



**Schoolcraft  
College®**

# **Surgical Services** **Program Handbook**

**Surgical Technology**

Spring 2024 Cohort

**Sterile Processing**

Fall 2024 Cohort

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## **Schoolcraft College Mission and Vision**

**Mission:** Schoolcraft is a comprehensive, open-door, community-based college. The mission of the College is to provide a transformational learning experience designed to increase the capacity of individuals and groups to achieve intellectual, social, and economic goals.

**Vision:** The College wishes to be a first choice provider of educational services, a competent organization, functioning with integrity, behaving strategically, and providing value beyond expectations.

### **College Values:**

- We recognize that students are our reason for existence and that student success is paramount to our mission.
- We pledge to follow ethical practices in the classroom, boardroom, business operations, and all other areas of the College.
- We value diversity in our students, staff, and programming.
- We are committed to having a positive intellectual, social, and economic impact on the communities we serve.
- We strive to achieve leadership in academics, management practices, employee relations, and institutional innovation.
- We strive to maintain a supportive, cordial, and aesthetically pleasing environment for our students, staff, and community.
- We encourage lifelong learning for our students and staff by providing the most current programs, utilizing the most effective instructional delivery methods.
- We believe that higher education should be accessible to the greatest number of our constituents.

## **Schoolcraft College Surgical Technology Program Goals & Mission**

Schoolcraft College Surgical Technology Program was designed to model and endorse the mission and values of the institution.

The criteria for professional knowledge and technical skills needed for graduation are listed as course competencies for each course syllabi.

The following contain the goal and program outcomes of the Schoolcraft College Surgical Services Programs.

### **Surgical Technology Goal Statement & Outcomes:**

- ***To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. \****
- Upon program completion, graduates should be able to successfully possess the following in the cognitive, psychomotor, and affective domains:
  1. Apply knowledge of health science concepts, such as; anatomy and physiology, microbiology, and pathophysiology into the field of surgical technology. (Cognitive application)
  2. Utilize concepts of microbiology to the decontamination, disinfection, sterilization, packaging, and storage processes. (Cognitive application)
  3. Demonstrate safe preparation and handling of pharmacologic agents in the operating room. (Psychomotor)
  4. Embody the role of professional behavior through communication, teamwork, and conflict resolution. (Affective)
  5. Exhibit understanding of legal and risk management concepts as they apply to health care. (Affective)
  6. Demonstrate surgical conscience while practicing the principles of asepsis and sterile technique. (Psychomotor)
  7. Execute preparation of equipment, instrumentation, and supplies for each surgical procedure. (Psychomotor)
  8. Anticipate the perioperative case needs during each phase of surgical case management. (Cognitive synthesis)
  9. Demonstrate understanding of various surgical approaches and outcomes.(Psychomotor)
  10. Exhibit safe environmental practice of chemical, physical, and biological hazards. (Affective)
  11. Utilize best practice when dealing with the biopsychosocial needs of the surgical patient. (Cognitive application)
  12. Correlate the knowledge of surgical case management into other specialty departments of healthcare such as: endoscopy, diagnostics, or interventional radiology. (Cognitive analysis)

### **Surgical Services**

**Mission:** Providing careers in the surgical field that enhance and develop the surgical conscience to make leaders of safe patient care.

**Vision:** To promote the critical evolution of active workers in a comprehensive surgical arena by offering engaging professional development and relationships with the community.

### **Sterile Processing Program Outcomes**

1. Demonstrate knowledge of environmental controls and documentation process within the central sterile department.
2. Demonstrate safe practice of chemical, physical, and electrical hazards within the healthcare facility.

3. Classify supplies and equipment for best cleaning, disinfection, and sterilization requirements.
4. Demonstrate the decontamination process for surgical supplies and equipment.
5. Integrate microbiology concepts such as pathogen transfer and cross contamination to prevent healthcare acquired infection.
6. Utilize proper packaging and wrapping techniques to maximize storage and rotating inventory.

### **Surgical Technology Accreditation Statement**

The surgical technologist is a skilled person, qualified by didactic and clinical training to provide services in the operating room under the supervision and responsibility of the operating room supervisor and surgeon. Surgical technologists' function in association with nurses, physicians, and other health care providers to help provide the best possible care of the surgical patient.

The Surgical Technology Program has been approved by the Higher Learning Commission 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413.

### **Program Curriculum Requirements**

Course Requirements for the Sterile Processing and Surgical Technology program can be found on-line through <https://www.schoolcraft.edu/> > Academics > Academic Catalog > Programs & Areas of Study > Surgical Services. Students accepting positions into the surgical services programs are encouraged to review the, Certificate and Associate of Applied Sciences- Surgical Technology Program overview and criteria.

Students are responsible for knowledge and understanding of current program requirements and changes. Students may stay current by accessing the Surgical Services Program Information on-line using the Schoolcraft website or contacting a program representative.

### **Surgical Technology**

The program prerequisite coursework and support courses can be completed on a part-time basis; however, once fully accepted into the professional track students must complete the program rotation on a full-time basis. Students are required to achieve a C (2.0) GPA or better in all General Education courses and a B (3.0) or better in all other required courses and sciences by the end of the semester they are applying for in order to be considered for full acceptance. During the professional track, students should expect to attend courses and clinical experiences during daytime, afternoon, or evening hours. A GPA of 3.0 (B) or better must be achieved in all professional track courses and clinical courses to progress to the next course/term. Successful completion of the following required courses is necessary for graduation (67.5-72.5 total cr.).

Support Courses (Credits)

Select 2 (2.0 min) (6)

ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 221	Advanced Composition	3

Select 1 (2.0 min) (3-5)

MATH 102	Technical Mathematics	4
MATH 111	Applications-Utility of Math	4
MATH XXX	Any Alternative	3-5

Select 1 (3.0 min) (2-4)

HIT 100	Introduction to Medical Terminology	2
HIT 104	Medical Terminology	4

Select 1 (2.0 min) (3-4)

PSYCH 201	Introductory Psychology	
SOC 201	Principles of Sociology	
SOC 205	Social Problems	
SOC 210	Cultural Diversity	
SOC 220	Urban Sociology	

All (3.0 min) (21)

BIOL 101	General Biology	3
BIOL 243	Microbiology	4
BIOL 237	Principles of A & P I	4
BIOL 238	Principles of A & P II	4
PHIL 257	Bioethics	3
COMA 103	Fundamentals of Speech	3

Major Courses/Program Courses (52 Credits) (3.0 min)

SURG 100	Intro to Surgical Asepsis and Fundamentals	4
SURG 101	Sterile Processing	3
SURG 102	Surgical Patient Care	3
SURG 201	Surgical Procedures	4
SURG 202	Perioperative Case Management	4
SURG 203	Advanced Surgical Procedures	2
SURG 210	Surgical Pharmacology	2
SURG 220	Surgical Pathology	2
SURG 250	Surgical Technology Clinical I	3.5
SURG 260	Surgical Technology Clinical II	4
SURG 290	Surgical Technology Capstone	2

**Sterile Processing**

The program prerequisite coursework and support courses can be completed on a part-time basis; however, once fully accepted into the professional track students must complete the program rotation on a full-time basis. Students are required to achieve a C (2.0) GPA or better in program support courses and a B or better in all science\* and program courses (19-21 credits).

