



SURGICAL TECHNOLOGY

STUDENT HANDBOOK

2021-2022



(Last updated August 2021)

The Program Course Syllabi are the property of Salt Lake Community College,
School of Health Sciences, Surgical Technology Program.

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1.0 OVERVIEW AND GENERAL INFORMATION

1.1 WELCOME

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 and Student Affairs Code of Student Rights and Responsibilities. You should access a copy of the current catalog for the college on slcc.edu 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.

This program is a CAAHEP accredited program endorsed by the national Association of Surgical Technologists (www.ast.org). Graduation from a CAAHEP program is an eligibility requirement for taking the national certification exam. Students will graduate with an Associate of Applied Science in Surgical Technology from Salt Lake Community College.

1.2 PURPOSE OF THE HANDBOOK

The purpose of the student handbook is to provide students with an informational guide to the Program requirements and expectations. It has been prepared to inform students of the rules, regulations, goals, and functions of the Surgical Technology Program. The information in the Handbook applies to all surgical technology students and must always be adhered to during the Program. Additional information concerning the Program or clinical policies may be requested from the Program Director.

Refer to the [SLCC Institutional Syllabus](#) available on Canvas for the most up to date information regarding general information.

1.3 ABOUT SALT LAKE COMMUNITY COLLEGE OVERVIEW

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

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **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.
- **Integrity** – We do the right things for the right reasons.
- **Trust** – We build trust by working together in good faith and goodwill to fulfill the College's mission.

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

- Students develop quantitative literacies necessary for their chosen field of study.
- Students think critically and creatively.
- Students develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners.
- Students develop the knowledge and skills to work with others in a professional and constructive manner.
- Students develop information literacy.
- Students develop computer literacy.
- Students develop the attitudes and skills for lifelong wellness.

SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY

It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah's Executive Order, issued December 13, 2006.

The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

1.4 STUDENT SERVICES

The [Jordan Student Center \(JSTC\)](#) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, fitness room, childcare, and limited food service. Student Services on the Jordan Campus is located at JSTC information desk in the first-floor commons.

The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC.

The [SLCC Current Student](#) webpage describes these student services in detail.

A. LIBRARY

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 aids 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, view [All Hours & Locations](#).

LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Centers at Redwood and Jordan Campus, 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.

Your library ID is your Student "S" number

LIBRARY STAFF

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

B. ADVISING AND COUNSELING SUPPORT SERVICES

The following services provide support for students enrolled in any class at the college.

- [Center for Health and Counseling](#): If you find yourself struggling with your mental or physical health this semester, the Center for Health & Counseling (CHC) provides convenient and affordable health care, mental health counseling, massage therapy services and healthy lifestyle programs right here on campus. CHC is staffed by experienced, licensed professionals who are attuned to the needs of college students. The services are low cost and completely confidential. The CHC is located at the Taylorsville/Redwood, South City, and Jordan campuses. For CHC hours, information about CHC services, or to book an appointment please call 801-957-4268 or visit slcc.edu/chc. If you wish to talk with someone immediately, you may start a free chat or call with a licensed crisis counselor, 24/7 through the [SafeUT App](#) or calling 1 (800)273-8255.
- [Veterans' Services](#): assists hundreds of students in using their VA education benefits each semester.
- [Academic Advising](#): helps students plan, explore, make decisions, access resources and evaluate their academic and career goals.
 - To make an appointment with Academic Advising and a variety of other Student Support Services, you can use MySuccess. To access MySuccess, log in to your MySLCC portal, select the Advising Tab, and click "Login to MySuccess" under the find your advisor section. Your homepage will have your Primary Academic Advisor listed at the top (along with a list of services below, and a search bar to find other staff and services). Click on your Primary Advisor's name to see their availability and to book an appointment. Check your Bruinmail for an email confirmation.
- [Academic Achievement Center](#): helps students achieve GPA requirements for graduation.

C. LEARNING SUPPORT AND TUTORING SERVICES

The following 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 Resources](#): provides free tutoring and assistance in math and science courses at five campus locations.
- [Student Writing & Reading Center](#): provides in-person and online feedback on all writing and reading assignments.
- [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.
- [Academic Calendar](#): provides important dates for the academic year.
- [Bookstore](#): find course materials and SLCC merchandise as well as information on store hours

D. FINANCIAL AID

Information about financial aid provided through SLCC and other venues can be found in the current SLCC College Catalogue. If a student needs more in-depth information/assistance, they should contact the Financial Aid Office in the Student Centers at the Redwood/Taylorsville Campus and the Jordan Campus.

You may access information about your aid application and financial awards by logging in to:

MySLCC → Student tab → Financial Aid

E. SLCC TODAY BLOG

Interested in library news and tutorials? Check out [SLCC Today](#).

1.5 STUDENT SUPPORT SERVICES

A. GENDER & SEXUALITY STUDENT RESOURCE CENTER (GSSRC)

The Gender & Sexuality Student Resource Center has a strong initiative to enhance the quality of life and educational experience for minoritized gender and sexuality populations. We intentionally serve Womxn and LGBTQ+ in an environment that is welcoming, positive, and safe, by increasing the SLCC community's awareness, understanding, and integration of minoritized gender and sexuality. We will achieve this mission by providing:

- Educational and empowering programs and events
- Resources to Womxn and LGBTQ+ students
- Resources to allies, faculty, staff, and employees
- Awareness and advocacy on terminology, history, empowerment, and systemic change
- A physical space to connect with like-minded individuals, community, and resources at South City Campus in SCM 1-140

To receive support or get involved, contact us: GSSRC@slcc.edu; slcc.edu/GSSRC; 801.957.3143; Instagram & Facebook (@SLCCGSSRC).

B. THE 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.

Watch the following video to learn more about the DRC: [DRC Accessibility](#)

C. FOOD, CHILDCARE, AND CRISIS RESOURCES

There are several resources available for students at SLCC:

- For information about SLCC's food pantry for students, please visit the [Bruin Pantry](#).
- For childcare assistance, please visit [Child and Family Care Services](#).
- For information on other crisis resources, please visit [Crisis Circumstances](#).
- For information about campus safety, please visit [#SLCCSAFE](#).

D. THE OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS

The Office of Diversity and Multicultural Affairs (ODMA) provides holistic educational support to Black, Indigenous, and Students of Color at Salt Lake Community College. We empower students to explore and embrace their intersectional identities as a fundamental step for achieving success. We promote this model of student development by offering a welcoming space at the Taylorsville Redwood Campus (STC 236), pairing students with student success coordinators, organizing cultural programming, and providing student leadership experiences and opportunities. For more information about ODMA or to get involved, please visit us at www.slcc.edu/diversity, 801.957.4954, or on Instagram/Twitter @SLCC_Diversity, or Facebook: /slccdiversity

E. THE DREAM CENTER

The SLCC Dream Center works holistically with undocumented students (with or without DACA) and members of mixed-status families to achieve their personal and academic goals. If your immigration status presents significant obstacles to your success at the College, whether that is engaging in particular activities, fulfilling specific course criteria, or impacting your academic career in any other way, confidential arrangements may be requested from the Dream Center. Please know that arrangements made with the Dream Center will not jeopardize your student status, access to scholarships, or any other part of your residence. To learn more, contact the Dream Center by emailing dreamcenter@slcc.edu, or on Instagram @slccdreamcenter

1.6 SECURITY AND PARKING

A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

Emergencies: 911

Jordan Campus Police: 801-957-3800 (Non-emergency)

Animal Control: 801-840-4000

B. PARKING

SLCC's [Parking Services](#) regulates the sale of digital parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. Students need a digital parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. Designated student parking is shown on the [Jordan Campus Parking Map](#).

****Disclaimer: SLCC is authorized to regulate parking and traffic and to issue citations on all SLCC campuses by Utah State Code 53B-3-103, 106. Rules and regulations may change at the discretion of SLCC administration. The college is not responsible for theft or damage to vehicles parked on campus. Overnight parking is prohibited, and vehicles left overnight will be impounded.*

1.7 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: [Director EEO/Title IX](#)

Students may also use the [Online Reporting Form](#).

