Dear Surgical Technology Student,

Hello. We are very glad to have you in the program of Foothills Surgical Technology, consisting of Cleveland Community College, Isothermal Community College and McDowell Technical Community College. We hope that the experience and knowledge that you will gain as a student Surgical Technologist will help you become a dedicated, skilled and eager surgical team member as well as a well-rounded person.

We have a sincere interest in you as an individual. We are all students and every day is a learning opportunity for students, faculty and hospital staff. We are all in this together.

The Surgical Technologist Student Handbook outlines policies and procedures that will guide your education and are intended to supplement the three consortium colleges’ catalog of policies and procedures.

As Program Director of the Surgical Technology Program, I promise to work closely with you to provide needed individualized direction, and to work diligently to prepare you for employment as a Surgical Technologist.

We wish you a very happy and fulfilling time during this phase of your education. Be prepared to be inspired and amazed at the gifts you have hidden inside.

Sincerely,

Ms. Leonard

Faculty

Program Director/Instructor  Wanda Leonard, B.S., CST
Office:  5212 Bailey Allied Health Bldg.
Phone:  704-669-4170
Email: leonardw@clevelandcc.edu
Classroom:  5213/5214

Instructor  Cathy Dover, AAS, CST
Office:  5211 Bailey Allied Health Bldg.
Phone:  704-669-4179
Email: doverc@clevelandcc.edu
Classroom:  5213/5214

Adjunct Faculty  Renee Fortenberry, CST
Adjunct Faculty  Donna Schronce, CST
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Eight Abilities

The faculty and staff have deemed the following abilities to be central to the personal and professional success of all Foothills graduates:

**Communication:** The ability to utilize oral, written, and listening skills to effectively interact with others.

**Quantitative Reasoning:** The ability to understand and apply mathematical concepts and models.

**Inquiry and Analysis:** The ability to process and apply theoretical and ethical bases of arts, humanities, natural and social science disciplines.

**Aesthetic Engagement:** The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.

**Diversity:** The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.

**Technical Literacy:** The ability to use technology and understand its value and purpose in the workplace.

**Critical Thinking:** The ability to understand and to think in a way that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.

**Effective Citizenship:** The ability to commit to standards of personal and professional integrity, honesty, and fairness.

Program’s Introduction

The program provides the participant with the knowledge and skills required to enter the field of Surgical Technology, in accordance with the American Medical Association and the Association of Surgical Technologists guidelines. During the pre-clinical phase of the program, emphasis is placed on classroom and laboratory instruction as preparation for the clinical phase. Classroom instruction includes patient care in surgery, sterile technique, surgical technique, instrumentation, medical terminology, microbiology, anatomy and physiology and surgical procedures. The clinical experience is received in a selected group of clinical affiliates under contract with the three consortium colleges.

The student functions under the direction of the college instructors as well as in-house surgeons, preceptors, staff surgical technologists, and registered nurses working as a part of the surgical team. Students are encouraged to scrub on the
surgical procedures that are being lectured on in the classroom sections of Surgical Technology. This gives the student a better grasp on the human anatomy and the surgical repairs taught during the surgical procedures portion of the program.

Curriculum

The Surgical Technology Program will consist of face-to-face lecture, lab, and on-site clinical rotations. It is a condensed, intense program which requires commitment and a sincere desire to learn the profession. Specific information on each course will be given online at the beginning of the course. This will include course outline, schedules, assignments, and test evaluations.

The Surgical Technology Faculty believes:
- That all people have dignity and worth.
- That the program should serve people regardless of race, creed, or sex.
- That the cognitive base, psychomotor skills, and affective domain are of equal importance in the training of Surgical Technologists.
- That the graduates of this program should possess competence in the technical phases of Surgical Technology and a sound understanding of the scientific principles of Surgical Technology.
- That graduates should develop the ability to make independent clinical judgments within the limits of the Surgical Technologist responsibilities.
- That competent Surgical Technologists are significant participants on the health care team.

FOOTHILLS SURGICAL TECHNOLOGY CONSORTIUM DEFINITION

The Foothills Surgical Technology Consortium is defined as a cooperative effort by Cleveland Community College, McDowell Technical College, and Isothermal Community College to form one unit for the purpose of providing education for surgical students through joint support and operation of a surgical technology program. This consortium is a joint effort of the three above-named colleges, and they otherwise remain free and separate members of the North Carolina Community College System with all the rights, privileges, and responsibilities provided by State law.

Mission Statement

The purpose of the Foothills Surgical Technology Consortium is to educate men and women to function as competent, entry-level Surgical Technologists upon graduation. Upon successful completion of the program, the graduate is eligible to take the National Certification Examination through the National Board of Surgical Technology and Surgical Assisting. (NBSTSA)
PROGRAM GOALS AND OUTCOMES

Upon successful completion of the Surgical Technology program, the graduate will be prepared to begin a successful career as a surgical technologist, often referred to as a Surgical Technologist in the Scrub Role (STSR) or an operating room tech. The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Foothills Surgical Technology Program will meet or exceed Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-ST/SA) benchmark standards on student retention, CST exam results, employer satisfaction, graduate satisfaction, and graduate job placement.

The graduates that complete the program will be prepared to:

- Work with nurses, surgeons, anesthesiologists, and other health professionals in providing both direct and indirect patient care while demonstrating positive work ethic, professionalism and appropriate interpersonal skills in the surgical setting.
- Practice professional, value directed actions based on didactic and clinical knowledge, ethical principles, and legal standards as a member of the surgical team.
- Organize surgical instrumentation, supplies and equipment in an efficient manner while utilizing principles of aseptic technique for physical preparations and maintenance of the surgical environment.
- Demonstrate understanding of biomedical science and technology as it applies to the patient-focused events that occur in the operating room.
- Promote lifelong learning that fosters the development of professional and personnel growth, critical thinking and leadership.
- Sit for the National examination to become a Certified Surgical Technologist (CST).

ACCREDITATION STATUS

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Foothills Surgical Technology Consortium, Foothills Surgical Technology Consortium holds accreditation until May 2019; at which time it will re-apply for continued accreditation. All Consortium colleges are accredited by the Southern Association of Colleges and Schools Commission on Colleges located at 1866 Southern Lane, Decatur, Georgia 30033. The telephone number for the Southern Association of Colleges and Schools is 404-679-4501.
APPLICATION PROCESS

Thank you for your interest in the Surgical Technology program (ST) at Cleveland Community College. Please read this information thoroughly. Admission to the ST program is competitive. We want to make sure you have the best possible chance of being selected by completing all processes and submitting all necessary documents completely, correctly, and by the deadline.

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Graduates of this program will be eligible to apply to take the National Board of Surgical Technology and Surgical Assisting Certification Examination for Surgical Technology.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians’ offices, and central supply processing units.

**Deadline:** The deadline for Fall enrollment is January each academic year. The program lasts one academic year (Fall, Spring, and Summer), and accepts 10 students per year from each of the Consortium colleges.

Admissions Requirements: must be completed prior to the program deadline date:

- Current application for admission: Interested students should first complete an application for admission.
  - All Surgical Technology applicants must attend an Allied Health Information Session prior to being considered for admission and must declare Surgical Technology as their program of study. Please contact the Admissions Office at 704.669.4067 or 704.669.6000 to schedule an Allied Health Information Session.
- Official high school transcript or GED
- Official college transcript(s) if you intend to earn transferrable credit.
- MAT 060 or DMA 010 & 020 & 030 satisfactory completion or exemption (per transcript)
- ENG 095 or DRE 098 satisfactory completion or exemption (per transcript)
- CTS 060 (CCC Only) satisfactory completion or exemption (per transcript)

*Students not completing this section by the program deadline date are encouraged to reapply for the next year, by attending an Allied Health Information Session.*

**All communication regarding admissions/selection status will be sent via CCC student email. Student email is the official and preferred form of communication at CCC.**
**Selection Criteria:** A Surgical Technology Admission & Selection Rubric will be used to determine acceptance to the ST program. Students meeting the admissions requirements established in Step 1 of the rubric prior to the program deadline are invited to sit for the Psychological Services Bureau Examination (Step 2). The top 10 scoring students from Step 3 and 4 will be notified of their provisional acceptance through CCC student email. Students not selected to the program may reapply for the next year by attending another Allied Health Information session.