Support Courses (10-12 Credits)

Select 1 (3.0 min) (2-4)

HIT 100*	Introduction to Medical Terminology	2
HIT 104*	Medical Terminology	4

All (3.0 min)

BIOL 101	General Biology	4
BIOL 243	Microbiology	4

Major Courses/Program Courses (9) (3.0 min)

SURG 101	Sterile Processing	3
SURG 110	Sterile Processing Clinical I	2
SURG 120	Sterile Processing Clinical II	2
SURG 130	Sterile Processing Clinical III	2

### Application and Program Entry Criteria

#### Sterile Processing

- The Sterile Processing Certificate does not require an application, however, does require all courses and support courses be passed with a 3.0 or better.
- Sterile Processing has an annual Orientation on Monday of week 12 every Spring from noon to 4:00PM.
- Once students complete SURG 101 Sterile Processing, additional SURG clinical courses; 110, 120, and 130 will be completed consecutively.
- Clinical courses are restricted and require passing previous SURG courses successfully (3.0 minimum) to register.
- SURG 120 is an audited course, all students should be registered for the required BIOL 243 to successfully graduate.

#### Surgical Technology

- The Surgical Technology Program requires an application to be completed prior to program entry in the Spring term each year.
- Enrollment is open for program support courses during any term however, students should consult the program application on-line.
- Enrollment into Surgical Technology Program Courses is by application approval only and dependent upon enrollment capacity and clinical availability. ***Clinical availability may change per year based upon the number of participating clinical facility positions.*** The program will accept up to 20 students each year.

- Spring application is completed through the Advising Office once all pre-requisites are completed.
- The professional track begins in the Spring once application is approved.
- The Surgical Technology Program has an orientation meeting that meets the first Monday of the Spring term each year from noon- 4:00PM.
- Once in the professional track students must complete all program courses as a cohort.
- If students do not complete program successfully, they may re-apply the next year for a second and final year.
- Program application is on a first come basis. Students who are not able to enroll in the spring start will be placed on a waitlist in order of application acceptance.

### **Surgical Technology Program Application Process**

Students interested in surgical technology should meet, by appointment, with an advisor. Certain courses are only offered once per year and advising is important to assist the student in completing the program within the desired timeframe. Students are responsible for program requirements as referenced in the Program Handbook. Students may be required to change or update versions based on curriculum and/or accreditation standard changes and requirements.

The application is posted on-line for all students to view at any time. Students should check with the campus Surgical Technology program contacts for specific program questions.

- Application process takes place during the spring term ONLY.
- The number of students accepted is based upon availability of clinical sites.

<b>Surgical Technology</b>	<b>Tentative Yearly Acceptance Cap</b>	<b>Actual Acceptance</b>
2023	20	8
2024	20	16

***All graduation and program requirements must be completed by the end of the professional track in order to sit for the CST certifying exam.***

### **Surgical Technology Program Professional Track**

***Plans should be made well in advance for the commitment needed to put in these hours. Many terms have additional support courses also required to advance each term.***



## Year 1

	Credits
<b>Spring/Summer Term 12 weeks:</b>	
SURG 102 Surgical Patient Care	3

<b>Fall Term 7 weeks:</b>	<b>Credits</b>
SURG 101 Advanced Surgical Asepsis	3

<b>Winter Term 15 weeks:</b>	<b>Credits</b>
SURG 201 Surgical Procedures	4
SURG 202 Perioperative Case Management	4
SURG 210 Surgical Pharmacology	2
SURG 220 Surgical Pathology	2

## Year 2

<b>Spring/Summer Term 12 weeks:</b>	<b>Credits</b>
SURG 203 Advanced Surgical Procedures	2
SURG 250 Surgical Technology Clinical I (3 days; M-W-Th)	3.5

<b>Fall Term 15 weeks:</b>	<b>Credits</b>
SURG 260 Surgical Technology Clinical 260 (3; M-W-Th days)	4
SURG 290 Surgical Technology Capstone	2

***Special Notes for Scheduling:*** Students should plan additional time for any open lab and workshop offerings during the program. The Surgical Technology Program may also offer special experience days that may require additional criteria to be met prior to participation.

### Requirements for Continuance in the Programs

- All SURG classes must be successfully completed with a B or better to move on to the next quarter of the professional track.
- All SURG classes meet only once a year.
- All support courses must be completed on or before the suggested sequence in order to qualify for permitted courses as outlined in the application.
- Students who do not pass all competencies (offered in lab sections) will be withdrawn from the surgical technology program.
  - **All lab competencies are pass or fail.** Failure to pass individual competencies in the following SURG classes (SURG 101, 102, and SURG 202) will result in failure of that class.
  - SURG 202 requires program director sign-off validating students have passed either competencies or more than 1 instructor witness of the demonstrated competencies for students to be eligible for clinical placement.
- The CST Practice Exam will be given as a mandatory exam in SURG 290; students may be responsible for the cost of re-taking the practice exam.

- The practice CST exam is given in SURG 290 of the Surgical Technology Program. The practice exam scores will be calculated in the student's grade and are required to have a 70% or better score.
- The CST National Exam is paid by the student when the AST Gold Bundle is purchased toward the end of the program.
- The CST exam is typically a mandatory component of program criteria and must be taken when student meets all other graduation criteria. The college will reach out to students when exam is approved for the first cohort.
- All students must meet all health and additional documentation requirements as requested by clinical facilities for placement. Failure to provide requested documents in the requested timeframe will result in possible removal of clinical placement or delayed start times.
  - Students must complete all clinical courses to meet program and graduation requirements. Refusal of clinical placement or delayed start of placement may result in student re-application of program, or removal from program.

## Re-entry into the Program

**Re-entry into the program due to academics:** The student must submit a formal program application and successfully complete a written and proficiency test prior to re admittance with scores of a 'B' or higher in all surgical technology courses successfully completed in the past. Failure to pass demonstrated competencies will result in failing the course. **The student must retake the failed course(s).** Students may also be asked to participate in a course audit for any other classes taken previously to provide a successful final exam score.

