LANSING COMMUNITY COLLEGE
Where Success Begins

Surgical Technology Program

2022-2023

Handbook

Lansing Community College
Surgical Technology Program

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The Surgical Technology Program is an Associate Degree in Applied Science program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The curriculum includes selected science courses, which provide the basis for in-depth consideration of both theory and clinical application of principles utilized in Surgical Technology.

Basic courses in the theoretical aspects of Surgical Technology encompass lecture, clinical, and on-line instruction. Throughout the program, students are provided with hands-on experience in cooperation with various hospitals, under the direction of the Program Director, program faculty, teaching clinician and clinical preceptors.

Graduates of the program are eligible to sit for the national board certification examination administered by Applied Measurement Professionals (AMP) and endorsed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA); this examination has been incorporated into the program at the student's expense and is non-refundable, as are all other components of the "Gold Package". Likewise, once purchased, the expense for the lab kit is non-refundable. The National Board Exam will be administered on-campus, at a set time and date (which all eligible students must participate), proctored by an approved individual by AMP, and given within 30 days post-graduation.

Surgical Technologists share equal responsibility with the faculty, physician residents, nurses, ancillary staff, surgeons, and others, in the welfare of the patient. To this extent, professionalism, personal appearance, and teamwork, are vital in providing for the patient the best possible health care; hard skills (technical) and soft skills (behavioral) will be emphasized throughout this program relative to the final expected outcomes for the patient ("Aeger Primo") and the role of the highly valued health care employee.

> The Surgical Technology Program at Lansing Community College educates and trains individuals for entry level positions in the surgical technology profession.   There are established goals specific to this program, which address this process and includes aspects relative to the three learning domains: Cognitive (knowledge), Psychomotor (skills), and Affective (behavior) learning domains.   Students must understand and exhibit the minimum standards as to these learning domains, as they are related to and applied to the role of an entry level surgical technologist; i.e. theory, hands-on skills and professional behavior, for the student to be allowed to progress in the program.

> **If at any time a student does not receive the minimum grade of a 2.5, in any surgical technology course, they will be notified that they must withdraw from the program, with no monies being refunded for any co-requisite surgical technology courses, books, attire, lab kits, fees, other costs, etc. If this occurs prior to the beginning of the second 8-week course in the fall (SURG 122), the student will not be charged for this course. Thus, if a student fails the SURG 121 (pass/fail) competencies course; they will be instructed to withdraw from the program with no further recourse relative to any reimbursement of funds of any kind and for any reason, and will not be allowed to continue in the fall co-requisite courses.**

> The surgical technologist works under the direct supervision of a surgeon to ensure that the operating room and/or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety and positive outcomes.

PROGRAM MISSION

The mission of the Surgical Technology Program is to provide quality educational services to students from diverse backgrounds in the theory and practice of surgical technology in order to prepare them for a career as a __PROFESSIONAL__ in the field.

PROGRAM OBJECTIVES (GOALS): THE 3 LEARNING DOMAINS

Upon completion of the required courses within the Surgical Technology program curriculum, the student will be able to:

1. Apply the principals of surgical asepsis. **(Psychomotor) (Cognitive)**

2. Interact professionally within the operating room environment, concerning all parties. **(Affective)**

3. Function in the role of the surgical technologist within the surgical team and the operating room environment. **(Psychomotor) (Cognitive)**

4. Identify the structures and functions of the human body and commonly found pathologies. **(Cognitive)**

5. Identify and prepare for the specific uses of the essential furnishings, equipment, and supplies used for surgical procedures. **(Psychomotor) (Cognitive)**

6. Protect and respect the patient's right to privacy and safety. **(Psychomotor) (Cognitive) (Affective)**

7. Prepare all sterile areas, instruments, and equipment required for an operative procedure. **(Psychomotor)**

8. Assist with the sterile draping, gowning, gloving, case management, and other preparations essential to surgical procedures. **(Psychomotor)**

9. Assist with the operative procedure including, passing of instruments, sutures, sponges, medications, as directed to the surgical first assistant, resident or surgeon, correctly handling all sterile equipment and supplies, and maintain instrument and sponge counts accurately throughout the procedure. **(Psychomotor) (Affective) (Cognitive)**

10. Dismantle an operating room set-up following a procedure including: preparation of specimens for delivery to the laboratory, disconnecting equipment, and caring for instruments according to hospital policy and procedure. **(Psychomotor) (Cognitive)**

SURGICAL TECHNOLOGY PROGRAM OUTCOMES

Based on professional and industry standards and competencies as set forth by the Association of Surgical Technologists as well as the Commission on Accreditation of Allied Health Education Programs in Surgical Technology, the student, upon completion of the Surgical Technology program, will be able to:

1. Synthesize correct responses through critical thinking relative to knowledge gained from the program and the profession, to successfully complete (pass) the National Board Exam offered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). **(Cognitive)**

2. Demonstrate the principles of surgical asepsis and sterile technique in setting up, arranging, and opening instrument packs and other materials required for the surgical procedure without contamination. **(Psychomotor)**

3. Arrange, assemble and prepare the mayo stand, back table, and instrumentation order as required for each surgical procedure. **(Psychomotor)**

4. Predict, identify and select instrumentation and equipment to pass to the surgeon in the standard sequence and order required by the surgical procedure and specific surgeon's needs. **(Psychomotor) (Cognitive)**