**CCC has established admissions and selection procedures to ensure students are admitted and selected in a fair and equitable manner. The admissions and selection rubric is only intended to provide students with a checklist assisting in identifying program eligibility requirements, while outlining the admissions/selection process. This rubric is for student use only and does not serve as the official record of calculated points. This rubric does not replace the official program requirements as described in the Programs of Study section of the Academic Bulletin and Student Handbook.**

**Post-Provisional Acceptance Requirements (Step 5):** The following items will be requested by the Program Director for students provisionally accepted:

1. Immunization records
2. Current CPR certification
3. Criminal Background check
4. 12-panel drug screen
5. Medical form
6. RPR
7. Orientation meeting
8. Opt-Out Interview
9. Registration
10. Program fees and malpractice insurance paid
11. Uniforms ordered and deposit paid

**ESSENTIAL ATTRIBUTES FOR SURGICAL TECHNOLOGY CANDIDATES**

A diploma in Surgical Technology signifies that the holder of that diploma has been educated to competently practice as a surgical technologist in all healthcare settings and to apply to take the NBSTSA surgical technologist national certification examination. The education of a surgical technologist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation to: a) be independent and, b) be semi-autonomous, and/or c) make appropriate decisions required in practice. The surgical technologist practice emphasizes collaboration among physicians, surgical technologists, nurses, allied health care professionals, and the patient.

The curriculum leading to the Diploma in Surgical Technology from Foothills Surgical Technology Consortium requires students to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential surgical technology skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and
social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the diploma in Surgical Technology, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers.

The essential competencies necessary to acquire or demonstrate competence in a discipline as complex as surgical technology and needed for successful completion are as follows:

**PHYSICAL AND MOTOR SKILLS**

Students should have sufficient motor function so that they are able to execute movements required to provide general care treatment to patients in all health care settings. For example: for safety and protection, the students must be able to perform basic life support, including CPR, and function in an emergency situation. The student must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a bed to an operating room table, to a stretcher to transport to and from the surgery department.

1. A full range of body joints, with the ability to stoop, bend, reach, pull, and push.
2. Ability to carry objects weighing up to 60 pounds on a daily basis.
3. Ability to stand unassisted for greater than 12 hours in a small work space.
4. Ability to execute controlled motor movements to provide direct care and emergency treatment to patients.
5. Ability to execute fine motor ability and visual acuity in order to manipulate sutures finer than a human hair.
6. Good peripheral vision (with correction, if needed) to view images or other forms of output created by equipment.
7. Adequate hearing/listening skills (with correction, if needed) that include correctly understanding voices with background noises occurring.
8. Ability to withstand unusual sights and unpleasant smells.
9. Ability to distinguish left from right.

**SENSORY/OBSERVATION**

A student must be able to acquire the information presented through demonstration and experiences in the basic sciences and surgical technology. He or she must be able to anticipate the needs of the surgeon and patient during the surgical procedure based upon non-verbal and verbal communications. The student must be capable of quickly adjusting to changing situations in the operating room such as, unexpected bleeding due to trauma to tissue, laparoscopic procedure converting to open, cardiac arrest, malignant hypothermia, as well as various unexpected happenings in the surgical setting.
COMMUNICATION

The student must communicate effectively and sensitively with other students, faculty, patients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A student must be able to: convey or exchange information at a level enabling care of the surgical patient, identify problems presented, and provide alternative solutions. The student must have effective oral communication skills.

1. Ability to use the English language to communicate effectively in a rational, coherent manner with individuals of all educational and socioeconomic levels both verbally and in writing.

COGNITIVE

A student must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of surgical technology studies. The student must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

1. Ability to maintain consistent mental alertness for periods greater than 12-15 hours.
2. Ability to learn and perform quickly with or without repetition of instruction.
3. Ability to develop and improve organizational skills.

BEHAVIORAL/EMOTIONAL

A student must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the role of the surgical technologist. In addition he or she must be able to maintain mature, sensitive and effective relationships with patients, students, faculty, staff and other professionals under all circumstances, including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The student must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.
1. Ability to maintain composure when subjected to high stress levels.
2. Ability to respond in an emotionally controlled manner in learning environments and crisis situations.
3. Ability to discern right from wrong in the ethics of the profession.
4. Ability to accept criticism and make appropriate changes with a positive attitude.
5. Ability to deal professionally with a variety of personalities and various levels of instruction on a daily basis.

PROFESSIONAL CONDUCT

A student must possess the ability to reason morally and practice surgical technology in an ethical manner. Students must be able to learn and abide by professional standards of practice. They must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Students must be able to engage in surgical patient care delivery and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

REASONABLE ACCOMMODATIONS FOR DISABILITIES

Cleveland Community College, in compliance with The Americans with Disabilities Act and Section 504 Regulations, does not discriminate and is dedicated to providing equal educational and employment opportunities for qualified adults. The College will make reasonable accommodations in its programs, services and facilities for disabled students and disabled employees who are otherwise qualified. Students with special needs should contact the Student Services Department for assistance such as note takers, readers, interpreters, etc.

REGULAR, ON-GOING EVALUATION

Because of the close working relationship with the students, all instructors will be responsible for monitoring whether the Student Surgical Technologist is meeting the Essential Competencies by:

- Direct interaction with the student’s supervisor in the clinical section related to clinical activities.
- Attendance at course and related meetings, paying attention to any concerns about behavior in theory courses by students in the clinical section.
AS NEEDED EVALUATION FOR PROBLEMATIC BEHAVIOR

If and when a student does not meet expectations, the following will occur:

1. Problematic behavior will be documented by faculty in the student’s file.
2. Problematic behavior results in Student Conference Form. If a pattern of problematic behavior or a single, serious lapse in the essential competencies becomes evident, the steps below will be followed:

   1. Student Conference Form is completed indicating that the student’s continuation in the program is in jeopardy.
   2. The student’s program director will prepare a plan and/or student contract within the Student Conference Form identifying what needs to be demonstrated in order to meet the essential competencies and thus remain in the program.
   3. Student is given a Student Conference Form. The program director will meet with the student to present the Student Progress Analysis and individual instruction as to how to change the behavior for a positive outcome. After the student reads and signs the Student Conference Form Contract and Student Progress Analysis (signature indicated that the student has read it), the Student Conference Form Contract is placed in the student’s program file. The student has the opportunity to respond verbally and in writing, and a copy will be given to the student for their records.

   3. The contract will be monitored continuously. If the contract is not upheld by the student, the student will be dismissed.
   4. Dismissal from the program. If the student does not uphold the above mentioned contract, dismissal from the program will occur, regardless of course grades. If a single, very serious lapse, such as an integrity issue occurs, it may result in an immediate dismissal without a Student Conference Form Contract occurring, regardless of course grades.
ESSENTIAL COMPETENCIES PROGRAM EVALUATION FORM

The Foothills Surgical Technology Consortium is a diploma based education format. The holder of the diploma signifies that the holder of the diploma has been educated to competently practice surgical technology and to apply for the NBSTSA surgical technologist national certification examination. The education of a surgical technologist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation to be: a) independent, b) semi-autonomous, and/or c) making appropriate decisions required in practice. The practice of surgical technology emphasizes collaboration among physicians, surgical technologist, nurses, allied health care professionals, and the patient.

Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the Diploma, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other health care providers.

While these skills are crucial for a surgical technologist, many of the skills are difficult to evaluate within the confines of an individual course. Consequently, this evaluation is not attached to a specific course, but to the entire program. Each student will receive this evaluation at the end of each semester or sooner if problematic signs are recognized earlier. It is the goal of the surgical technology faculty to recognize and address deficiencies immediately in order to ensure the success of each student when possible.

Student Name: __________________________________________

Evaluator: __________________________________________

Fall: ____________ Spring_______________ Summer________

Please Note: If any Essential Competency is not being met, specific written documentation must be attached to this evaluation form. The essential skills necessary to demonstrate competence in a discipline as complex as surgical technology and needed for successful admission and continuance by candidates for the Diploma of this program, include but are not limited to the following abilities:
### Motor Skills

<table>
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<tr>
<th>Qualifications</th>
<th>Meets</th>
<th>Does Not Meet</th>
<th>No Opportunity to Observe</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Has sufficient motor function to execute movements required to perform the role of the surgical technologist</td>
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### Sensory/Observation

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<tr>
<td>Is able to acquire the information presented through demonstration and experience in the basic sciences and surgical technology curriculum</td>
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<td>Is able to anticipate the needs of the surgeon and patient during the surgical procedure based upon non-verbal and verbal communications</td>
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<td>Is capable of quickly adjusting to changing situations in the operating room, i.e. unexpected bleeding, laparoscopic procedure converts to open, cardiac arrest, or any other change that may take place during a surgical procedure.</td>
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### Communication

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<tr>
<td>Communicates effectively and sensitively with other students, faculty, patients, family, and other professionals</td>
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<td>Expresses own ideas and feelings clearly and demonstrates a willingness and ability to give and receive.</td>
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<td>Is able to convey or exchange information at a level enabling care of the surgical patient, identify problems presented, and provide alternative solutions</td>
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<td>Is able to orally communicate in an effective manner.</td>
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## Cognitive

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<td>Is able to measure, calculate, reason, analyze, integrate, and synthesize in the context of surgical technology study</td>
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<td>Is able to quickly read and comprehend extensive written material</td>
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<td>Is able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting</td>
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## Behavioral/ Emotional

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<tr>
<td>Possesses the emotional health for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to role of the surgical technologist</td>
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<td>Is able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations</td>
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<td>Has the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.</td>
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<td>Is able to experience empathy for the situations and circumstances of others and effectively communicate the empathy</td>
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<td>Understands that his or her values, attitudes, beliefs, emotions and experiences affect his or her perceptions and relationships with others.</td>
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<td>Is able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships</td>
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<td>Possesses skills and experience necessary for effective and harmonious relationships in diverse academic and working environments</td>
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<td>Possesses the ability to reason morally and practice surgical technology in an ethical manner.</td>
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Possesses attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.

Is able to engage in surgical patient care delivery to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

**CLASSROOM AND LABORATORY RULES**

Students are expected to demonstrate professional behaviors at all times in the classroom, laboratory, and clinical arena. All students, faculty, visitors, and employees of the Bailey Allied Health Center are to be treated with courtesy and respect. Inappropriate questions, comments, language, or behavior will not be tolerated.

- Any lack of integrity is grounds for dismissal. A surgical technologist must be totally trustworthy in all aspects or they will not be entrusted with following strict sterile technique with patients. Lack of sterile technique could lead to infection or death.
- Students are expected to be on time when reporting to classroom and laboratory sessions.
- Cheating is grounds for dismissal. No second chances. A surgical technologist **MUST** have integrity.
- Once a student turns in a test, he/she cannot have the test back for any reason until it is graded. Please read every word of both questions and answers. Do not rush.
- Tests should be checked on front and back to be sure items have not been overlooked.
- Meeting personal needs such as going to the bathroom should be taken care of during break and at lunch.
- Students are to be awake, attentive, and courteous at all times. Smoking **IS NOT ALLOWED** on the Cleveland Community College campus NOR on clinical sites.
- Required textbooks, needed supplies, etc. must be available for all classes. Borrowing from other students is not allowed.
- Students are not to look at answers in books while others are still testing.
- Student must remain in their seats until all students are finished testing so as not to cause testing students to lose their concentration.
- If a student has any problems, he/she is to go through the proper chain of command to resolve the situation. Communication with the goal of timely problem resolution begins with the instructor. If this proves to be ineffective then continue to the Program Director, then the Dean of Allied Health and Public Services, progressing up the ladder until resolution is obtained.
- Cell phones **MUST BE OFF--NOT ON VIBRATE, BUT OFF**
GROUND FOR DISMISSAL

- Failure to meet any of the Essential Competencies as mentioned earlier in this handbook.
- Any action that can be deemed as dishonest or indicative of a lack of integrity.
- Failing grades in any ONE course of the Surgical Technology Program and/or college courses.
- Failure to accomplish clinical assignments and objectives.
- Inability to follow policies/procedures in the lab and/or clinical setting.
- Failure to maintain academic average of 78% in any ONE course or unsatisfactory clinical progress.
- Failure to display appropriate workplace principles (poor attitude or inappropriate behavior).
- Breach of confidentiality
- Absenteeism
- Excessive tardiness-(tardy is defined as coming into class/clinical less than 30 minutes late or leaving early from class/clinical prior to dismissal by faculty). Three tardies per semester will lead to probation. Five or more may lead to suspension from the clinical therefore not allowing the student to complete the clinical portion of the curriculum, causing clinical failure.
- If a clinical education center refuses to allow a student into their facility for violations such as theft, misconduct, or patient safety, the student will not be allowed to continue.
- Unprofessional or unethical conduct.
- Use of profanity or obscene language.
- Cheating in related or professional courses.
- Any falsification of records, (including, but not limited to timesheets, procedural logs, etc.)
- Failure to follow the rules of a department, campus, or clinical facility.
- Conduct that is deemed detrimental to the proper operating of the campus or clinical facility.

CLASSROOM MAINTENANCE

All students are responsible for maintaining a neat and orderly classroom:

- All clinical affiliates DO NOT allow the use of tobacco on their grounds.
- Do NOT attempt to use or operate any equipment until you have received the appropriate instruction for its use.
- When using equipment, treat it kindly. All equipment should be returned to the appropriate storage area after use.
- Class and lab sessions are not considered adjourned until the lab and classroom are in proper order.
POLICY FOR GRADING

The Surgical Technology Program follows the seven (7) point grading scale. For satisfactory academic progress the grade awarded should follow the grading scale below:

93-100 A Excellent
86-93  B Good
78-85  C Average

Below 78% is academic failure for the Surgical Technology Program.

Satisfactory completion of any and all courses requires at least a 78 % (C). Since Surgical Technology is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester. All students will receive a grade report each semester. Course grades will be determined by an average of grades for examinations, quizzes, assignments, final examinations, and skills exams. Distribution for these various components will be documented in the syllabus of each course. All examination dates will be announced by the instructor in advance. Quizzes may or may not be announced in advance.

When a student experiences difficulty mastering the competencies of any course, he/she is expected to seek extra help from the instructor. Students will be notified formally of their averages at the midterm and at the end of each semester.

Students are expected to submit their own work. Evidence of plagiarism, copying, or other form of cheating will result in forfeiture of the grade for the work and/or formal disciplinary action, and the student will be referred to the school’s administration.

ATTENDANCE POLICY AND MAKE-UP WORK

Regular attendance is expected of all Surgical Technology students. Attendance will be recorded as a part of each student’s permanent record. It will be utilized in reporting to Financial Aid and other training expense payment sources. It will also be utilized for inquiries made by potential employers.