**Re-entry involving non-academic reasons:** If a student is withdrawn from a course or clinical site for non-academic reason, they may submit a formal application for re-entrance. Eligibility will be based upon conditions of withdrawal from the program and passing a written and proficiency test with scores of B or higher in all of the surgical technology courses successfully completed in the past. Re-entry will be denied to students who fail to demonstrate a Surgical Conscious or demonstrate behavior that does not meet the ethical standards developed by the Association of Surgical Technologists and Schoolcraft College Academic Honor Code or Professional Conduct Policy. Re-admittance is at the discretion of the program director or dean.

**Re-entry is also dependent upon the availability of clinical sites as determined by the College.** Students will be allowed to re-enter the program only once. Application will be placed in the order in which it is received. Re-entry may only occur within one year of withdrawal. If a student is eligible after one year all SURG classes must be repeated.

- Re-apply with advising office.

- Meet with director to schedule re-testing times prior to the start of each new term.
- Register for classes if minimum criteria is not met.

## **Surgical Services Documentation & Essential Skills**

### **Criminal Background Checks and Random Drug Screening**

All students accepted into the Surgical Technology Program are required to complete a background check and random drug screening. Background Checks and Drug Screening are at the student's expense. Additional testing and screening may also be requested by the student's clinical placement site and will be at the student's expense.

Background checks will be requested by your program director after acceptance into the program and prior to the clinical experience. *Please note: results of background check may disqualify student from participating in the surgical technology program clinical portion. Students unable to participate in the clinical portion will not be able to successfully complete the program.*

Students will receive a background and drug screen form from the instructor. Background checks get processed electronically after student fills out the form and returns it to the Health Sciences office. Drug screen forms have a list of participating sites that students may choose from. They will be asked to provide urine sample and results will be sent directly to the college. Students will have 24 hours upon receipt of the form to complete.

### **Essential Functions/Technical Requirements**

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the programs. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program(s) should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified. Safely access, prepare, and operate equipment and supplies in a variety of settings. Students are asked to carefully review the needs of the career field to evaluate their ability to be effective in their potential role. The surgical climate is one that is built to accommodate patient safety.

- Effectively communicate with classmates, faculty, and members of the surgical team and associated departments when visualization of mouth/lips is restricted.
- Access information from books, reference manuals, computers, and paper and electronic medical documents to accurately perform duties and safely use equipment.

- Safely access, prepare, and operate equipment and supplies in a variety of settings and pressured situations.
- Assist with transport and transfer of patient and equipment being able to lift 25-40lb equipment and instrument trays.
- Assist with surgical procedures for prolonged periods without nourishment or restroom breaks.
- Safely perform tasks such as, loading a fine (10-0) suture onto needles and needle holders while wearing safety glasses which requires fine motor control with corresponding hand-eye coordination.
- Prioritize, organize, and utilize time-management skills to perform tasks such as, but not limited to, appropriately tracking surgical supplies and performing anticipation skills intraoperatively.
- Utilize instruments, supplies, and equipment safely within the operating suite.
- Respond appropriately to activation/warning signals on equipment.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Perform or assist with and/or transfer, lift, move, position, and manipulate the client who is unconscious.
- Demonstrate positive interpersonal skills during interactions with patients, staff, faculty and health care team members.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as SMS (Material Safety Sheets) and standard precautions.
- Prioritize, organize, and utilize time-management skills to perform tasks such as, but not limited to, appropriately tracking surgical supplies and performing anticipation skills intraoperatively.

### **Health Information Form**

Health Forms and document requests provided to the student during program orientation or first term of program ***are to be completed and returned to the Program Representative by required date prior to clinical placement. Incomplete or missing forms will result in students not participating in clinical internship or experience day opportunities.***

The Student will be asked to submit a valid immunization record of other administered immunizations (these forms are used for placement purposes and may be required to be reviewed by clinical affiliates only up to the persons that handle the information as necessary). Costs incurred for the completion of these documents will be required by the student and may involve additional testing by the clinical facility. Certain facilities may also have placement criteria including but not limited to; background checks, health forms, confidentiality statements, conflict of interest statements, placement agreements, license and vehicle information (for security and

parking), and medical records. Students are encouraged to have their BLS cards, flu and TB records for any additional non-patient contact experience days.

**Students should make copies of all required and requested documents for their own personal file. Students requesting copies of paperwork after submission will wait until it is convenient for director or program personnel to make copies. A signature for disclosure may be necessary for any release of records.**

1. Flu Shots – most clinical sites require that students obtain an annual Flu shot. If a flu shot is required and not is not obtained, then students cannot participate in surgical observation day or clinical internships. For the spring/summer start programs the Flu shot may not be available until the fall. Programs will post vaccination completion dates for students.
2. Tuberculosis Testing – required annually, a T.B. skin test, chest x-ray, or blood work. The skin test will require the student to go back to have test read after 48 hrs. Skin test must include actual reading in ‘mm’ as is a minimum standard established by the CDC. A ‘negative’ statement is not totally conclusive for some affiliated facilities and so, should be documented appropriately. If test comes back ‘positive’ clear chest x-ray will be required.
3. Hepatitis B Immunizations – students MUST provide documentation of having received or in the process of completing the Hepatitis B Vaccine Series. The HBV series is to be started prior to, or upon immediate tentative acceptance of starting the professional track. If a student has previously gone through the HBV series, a titer may be requested if it has been over 20\* years since initial series completion. Some clinical facilities request lab values prior to placement.
4. Tetanus and Diphtheria Immunizations (T-DAP) - Valid immunization record documenting a primary series and booster dose within the previous ten (10) years or titer values. It is recommended that health care workers in high exposure areas (such as the surgical technologist) have tetanus immunizations every 7 years.
5. Varicella-Zoster Testing (Chicken Pox) - Verify immune status via serologic testing or provide documentation of acquiring disease or documentation of vaccination.
6. Measles, Mumps and Rubella Immunizations - Students born after December 31, 1956 must submit a valid immunization record documenting administration of the above-required immunization (MMR) or evidence of acquired immunity. Resurgence of these diseases are becoming more frequent due to prior immunizations expiration of antibodies (many students elect a booster).

7. COVID immunization – students may be responsible for this vaccination for clinical placement. Until vaccination requirement is lifted, student may not be able to participate at clinical and unable to qualify for program completion.

*“Now, an NIH-funded report confirms that many of the recent outbreaks of these vaccine-preventable diseases have been fueled by refusal by some parents to have their children vaccinated [1]. The findings, published recently in JAMA, come as an important reminder that successful eradication of infectious diseases depends not only on the availability of safe and effective vaccines, but also on effective communication about the vaccines and the diseases they prevent.”  
NIH- Directors Blog*

### **Exemption/Declination Form**

If certain immunizations conflict with the student’s religious beliefs, is medically contraindicated, or refuses to obtain the required immunizations, the student is required to complete the Declination of Immunization Form which is only available upon request. Currently, the program does not have a clinical site that will accept a declination of vaccination form.