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 the following site: [What Does Title IX Mean For You?](#)

REPORTING INCIDENTS OF HATE OR BIAS

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

This form may be used to make the College aware of any incidents of hate or bias:

https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=90

1.8 STUDENT RIGHTS AND RESPONSIBILITIES

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. The Code outlines the specific rights which students are guaranteed, and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

All students are expected to follow the [Code of Student Rights and Responsibilities](#).

2.0 OVERVIEW OF PROFESSION

Surgical Technologists work as part of a surgical team under the supervision of a physician or registered nurse and are an important part of successful surgical procedures. The following description of the surgical technologist has been approved by the [American College of Surgeons](#) and the [Association of Surgical Technologists](#):

The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

2.1 AST CODE OF ETHICS

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

AST 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 always in relationship to all members of the health care team.

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

2.2 ESSENTIAL FUNCTIONS FOR CAREER SUCCESS

The following is a guideline for the prospective/current student so he/she may understand the requirements and essential job functions necessary for successful completion of the Surgical Technology Program.

This list is not all-inclusive, but rather provides some detail of the basic requirements of the profession of surgical technology.

- 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.
- Bend, stoop, and/or sit for long periods of time with minimal or no breaks.
- 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 effectively 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 ensure 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 possess short-and long-term memory sufficient to perform tasks such as but not limited to mentally tracking surgical supplies and perform anticipation skills perioperatively.
- 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 adhere to clinical immunization requirements through the entire program.
- 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.

If applicant is unable to perform any of the designated tasks, upon request SLCC will make reasonable accommodations if these accommodations do not constitute undue hardship on SLCC and if those accommodations do not interfere with the performance of any job functions of a surgical technologist.

A. CAREER IMPACT ON LIFESTYLE

Surgical patient care and safety requires that the skin of students' arms, hands, and fingers must be intact to prevent transmission of blood borne pathogens from student to patient or from patient to student. This includes injury to cuticles. Fingernails must be healthy in addition to being short, natural, and free of any type of polish.

Surgical patient care, safety, and professionalism require that sterile team members must be free of any non-natural item on face, ears, neck, hands or arms. Enhancement of any type to eyelashes (such as mascara, false eyelashes, extensions, etc.) is not allowed. Jewelry of any type is not allowed in the lab or clinical setting. This includes, but is not limited to, pierced earrings, nose rings, eyebrow rings, rings worn on fingers, and any item worn on the wrist. Visible tattoos must be covered in the clinical setting.

To meet personal hygiene standards necessary in surgical patient care, students may not smoke or use tobacco products immediately prior to or during each assigned clinical rotation day.

The majority of jobs in surgical technology require an obligation to take emergency on-call rotations, which include nights, weekends, and holidays.

2.3 PROFESSIONAL ORGANIZATION

Students are encouraged to join the following professional organization:

- [Association of Surgical Technologists](#)

2.4 CERTIFICATIONS

Graduates are required to take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing the national examination qualifies the individual as a Certified Surgical Technologist (CST®)

Please see their website for more information:

- [NBSTSA](#)

3.0 SURGICAL TECHNOLOGY PROGRAM OVERVIEW

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. Clinical is in the second semester. Clinical days may vary according to clinical site and program requirements. The most common days are Monday through Friday. Clinical hours may vary according to clinical site and program requirements. The most common hours are 06:30-15:30. Student's personal schedule and/or transportation accommodations are not 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 Associate of Applied Science and are required to take The NBSTSA (National Board of Surgical Technology and Surgical Assisting Exam).

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Enrollment in the Surgical Technology Program is limited to the number of students per accreditation approval. The Surgical Technology Program is a selective admissions program. Application does not indicate acceptance. Applicants must submit all application documentation to <http://www.slcc.edu/surgicaltech/admissions.aspx>

3.1 ADMINISTRATION, FULL TIME FACULTY, AND STAFF

FACULTY

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

Greg Maughan, CST
Program Director

Jana Mitchell, CST, BS
Clinical Coordinator

DIVISION OF ALLIED HEALTH ADMINISTRATION

Interim Associate Dean: Dr. Angela Belnap DHPE
Administrative Assistant: Natalie Spendlove
Division Numbers: 801-957-6216 or 801-957-6009

SCHOOL OF HEALTH SCIENCES ADMINISTRATION

Interim Dean: Tara Haight
Administrative Assistant: LuAnne Holt

3.2 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.

3.3 PROGRAM OBJECTIVES

The Surgical Technology Program at Salt Lake Community College is a three-semester program for our traditional enrollment cohort, and a five-semester program for our early enrollment cohort, that prepares students to become Certified Surgical Technologists. 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 technology students to sit for the National Board Exam for Surgical Technologists and Surgical Assisting.
- Prepare surgical technologists to scrub in the primary role in Endoscopy, General, Obstetrics and Gynecology, Otorhinolaryngology, Genitourinary, Orthopedic, Oral and Maxillofacial, Plastic and Reconstructive, Ophthalmic, Peripheral Vascular, Cardiovascular, and Neurological specialties.
- Engage students in a clinical experience under the supervision of an experienced Surgical Technologist. Produce evidence of a minimum of 120 surgical cases. Show 30 cases in General Surgery. 20 of the cases must be in the First Scrub Role. Show 90 cases in various surgical specialties. 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 4 surgical specialties.
- Develop effective communication skills including reading, writing, speaking and listening skills as necessary in the surgical setting.
- Develop critical thinking, 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 field.
- 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.

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

3.4 PROGRAM CURRICULUM

A. AAS GENERAL EDUCATION REQUIREMENTS (14 CR MIN)

CORE SKILLS

COMPOSITION (EN) 1 course

- Any Composition (EN) course

QUANTITATIVE STUDIES (QS) 1 course

- MATH 1010 Intermediate Algebra
- Any Quantitative Literacy (QL) designated course

COMMUNICATION (CM) 1 course

- COMM 1010 Elements of Effective Communication
- COMM 2110 Interpersonal Communication

HUMAN RELATIONS (HR) 1 course

- HS 2050 Cultural, legal & ethical issues for the HS

DISTRIBUTION AREAS Specify 1 or 2 courses from the Distribution Areas

FINE ARTS (FA)

HUMANITIES (HU)

LIFE SCIENCES (LS)

PHYSICAL SCIENCES (PS)

SOCIAL SCIENCES (SS)

Choose 1 course from:

- PSY 1100 Lifespan Human Growth & Development
- PSY 1010 General Psychology
- FHS 1500 Lifespan Human Development

B. COLLEGE PROGRAM REQUIRED COURSES

Semester: Summer	
Course	Cr/Hr
SURG 1010-Surgical Technology Basics I	2
SURG 1015-Surgical Technology Basics II	2
SURG 1020 -Surgical Technology Principles and Practices I	4
SURG 1025-Surgical Technology Principles and Practices II	4
TOTAL	12

Semester: Fall	
Course	Cr/Hr
SURG 2010-Introduction to Surgical Procedures I	4
SURG 2015--Introduction to Surgical Procedures II	4
SURG -2020 Advanced Surgical Procedures	4
SURG 2025-Comprehensive Surgical Procedures	4
TOTAL	16

Semester: Spring	
Course	Cr/Hr
SURG2030 -Clinical Education I	6
SURG 2040-Clinical Education II	6
SURG 2050-Surgical technology Professional Preparedness	2
TOTAL	14

C. EARLY ENROLLMENT PROGRAM REQUIRED COURSES

HIGH SCHOOL SENIOR YEAR (ALL STUDENTS):

Semester: Summer	
Course	Cr/Hr
SURG 1010-Surgical Technology Basics I	2
SURG 1015-Surgical Technology Basics II	2
TOTAL	4

Semester: Fall	
Course	Cr/Hr
SURG 1020 -Surgical Technology Principles and Practices I	4
SURG 1025-Surgical Technology Principles and Practices II	4
BIOL 2320/2325- Human Anatomy Lecture/Lab	4
TOTAL	12