Foothills Surgical Technology students will adhere to the following additional attendance policy due to the mandates at clinical sites:

1. If you are absent for any reason, you must call in one hour prior to the start of the day. If the absence occurs on a clinical day, you are to notify your clinical instructor and clinical facility according to her specific directions. If the absence occurs on a class day, the student must notify the Program Director prior to 8:00 a.m. Failure to call in on a class day will result in an unexcused absence and you will not be allowed to make up any work missed. All quizzes and tests will be graded as a “0” for a no call, no show day. Failure to report an absence in clinical will be documented on the clinical evaluation form and disciplinary action may be taken as this indicates a lack of responsibility and poor work habits.
2. Five points will be automatically deducted from the score of any make-up exam. It is the student’s responsibility to contact the instructor to schedule make-up exams. Exams will cover the same material other students tested over, but may not be the same exam.

3. More than 3 clinical absences during a semester may result in dismissal from the Surgical Technology Program.

4. Clinical absences must be made up prior to the end of the semester, if at all possible, to avoid a grade of “incomplete.” You will not be able to continue into the next group of courses until the ‘incomplete’ is changed to a passing grade of a “C” or better. All missed scrubs must be calculated to make sure student has completed enough cases towards graduation requirements.

Attendance: Due to the nature of the class, attendance is mandatory, and will be part of the grading system. You will begin with 100 points in each course. Five points will be deducted for each excused absence. Ten points will be deducted for each unexcused absence.

Missing classes in increments by coming late or leaving early will also be tracked. If you miss 1 hour a day on several different days, that time will be summed up and points will be deducted appropriately. For example, if the sum of your of your missed time is 4 hours, which is .5 of the eight hour day, 2.5 points will be deducted if it is excused, 5 points if unexcused. In addition, each time you are tardy one point will be subtracted regardless of the amount of time you are late. Three tardies in a semester will result in probation.

THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF AN EMERGENCY OR CATASTROPHIC EVENT.

CLINICAL EDUCATION REQUIREMENTS

Clinical Education Requirements are designed to help the student learn to adjust to the requirements of the professional workforce.

The student should:

- Maintain prompt attendance in all clinical assignments.
- Call the clinical coordinator and facility if going to be absent due to sickness or cannot be at their clinical assignment. The student must contact the facility one hour prior to the start of the clinical day. Leave a message if necessary and obtain the name of the person to whom you spoke.
- Pass the physical requirements of the program.
- Rotate through all clinical assignments and gain working knowledge of the instrumentation, equipment, techniques and procedures done.
- Complete all clinical competency objectives on or before the required deadlines set each semester.
- Maintain satisfactory clinical evaluations completed by staff Surgical Technologists and clinical instructors.
• Demonstrate compassion and professional conduct at all times while working with patients.
• Be able to communicate properly with patients.
• Be able to communicate and work with fellow students and Surgical Technologists.
• Exhibit professional conduct and adhere to dress codes at all times while assigned to the clinical area.
• Be able to cope and function during stressful situations.
• Complete the required competencies within the specified time and retain proficiency.

Any infraction of the above rules will result in the necessary disciplinary actions. Students will not be receiving any monetary remuneration for work performed as part of the clinical educational experience.

### SURGICAL TECHNOLOGY PROGRAM: CLINICAL CASE REQUIREMENTS

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Minimum # of FIRST SCRUB cases required</th>
<th>Maximum # of SECOND SCRUB cases that can be applied towards total cases</th>
<th>Total # of cases required</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>80</td>
<td>40</td>
<td>120</td>
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<tr>
<td>Surgical Specialties</td>
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<tr>
<td>• Cardiothoracic</td>
<td>20</td>
<td>10</td>
<td>30</td>
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<td>• ENT</td>
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<td>• Neuro</td>
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<td>• OB/GYN</td>
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<td>• Oral/Maxillofacial</td>
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<td>• Orthopedics</td>
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<td>• Peripheral Vascular</td>
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<td>• Plastics</td>
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<td>• Procurement/Transplant</td>
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<td>Diagnostic Endoscopy:</td>
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<td>• Bronchoscopy</td>
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<td>• Colonoscopy</td>
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<td>• Cystoscopy</td>
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<td>• ERCP</td>
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</tbody>
</table>
- Esophagoscopy
- Laryngoscopy
- Panendoscopy
- Sinoscopy
- Ureterscopy

<table>
<thead>
<tr>
<th>Labor and Delivery</th>
<th>5 vaginal delivery cases may be applied toward the second scrub cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>80</td>
</tr>
</tbody>
</table>

**TRANSFER CREDIT**

Students enrolling in the Surgical Technology program may transfer credits for previous appropriate course work successfully completed within the last five (5) years. This transfer of credits with a “C” or higher refers to only the non-Surgical Technology courses. Semester system Surgical Technology courses with a grade of “C” or higher, completed in the last two (2) years and transferred within the North Carolina Community College System will be accepted upon review of course content and clinical competencies. Surgical Technology courses from other states will be reviewed on an individual basis for potential transfer credit.

All re-entry students must complete the last course completion final exam with a 78% or better. All clinical check-offs must be satisfactorily completed with a 85% or better to prove competence for the clinical component of the program.

**COURSE SUBSTITUTIONS**

Students may apply to the Foothills Surgical Technology Consortium Director for approval of course substitutions. The appropriate form must be completed, approved, and on file in the appropriate college of registration prior to the student’s graduation. A course substitution requires final approval by the Consortium Director. Course substitutions must have the same or greater number of credit hours and content equivalent to the course to be substituted. The only approved course substitutions that will be allowed are those under the general education sections of the program.

**WITHDRAWAL**

Students may withdraw from courses or from colleges in the Consortium after the close of the schedule adjustment period. A student may withdraw from a course by the steps listed under the withdrawal procedures in the appropriate Consortium colleges’ student handbook or college catalog.
EARLY ALERT

The Surgical Technology faculty will communicate the academic status of each student via Blackboard or by student/faculty conference at the one-month point of each SUR course. Students who have had excessive absences will be notified and a plan of action set forth to either withdraw from course work or implement a suitable plan for the student, clinical site, and faculty to correct the issue of attendance and course work requirements. At the approximate mid-term point, the Surgical Technology faculty will notify students who have a grade of “D” or “F” in lecture/lab or an “Unsatisfactory” in clinical via Blackboard message system. A course progress analysis will be completed and signed by both faculty and student following the receipt of assigned grade. Documentation of this meeting (or meetings) will be recorded in the student’s departmental folder. This will reflect on the overall student grade in the final assessment at semester end. Students not maintaining the clinical requirements will be notified via Blackboard message system; notation in clinical notebook; and student progress analysis. Students not maintaining clinical case requirements will be given 6 clinical days (two weeks) to correct the deficiency or present a plan of action in writing as to how they (the student) plans to correct the deficiency with a completion date given.

STUDENT RESPONSIBILITIES

The philosophy of the Foothills Surgical Technology Consortium is that “under the guidance of the faculty, the student assumes responsibility for his or her own learning.” The student MUST complete all of the course requirements to graduate from the Foothills Consortium. To have a greater opportunity of success the primary focus in each surgical specialty is to SCRUB on the cases that are being studied in the lecture/theory class within each semester. Example: when studying general surgery focus on general surgery cases in the clinical setting. Move along as closely to the lecture/theory portion of the program as possible. The student must complete reading assignments, submit written work on time, and be prepared for class discussion, clinical conferences, and laboratory experiences. Academic success is directly related to participation in the above learning activities.