The health form is considered current for one year. It is the student’s responsibility to be informed of all associated health risks. The Program Director may be able to assist student with field risks and conditions however, any medical conditions or change of health status that may compromise his or her ability to safely perform within the clinical setting should be reviewed by the student’s physician. Certain declared conditions may require a physician’s approval for student and patient safety. Students should be aware that forms may prohibit ability to be placed at clinical facilities and therefore prevent student from completing the program successfully.

*“Work restrictions for susceptible HCP (Health Care Personnel, i.e., no history of vaccination or documented lack of immunity) exposed to or infected with certain vaccine-preventable diseases can range from restricting individual HCP from patient contact to complete exclusion from duty (Table 5). A furloughed employee should be considered in the same category as employee excluded from the facility. Specific recommendations concerning work restrictions in these circumstances have been published previously” -CDC Health Care Worker Recommendations and Reports MMWR / November 25, 2011 / Vol. 60 / No. 7 29*

### **Medical Insurance**

During the lab and clinical internship, there are inherent risks of injury, illness, and transmission of disease, including hepatitis, HIV, and blood borne pathogens. As of 2/1/2012, students are required to carry health insurance. A student who refuses to maintain health insurance is required to complete a declination form. The Surgical

Services programs cannot guarantee placement in clinical sites and the student's refusal will impede placement.

### **According to Business Insider**

*In April of 2017, the Business Insider published an article about the Surgical Technologist Ranked #18 on the unhealthiest jobs in America, due to exposure of diseases and infections, contaminants, and hazardous materials.*

### **According to the updated Government Health Care Plan**

*The tax reform law repealed the individual penalty for not having health insurance, but that provision doesn't take effect until 2019. So for 2018 you may be charged the greater of \$695 or 2.5 percent of your household income.*

*The federal- and state-run marketplaces established by the ACA (American Care Act) sell only comprehensive plans that cover 10 essential health benefits, including "major medical" services like hospitalization and prescription drugs.*

### **Surgical Services Waiver Form state:**

- Students are required to always maintain health insurance.
- Students are responsible for all medical and related expenses incurred throughout the program and while at a clinical affiliation site.
- The College and /or the hospital sites assume no responsibility for the health care costs incurred by a student during a clinical experience.
- All clinical/ affiliation sites will not accept students who do not possess health insurance coverage.

### **BLS CPR Certification**

Students must possess both a valid, current **American Heart Association (or other approved) BLS Health Care Provider card that includes: adult, child, and infant resuscitation AED.** This may be obtained through the community (American Heart Association) **or** by checking with your campus director for in-house course offerings. Please note that many hospitals require annual BLS recertification. Therefore, your BLS card will **expire one year from the date of issue** regardless of expiration date on the card.

Students must provide a **copy** of their card to program director to receive approval for clinical placement or experience days. Students should carry card.

### **Dress Code & Hygiene**

All surgical services students are expected to project a professional image. Unless otherwise specified, the following guidelines must be adhered to during the professional track of the surgical technology program.

- *Hygiene is typically thought of in terms of proper handwashing, body washing, and facial cleanliness. Although these practices are essential to overall cleanliness and interrupting the spread of disease, another component of good hygiene consists of practicing good hygiene etiquette- CDC*
- *Surgical Site Infection have been traced to bacteria from the hair, scalp and skin, of surgical personnel. AST All students will practice good personal hygiene to prevent the spread of disease by cross contamination.*
- All students and faculty are required to wear ceil blue scrubs to all SURG classes and labs.
- A ceil blue warm up jacket or long sleeved under shirts may be worn during lectures.
- All items of uniform clothing and additional clothing including jackets must be neat, clean (laundered), and pressed.
- All articles of clothing and skin must be considered free of scent. Heavy perfume, smoke, and pet dander are examples of triggers that may cause an allergic response to the patient.
- Students are required to wear semi-professional clothing to all experience days and to the clinical internship facilities. Certain exceptions may apply, *please inquire to director about each placement requirements.*
- The dress code for the hospital clinical sites will be dictated by the hospital policy. In general it includes clean designated shoes and surgical attire. The hospital will provide the surgical scrubs. Students must have appropriate shoes to leave at facility.
- During Lab components and Surgical Procedures, all students are required to wear personal protective equipment (PPE) according to OSHA guidelines. PPE for lab courses are available or may be purchased by students. See Lab Policies\*
- A name tag identifying the wearer's title and status as a Schoolcraft College student is worn at all times. Students are provided with a College nametag identifying them as students of the College. Some hospitals may require the student to wear their hospital's badge. This may require a small fee.
- Shoes: Sturdy, comfortable, rubber-soled shoes that are clean and in good repair are required. Sandals and open-toe shoes are not acceptable. Shoes should offer good support and not be able to be penetrated by sharps through the top of the foot (upper mesh not endorsed). Student may be required to have clinical facility designated shoes to wear specifically at the site, students may be responsible for any cost association.
- Hair: Hair must be neat, clean, and be worn with no loose ends that will hang out of the OR cap. Beards, sideburns, and mustaches must be neat and trimmed and are to be completely covered in semi- and restricted areas of the OR. Students in the clinical setting may NOT wear cloth hats at this time.



- Nails: Nails must be neatly trimmed, no longer than a 1/4 inch. Acrylic nails and nail polish are not acceptable in the classroom, labs or clinical settings.
- Jewelry: To ensure safety and proper hygiene, no jewelry is permitted to be worn during lectures, labs or clinical settings. Jewelry is not to be worn during program classes or at clinical sites.
- Visible body piercing must be removed prior to any Surgical Technology Program class, lab and function including clinical: LASER Endovascular Case, Surgical Patient Office Experience, CSR Day, Surgical Observation Day and Clinical Rotations.
- Visible body art/tattoos may need to be covered prior to any Surgical Technology Program class, lab and function including clinical: LASER Endovascular Case, Surgical Patient Office Experience, CSR Day, Surgical Observation Day and Clinical Rotations.
- Retinal/iris alterations are not permitted in the program or clinical facility. Contacts that are used to change the normal shape/color of iris to appear 'black' or color outside the natural color spectrum for eyes may imply severe health conditions such as; concussion, stroke, drug use, overdose or even death.

## **Attendance and Conduct**

### **Attendance**

All students are expected to be in regular attendance at all classes, laboratory and clinical hours for which they are registered.