Semester: Spring	
Course	Cr/Hr
SURG 2010-Introduction to Surgical Procedures I	4
SURG 2015-Introduction to Surgical Procedures II	4
SURG -2020 Advanced Surgical Procedures	4
SURG -2025 Comprehensive Surgical Procedures	4
TOTAL	16

STUDENTS WHO ARE 18 YEARS OF AGE BY FIRST DAY OF SUMMER CLASSES:

Semester: Summer	
Course	Cr/Hr
SURG 2030 – Clinical Education I	6
TOTAL	6

Semester: Fall	
Course	Cr/Hr
SURG 2040 – Clinical Education II (First Half)	6
SURG – 2050 – Surgical Technology Professional Preparedness (Full Semester)	2
TOTAL	8

STUDENTS WHO ARE NOT 18 YEARS OF AGE BY FIRST DAY OF SUMMER CLASSES:

Semester: Fall (First Half)	
Course	Cr/Hr
*SURG 2030 - Clinical Education I	6
SURG – 2050 – Surgical Technology Professional Preparedness (Full Semester)	2
TOTAL	8

Semester: Fall (Second Half)	
Course	Cr/Hr
SURG 2040 Clinical Education II	6
SURG – 2050 Surgical Technology Professional Preparedness	
TOTAL	6

Early Enrollment Prerequisite courses:

- BIOL 1610/1615 College Biology w/C grade or better. (Prerequisite to BIOL 2320/2325 Human Anatomy at SLCC). Completed prior to fall semester I
- BIOL 2320/2325 Human Anatomy w/C+ or better. Completed prior to spring semester
- MA-1100 Medical Terminology. Completed prior to fall semester I

Early Enrollment Co-requisite courses may be taken any semester prior to completion of program:

- PSY 1100 Lifespan Human Growth and Development (SS) or PSY 1010 General Psychology (SS) or FHS 1500 Lifespan Human Development (SS)
- COMM 1010 Elements of Effective Communication (CM) or COMM 2110 Interpersonal Communication (CM)
- ENGL 1010 or Any Composition (EN) course
- MATH 1010 Intermediate Algebra or Any Quantitative Literacy (QL) designated course
- HS 2050 Cultural, Legal and Ethical Issues for HS (HR)

3.5 ACCREDITATION

Salt Lake Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. (www.caahep.org)

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19, North, Suite 158
 Clearwater, FL 33763
 Phone: 727-210-2350
 Fax: 727-210-2354

3.6 PROGRAM ADMISSIONS

A. GENERAL ADMISSIONS REQUIREMENTS

- Apply to SLCC as a degree seeking student and declare Health Sciences as your Area of Study, and Surgical Technology as the Program of Study. Due to the selective admission process, you will be listed as Pre-Medical Health Sciences-AS. Apply:
 - <http://www.slcc.edu/apply/index.aspx>
- High School Graduate or equivalent
- For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite coursework has been completed. Order your official transcript from your previous school and submit it to SLCC in one of three ways:
 - **Submit electronically** (Best Option): Official transcripts must be emailed directly from prior institution to TransferEvaluation@slcc.edu.
 - **Submit by mail** (At this time, mailing a transcript could delay the receipt of transcript and the evaluation turnaround time): Official transcripts must be mailed directly from the other institution to:

Salt Lake Community College
Transcript Evaluation
P.O. Box 30808
Salt Lake City, UT 84130-0808
 - **Submit in person:** You can hand deliver transcripts only if they are unopened in the original envelope, bearing the official seal. Bring them to the [Transfer Evaluation Office](#).
- A request to have an OFFICIAL evaluation of student's transcript(s) must be submitted to the SLCC Transfer Evaluation Office. This process may take 4-6 weeks and must be completed before a student's application will be considered. Form:
 - <http://www.slcc.edu/transcriptevaluation/>
- Complete SLCC placement exam, or submit current SAT/ACT test scores, if MATH and ENGL course work have not been transferred to SLCC (required before you are able to register for classes that have MATH and ENGL courses as prerequisites). See: www.slcc.edu/testing.

I. EARLY ENROLLMENT HIGH SCHOOL PROGRAM

- The program is open to all students from all school districts.
- The program is open to senior students only.
- The program will remain the same length of time to complete (16 months).
- The program will admit up to 18 students every fall.
- Medical Terminology with college credit must be completed prior to fall semester of senior year.

B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

- Applications for admission to the Surgical Technology program are accepted only during open submission periods. Please see the [School of Health Sciences](#) web page for application and current submission dates.
- The Surgical Technology program uses a merit-based, competitive admission process. We accept one cohort of up to 18 students every Summer semester, and One cohort of 18 early enrollment high school students every Summer
- See the [Surgical Technology](#) webpage for essential information regarding completion of application and additional requirements. Application submission does not guarantee admission to the program. Students should see the Surgical Technology academic advisor for further information.
- Must be at least 18 years of age at time of entry in the clinical portion of the program to enter the operating room.

I. COLLEGE PROGRAM PREREQUISITES

All prerequisites must be completed before applying to the Surgical Technology program. You must earn a grade of C+ or higher in BIOL 2320/2325, and it may be taken only twice and must have been completed within five years of the start of the program. The other prerequisites must be completed with a C grade or better.

COURSE NUMBER	COURSE DESCRIPTION	CREDITS
ENGL 1010*	Intro to Writing	3
Math 1010 or any QL	Intermediate Algebra	4
BIOL 2320/2325	Human Anatomy/Lab	4
PSY 1100 or PSY 1010 or FHS 1500	Lifespan or Personal Growth & Dev	3
COMM 1010 or Comm 2110	Elements of Effective Comm	3
MA 1100	Medical Terminology	3
HS 2050	Cultural, Legal & Ethical issues for HS	3

**APA Referencing section highly recommended.*

C. CONDITIONAL ACCEPTANCES

Notification of acceptance into the Surgical Technology program are sent to students' Bruinmail account.

Acceptances into the Surgical Technology program will be given on a "conditional" basis. Students must complete the following within the allotted time in their conditional acceptance letter to receive a full acceptance:

1. Order Complio compliance package.
2. Order background check.
3. Upload and enter documentation showing compliance for immunizations.
4. Complete drug screening (directions will be provided in the conditional acceptance letter)
5. Complete the American Heart Association BLS CPR certification.

Once all the above items have been completed, the student will need to contact the Health Sciences Admissions Office for verification of compliance. If compliant, a full acceptance letter will be sent with additional instructions for anything else that will need to be completed before beginning the program.

Students must read all emails carefully and thoroughly to make sure they do not miss any information. If additional seats become available, new candidates will be accepted based on their place in the applicant ranking system.

Students should not initiate any of the compliance tasks unless they have received a conditional acceptance letter.

D. ADDITIONAL REQUIREMENTS AND DOCUMENTATION IN COMPLIO

Students admitted into the program will be required to purchase a COMPLIO (American DataBank) Compliance Package through <https://login.complio.com> and submit the following in COMPLIO:

- Proof of all required program vaccinations and/or proof of immunity.
- Proof of successful completion of CPR certificate (American Heart Association Two-Year BLS Provider).
- Certification must not expire while in program.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in program dismissal.
- Upon notification, purchase and complete drug screening through SLCC's authorized vendor. Failure to pass drug screen may result in program dismissal. Students are not to purchase the drug screen package until notified.
- Students are fiscally responsible for complying with requirements specific to working in clinical settings. The following costs are estimates only for planning. Actual cost and frequency are determined by vendors and specific clinical facilities. Estimated costs include:
 - Background check - \$30
 - Drug Screen Package - \$35
 - Compliance Package - \$15/yr
 - Immunizations (Cost varies considerably based on insurance coverage, past vaccinations, and personal immunity)

I. DRUG SCREEN POLICY & RESPONSIBILITY

Prospective students must complete a drug test within 24 hours of notification. The drug test must be conducted as per Program requirements. A student who refuses a drug test or whose test results are positive for controlled substances will be immediately dropped from the Program. If the result of the drug test is positive for controlled substances, the student will be terminated from the Program unless a retest of a split sample is requested at time of notification of test failure is given or submittal of documentation of clear test. A diluted sample will require the student to retest. The student is responsible for the cost of any additional testing. If results of retest are still positive and the student is dropped from the Program, tuition may be refunded in accordance with College refund policy. If a student refuses to provide a timely drug test at any time in the Program, the student will be dismissed from the Program.