Accurate documentation of ALL clinical experience MUST be maintained as set forth in the course syllabus, giving the student and the clinical instructor the opportunity to evaluate the student’s progress at any time. The clinical notebook is requested at announced and unannounced times throughout the student’s clinical rotation. Incomplete clinical work/notebook will reflect a 10 point reduction in the week’s clinical work. Any student not completing clinical notebook as assigned on a daily basis three consecutive days will be put on clinical probation and will be unable to return to clinical until notebook, experience record, daily self-evaluation and case preference cards are up to date.
**CURRICULUM***

**Fall Semester**
SUR 110  Introduction to Surgical Technology  
SUR 111  Perioperative Patient Care  
ACA 115  Success and Study Skills  
BIO 163  Basic Anatomy & Physiology  
ENG 111  Writing and Inquiry  

**Spring Semester**
SUR 122  Surgical Procedures I  
SUR 123  Surgical Clinical I  
CIS 110  Intro to Computers  
BIO 275/175  General Microbiology  

**Summer Semester**
SUR 134  Surgical Procedures II  
SUR 135  Surgical Clinical II  
SUR 137  Professional Success Preparation  

**Total credit hours required for Surgical Technology Diploma: 48**

* This curriculum is subject to change.

**DRESS CODE**

Students must wear appropriate clothing at all times. As a representative of the Foothills Surgical Technology Consortium, students attending off-campus classes, events, etc. (i.e., field trips) will be required to wear, as appropriate, slacks, dresses, or skirts with at least a mid-thigh high hem. Tank tops, muscle shirts, tee shirts, and shorts are not appropriate.

Students will wear designated scrubs for lab and clinical. These uniforms represent a professional level of education, therefore, they must be pressed, clean, hemmed and of professional appearance to be allowed in class/clinical. Once at the clinical site, scrubs will be changed and the student will wear the facility’s scrub apparel. A long sleeve, ¾ length (below knee), buttoned to above the chest level, white lab coat and white leather shoes are required in clinical. The lab coat is to be worn buttoned when leaving the operating room and is to remain buttoned until returning to the operating room. Some hospital policies do not require employees to wear lab coats to the dining room, E.R. or other areas within the facility. Understand your clinical sites’ standards and follow accordingly. Students must have Foothills Surgical Technology Consortium student identification on both the scrub uniform and the lab coat. Leather shoes are to be worn in the lab clinical settings. The clinical shoe requirement is white leather ONLY. No decorations or various colors are allowed. They may be tennis shoes,
LEATHER ALL WHITE with no additional colors as trim. Sandals, fabric tennis shoes, and clogs are not acceptable footwear for lab and for clinical.

In lab and in the clinical site, hair is to be contained within the scrub cap. NO HAIRPINS OR HAIR ACCESSORIES ARE ALLOWED. These items have the potential of falling out into the patient’s wound causing injury to the patient. Hair must be clean. Makeup should be kept to a minimum. Perfumes should not be worn. Nails must not extend beyond the tips of the fingers. Nail polish, nail extensions, and false nails are NOT acceptable; all harbor bacteria and are potentially patient hazards. Jewelry that includes ANY body piercing is not acceptable in the lab or clinical setting. Proper attire in the operating room, while in a patient care situation, also includes appropriate OSHA approved eye protection or a facemask with PLASTIC face shield.

Students who do not comply with the Dress Code will be INSTRUCTED AND REQUIRED TO LEAVE CLASS OR CLINICAL/LAB and will be charged with one absence for clinical/class practice.

**POLICIES for CLINICAL WORK**

Students MAY NOT work as a Surgical Technologist in a clinical setting until graduation. Students may earn NO pay for surgical technology jobs performed while enrolled in the Surgical Technology program.

Students may, however, work for pay as an instrument technician in the Central Sterile Processing area of an appropriate hospital, according to hospital policy after the completion of curriculum requirements, normally after the Fall semester.

NO work performed for pay can be counted as clinical hours toward graduation.

**ATTENDANCE POLICY**

**Theory Courses with and without Lab Components**

Students will get the most benefit from classes if they attend class regularly and are on time. The policy states that a student cannot miss more than 20% of the hours the class is scheduled to meet. If a student is late to class three times, one absence will be counted. If a student is absent or late beyond that which is allowed, the instructor will determine if a student can continue in the class and will notify the student of his or her decision. A student may ask to be readmitted and may appeal the instructor’s decision to the instructor’s supervisor, whose decision is final. Students are responsible for making up all missed class work and for being prepared for class following the absence. The student is responsible for notifying the instructor that he or she is or will be absent and for initiating a
contract to complete missed course work in a timely manner. Instructors may excuse class lecture absences although that may not be possible for labs or clinicals. If a student stops attending class or is readmitted to class after excessive absences, he or she will receive an ‘F’ unless the student officially withdraws from the class in a timely manner as prescribed.

Course attendance guidelines will be identified in each course syllabus.

Clinical Courses

Clinical experience is critical to the success of the Surgical Technology student. To be eligible for graduation, the student must have completed one hundred and twenty (120) scrubbed cases in the FIRST scrub role. The 120 cases must be in the specialties of General, Gynecology, ENT, Urology, and Orthopedics to be eligible to sit for the National Certification Examination for Surgical Technologists. Absences not only detract from experience but also subtract from the total number of countable scrubs.

The student will be allowed one unexcused absence. All other absences must be accompanied by a doctor’s excuse. In the event of an absence, the student is expected to inform the clinical site and the instructor. Failure to do so will result in demerits as described.

After three (3) absences, the overall course grade will reflect a five-point deduction from the total grade average at the end of the course.

INCLEMENT WEATHER

In the event of inclement weather, the President of the Foothills Surgical Technology Consortium College (Cleveland Community College) will determine to cancel or delay classes. This decision made by the President of Cleveland Community College to cancel or delay classes because of inclement weather applies to all Consortium students, students at Cleveland, McDowell, and Isothermal. The announcement will be made on selected radio and television stations. If a decision is made to dismiss classes during the school day, the decision will be communicated by word-of-mouth and telephone. This decision effects on-campus classes, labs, and off-campus clinical sites. If you are in doubt regarding your safety and feel the weather conditions are unsafe in your area, the decision to come to school (if in session) is your decision. Please be aware that all work must be made up to meet all curriculum requirements. Attendance will be taken whenever school is officially in session.

Make-up hours will be assigned by the program director following the inclement weather guidelines. These make-up hours will fall on Fridays and will be with each clinical facility’s nurse managers.
CLASS BREAK POLICY

The Foothills Surgical Technology Consortium faculty has adopted the following guidelines regarding breaks:

**Theory Courses with and without Lab Component**

Students will be given a break at times appropriate to the class discussion. The total time for each break will be ten (10) minutes for each hour the class meets.

**Clinical Courses**

Students will be given “break time” to simulate the usual hospital work practices. For example, in a 7:00 AM to 3:00 PM clinical day, a student will have a fifteen (15) minute break and a thirty (30) minute lunch break. Breaks will be taken at times which will not interrupt the flow of the operating room schedule.

ACADEMIC HONESTY

The student must maintain a high degree of individual honor in his or her academic pursuits, never participating in, conducting, or condoning acts of academic dishonesty, such as cheating on an examination, giving or receiving information, copying, or using unauthorized materials. All acts of academic dishonesty, such as cheating and plagiarism, are unacceptable and subject to disciplinary action that may include dismissal from the Foothills Surgical Technology Consortium and the appropriate Consortium College.

PROFESSIONALISM

The concept of professionalism in health care is motivated by the primary goal of providing quality service to the health care consumer. Professionalism also demands commitment to the development and maintenance of a significant level of knowledge that enables the provider to utilize standards of care in the daily delivery of health care to the consumer.

The Surgical Technology faculty is dedicated to providing students with the knowledge and background necessary to develop an identity of professionalism, which will extend into the student’s career.