- The program attendance policy will be strictly adhered to in all instances.
- All students are expected to be in regular attendance for all classes in which they are registered as well as at the clinical sites.
- Attendance and punctuality reflect professionalism and therefore can be a graded component. Graded elements are included on all lab evaluations.
- Students are required to provide documentation of reasons for their absences. Not all absence is considered excused and make-up will be determined based on both reason for non-attendance and course classroom policy.
- If a student does not call in accordance with the policy, assignments completed during that time will not be accepted or eligible for make-up.
- Students are completely responsible for all missed content presented in surgical services classes and labs. This is not to be done on class time, but during students free time and coordinated at the convenience of the instructor.

***The Surgical Services Programs - Asks students to follow this procedure if an absence occurs:***

### **Class and Laboratory Absences:**

1. If possible students are to inform faculty of their absence in advance. Not all reasons for missed time are eligible for make-up work.
2. Messages are to be left on the voice mail of the instructor and/or program director with an email stating the date and time class will be missed. This information is required for make-up time eligibility and student documentation files. Missed time during clinical is especially important to document due to accreditation and federal guidelines.
3. Labs cannot be made up; however, students may make arrangements to switch labs with another student with permission by instructor. The program director and lab instructor can make the final decision.
4. All assignments turned in according to the syllabus, course documents, and attendance policy requirements will be considered on time.
5. All missed assignments that meet proper documentation criteria will be graded at 75% if not turned in prior to class/lab missed. Late or missed assignments may also be susceptible to additional work or a separate assignment being required and have 7 days to turn in for partial credit.
6. No assignment will be accepted after it is a week late.

### **Clinical Site Absences/Tardy Policy:**

***Plans should be made well in advance for the commitment needed to put in these hours.***

1. **Students should report to the clinical facility at least 15 minutes prior to shift start.** The time is to be recorded on time sheet. Most shifts are scheduled for 8 hours. Lunch does not count toward the 8 hour day and may extend the total time of your shift; 06:30- 15:00 = 8hrs.
2. The clinical site should be notified at least **30 minutes** in advance of your absenteeism/tardiness (when feasible).
3. A message is to be left with the Program Director and course instructor (if applicable) of your absenteeism (as soon as possible after notifying the site, as well as an email sent confirming the day and time missed).
4. Absences from clinical sites will result in an “I” incomplete grade until all clinical time/cases are made up.
5. Excessive absences and tardiness can result in a clinical site requesting the student be removed. Removal of student by the clinical facility does not require the college or program to provide additional internship placement. Additional internship sites may not be available. Lack of clinical participation

as detailed per student per facility will result in failure and dismissal from the program.

6. Absences more than three (3) consecutive days from the clinical site will require a review of your records and a doctor's note to return.
7. If a student is delayed from arriving at the clinical site at the scheduled time, they must follow the contact protocol as explained in # 2 and 3.
8. Missed clinical participation due to weather may result in required make-up hours. During campus closures students will be contacted by director and campus and will be asked to complete their participation for that day. Please anticipate Michigan climate changes and prepare for the weather accordingly.

Students are required to sign the Surgical Services Program Clinical Internship Attendance Policy prior to their clinical rotation. Policy is provided on the next page.

## Surgical Services Program Clinical Internship Attendance Policy

Students must have 100% participation of clinical terms completed to graduate. **SURG 110, 120, 130, or SURG 250 and SURG 260 courses each contain the internship portion of the programs.** All attendance issues will be addressed at the discretion of the program director or program official.

**Excused absences:** It is the student's responsibility to notify the site and program official when absent from clinical for any reason. No exceptions. Student must call the healthcare facility no later than 30 minutes prior to shift start and call the program director to confirm. *If absences exceed 2 per term the student will be placed on a learning contract/probation for the remainder of that period.*

An absence of three consecutive days or longer requires a doctor's note or comparable. In addition, the student may be required to take an incomplete and make up these days up after the term is complete. Weather days may also result in necessary make-up hours.

**Unexcused absences:** Late arrivals to the site require the time to be made up and are considered an unexcused absence. If the student does not call the healthcare facility, or fails to do so in a timely fashion the absence will be noted as unexcused. In addition, if the program official is not informed of the absence, it will also be unexcused.

A STUDENT WILL BE PLACED ON PROBATION UPON THE FIRST UNEXCUSED ABSENCE AND TIMESHEETS WILL HAVE TO BE CO-SIGNED BY THE SITE. STUDENTS WILL BE DROPPED FROM THE PROGRAM FOR MORE THAN ONE UNEXCUSED ABSENCE (barring documented true emergencies).

**Make Up Days:**

A make-up day for absences must be arranged and approved by the clinical site representative and approved by the program official **in advance**. It is the student's responsibility to schedule the makeup time and notify the program official (in writing) of the makeup date and upon completion of hours.

**Please note:** Vacation days are not allowed during the clinical quarter. A student may not take a day off and make it up without the approval of the program director/program official. This will only be allowed in emergency situation.

***I have read this policy and agree to comply with the above conditions of the clinical internships provided by Schoolcraft College Surgical Services Program(s).***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director/Program Official

## Lab Instruction & Participation

Students may often be involved with activities and instruction that have the best outcome when hands on instruction is utilized. Certain activities are required elements for the student to successfully complete the program. These lab activities do require that the students participate by working with other students and instructors to learn the skills before being placed into a live patient setting. Activities such as the following may require students to be involved in situations that involve both hands on instruction by other students or Instructors;

Any and all activities in SURG 101,102, and SURG 202 including but not limited to;

- Patient Transport; and associated activities
- Patient Vitals; and associated activities
- Surgical Hand Scrub
- Opening Supplies
- Gowning and Gloving, PPE applications

Students may also be placed in situations that require them to respond to simulated urgent situations and timed events. Due to the nature of the profession, the program is designed to emulate real life scenarios. Students may prepare by studying and reading course materials and rationale. Some instruction will not allow the use of cell phones or recordings.

## Harassment Policy

Harassment involves making unwelcome comments, gestures, bullying, and other verbal or physical contact of a harassing nature that creates an offensive, intimidating, or hostile working/educational environment by such conduct. *Please also see Schoolcraft College Policy.*

The following are examples of harassment:

<b>Verbal:</b>	Name calling, berating, belittling, insults, and inappropriate humor.
<b>Nonverbal:</b>	Gestures, insulting noises
<b>Physical:</b>	Hitting, assault, touching, pinching, brushing the body
<b>Sexual Harassment:</b>	Sexual innuendo, suggestive comments (noises), jokes about gender-specific traits, sexual advances, requests for sexual favors, touching or sexual propositions.

Any student who believes he or she has been the subject of harassment should report the alleged conduct to your Program Director, Dean, or the Vice President of Student Affairs. A confidential investigation of any complaint will be undertaken.

Any student or Instructor found by the college to have harassed any student will be subject to appropriate disciplinary sanctions ranging from a warning in his/her file up to and including dismissal from the program or college. Retaliating or discriminating against a student for complaining in good faith about harassment is prohibited.