Suspicion-Based Testing

The student may be required to submit to a drug test if Program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance abuse related.

Initial Testing Results Positive

Upon enrollment into the program, if the result of the initial drug test is positive for controlled substances, as defined in this procedure, the student will be terminated from the program unless a retest of the split sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. If the results of the retest are still positive, tuition may be refunded in accordance with the College refund policy as stated in the catalog. 37

Refusal to Participate in Drug Test

If a prospective student refuses to provide a timely drug test, the student will be terminated from the program. Tuition may be refunded.

Students who fail to meet the Complio clinical preparation requirements by the assigned due date will not be eligible to be placed in a clinical externship and will therefore be removed from the program.

The clinical placement agencies make the final determination about accepting students for placement in their facility and may decline to have students placed at their facility, based on the criminal background and drug testing record of the student. The student will not be able to successfully complete required courses, resulting in termination from the Program.

II. BACKGROUND CHECK

All students who are admitted into the Surgical Technology Program must have a criminal background check completed prior to admission and 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>

Students who do not receive favorable background checks, may not be able to sit for national certification exams or meet the requirements for clinical placement. Students who do not receive

favorable background checks should contact the program immediately. An unfavorable background check may prevent acceptance into the program. The School of Health Sciences strongly recommends that prospective students take measures to have criminal offenses (felonies and or misdemeanors) expunged if possible. Information regarding how to expunge criminal records may be found here: <https://www.utcourts.gov/howto/expunge/>

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. Students who remain in the program longer than 12 months may need a second background check prior to placement depending on requirements for 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 incidents 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.

III. CPR CERTIFICATION

A Basic Life Support (BLS) Health Care Provider Certification Card is required to practice in all health care facilities. Every student must have a current BLS certification through the American Heart Association (AHA) prior to entering the program and placement in the student practicum.

Evidence of current certification is required on the day of orientation. It is the student's responsibility to keep the CPR certification current. A copy of the current CPR certification card must be kept in the student's Surgical Technology Program file.

Documentation of initial and updated BLS/CPR certification must be **uploaded into Complio**. Students must monitor their own status regarding this requirement and be sure they re-certify

prior to the expiration of their current BLS/CPR card. Failure to do so will result in their being unable to treat patients in the SLCC clinic which will stop their progress in the program.

IV. IMMUNIZATIONS

Immunizations are at the student's own expense. It is the student's responsibility to ensure immunizations are current for the duration of the Technical Program. Current records are maintained on each student accepted into the Program. Immunizations must be provided by a licensed facility and documented on an official form. Clinical agencies will not permit unprotected students to be placed due to patient and student safety factors. Students who allow immunizations and/or chest X-rays to lapse will not be allowed to continue in the Program until documentation is provided. There is no grace period.

You MUST provide supporting documentation for each of these requirements. Dates alone are not sufficient.

Prior to beginning your first semester, you must provide proof of the following immunizations:

- Annual Influenza Vaccination:
 - Generally given September-February. Students must provide proof of the Influenza vaccination or a signed declination. (You may be required by a clinical site to have the influenza vaccination) This immunization will be completed after admission to the program.
- Tuberculosis Skin or Blood Test: Required Annually
 - Proof of a negative 2- step PPD, QuantiFERON TB Gold test or T-SPOT.TB, if positive or you have had a past positive test, you must submit a negative chest x-ray. This requirement also includes international students who have had the BCG immunization. X-ray results are good for three years. The PPD or QuantiFERON test must be administered between January 1 – October 15th. If you choose to do a PPD please know that the PPD is a 2 step test, the 1st step must be done no sooner than January 1 and the 2nd step is required within 1 – 3 weeks after the 1st step is read. Results are good for 1 year. (Please note that a 2 step PPD test requires 4 office visits, 1. Test is administered 2. Test is read 3. 2nd test is administered 4. Test is read.) The annual TB test would be a 1-step PPD, QuantiFERON or T-SPOT.
- Tetanus, Diphtheria and Pertussis (Tdap) Booster:
 - Tdap booster is good for 10 years. TD will be given subsequent to Tdap.
- Measles, Mumps, Rubella (MMR):
 - Proof of two doses or a positive titer (blood draw) for all three (measles, mumps, and rubella). Equivocal results are not acceptable; you must test in the positive range if you choose to do a titer.
 - NOTE: If given to adult females, since this is a live virus, you cannot be pregnant at the time you receive the immunization and you must avoid pregnancy for 3 months after administration.

- Varicella (Chicken Pox):
 - Proof of two doses or a positive titer (blood draw). Stating you had the disease is not acceptable. Varicella immunizations are expensive, if you had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.
- Hepatitis B vaccination series:
 - Must provide proof of a HEP B Surface Anti-body Titer HBsAB that proves immunity (Blood test). You will have to repeat the series if your titer is negative (non-reactive). It is recommended that you receive the Heplisav 2-dose series if possible, as this allows for a shorter time frame to complete the repeat series and titer. The series of shots can take up to 6 months so please plan ahead so this does not delay or jeopardize your admissions and clinical placement.
- Hepatitis A vaccination series: Highly recommended but not required
 - Proof of a two-dose series or a positive titer. If you start the series, you must complete it.
 - CDC Hepatitis Recommendations:
 - <https://www.cdc.gov/vaccines/hcp/acip-recs/index.html>

Immunization requirements may change after the students have entered the Program due to current health issues and or clinical internship requirements. The student must comply at the student's own expense. Failure to do so will result in dismissal from the Program.

Failure to meet and maintain program Complio clinical preparation requirements by the designated dates throughout the program completion will result in a loss of points as well as resulting in ineligibility for placement and or continued placement in a clinical externship and may result in dismissal for the clinical site and or program.

3.7 REQUIRED TEXTBOOKS, FEES AND SUPPLIES

Required textbooks, fees and supplies will be discussed in each course syllabus.

3.8 ADVISORY COMMITTEE

The Program Advisory Committee exists to assist in the direction of the Program. The Committee is composed of community leaders and students. A student representative will be chosen by each cohort to serve on the Committee during their time in the Program. The Committee generally meets three times per year. The student's role will be to bring the concerns and recommendations of the students to the Committee.

3.9 CANVAS LEARNING MANAGEMENT SYSTEM

Canvas Learning Management Software is the primary software used within SLCC classes and the Surgical Technology Program. Although other software or programs may be used to supplement course material grading and online course discussions will be run exclusively through the Canvas platform.

Students are expected to check canvas for email, announcements and updates to courses at a minimum of once a day, each weekday.

Postings on Canvas are considered as relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.

4.0 PROGRAM ADMINISTRATIVE AND ACADEMIC POLICIES

4.1 POLICIES AND PROCEDURES

A. 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:

OPTION 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

OPTION 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.

B. STUDENT HEALTH

The purpose of the student health policy is to identify and to clarify health requirements of the Program. Admission and continuance in the Program depend 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 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, conditions that affect your balance or cognition. In some cases, hospital policy may require you to remain at home.

I. 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.

Inadequate personal healthcare insurance coverage may affect clinical placements and status in the program due to specific clinical affiliate requirements.

II. SLCC - WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses and helps offset lost wages for employees who experience work-related injuries or illnesses. Volunteers and students participating in a clinical may also receive medical benefits for injuries or illnesses that occur during volunteer or clinical assignments. Lost wage benefits are not available to volunteers or students.

Workers' Compensation Claims:

<https://sasbot.slcc.edu/webforms/workerscomp/employee/login.aspx>

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

III. 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 or joint 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.