CONFIDENTIALITY

All patient information is confidential. Discussion of patient situations may occur during clinical conference, lab, class, or the clinical setting, but use of patients’ names and other identifying information outside the clinical experience is strictly and entirely prohibited.
Confidentiality is a duty owed to the patient by the health care provider. It is a legal right of the health care consumer to expect that information regarding his/her health record, treatment, and social or identifying information will not be shared with others unless the individual provides written permission.

It is expected that students in the Foothills Surgical Technology Consortium will work to ensure this patient right. Breach of patient confidentiality is a violation of the student conduct policy. Failure to abide will result in dismissal from the Surgical Technology program.

**SUBSTANCE ABUSE**

Cleveland, Isothermal and McDowell Colleges are drug free workplaces/colleges. Students exhibiting behaviors indicative of substance abuse are subject to investigation and may be in violation of the Foothills Surgical Technology Consortium Policy on substance abuse and the respective college’s substance abuse policy.

**ELECTRONIC DEVICES**

Use of electronic communication devices (i.e., cellular telephones, pagers, etc.) during class, clinic, or lab is disruptive to the teaching/learning environment and is not permitted. Cellular telephones are not allowed in local physicians’ offices. These devices interfere with electronic monitoring of patients.

Emergency messages should be directed to the Foothills Surgical Technology Consortium Director, 704-669-4170, or the Cleveland Community College Office of Academic Programs at 704-669-4162.

**HEALTH**

The Surgical Technology faculty has determined the necessity for students to enter the Surgical Technology program in a healthy state. Consortium policy requires the submission of a “Health Statement” and “Ophthalmology Statement” verifying the health and immunization status of the student. A student must be immunized for childhood diseases and Hepatitis B, or a physician must immunize a student who does not exhibit immunity to these diseases at the time of his or her physical examination. Students in the Surgical Technology program must submit annual PPD (TB) skin test results.

All immunization information must be verified by an official document. School records, pediatrician records, or health department records are all acceptable forms of documentation. This documentation must accompany the health form when it is submitted to the Foothills Surgical Technology Consortium Director and/or the Admission Office.
A student in the Surgical Technology program is at an increased risk for exposure to a variety of diseases, including Hepatitis B, HIV/AIDS, and tuberculosis. Because of these risks, students must follow all infection control/exposure control guidelines and regulations that have been established by the CDC; OSHA; the North Carolina Department of Environment, Health and Natural Resources; the Foothills Surgical Technology Consortium; the health sciences programs; medical departments; clinical affiliations; and all other appropriate agencies. Should a student contract any type of communicable disease including, but not limited to TB, measles, mumps, chicken pox, impetigo, any form of hepatitis, strep throat, herpetic conjunctivitis, exudative lesions, or weeping dermatitis, etc., during the course of his or her enrollment in the program, the student may have to abstain from attending classes/labs/clinics until the course of the disease is complete and is no longer transmissible, thus resulting in the need for withdrawal from the program until the following academic year, depending on the length of the absence.

To return to the program and resume patient contact, the student must submit a written release from his or her physician. If a student becomes aware that he or she is a carrier of any infectious disease, he or she must inform the Foothills Surgical Technology Consortium Director immediately. The student will receive information concerning exposure control procedures, as necessary, to prevent transmission to others.

**PREGNANCY**

Pregnancy is not viewed as a disability or hindrance to completing the Surgical Technology program. The faculty, however, recognizes that pregnancy poses certain considerations pertaining to the general welfare of the expectant mother and the unborn child.

To promote the well-being of the pregnant student and to assist her, the faculty has established the following guidelines for the pregnant student:

- Notify the Foothills Surgical Technology Consortium Director as soon as pregnancy is determined or suspected.
- Notify the Foothills Surgical Technology Consortium Director immediately of any limitations and/or complications that the pregnancy may pose or pose later. A statement providing permission to continue the course of study and specifying any limitations must be submitted from the appropriate obstetrician in a timely manner to ensure the safety of the expectant mother and the unborn child.
- Comply with guidelines specified by the faculty concerning radiation and nitrous oxide exposure.

In the event that the delivery is anticipated before completion of the program, the student must do the following (in addition to the guidelines noted above):
• Make an appointment with the Foothills Surgical Technology Consortium Director to discuss academic plans after delivery and to clarify readmission procedures, if necessary.

If the student’s intent is to return within a short period after delivery, the student must:

• Submit a statement from the obstetrician verifying physical ability to return, if the anticipated return date is prior to four weeks postpartum.

PATIENT ASSIGNMENTS

As health care providers, our primary professional obligation shall be service to the public. The patient has the right to quality care, regardless of race, creed, color, or health status. This care must be delivered in a non-judgmental manner at all times.

As a student in the Surgical Technology program, each individual will follow this policy. All patients will be treated with equal care and compassion.

Students must be prepared to work with all patients. The method for selecting students’ patient assignments varies with each clinical course and clinical site.

Refusal to accept a patient assignment will be reflected in the clinical course evaluation. It will result in disciplinary action or dismissal from the program.

INFECTION CONTROL PROGRAM

A comprehensive infection control program has been established for all healthcare students. Students exposed to an infectious disease as a direct result of participating in the required clinical rotations must follow the established guidelines to ensure their well-being and to protect the health and safety of the patient.

This course of action has been planned to satisfy the guidelines issued by the Occupational Safety and Health Administration (OSHA) and to protect the safety of the student, faculty, patient, and hospital personnel. Failure to comply will result in disciplinary action by the Foothills Surgical Technology Consortium.

POST-EXPOSURE PROCEDURES

All students should adhere to the following procedures if a significant exposure to infectious disease occurs during a required lab or clinical assignment:
1. Any significant exposure to infectious disease is to be reported immediately to the student’s immediate clinical preceptor and the Consortium Director. A facility incident report and any other facility documentation must be completed. The instructor, with the student’s account of the events, will complete the “Infectious Material Exposure Incident Report” for the Foothills Surgical Technology Consortium and a “Communication Sheet” for the Consortium Director, the appropriate college, and the appropriate clinical site. The student will then be sent to the local emergency room or a practitioner of choice for medical screening. After medical screening, the student is to report the incident to the Foothills Surgical Technology Consortium Director.

2. The student will be required to undergo medical screening as outlined by the Center for Disease Control (CDC) for specific potential infectious diseases.

3. If the significant exposure occurs as a result of an “accident” (e.g., needle stick, blood splash), the cost of the initial screening and treatment for the student will be covered under the Student’s Accident Insurance Policy.

4. If the significant exposure occurs because of a “non-accident,” the cost of the screening and treatment for the student will be the sole responsibility of the student.

5. If the student doesn’t have student accident insurance, the initial screening and treatment must be paid for prior to student graduating from the Foothills Surgical Technology Consortium.

ASSIGNMENTS AND TESTING

1. **Tests and Examinations**: All tests and examinations will be scheduled and announced. Missed quizzes and tests may be made-up the next class day.

2. **Outside reading, reports, and homework assignments**: These assignments will be graded and recorded as either a quiz or test grade. Determination of method of grading will be established at assignment time as stated in the syllabus.

**Theory Based Courses with Laboratory Component**

1. **Quizzes** (announced and unannounced): Depending on the nature of each quiz, an instructor will determine if and when the quiz can be made-up. A missed quiz that can be made-up will be scheduled on the next class day or a grade of zero “0” will be assigned.
2. **Tests and examinations:** All tests and examinations will be scheduled and announced. Lab practicums will be counted as a test/exam grade. The minimum acceptable grade on the lab practicum is eighty-five (85) percent. Students who have a lab practicum grade below eighty-five (85) percent will not be allowed to continue in the program. Missed quizzes and tests may be made-up during the examination period for the specified course.