It is recognized that the issue of whether harassment has occurred requires a factual determination based on all evidence received. It is also recognized that false accusations of harassment can have serious effects on innocent men and women. We trust that all students will continue to act in a responsible and professional manner to establish a pleasant educational/working environment free of harassment.

### **Conduct & Dismissal**

Schoolcraft Surgical Services Programs are committed to maintaining the excellence that is necessary in producing competent sterile processing technicians and surgical technologists. Students who are having difficulties with academic, skill or behavioral performance in either lecture or lab settings will be placed on Learning/Behavioral Contracts. Any behavioral misconduct is considered the cause for dismissal from the program according to program guidelines.

The programs are equally committed to making available to the student the best clinical experience available. Removal from a clinical site is cause for dismissal from the program.

The clinical site (preceptor, clinical nurse manager, perioperative educator) may remove a student from participation in any capacity if it is perceived that the student is unable to function in the role. A student may be released from the clinical site based upon the severity of the situation and the recommendations made by those participating in the student's clinical education.

Students violating this section will immediately be removed from the clinical setting and may be subject to suspension or dismissal from the program. Behaviors, which will subject a student to disciplinary action, include but are not limited to the following:

- Unsafe practice or conduct detrimental to patient care.
- Break in patient confidentiality (HIPAA).
- Lack of surgical conscience.
- Excessive absenteeism or tardiness.
- Failing to progress in the clinical setting.
- Use of inappropriate language or use of language that may be construed as threatening.
- Leaving the work area for breaks without the permission of appropriate personnel.
- Attending clinical without appropriate equipment/supplies, proper dress code.
- Possession of weapons.
- Possession and/or use of alcoholic beverages or illegal drugs.
- Fighting.

- Gambling.
- Theft or destruction of hospital property.
- Forgery of clinical or program documentation.
- Inappropriate use of hospital property.
- Disregard for social media or technology policy established by program or facility.
- Use of cell phones in restricted spaces.

### **Supervised Clinical Practice**

The Program Director and/or additional program officials will assign hospital site placement. Students may NOT request placement according to travel distance, previous or current employment, or preference. Placement is determined with the coordination of the program staff and affiliated healthcare facilities.

SURG 110, 120, 130, or SURG 250 and 260 are the clinical internship courses that contain clinical hours. Each course requires a full-time equivalent of weekly clinical hours that the student must complete to receive a grade (up to 40 hours per week).

The hospital sites are located throughout Michigan and may require considerable driving or relocation. Every attempt will be made to place you in a site convenient to you, but the College Program staff makes the final determination. Reliable transportation is a requirement for all scheduled class and clinical obligations.

Because of the variety of experiences available at the different hospitals, students may be rotated through more than one hospital in order to provide the best clinical experience. Students who decline to go to a clinical site may not be provided with another site which would result in the failure of the clinical course or clinical case mix.

A student may be released from the clinical site based upon the severity of an incident and/or the recommendations made by those participating in the student's clinical education. If a student is released from the clinical site, the student will automatically fail the course or be put on further disciplinary action.

Clinical rotations terms will consist of

1. Up to 40 hours a week.
  - a. **Students are expected to arrive at the facility a minimum of 15 minutes** before the start of the shift. It is the arrival time that is to be recorded on timesheet.
  - b. Clinical shifts typically take place during the "first shift" which may vary. Example start times include; 6:30am, 7:00am, 11:00am, & 3:00pm or weekends
  - c. Students are expected to be "on the floor" with their assignment by 5 minutes to shift start.
  - d. If a student is going to start early the clinical site must be notified as well as the program official.

- e. If a student is going to stay late to finish a case, permission must be obtained by the Program Director or other appointed Program Official.
  - f. Make-up time must be approved by Program Director/Program Official and organized with the participating clinical facility.
  - g. Clinical make-up time may be outside of the assigned shift time however can only be completed with permission of the course instructor and clinical facility to ensure a preceptor and cases are available.
2. Possibly one 1-2 hour meeting/week for internship concerns, paperwork, and questions
  3. Students may not dismiss themselves early without express consent from program official.

***Students are responsible for all transportation and incidental costs to and from the hospital site.***

***Plans should be made well in advance for the commitment needed to put in these hours.***

### **Guidelines for Use of a Clinical Facility**

1. Students are guest in the clinical facility and their behavior should be appropriate to the role. Students are accountable for the quality of care given to your assigned clients. The care and well-being of the client comes first, regardless of the time or extenuating circumstances.
2. Students are expected to comply with facility and department policies and procedures. Orientation for clinical sites will be presented by representatives of the facility.
3. Students are not to leave the assigned rotation without informing the preceptor, manager, or educator. At the end of the student's assignment, the student will submit all required documentation for that assignment.
4. Students will have access to cafeteria and coffee shops (where available). Lunch breaks (not to exceed 30 minutes) are coordinated with staff. Eating, drinking, and chewing gum in any patient care area is considered unprofessional and inappropriate.
5. Telephones and computers in the facility are for hospital business use, not personal use.
6. Cell phones should be in the off position in the hospital and should not be used during clinical time. Students caught violating this policy will be subject to immediate learning contract.

### **Clinical Internship Student Learning Outcome Requirements**



## **Surgical Technology**

During SURG 250 and SURG 260, the surgical technology student will meet the following Student Learning Outcomes. These outcomes are in accordance with the 7<sup>th</sup> Edition Core Curriculum and accreditation standards and amendments.

1. Describe the purpose of the observation role.
2. Develop professional competency by performing in the scrub role during an arranged clinical experience.
3. Evaluate the development of professionalism throughout clinical experiences using various methods.
4. Utilize sufficient documentation for verifying cases and roles performed.
5. Demonstrate procedural proficiency by completing a minimum of 120 surgical cases\*.

## **Clinical Surgical Case Requirements**

During SURG 250 and SURG 260, students are required to complete 120 Surgical Procedures in the First and Second Scrub Roles established by The Surgical Technology Core Curriculum 7<sup>th</sup> Edition. Thirty cases must be in General Surgery with no more than 10 cases in the second scrub position; 90 cases must be in the other surgical specialties with no more than 30 cases in the second scrub position. Case requirements – A student must complete a minimum of 120 cases as delineated below:

### **A. General surgery**

- A student must complete a minimum of 30 cases in General Surgery.
- 20 of these cases must be performed in the FS role.
- The remaining 10 cases may be performed in either the FS or SS role.

### **B. Specialty surgery**

- A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
- A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
- A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
- The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
- The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.