IV. STUDENT ILLNESS POLICY

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.
- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student's physician or the student may be asked or elect to drop the clinical

course until the illness is resolved. All information is confidential and not released unless mandated by law.

C. OCCUPATIONAL EXPOSURE/EMERGENCIES

I. TRAINING AND PROTECTION

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.

II. BLOODBORNE PATHOGENS

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.

Please refer to the Salt Lake Community College bloodborne pathogens policies and exposure control plan.

- [Salt Lake Community College Bloodborne Pathogens Policy](#)
- [Salt Lake Community College Risk Management Incident Report Form](#)
- [Salt Lake Community College Workers Compensation Claim Form](#)

School of Health Sciences Student Requirements for Bloodborne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.

- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

III. EXPOSURE PROCEDURES

Despite 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.
- **Notify your Clinical Instructor and Clinical Coordinator immediately** you have had a bloodborne pathogen exposure.
- Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:
 - University of Utah Infectious Diseases, University Hospital Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.
- Fill out and sign exposure paperwork with the Clinical Coordinator.
- Have the Clinical Coordinator notify SLCC Risk Management.
- 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: <https://sasbot.slcc.edu/webforms/workerscomp/employee/login.aspx>.
HIV Exposure Treatment

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.

D. OSHA AND 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 regulations. These were established to protect the patients' and employees' safety and privacy.

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

HIPAA is designed to establish new 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.

I. 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 and
- Boards with full patient name.

E. ALCOHOL AND DRUG POLICY AND PROCEDURE

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 may be suspected when the individual exhibits behaviors such as the following:

- 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 students 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.

PROCEDURE

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

- If a 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 the student. In the interim, the Clinical Instructor will follow procedures in place at the clinical site.
- Students 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 notifying the Associate Dean of the Allied Health Division or Dean of Health Sciences
- Student must make an appointment to see the Program Coordinator to review the incident prior to attending the next scheduled clinical day. Final decisions regarding student discipline will be based on recommendations by Program faculty and Program Coordinator. Students will be reminded of 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 Program Coordinator.
 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.

F. TECHNOLOGY IN THE CLASSROOM POLICY

Technology use in the classroom is restricted to curriculum purposes only. Personal and/or college provided devices may only be used for access to textbooks, taking notes, accessing appropriate canvas provided materials, and participation in research and discussion topics. College provided devices may not be used for personal use (i.e. social media, accessing personal email, etc.) at any time.

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 maybe asked to leave the class and may 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 may be placed on probation or dismissed from the Program depending on the severity of the violation.

G. SOCIAL MEDIA POLICY

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 may 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 are to understand that the page is not an extension of the Program, the classroom or the college.

At no time may 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
- Instagram
- Pinterest
- Twitter
- LinkedIn
- Myspace
- Reddit

H. 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.

I. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except "Directory Information," which may be released upon request unless the student specifically withholds permission to do so (directory information restriction). Information that MAY be released about a SLCC student includes:

- Student name(s)
- Address**
- Telephone number**
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Most recent previous school attended
- Participation in activities/sports
- Email address
- Student photograph

*** Address and telephone numbers will not be released except in circumstances described in the School of Health Sciences (SHS) Release of Information form. This form is provided at the SHS Orientation.*

****No information may be released on a student with a "directory information restriction."*

Further information available about FERPA and student records retention is available on the website for the [Office of the Registrar and Academic Records](#).

Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.

I. ADVISING POLICY AND PROCEDURES

I. 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.

II. 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 ensure 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/>

J. PROFESSIONALISM

Professional behavior is defined as honesty, dependability, integrity, and respect for others. This is always expected in the classroom, laboratory, and clinical settings.

Students are held to the following standards:

- 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 without 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.

K. STUDENT DRESS CODE

As representative students of the Surgical Technology Program at Salt Lake Community College, we are concerned about the professional appearance of students. We feel very strongly that pride in appearance reflects pride in our profession and institution. Student must meet the Professional Dress Code of the program and of their Clinical site. It is the student's responsibility to observe

these dress code standards and faculty will work to enforce the dress code. Professional appearance is always subject to the approval of the surgical technology faculty and/or clinical supervisor.

Student must meet the Professional Dress Codes of their clinical sites.

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 worn daily for class
- Closed toed and closed heeled shoes (low and comfortable to wear while standing for long periods of time) must be worn at all times.
- Program and clinical facility name badge 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 fingertips
- No artificial fingernails or nail polish
- Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural human color. If needed, a beard cover must be worn. This will be at the student's 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. With the exception of medical alert identification worn on the ankle or with approval from clinical facilities around the neck. Ear stretchers, plugs, tapers or gauges policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the program.
- Good personal hygiene including deodorant
- Tattoo and extreme body modification 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 undergarments to maintain modesty (bra, underwear, undershirt, socks etc.). Any portion of the undergarments should not be visible.
- Scrub tops are required to be completely tucked in, and remain completely tucked into the scrub bottom during all classroom laboratory, clinical and program activities

L. OPEN LAB

Open lab will be offered throughout the course at the instructors' discretion. This will be a time scheduled outside of the traditional scheduled course time where students can practice the skills demonstrated in the lab. are responsible for signing up for open lab times no later than noon on

the day an open lab is scheduled. Students are required to select and work with a class peer (partner) while participating in open lab. Students are responsible for ensuring their peer partner is also in attendance during open lab. Open lab may be cancelled at the instructors' discretion at any time. The instructor will communicate this information to students during class time or via canvas and/or remind.com. For students to be successful in the Surgical Technology Program, students are expected to average between 5-10 hours per week (10-20 hours per week in the final two weeks of the course), at a minimum, actively participating in open lab. Students will be required to sign in and out of open lab, as well as provide a description of their activities and peer partners while participating in open lab.

I. LAB RULES

- Student will agree to and sign the SLCC Surgical Technology Open Lab Procedures Disclosure Statement
- Items are to be returned to the proper place at the end of each lab session.
- Students will be required to participate in regular lab organization and cleaning maintenance processes within and outside of regularly scheduled class times.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class of 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 the instructor.
- Students may be recorded for instructional use and or promotional use, including distribution to students in the Surgical Technology Program.
- Students will be required to work with and respond appropriately to constructive criticism for instructors and instructor assigned peers.

4.2 ACADEMIC STANDARDS

The Surgical Technology Program demands a high level of academic success. Minimum scores for successful completion of each course are clearly set and limits on the ability to retake have also been put in place. For more detailed information on SLCC academic policies please see the [Academic Standards Policy](#).

A. GRADING POLICY

Grading will be based on the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in each Surgical Technology Program course.

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

The Final Clinical Preparation Pass Off are timed and graded and must be passed with a grade of 100% to remain in the surgical technology program. During the pass off the student must maintain a calm professional demeanor and maintain focus throughout entire pass off. The student will be allowed 3 attempts which 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 after 3 attempts the student will not be assigned a clinical externship and will be removed from the program.

Pass Offs

The program is set up to allow students to progressively gain the skills required of an entry level surgical technology student to participate in surgical procedures on live patients. Lab Skills Assessments are individual skills that will be assessed for accuracy by both peers and instructors. Students are expected to work with both peers and instructors and appropriately receive constructive criticism to improve their skills. Lab Skill Assessment assignments are designed to prepare the student for the courses Skills Pass Off. Each course will build on the last courses skills until the Final Clinical Preparation Pass Off.

The Final Clinical Preparation Pass Off is designed to ensure that students meet the industry standard for an entry level surgical technology student. These standards are put into place to ensure hospital efficiency and safety of the hospital staff, student, and the surgical patient. These standards include: following the AST Code of Ethics, developing and utilizing a strong surgical conscience, demonstrating the ability to follow policy and procedures through the use of best practice techniques, demonstrating efficiency through time management and team work, communicating effectively, and maintaining a professional demeanor.