3. **Outside reading, reports, and homework assignments:** These assignments will be graded and recorded either as a quiz or as a test grade. Determination of method of grading will be established at assignment time.

4. **Skill competencies:** All assigned skill competencies must be demonstrated in two (2) attempts prior to lab practicum examinations. *Failure to do so will result in dismissal from the program.* Once the skill has been demonstrated, the student must maintain the skill at the mastery level throughout the academic year.

5. **Final skills check-off is one attempted and MUST be passed with a 95% accuracy to be permitted to go to clinical arena.**

Clinical Course Evaluations

The purpose of continuing and final evaluations of student clinical performances is to assess clinical course progress throughout the clinical rotation. This practice enables faculty to set goals and accomplish course objectives. Observational techniques assess behaviors such as performance of skills, work habits, attitudes, and the integration of knowledge. Other tools used to determine course grades are case profiles, clinical diaries, and case studies.

1. **Clinical performance evaluation tools:** The clinical instructor will complete evaluations weekly with input from clinical preceptors (scrub and circulator). These evaluations will be utilized to identify strengths and weaknesses and will aid in the development of strategies to promote strengthening areas of weakness and maintaining areas of strength. An evaluation will be completed at mid-semester to inform the student of overall performance to that point. The final evaluation at the end of the semester will follow the mid-semester format. All evaluations will be graded as a percentage of the final clinical grade each semester as indicated on individual syllabi.

Clinical performance evaluation tools will accompany the course outline. The student is responsible for the evaluation tools and taking the evaluation tool to the clinical site. The student is also responsible for completing the identifying data requested on the tool (name, date, procedures scrubbed on, preceptor for the day, etc.). The clinical instructor will evaluate the student using the evaluation tool with input from the student preceptor. The grade earned will be discussed with the student as well as areas of strengths and skills that need
improvement. A ninety-five (95) average is to be maintained on clinical performance. If the overall performance is not acceptable, the student will be suspended permanently from the curriculum. All previously learned skills must be maintained in the clinical setting throughout the curriculum. Failure to do so will result in dismissal from the Surgical Technology curriculum/program.

CRITICAL PROFESSIONAL BEHAVIOR INCIDENTS

A Critical Professional Behavior Incident is an occurrence or event which endangers or jeopardizes patient care, staff, peers, or self; it may be unethical or illegal; or it may be failure to follow policies and procedures (hospital and/or OSHA mandates, for example). A Critical Professional Behavior Incident Report, to be completed with each occurrence, will adversely affect the student’s grade through demerits, which result in deduction from the earned grade on the clinical performance evaluation average, or it may result in dismissal from the program.

1. Clinical Diaries: The student will keep a diary of all clinical experiences. This diary is to include the following information: (a) student name; (b) date of clinical experience; (c) preceptor’s name; (d) case(s) scrubbed/circulated/observed; (e) significant happenings (i.e., incorrect counts, lost specimen, etc.); (f) student level of participation; and, (g) ways to improve performance.

2. Daily Evaluations: The student must complete a daily evaluation each clinical day. This allows the faculty to evaluate the student’s feelings about the educational process. This tool also allows the student to reflect on the day’s experience to assess what they learned, how they feel about their experience and methods to improve their individual experience.

3. The student will research and document a clinical case clue card for each surgical procedure performed each clinical day. These clue cards give the student the opportunity to prepare for the upcoming case in addition to helping build anticipatory skills in the steps of a surgical procedure. These clue cards will repeat themselves each week and must be updated with additional information learned on the various cases and surgeon differences. Only one clue card needs to be documented for each surgical procedure.

4. The required textbook Pocket Guide to the Operating Room is an excellent resource for this purpose. Surgeon preference cards are also available at the clinical facilities.
STUDENT/PATIENT SAFETY

Students must complete Directives of the Occupational Safety and Health Association standards, including, blood borne pathogens, proper use of personal protective equipment, and Heath Insurance Portability Act (HIPPA). Students are required to attend all clinical affiliates’ orientations and sign patient confidentially agreements.

Any student not in compliance with the above standards will not be permitted to go on clinical rotations.

Students must have completed:
- Two (2) Hepatitis B vaccines before going to the clinical facilities
- Current MMR vaccine
- Current CPR
- Eye examination
- Tetanus injection (last ten (10) years)
- Annual flu immunization

All students must purchase personal protective goggles for clinical rotations and follow all Core Curriculum guidelines.

Various clinical preceptors are assigned to students during the semester in the various specialty areas. A college instructor will visit each clinical site weekly. If you are placed at CMC-Cleveland you will have a clinical instructor with you each clinical day.

GRADUATION REQUIREMENTS

To graduate from the Foothills Surgical Technology Consortium and the Consortium College (Cleveland, Isothermal or McDowell), a student must have a 2.0 overall quality point average on all program courses to meet all curriculum requirements for graduation. A student MUST meet all clinical case requirements to be able to graduate. A student MUST complete one hundred and twenty (120) scrubbed cases in the FIRST SCRUB ROLE to graduate from Foothills Surgical Technology Consortium.
PROBATION/SUSPENSION PROCEDURES

Academic Probation

Surgical Technology students must earn a grade of “C” or better in all required courses to be able to progress to the next semester. A student that hasn’t completed a minimum of SEVENTY-FIVE (75) First Scrub Cases by the end of the Spring semester will have difficulty completing the required 120 cases by the end of the summer semester. The spring semester is sixteen (16) weeks in length with the summer being only ten (10) weeks in length, so focusing on a larger number of cases in the Spring makes for a smoother and less stressful summer semester. If a student is unable to progress, the student may apply for readmission the following academic year.

ACADEMIC SUSPENSION/APPEALS POLICY

A Surgical Technology student who earns a final grade of “D” or receives a final grade of “F” in any course with a prefix of SUR or BIO will be suspended from the Surgical Technology program. Academically suspended students have the right to appeal.

Procedure:

1. The Director of the Foothills Surgical Technology Consortium will send a letter to suspended students notifying them of the specific reasons for the suspension, and will send a letter to the appropriate Dean of the registered Consortium College explaining the reason for suspension.

SURGICAL TECHNOLOGY READMISSION PROCEDURE

The procedure followed by the Surgical Technology Consortium for readmission to the program is to allow former students who have successfully completed at least one semester of the Surgical Technology program to apply for readmission for one time. Extenuating circumstances may dictate exceptions to this rule. The Consortium faculty will determine these exceptions.

Because of the structure of the Surgical Technology program, limited clinical space, and the number of individuals applying for acceptance to the program, the following process will be utilized for all students applying for readmission.

1. The student must appear before the Surgical Technology Readmission Committee to review transcripts and discuss issues like career and personal goals. At the completion of the interview, the Committee will:
a) decide on approval or disapproval of the request for readmission;
b) identify criteria to be met for readmission; and
c) determine recommendations to be followed before readmission.

The student will have a maximum of one (1) year to fulfill the requirements designated by the Readmission Committee, if space is available.

2. The student will meet the Surgical Technology Consortium Readmission Requirements for the academic year in which she or he is requesting readmission.

3. The student may retake a course with a BIO or SUR prefix only once.

4. The student must maintain a grade of “C” or higher in all theory courses and an average of ninety-five (95) percent or higher in all clinical courses after readmission to the Surgical Technology program. In all of the BIO or SUR prefixed courses, one final grade of “D” or “F” will result in automatic dismissal from the program.

**PINNING CEREMONY**

Students who are scheduled to graduate from the Surgical Technology program must participate in the Surgical Technology Pinning Ceremony. The intent of the ceremony is to honor the graduates for successfully completing their program of study and to share the experience with family and friends.