Surgical specialties (excluding General Surgery) Cardiothoracic

- 1) Genitourinary
- 2) Neurologic
- 3) Obstetric and gynecologic
- 4) Orthopedic

- 5) Otorhinolaryngologic
- 6) Ophthalmologic
- 7) Oral Maxillofacial
- 8) Peripheral vascular
- 9) Plastics and reconstructive
- 10) Procurement and transplant

#### Counting cases

Cases may be counted according to surgical specialty as defined in the core curriculum.

- One pathology is counted as one procedure.
- Counting more than one case on the same patient
- Diagnostic vs. operative endoscopy cases  
An endoscopy classified as a semi-critical procedure is considered a diagnostic case.  
An endoscopy classified as a critical procedure is considered an operative case.

Diagnostic and operative cases will be counted according to specialty.

Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

#### Documentation

- Case performed.
- Role performed.
- Performance evaluations
- Verification by program director

- a. **First Scrub Role** – the student surgical technologist shall perform the following duties during any given procedure with proficiency. The student must meet the following five criteria to count the case in the First Scrub Role:
  - Verify Supplies and Equipment needed for the surgical procedure.
  - Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
  - Perform counts with the circulator prior to the procedure and before the incision is closed
  - Pass instruments and supplies to the sterile surgical team members during the procedure
  - Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique
  
- b. **Second Scrub Role** - The student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:
  - Sponging
  - Suctioning
  - Cutting suture
  - Holding retractors

- Manipulating endoscopic camera
- d. **Observation Role** - The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

### **Sterile Processing Clinical Requirements:**

Student evaluations will be collected each week the student is at the clinical site. The total tallied hours for each of the work areas required by HSPA for the CRCST examination is as follows:

Decontamination (120 hours) BBP, Soiled transport, Manual cleaning, Washers, Sinks, Ultrasonic, Enzymatic...

Preparing & Packaging (120 hours) Identification, Inspection, Testing, Instrumentation, Supplies, Equipment

Sterilization & Disinfection (96 hours) High Temp, Low Temp, Logging, Biologicals, Equipment Testing

Storage & Distribution (24 hours) Clean & sterile handling

Quality Assurance Processes (24 hours) Manufacturing IFUs, Device Inspection, Standard Process Checks

Equipment (16 hours) Cleaning, Inspection, Patient Care Equipment, Function checks, Routine maintenance

## **Student Work/Employment Policy**

### **Surgical Technology**

All clinical rotation activities are educational in nature. There is to be **no substitution of staff with a student** during the clinical internship hours required to fulfill the program's requirements and all practical experiences under the guidelines of the Surgical Technology Program. Students may not be substituted for hired employees. Students may accept an 'apprenticeship or residency' wage with a hospital after placement however, again, may not be substituted for staff until all clinical case mix has been met. Students will not be eligible for an early certification examination to first complete all program requirements prior to exam eligibility.

Scholarships offered are determined by the student and clinical affiliate offerings and may have additional contingencies about employment after all program requirements have been met.

Students are encouraged to start seeking employment during the clinical internship period.

### **Sterile Processing**

There is no current restriction on a student accepting a position while completing the Sterile Processing Skills certificate. Students who do not complete clinical documentation and hours or courses will not be eligible for the opportunity to take the national CRCST exam.

Scholarships offered are determined by the student and clinical affiliate offerings and may have additional contingencies about employment after all program requirements have been met.

### **Health Insurance Portability and Accountability Act (HIPAA)**

Each student enrolled in the Surgical services programs will be required to receive training in the Privacy Practices under the Health Insurance Portability and Accountability Act (HIPAA). Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students to sign confidentiality statements (COI policies). Students are expected to abide by the principles of the Health Insurance Portability and Accountability Act (HIPAA).

### **OSHA'S Occupational Exposure Guidelines to Bloodborne Pathogens (BBP)**

Students will participate in OSHA based blood borne pathogens training throughout the program. This will be verified prior to clinical assignment or labs. This training will be documented and documentation will be provided to the clinical sites upon request.

BBP Training will initially be offered to each student during SURG introduction courses and must meet the course outcome requirement of passing. Reinforcement of the BBP training will be incorporated into lab and other selected classes.

Prior to Surgical Observation days, students may be required to review the training by a stated deadline in order to participate. The test may be repeated one time only.

### **Purposes**

- To provide expert and safe patient care
- To protect the personal rights of HIV-infected and HBV-infected Surgical Services Program patients, students, faculty and staff, including confidentiality and freedom from discrimination
- To promote the personal and professional well-being of Surgical Services patients, students, faculty and staff.
- To provide a safe work and learning environment for all Surgical Services students, faculty, and staff

- To provide for the implementation of laws and regulation pertaining to health care services.

As a protection against HIV/HBV infection and transmission, surgical services students, faculty, and staff practice universal precautions as well as standard precautions, which are regularly up-dated and revised by the Centers for Disease Control (CDC).

During all lab sessions and clinical surgical procedures, students will wear PPE (personal protection equipment) according to OSHA guidelines. The program provides students with a pair of protective eyewear for lab and clinical components of the program. Students may purchase their own pair of protective eyewear at the bookstore, area uniform shops, or by catalogue.

### Sharp Injuries

Sharp injuries, although primarily accidental and preventable, are also inevitable in the lab, operating room, or clinical setting. If you sustain some type of sharps injury while in the lab or clinical rotation, you are to:

- **STOP** what you are doing.
- **Isolate** the injured anatomical part and the object that caused the injury.
- **Notify** your preceptor or instructor immediately of the break in technique and injury.
- **Take yourself out of the picture** once your preceptor or instructor steps in your place.
- **Flush** the injury with an antiseptic solution such as Betadine, alcohol, etc.
- **Notify** the charge nurse or program director/instructor of the injury and follow their protocol for sharps injuries. What department the institution has the student go to in order to follow protocol varies from hospital to hospital, but may be any of the following
  - Employee Health/Occupational Health
  - Emergency Room
  - Off-site at an Employee Health Service
  - Or the student may see their own personal physician if none of these options are available
- **Obtain a copy of the facility's incident report.**
- **Inform the Program Director of injury.**
- **Fill out a incident report next class session or email report of incident.**

### Latex Allergies

As a concern for the safety and wellbeing of our students it is suggested that those individuals with a suspected or known Latex allergy understand the pre-cautions to

take for exposure. Students may require documentation of allergy testing confirming the extent of the allergy for accommodations. Because latex exposure in the surgical setting is unavoidable, it may be necessary to relay instructions to the program director to assist with clinical placement. Only Ed's in Michigan are required to provide a Latex-free environment. Surgical Services Labs and experience day areas may have Latex products present.

You have a higher risk of developing latex allergies if:

- You have a history of allergies of any kind.
- You have had numerous exposures to latex containing products.

Methods of exposure:

- Physical contact with latex.
- Exposure of mucous membranes (respiratory, eyes) to air-borne latex.
- Multiple Dental and/or Surgical Procedures

Symptoms:

Symptoms can be local (affecting only the exposed tissues) or systemic (affecting the body in general).