Students must have a minimum of one instructor and five peer skills assessment pass offs in each of the coordinating color skills to be eligible for an attempt at a purple and/or orange pass off. Students attempting any skills pass offs (i.e. skills assessment, purple, orange) with an instructor will only be able to sign up for one attempt a day. Students will be limited to two individual instructor skills. Additional attempts within the same day will be up to the instructor’s discretion and schedule. Purple, Orange and Final Pass off attempts are only available during scheduled open lab times and are not available during scheduled class times. Purple and Orange Pass Off due dates are listed in the attached course schedule.

The Final Clinical Preparation Pass Off will be scheduled any time between 8 am and 8 pm during finals week. The Final Clinical Preparation Pass Off will be held during open lab with other students present. The Final Clinical Preparation Pass Off must be passed with a grade of 100%. The student will be allowed 3 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 after 3 attempts the student will not be assigned a clinical externship and will be removed from the program.

The instructor will select the lab station and OR table, which will include OR lights and arm boards, for each Pass Off. The student will randomly draw a procedure for each attempt. Students will not be allowed to perform the same procedure for all three attempts. The third attempt may include an additional surgical technology program faculty/instructor to verify accuracy in evaluation. Overall class performance will be assessed in determining a pass or fail.

A fail will result if a student does any of the following:

- Violates a standard of surgical conscience
- Has 2 (purple, orange) or 4 (final) breaks in best practice techniques
- Does not maintain a focused and calm demeanor
- Violates the AST Code of Ethics

Final clinical evaluations must be passed with a C+ to graduate.

B. ASSIGNMENT POLICY

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

C. CUMULATIVE PROGRAM POLICY

All courses within the Surgical Technology program are cumulative courses in relation to the program as a whole. This means that information learned in all courses will be utilized in other courses of the program. You will be expected to retain information that is introduced in any course within the program and its prerequisite course and utilize it within other courses within the program. ALL final exams for each of the Surgical Technology program courses will be cumulative and include information learned in courses as well as any previous or concurrent program course or program prerequisites.

D. EXAM/TESTING POLICY

Exams will be administered in the assessment center on SLCC Jordan Campus, through a secure proctoring platform or in an instructor supervised environment. The exams may be administered outside of class time per instructor designated exam time. Students are expected to make the appropriate arrangements to be in attendance and on time to exams. Students will not be admitted to take an exam if they arrive at the assessment center secure proctoring platform or in an instructor supervised environment late or without proper identification and the appropriate above listed point deduction will be applied to their exam taken at a later date and/or time. Instrument exams will be administered at the start of class on the date designated on the class schedule. Study resources for instrument exams are available in Canvas, at the Jordan Campus Library and/or in the surgical technology classroom.

Exams/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. Exams are listed on the course's tentative schedule and students are expected to take them as assigned. See student discipline policy for infractions.

In preparation for the National Board of Surgical Technologists and Surgical Assistants Certification Exam all exams/tests taken throughout all courses of the Surgical Technology Program are cumulative and include material learned in previous sections of the course and previous courses within the program.

E. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Surgical Technology Program will follow institutional policy regarding course withdrawals, administrative drops for non-attendance, and failure to drop/withdraw.

I. WITHDRAWAL

It is the student's responsibility to request a withdrawal or drop from each individual instructor.

- Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor's class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed.
- 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.
- Faculty will not sign a withdrawal if the student is failing the course at the time of the request. This is college policy.

II. INCOMPLETE GRADES

Incompletes are only available

- In emergency circumstances as identified by the instructor.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a "C+" or 78%).
- Students must meet with the 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.

F. 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 three semesters of the Program for our traditional enrollment cohort, and a five-semester Program for our early enrollment cohort.
 - Students must be available for variable class schedules (day, evening, or weekend) depending on class offerings/adjunct faculty scheduling.
 - Jobs and work-related schedules will not take priority over class times.
 - 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 withdrawal 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 the Traditional College program Surgical Technology coursework.
- Students must complete all Surgical Technology coursework of the first academic semester to be eligible to register for the next semester experiences. Students who voluntarily 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.

G. ACADEMIC HONESTY

Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process listed in the [Student Code of Rights and Responsibilities](#).

Students are also held to the College policy on Acceptable Use of College Computing Resources which prohibits the distribution of passwords or confidential information; sending, receiving or storing fraudulent, harassing or obscene messages; the encroachment of computer resources or any attempt to break, or override the security of the College computers.

Student who breach academic honesty will be subject to disciplinary action.

H. GRADUATION REQUIREMENTS

An Associate of Applied Science – 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:

- Successfully complete all program requirements with minimum grade of C+
- Clinical education component of the technical program
- Take the NBSTSA Exam at completion of program
- Provide documentation of official application for graduation from SLCC Graduation Office Recommended for degree by Surgical Technology Program faculty

Additionally, while local demand for graduates is high, the Salt Lake Community College cannot guarantee surgical technology job placement.

I. PROGRAM PROFESSIONALISM SERVICE LEARNING

Program Professionalism Service-Learning Component

This course has a program professionalism service-learning component. Students will be required to spend a total of 12 hours of approved healthcare/medical-related service during the Surgical Technology Program. Students will not only learn the value of serving others, but will have their learning of equipment, instruments, and supplies reinforced. The instructor will assign and/or approve requested professionalism service hours. All requests for approval must be submitted via canvas email.

Due at the completion of each course	Surg 2010 Fall Semester	Surg 2020 Fall Semester	Surg 2050 Spring Semester
Cumulative program service hours completed	3 hours	6 hours	12 hours

Service hours completed before entering the Surgical Technology Program will not be accepted. Service hours completed for non-surgical technology courses, religious affiliation commitments, application processes, and personal commitments will not be accepted. Upon entering the Surgical Technology Program any service hours completed over the required hours listed in the table above can be rolled over to the next course.

Students will be required to submit professionalism hours, with verification documentation when appropriate, each term via canvas using the provided form. Students will be expected to complete a professionalism reflection paper representing the student’s experiences in SURG 2050. Assigned service hours will include, but not be limited to; cleaning of the lab, sorting and organizing supplies and instrumentation, laundering linens, participating in program and or partnership fairs, etc. See canvas for additional pre-approved service hours.

J. RE-ADMISSION 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, the 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.

K. DEFERMENT POLICY

Students who wish to temporarily withdraw must do so with sound reasoning. Some reasons for deferment with a temporary withdrawal include:

- Prolonged illness, injury, or disease that is expected to improve
- LDS mission or other religious mission opportunities
- Military deployment
- Pregnancy
- 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.

L. PROBATION POLICY

Probation may supersede direct dismissal from the Surgical Technology Program unless indicated in other policies. Probationary status can be the result of 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:

- Violation of attendance policy per course syllabus.
- Loss of 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:
 - problematic to self/others;
 - clearly observable, irresponsible, or destructive;
 - 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 clinical requirements **allowed to lapse** or are falsified.
- Election to withdraw or walk out from a Clinical placement.
- Accountability issues such as, but not limited to:
 - Failure to honestly communicate verbal or written information. For example: cheating, not completing their share of group work, or plagiarism.
 - 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.

I. 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.

1. 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.
2. 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.
3. 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.
4. A meeting to discuss the contract must be scheduled by the student and attended within ten academic days of initial notification/contact.
5. Both student, Program Director, and any involved faculty or college employee will sign the contract.
6. Probationary status will remain in effect throughout the Program. A student on probation is not considered in "good standing" with the Program.

M. 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.
- Violation of course attendance policy
- SURGICAL TECHNOLOGY course grades below "C+" competency
- Failing the Final Clinical Preparation Pass Off
- 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.
- Severe unprofessional behaviors regulatory based include:
 - One failure to adhere to the Salt Lake Community College or Surgical Technology Code of Ethics.
 - One failure to abide by the policies and procedures of the fieldwork sites.
 - One failure to report a change in criminal background.
 - 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
 - Breach of Confidentiality.
 - Breach of patient's Bill of Rights.
 - Behavior that degrades and is of libelous nature to others.
- Dismissal due to drug test policy infractions: Dismissal from Program due to + drug test, dropped from Program due to student's refusal to take drug test or dropped from Program due to + 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:*
 - Acquiring by purchase or otherwise a part or the whole of a piece of work which is represented as one's own.
 - 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.
 - 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:
 - Having another person represent or stand in for oneself in circumstances where one's attendance and/or performance is required
 - Misrepresenting class attendance
 - Presenting false academic credentials
 - Submitting someone else's work as one's own

- 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
- Forging or using another's signature
- Altering or destroying academic records and documents
- Presenting false data, experimental results, or physical results.