The purchase of the lapel pin is the responsibility of the student. Each student must pay the Business Office on the Cleveland Community College campus the price of the lapel pin. Receipt is then given to the Program Director. The Program Director will be responsible for bringing the required number of pins to the pinning ceremony location on the night of pinning.

The ceremony for the presentation of lapel pins will be held within the following guidelines:

1. The ceremony is held on a rotation basis at each of the Consortium Colleges.

2. Families and friends may attend based on the number the sponsoring facility can accommodate.

3. Receptions depend on financial support or funds available.

4. Planning, execution, and facility clean-up are the responsibilities of the graduating class/pinning participants.
5. The student will be pinned by the Foothills Surgical Technology Consortium Director.

6. The Foothills Surgical Technology Consortium Director will approve the program and program participants.

7. Students are awarded at the pinning ceremony for Clinical and Academic excellence. Clinical excellence is determined by the Program Director and Clinical Coordinator as overall achiever in the clinical setting. The award for academic excellence is given to the student with the highest grade point average overall in all course work. This award is recognized with a plaque.

CLASS RULES

Eating or drinking in laboratory, class, or clinical is prohibited at all times. For testing purposes, black ink is to be used, except with mathematics and bubble sheets. (Use #2 pencils.) All assignments are to be turned in on straight edged paper. If the assignment requires more than one sheet, the sheets are to be bound with a staple. Failure to do so will result in a five-point deduction from the grade for that assignment. A tape recorder is allowed if it is not disruptive to the class. The instructor reserves the right to prohibit the use of a tape recorder. No visitors or children are allowed in class/lab/clinical. No jewelry, including body piercing of any kind, can be worn in laboratory or at the clinical site other than a watch with a second hand and a plain gold wedding band. A single pair of stud earrings may be worn by the students. Body piercing or other body jewelry is prohibited. Students who violate this policy in any way will not be allowed to participate in program activities. Electronic communication devices (i.e., cell phones and pagers) are not allowed in class, laboratory, or clinical. Clinical notebooks must be completed per course syllabus to be accepted for credit of clinical experience. Without accurate records no credit will be given. Students who have tattoos that are visible will not be allowed to go to the clinical setting PER HOSPITAL STANDARDS. Tattoos that can be covered by the scrub uniform will be allowed. The scrub uniform will be rolled up to expose 3 inches above the elbow of the upper arm. Tattoos below that level will not be allowed in the clinical settings. Students that have been informed in the clinical setting of practices needed for improvement such as suture cutting, suctioning, draping, etc., must inform faculty for additional assistance to improve the skill.

TECHNICAL STANDARDS

The mission of the Foothills Surgical Technology Consortium is to prepare graduates for an entry-level position as a surgical technologist.

All students will be expected to perform assigned skills and class assignments at the required level, with or without accommodations. It is the responsibility of the applicant to read the technical standards carefully and ask for clarification of any standard that is not understood.
The Foothills Surgical Technology Consortium Director must evaluate any disability affecting the ability to comply with these technical standards.

To be successful in the Surgical Technology program, students must demonstrate the following skills/abilities:

I. Communication

Students are required to demonstrate competencies on the ASSET, COMPASS, or NCDAP placement tests or satisfactorily complete ENG 095 and ENG 095A, or DRE 098.

A. Reading:

1. Reading tasks require the ability to read course textbooks, perform lab skills, and use check-off lists and handouts associated with the course.

2. Writing tasks require the ability to write numbers, reports, and notes.

3. Students must be able to document necessary assignments and clinical experiences in language that is understandable and factual in nature.

B. Oral Communication:

1. While wearing a surgical mask, Surgical Technology students must have adequate hearing/speech to allow for oral communication with co-workers.

2. While in the Surgical Technology program, students must communicate in a professional manner taking into consideration the individual(s) being addressed.

3. Students must be able to communicate their required needs to deliver quality patient care based on their knowledge and case preparation prior to each surgical procedure scrubbed on.

II. Math Skills

Students are required to demonstrate competency on the ASSET, COMPASS, or NCDAP Placement Tests or satisfactorily complete MAT 060, or DMA 010, DMA 020, & DMA 030.

Students must be able to perform surgical counts during and after a procedure.
Students must be able to demonstrate accuracy in math skills necessary for pharmacological formulas and medicine mixtures.

III. Analytical/Comprehensive Skills

A. Students must be able to apply the principles of aseptic technique during surgical procedures.
B. Students must be able to anticipate the needs of the surgeon as the procedure progresses.
C. Students must be able to process given information and evaluate surgical procedure needs.
D. Students must be able to use information given to make sound judgment in regards to the needs for quality patient care.

IV. Vision

Students are required to have an eye examination that includes a retinal scan to establish a baseline assessment of the eye’s health.

A. Students must have visual acuity to differentiate microsurgical instrumentation and suture.
B. Students must have depth perception to adequately assist surgeons while working under a microscope.
C. Students must have excellent hand-eye coordination to be successful in the operating room environment.

V. Physical Requirements

The student will be in a laboratory setting for three (3) hours and in a clinical setting for seven (7) hours a day.

A. Students must be able to stand and/or walk up to seven (7) hours a day.
B. Students must be able to work continuously for up to four (4) hours.
C. The student must be able to lift instrument trays weighing up to thirty-five (35) pounds.
D. Students must be able to push heavy equipment or patients on gurneys weighing 250 lbs or more.
E. Students must have tactile perception in both hands to handle and pass surgical instruments safely.
F. Students must be able to handle the sights, smells, and sight of possible body dismemberment in the Operating Room environment.
G. Students must be able to recall previously given information to be successful as a Surgical Technologist.
VI. Behavioral Skills

A. Students must arrive for class, laboratory, and clinical on time.
B. Students must work in groups.
C. Students must work on lab skills during assigned times.
D. Students must maintain academic honesty.
E. Students must work cooperatively.
F. Students must conduct him or herself in an adult manner at all times.
G. Students must hold all patient information in the highest confidence.
H. Students must participate in their educational process by being prepared daily for assignments necessary to obtain a quality education.
I. Students must take responsibility of informing clinical site and program faculty of any time necessary to be away from clinical portions of program.
J. Students must maintain clinical records, etc.; experience of surgical procedures; and clue cards in a binder for inspection by program director/faculty.
K. Students must be able to perform various tasks all at one time to be successful as a Surgical Technologist.
L. Students must be able to handle high levels of stress in an operating room environment.
M. Students must be able to adapt to the various personalities within the operating room.
N. Students must be able to take criticism as a learning experience.
O. Students must be able to apply learned material on a daily basis without review.
P. Students must behave in a professional manner in regards to preceptor instruction in the clinical setting.
Q. Students must be able to multi-task, think on their feet with little instruction, and react quickly to various situations at a moment’s notice to become an effective employable Surgical Technologist.
FOOTHILLS SURGICAL TECHNOLOGY CONSORTIUM

STUDENT CONTRACTUAL AGREEMENT

I, the undersigned, have (1) received a copy; (2) have read; (3) have received an explanation of what I have read; and (4) understand the policies and guidelines as stated in the Foothills Surgical Technology Student Handbook.

I also understand that, by accepting admission into the Surgical Technology program, I must comply with and follow the guidelines and policies stated in the Foothills Surgical Technology Handbook, Consortium college handbooks, and course syllabi requirements in addition to other documents used while enrolled as a Surgical Technology student in the Foothills Surgical Technology Consortium.

The Foothills Surgical Technology Consortium reserves the right to revise and/or change course requirements in accordance with the curriculum as mandated by the Association of Surgical Technologists and the North Carolina Community College System. Mandated changes will be reflected in the appropriate course syllabi.

Student Signature: ________________________________________________________

Student ID Number: ______________________________________________________

Date: ___________________________________________________________________

FSTC Director Signature: _________________________________________________

Date: ___________________________________________________________________