- Local symptoms include sneezing, coughing, itching, asthma, rash, and shortness or breath.
- Systemic reactions include hives, swelling, edema, coughing, asthma, rash, shock, laryngeal edema, cardiovascular changes, and gastrointestinal changes

Individuals who have mild reactions may, upon future exposure, develop more serious reactions.

Students who acquire a rash will be required to seek medical care. Depending upon the severity of the reaction, the student may be required to pursue further testing.

## Ethical Care Responsibilities

Surgical Technology students and faculty are expected to provide quality and dignified health care to every patient regardless of his or her social status, race or ethnic background or diagnosis. Students and faculty are expected to apply moral, legal and ethical principles in the surgical setting.

## Professional Journals and Periodicals

All Surgical Services students are encouraged to become familiar with the many professional resources available to them. Resources can be accessed by contacting the program director or found in the classroom.

## The Surgical Technology Program “Scalpels & Scrubs”

The Surgical Services Programs will create a student club for interested parties. The “**Scalpels & Scrubs Club**” which typically meets in the Spring and Fall terms, encourages students to become involved and to participate in activities that promote their profession and program. There are opportunities with high school tours, visiting classes, Promotional Program Events through HOSA, the Michigan State assembly of the Association of Surgical Technologists, and involvement in the Scalpels and Scrubs community efforts and fund- raisers; Food Banks, Children’s Hospital Donations, American Heart Association, Michigan Arthritis Association. Participating students are encouraged to include this in their resume.

## Association of Surgical Technologists – AST



Students are required to purchase the **AST Gold Package** when prompted by instructor. Student membership, CST study guide, and certification exam are available to all College students at a reduced bundle rate when applicable. The Program Director will provide the necessary applications to the students.

As a member of AST, students receive a copy of The Surgical Technologist professional journal and notification of meetings and seminars of interest. Students also become a member of AST -Michigan State Assembly, which meets twice a year. Schoolcraft College students are invited and encouraged to attend MSA-AST state assembly meetings at a discounted student rate.

There are financial scholarships available to students who are a member of the Association of Surgical Technologist through Delmar Publishing, National Foundation of Surgical Technology, NBSTSA, and AST National Honor Society. If interested, it is the student's responsibility to pursue these scholarships, the application process and meeting deadline dates. Information is available at the following websites: [www.arc/stsa.org](http://www.arc/stsa.org), [www.ast.org](http://www.ast.org), [www.nbstsa.org](http://www.nbstsa.org)

### **Web Based Testing / Certification Exam**

The Surgical Technology Program will participate in NBSTSA's WBT (Web Based Testing). Arrangements are made for current surgical technology students to sit for both, the National Certification Exam and Practice Exam prior or just after graduation. This exam is administered by an approved AMP proctor with no Health Science Affiliation. The NBSTSA web based exam cost is included in the **AST Gold Package**. Students will participate in the exam as a component of the SURG 290 course. It is a required component for graduation from the program\*\*.

### **Surgical Conscience**

A surgical technologist must have a surgical conscience that allows him or her to

1. Keep a patient's confidence, avoid discrimination based upon personal values and be committed to cost control.
2. Practice with a fundamental understanding of the principles of asepsis and commitment to practice sterile technique.
3. Be willing to accept responsibility for their actions, be willing to be held liable for those actions, and to give the information needed for evaluation of those actions.

### **Confidentiality**

"Entrusted with a private or secret matter"

The American Hospital Association has replaced the patient's Bill of Rights with the Patient Care Act, which focuses on language that addresses the following areas (*please also reference HIPAA*);

- High quality hospital care.
- A clean and safe environment.
- Involvement in your care.
- Protection of your privacy.
- Help when leaving the hospital.
- Help with your billing claims.



## Professional Conduct

A code of professional conduct is a statement about a group's expectations; a standard of behavior that reflects a profession's acceptance of the responsibility and trust which has been invested in it by society. Schoolcraft Collage surgical technology students are held accountable to a code of professional behavior consistent with the following prescribed by the Association of Surgical Technologists **(AST Code of Ethics, 1985, updated 2013)**:

### POSITION STATEMENT CODE OF ETHICS

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

#### **Note:**

The Surgical Technology Program student handbook has information, policies and procedures that are related to the clinical education portion of the program. The program student handbook reinforces some of the Schoolcraft College Undergraduate Student handbook policies while specifically addressing the policies and procedures to be upheld while in the clinical education setting. The program handbook will defer to the student handbook for policy outlines and does state that a student also must conform to general policies of the surgical services programs and operating room department during their clinical rotation. This information has been compiled for your benefit. Please take time to review the material; you are responsible for all information, rules, and policy statements as they apply to **STUDENT CLINICAL EDUCATION**. Please contact the Program Official or Program Director if you have any questions regarding any policies or procedures.

**Students are to complete the Student Acknowledgement Form accompanying and submit it to the Program Director. Students are to read this handbook; they will be held accountable to the material that is present. A completed Student Acknowledgement Form must be in your student file at the start of the professional track.**

### Campus Contact Information

<b>Program</b>	<b>Administrator</b>	<b>Email</b>
<i>Sterile Processing</i>	Mary Jo Nowicki	mnowicki@schoolcraft.edu
<i>Surgical Technology</i>	Mary Jo Nowicki	<a href="mailto:mnowicki@schoolcraft.edu">mnowicki@schoolcraft.edu</a>
<i>Support Faculty/ Clinical Coordination</i>	Connie Tiensivu	<a href="mailto:ctiensiv@schoolcraft.edu">ctiensiv@schoolcraft.edu</a>
<i>Support Faculty</i>	Teri Hendrix	<a href="mailto:thendrix@schoolcraft.edu">thendrix@schoolcraft.edu</a>

**Schoolcraft College  
Surgical Services  
STUDENT ACKNOWLEDGEMENT**

I have read, understand, and agree to the conditions set for the Surgical services Handbook.

I understand that I am required to complete a Criminal Background Check and that my continuance in the program may not be contingent upon the results, however, may impact my clinical placement opportunity, thus impacting my successful program completion. Also, if I have an outstanding warrant that campus safety will be notified.

I understand that I am required to have a random drug screening prior to Clinical Internship and possibly at the request of a program official or clinical placement.

I understand and agree that in the performance of my studies as a student of Schoolcraft College and the Surgical Services Program, I must hold patient medical information in confidence. I understand any violation of the confidentiality of medical information may result in punitive action.

Print name \_\_\_\_\_

Date \_\_\_\_\_

Student number \_\_\_\_\_

Student Signature \_\_\_\_\_

Program Director \_\_\_\_\_

Date \_\_\_\_\_