I. DISMISSAL FOR UNSAFE PRACTICE

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:

- One potentially life-threatening incident
- One accident contributing to the injury or death of another
- 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.

II. 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

N. ACADEMIC GRIEVANCE POLICY

In accordance with the [SLCC Code of Student Rights and Responsibilities](#), the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted it is up to the faculty's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE:

A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting

within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO:

If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

STEP THREE:

If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

4.3 ATTENDANCE STANDARDS

A. ATTENDANCE POLICY

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/birth/wedding 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.

A student leaving early from clinical or class is considered an absence, unless the faculty 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 removal from the Surgical Technology Program may be necessary.

If you miss a day's work, the workday must go on without you. If you miss a day in class, the work will go on without you and you will not receive any participation points for that day. Missed lectures and demonstrations will not be repeated. You are responsible to make up any missed work on your own time.

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. Please refer to the Code of Student Rights and Responsibilities Section II-A-F. Due to the fact that a student's removal from a clinical site by request of a clinical site violates the Salt Lake Community College Code of Student Rights and Responsibilities. Removal from the program is not eligible for the Grievance process.

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

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

B. MILITARY LEAVE

- 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 2nd 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.

C. JURY DUTY

Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon students 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 are required to provide written evidence of Jury Duty.

Extended Jury Duty over 2 weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.

5.0 CLINICAL EDUCATION STANDARDS

5.1 CLINICAL AFFILIATES

Clinical affiliates are located throughout the Salt Lake Valley.

5.2 PROFESSIONALISM AND 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 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.

Students are required to notify clinical facility and clinical instructor immediately regarding any sentinel event/incident reports the student is involved in while at a clinical facility. There are many sentinel events/incident reports including but not limited to: Falls, medication errors, intraoperative burns, injury to patient, staff, student, and loss of specimens. If the behavior of any surgical team member is such that a lawsuit could result (e.g., sexual harassment or aggressive behavior toward other team members).

Students are required to be in or attire and at the front operating room desk to receive assignment 15 min prior to beginning of shift they are scheduled to work.

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.

5.3 CLINICAL EXPECTATIONS

A. CLINICAL EDUCATION

Due to accreditation requirements, clinical externship days may not follow the standard semester schedule. All deviations from the traditional 6:30 am to 3:30 pm Monday through Friday schedule must be pre-approved by the course instructor, clinical coordinator and facility educator(s). Students are required to take a minimum of a 30-minute lunch break for every eight hours of clinical.

B. UNPAID CLINICAL ROTATIONS

During this course students will work in real operating rooms under the direct supervision of a working surgical technologist. The student's preceptor must be scrubbed in at all times with the student. The student will also be working directly with other professionals including surgeons, anesthesiologists, registered nurses, and other hospital staff. Students must show respect in language, appearance (see dress code), conversation, and action at all times. They will participate in live surgical procedures, on living patients, while acting in the surgical technologist role. This will require the student to display a superior amount of professionalism.

The student will also be exposed to nudity, graphic scenes (including blood), and mature situations that could include death. Patient dignity and privacy must be respected at all times. Patient privacy laws (HIPPA) require the absolute confidentiality of patient information that students will encounter during their clinical experience. No breaches of this confidentiality will be tolerated in any situation.

The student will also be exposed to bodily fluids, surgical lasers, x-ray radiation and fumes that could potentially be hazardous to their health. Students will be required to follow strict universal safety precautions to minimize their risk of exposure to these dangers. If a student suffers an injury while at the JATC/ SLCC, or any of the clinical sites, it must be reported immediately to the instructor and the operating room supervisor so that proper medical attention can be initiated as quickly as possible.

Students will be assigned to a clinical site, which could be at any surgical facility from Ogden to Payson, or Tooele to Park City. Students will be required to provide their own transportation to their assigned site. Traditional clinical shifts will be held five days per week (Mon-Fri) from 6:30 am to 3:30 pm. Clinical shift may vary according to program, facility and industry needs. Students must be punctual and stay for the entire shift. These clinical sites often watch our students a potential future employees based upon their performance as a student. Students will be assigned one clinical site for the first half of the rotation, and then switched to a second site for the last half of the rotation.

Students will have a biweekly visit at the clinical site with the clinical instructor. During this visit, the instructor will get direct feedback on the student's progress, as well as observation of the student's skills progress.

Students are required to obtain two Weekly Clinical Assessments from their preceptor(s). At this time the student is expected to set goals for the upcoming week. This weekly clinical assessment is to be turned in to the clinical instructor every Tuesday.

Students are required to obtain a Final Clinical Evaluation from their facility educator at the completion of their rotation.

Employment as a surgical technologist or surgical technology student is prohibited until completion of the program

C. 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.

D. 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.

E. 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.

5.4 CLINICAL PLACEMENT

A. NUMBER OF CLINICAL INTERNSHIP PLACEMENTS

Due to clinical site availability, placement in a clinical externship SURG 2030 and/or SURG 2040 may be delayed upon completion of SURG 2020/SURG 2025 and/or SURG 2030, SUERG 2040. 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 as well as completion of the clinical preparation audit form and instructor's discretion.

B. 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.

C. CLINICAL EDUCATION SITES

All clinical education assignments are arranged by faculty only, and designed 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 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.

D. GUIDELINES FOR SELECTION OF CLINICAL EDUCATION SITES

- Faculty assign students to clinical facilities and the 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.

E. 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.

5.5 CLINICAL ATTENDANCE STANDARDS

A. 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.

Students must complete a minimum of 2(two) clinical rotations with the total hours designated for each clinical rotation.

Up to two unexcused absences may be made up during the students own time and according to clinical facility policy for half attendance points.

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 schedule 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.

B. 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.

5.6 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.

5.7 CLINICAL EVALUATIONS

A. PURPOSE OF CLINICAL EVALUATIONS

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 procedures 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.

Association of Surgical Technology Core Curriculum for Surgical Technology, 6th Edition

B. SURGICAL ROTATION CLINICAL CASE REQUIREMENTS

I. 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.”

II. OBJECTIVES

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.

1. 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.
2. No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.

Students must complete a minimum of 120 cases as delineated below.

1. General Surgery cases
 - a. 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.
2. Specialty cases
 - a. 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.
 - i. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a **minimum** of **four** surgical specialties.
 1. 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).
 2. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - ii. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
1. Optional surgical specialties
 - a. 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.
 - i. Diagnostic endoscopy cases **must** be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
 - ii. Vaginal delivery cases **must** be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.
2. Case experience in the Second Scrub Role is **not** mandatory.
3. Observation cases **must** be **documented**, but do not count towards the 120 required cases.
4. Counting cases
 - a. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).
 - b. Examples of counting cases
 - i. 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.

- ii. 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.
- iii. 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.

5.8 FINAL CLINICAL PREPARATION PASS OFF

Final Clinical Preparation Pass Offs are administered during SURG 2025 finals week. Students may be assigned time slots throughout finals weeks ranging from 8:00 am to 8:00 pm. Final Clinical Preparation Pass Off must be passed with a grade of 100%. The student will be allowed three attempts. With each attempt the student will randomly draw a new surgical procedure and new patient information. Students will not be allowed to attempt the same surgical procedure all 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. The third attempt will include more than one instructor. 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.

5.9 ACCIDENTS/INCIDENT REPORTS

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

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.

5.10 CONFIDENTIALITY

Students are expected to keep in confidence all information concerning patients, including, but not limited to: Patient personal information, details of illness, treatment, progress, diagnostic studies and personal life. This information is not to be discussed with anyone but duly authorized persons of the health care team participating in the patient's care. Information is never to be shared outside these conditions. Failure to observe this basic principle of medical ethics is cause for immediate dismissal from the program.

