITY RESERVES THE RIGHT TO DENY A STUDENT THE ABILITY TO MAKE UP TIME MISSED.

CLINICAL EXTENDED LEAVE

Extended periods of absence are defined as more than 2 days (Even with a Physicians excuse). Extended absences will be evaluated on an individual basis by Instructor and/or Clinical Educator. Excused absences (2 or more classes) will result in program probation and/or withdrawal from the Surgical Technology Program may be necessary.

CLINICAL ACCIDENTS/INCIDENT REPORTS

In addition to complying with proper procedures for reporting incidents at the clinical facility, all occurrences which require a written report must be **IMMEDIATELY** reported to the Clinical Coordinator, and Surgical Technology Program Coordinator.

ACCEPTABLE CLINICAL EDUCATION PERFORMANCE

Successful completion of the Clinical Experience and each Clinical Affiliation consists of earning the minimum requirement on the Clinical Performance Final Evaluation.

STUDENT HEALTH DURING CLINICAL EXPERIENCES/AFFILIATIONS

Students will have access to emergency care both on campus and while on assignment at a clinical facility.

PURPOSE OF STUDENT CLINICAL EVALUATIONS FORMS

The Clinical Performance Instrument is designed for the staff to efficiently and qualitatively grade the level of clinical expertise of each skill required of the student, and for the student to identify the level of proficiency of each applied surgical procedure throughout the Program curriculum.

- Identify for the student and their CIs the skills required of a practicing surgical technologist.
- To provide an assessment tool by which a uniform qualitative tool by which all students at all clinical sites can be rated.
- To provide a continuous motivational tool to improve each skill throughout the clinical education curriculum.
- To provide a tool to identify the level of expertise and degree of weakness in each skill applied by the student.
- To assure an accurate and non-alterable tool of assessment.
- To identify areas of the curriculum requiring enhancement or modification.

CLINICAL CASE REQUIREMENTS

CORE CURRICULUM FOR SURGICAL TECHNOLOGY, 6th edition

SURGICAL ROTATION CASE REQUIREMENTS

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations:

“To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Objectives:

1. 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.
 - a. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
 - b. No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.
2. 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. The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - b. Specialty cases
 - i. 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.

1. 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.
 2. 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
- i. 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.
- f. Counting cases
- i. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).
 - ii. Examples of counting cases
 1. 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.
 2. 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.

3. 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.

Association of Surgical Technologists Core Curriculum for Surgical Technology Sixth Edition.

JOB REFERRAL POLICY

Salt Lake Community College Surgical Technology faculty do not give job referrals or references to any student applying for employment in the field of surgical technology to any student applying to a healthcare facility with which we have, or may have a clinical affiliation agreement.

VIDEO FILMING POLICY

Students will not be allowed to film or be filmed in any of the clinical externships facilities, inside or outside of the building at any time.

Signature Page

SALT LAKE COMMUNITY COLLEGE: Surgical Technology Program Signature Form

***Please initial indicating compliance in each space provided**

_____ I have received, read, and reviewed the Surgical Technology Program Handbook. I have clarified any questions or concerns with the Surgical Technology Program Coordinator regarding this information.

_____ **Transmitted Diseases Release:** I, the undersigned, have read and fully understand the college policy for the prevention of HIV, HBV and other blood borne disease transmission from patients to health care students and faculty and was given the opportunity to have all of my questions answered. I understand that it is my responsibility to adhere to this policy for my personal protection and that of others. I furthermore, agree to immediately report any incident which relates to this policy as outlined in the policy.

_____ I, the undersigned, agree to be treated by my instructors, guest lecturers, or classmates during all mock lab and treatment sessions for the duration of the Program. I understand that all efforts will be made to provide modesty and safe conditions for me and if I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this. If I do not sense that the issue is resolved by this action, I will speak to my instructor about it. I will give notice to staff of any allergies such as latex, nylon fibers, or asthmatic conditions to the instructor or Program Coordinator before the lab session.

_____ I, the undersigned, will endeavor to follow the AST Standards of Ethical Conduct for the Surgical Technologist, along with the lab rules. I agree to drape my classmates, guests or instructors in a way that protects the modesty and safety of all "patients" treated. I will practice considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems.

_____ **Statement of Responsibility and Confidentiality:** The undersigned hereby acknowledge his/her responsibility under Federal applicable law and the Agreement to keep confidential any information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility.

_____ I agree to notify Salt Lake Community College of my whereabouts for a minimum of one year after graduation from the Surgical Technology Program. I will provide to the Program any change of address I may have on a timely basis. I will complete and submit one graduation survey has requested by the Program Coordinator.

I agree to adhere to the requirements as indicated by my signature in the appropriate space below.

Print Name

S#

Student Signature

Date