A. VIDEO FILMING POLICY

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

6.0 ACKNOWLEDGEMENT OF PROGRAM POLICIES

Salt Lake Community College Surgical Technology Program

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

____ I the undersigned have received, read, and reviewed the Surgical Technology Program Handbook, SLCC student code of conduct and institutional syllabus provided on canvas. 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 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 understand the risks and hazards of this profession.

____ 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 be required 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:** I the undersigned, understand that I will be working with a preceptor on real patients in a clinical setting. I understand that working with real patients requires me to adhere to the policies and procedures learned in the program, required by my clinical facility and required by law. I understand that I will be required to follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) throughout my educational experience. I hereby acknowledge my 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 the undersigned 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 the undersigned understand policies in the Handbook are subject to change due to unforeseen circumstances. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.

____ I the undersigned understand failure to sign program handbook acknowledgement of program polices and surgical technology course disclosures, clinical attestations and other required clinical forms required will result in student being removed from the surgical technology program

I agree to adhere to the requirements as indicated by my signature in the appropriate space below and understand I cannot continue in the program if I do not follow the rules and regulations of the Surgical Technology Program.

Print Name	S#	Student Signature	Date
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7.0 APPENDIX: FORMS

The forms in this appendix may be used during students' time in the program as needed. The Surgical Technology program policies supersede the School of Health Sciences policies.

FORM A: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION	A
FORM B: PROGRAM DEFERMENT FORM.....	B
FORM C: PROGRAM DISMISSAL FORM	C
FORM D: PROGRAM LEAVE OF ABSENCE FORM	D
FORM E: PROGRAM PROBATION FORM	E
FORM F: PROGRAM WITHDRAWAL FORM	F

FORM A: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION

Surgical Technology Program
Pregnancy/Radiation Safety Protection Verification

I verify by my signature below that:

1. I have voluntarily notified Salt Lake Community College Surgical Technology Program of my pregnancy.
2. I have been advised of protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised of and have read the appropriate federal guidelines regarding the declared pregnant radiation worker.
3. I have been advised that I should wear an additional radiation monitor for radiation dose to the fetus and I agree to wear such monitor at the level of the pelvis.
4. It has been explained to me that by wearing a 0.5mm lead equivalent protective apron, that the dosage to the abdomen/pelvis can be reduced by more than 88% at 75kVp. It has also been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is over 75kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I should consult my Program Coordinator.
6. I understand I have the option to withdraw this declaration at any time.

_____ I do understand the risks involved to the fetus and me during my pregnancy regarding pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated. In doing so, I agree to indemnify and hold harmless Salt Lake Community College, its instructors, officers, officials, employees, trustees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to myself or to my fetus as a result of my participation in the Dental Hygiene Program, program activities, or program required clinical rotations.

_____ I do understand the risks involved to the fetus and me regarding pregnancy-related radiation safety. I elect to withdraw from the program. I also understand my readmission to the next program cohort is dependent upon space available.

Student Printed Name

Student Signature

Date

FORM B: PROGRAM DEFERMENT FORM

**School of Health Sciences
Program Deferral Form**

Student name: _____ Student ID: _____
Program: _____ Deferment start date: _____
Deferment return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Deferment Request:**Conditions for a Deferment:**

- Deferment is voluntary and must be initiated and requested by the student.
- Student is actively enrolled and participating in courses in the program.
- Student is “in good standing” with the program.
- Deferment will require a student complete the current semester enrolled with a grade assigned.
- Re-entry will occur in the next semester of the curricular sequence.
- Student must notify program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferment.
- If the student does not notify the program with intent to re-enter or is unable to return within set period determined on this form, the student will be withdrawn from the program. A program withdrawal will require re-application for re-admission with re-entry starting at the first semester of the program.

By signing below, the student is requesting a deferment fully acknowledging and understanding the consequences with re-entry. College employees acknowledge receiving and reviewing the deferment request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review deferment request within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Comments:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

FORM C: PROGRAM DISMISSAL FORM

**School of Health Sciences
Program Dismissal Form**

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____

Reason for dismissal:

Steps leading to dismissal:

Program student handbook reference:**Conditions of Program Dismissal:**

- Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
- The Program, Division, and School has determined student dismissal from the program is required.
- Student may appeal the dismissal. Refer to SLCC and student handbook process.
- No grade will be given for courses registered for during the dismissal semester.
- Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to the SLCC.
- Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

FORM D: PROGRAM LEAVE OF ABSENCE FORM

School of Health Sciences
Program Leave of Absence Form

Student name: _____ Student ID: _____
Program: _____ Leave of absence start date: _____
Leave of absence return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Request: (Check all that apply)

Military/Deployment Pregnancy/Complication/Childbirth/Newborn
 Illness/Injury Faith-Based Mission Other: _____

Comments:**Conditions for a Leave of Absence**

- Student has been selectively admitted and may be participating in courses.
- Circumstances prevent the student from successful completion of coursework which require the student to discontinue studies for a period.
- Student is "in good standing" with the program.
- No grade is earned for courses in a leave of absence semester.
- One leave of absence, per selective admission period and cohort, per student, may be considered.
- Depending on the date of the leave of absence, student may be responsible for tuition and fees for the current semester based on SLCC process. An approved leave of absence does not release student from any financial obligations to the SLCC. The student must decide whether to withdraw or drop from courses.
- A time frame agreed upon for return to the program.
- Student must notify program of intent to return three months prior to the re-entry start date; in writing, email preferred.
- If the student does not notify the program about intent to re-enter or is unable to return within set period determined on this form, the student must request an extension; in writing, email preferred, which will be attached to this form.
- The Program Coordinator and Associate Dean hold the prerogative to honor the request for an extension or not. A decision will be sent to the student within ten (10) business days of the request.
- If the student does not notify the program about re-entry within the time stated on this form, the student will be automatically withdrawn from the program. A withdrawal will require reapplication for readmissions starting again at the first semester of the program.

By signing below the student is requesting a leave of absence, fully acknowledging, and understanding the consequences on grades, tuition/fees owed, and re-entry. College employees acknowledge receiving and reviewing the leave of absence request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review leave of absence request within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Rational for decision:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

EXTENSION REQUEST

Program Coordinator and Associate Dean will review the extension request (see attached) within 10 business days of receipt.

Approved Denied **Program Coordinator | Date:** _____

Approved Denied **Associate Dean | Date:** _____

Rational for decision:

If denial is the outcome for the leave of absence request or extension request, an appeal request of the decision may be made by the student to the Dean of Health Sciences.

FORM E: PROGRAM PROBATION FORM

**School of Health Sciences
Program Probation Form**

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____
Date of Probation _____

Reason for probation:

Steps leading to probation:

Program student handbook reference:

Conditions of Probation:

By signing below student acknowledges conditions of probation and attendance at a probation meeting. Student signature does not constitute agreement with the probation decision. SLCC employees acknowledge attendance at probation meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

FORM F: PROGRAM WITHDRAWAL FORM

School of Health Sciences
Program Withdrawal Form

Student name: _____ Student ID: _____
Program: _____ Date of Withdrawal: _____
Semester _____ Course(s) to be withdrawn: _____

Reason for Request: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Reason not provided | <input type="checkbox"/> No longer interested in the program |
| <input type="checkbox"/> Working too many hours | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Personal reasons |
| <input type="checkbox"/> Academic load too heavy | <input type="checkbox"/> Illness of self or family member |
| <input type="checkbox"/> No longer interested in the profession | <input type="checkbox"/> Other: _____ |

Conditions of program withdrawal:

- Student withdraws from the program on own volition.
- Withdrawal requires program/division approval; without approval, student will be granted a program dismissal.
- Program withdrawal may require course withdrawal or course drop if requested within a semester.
- If a program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
- No grade will be given for courses registered for during the withdrawal semester.
- Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
- Once this program withdrawal form is signed, student may not return to the program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____