5. Discuss all aspects of the team-player roles and surgical procedures with the entire surgical team regarding each surgical procedure through clear communication practices. **(Affective)**

6. Provide support for the patient's needs in the delivery of care by maintaining patient confidentiality, by being an advocate for the patient and promoting patient safety before, during, and immediately following the surgical procedure. **(Psychomotor) (Cognitive)**

7. Appraise, prioritize and coordinate all aspects of each surgical procedure using critical thinking and problem solving skills. **(Psychomotor) (Cognitive)**

8. Arrange and label medications to be used during surgery and recognize safety hazards to self and to others within the Operating Room as well as in the handling and passing of surgical equipment and avoiding the possibilities of sharp injuries by using standard established techniques. **(Psychomotor) (Cognitive)**

9. Demonstrate affective domain skills (promptness, attendance, courtesies, teamwork skills, exemplary work ethic, etc.) as they relate to all aspects of evolving into a highly valued co-worker in the surgery department. **(Affective)**

Lansing Community College Surgical Technology Program

Assessing Program Goals and Outcome

In the Surgical Technology Program at Lansing Community College we take great pride in preparing our students for the world of work. We have dedicated faculty that work tirelessly with the students and are available for students well beyond the class time. Our program goals and outcomes entail the three learning domains, in one form or another. Myself, and our additional faculty, maintain open lines of communication with one another and the students via phone, emails, D2L, and direct contact, to ensure that the students are getting the best experience possible and that the students are interacting appropriately and professionally with all parties within the clinical setting. The assessing of our program goals and outcomes is ongoing; informal and formal. While we focus greatly on the "hard skills" of the profession, getting it into the students' heads (cognitive) and to their hands (psychomotor), we utilize much of our instruction time (in lab and in the classroom) dealing with the "soft skills"; the affective domain. Some of the ways in which we assess our program goals and outcomes include the following:

1. Advisory Board Meetings: 1 meeting per annum (Spring); one meeting post clinical. We ask for feedback from our board and they are very forthright in providing constructive feedback relative to student performance. Advice is asked for and provided when there might be areas for improvement relative to student interaction and performance. We greatly value and appreciate the input we receive from our advisory board.

2. Staff/Faculty Meetings: 2 meetings per annum. At these meetings we not only assess our students, we assess ourselves on how we are doing and what we might be able to do to better prepare students; we review students' progress at these meetings relative to the program goals and outcomes.

3. In the Mock Clinical Setting: in this lab we can witness students' hands-on progress to determine in which areas more time may need to be spent, and or the number of open labs that might benefit any and all students.

4. In the Classroom: the assessment tools we utilize in the classroom provide feedback relative to students' progress for achieving the expected goals and outcomes of the overall program.

5. In the Clinical Setting: not only feedback from preceptors via written evaluation of the students, but also, by what is witnessed (and documented) by the persons representing the college while observing students during the clinical experience. Weekly correspondence occurs between the three individuals responsible for conducting clinical site visits at the various health care institutions.

6. Survey Results: Our graduate and employer survey responses provide invaluable feedback relative to assisting us in assessing what we are doing and where we might need to be relative to meeting the expectations of our program goals and outcomes.

7. Certification Success: While we have witnessed years with 100% pass rates on the certification exam, we are usually in the 90% and above range. We are now focusing more on preparation for the certification exam, with additional support being provided outside the classroom. This is a direct measure for one of our program outcomes for our program; the students' success is our success as well.

We will continue to monitor student success in all aspects of the three learning domains. We will continue to utilize various tools to measure such successes, or lack thereof, for the purpose of improved educational quality for our students.   Our program goals and outcomes serve as the guiding tools in preparing competent and qualified entry level surgical technologists for the health care arena. We will continue to strive in preparing the best graduates possible; the well-versed, competent, and professional student for our local health care institutions and beyond.

The AST Core Curriculum: 6th Edition, Academic Clinical Requirements

First and Second Scrub Role
Observation, Case Requirements, and Documentation Guidelines for Categories of Student Scrub Experiences:

First Scrub Role
The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is the provided to identify the items that must be completed in order to document a case in the first scrub role. A student no meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

Verify supplies and equipment needed for the surgical procedure.
Set up the sterile field with instruments, supplies, equipment, medications(s) and solutions needed for the procedure. Perform counts with the circulator prior to the procedure and before the incision is closed. Pass the instrument and supplies to the sterile surgical team members during the procedure. Maintain sterile techniques as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role
The second scrub role is defined as the student who is at the sterile field who has not met all the 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

Observation
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 role.

General Surgery Cases: The total number of cases the student must complete is 120. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.

Specialty Surgery Cases: Students are required to complete 90 cases in various surgical specialties (excluding General Surgery). Sixty of the cases must be in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties. A minimum of 10 cases in the First Scrub Role must be

completed in each of the required minimum of four surgical specialties (40 cases total required). The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the First and Second Scrubbing surgical procedures of increased complexity as they move towards entry-level graduate abilities.

Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.

Observation cases must be documented, but do not count towards the 120 required cases.

Counting Cases:

a. Cases will be counted according to surgical specialty. Examples:

      i. Trauma patient requires a splenectomy and repair of a Lefort 1 Fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort 1 is oral-maxillofacial surgical specialty.

      ii. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and then the specialty is general surgery; therefore, it is counted and documented as one procedure-one case.

ACADEMIC REQUIREMENTS

The Surgical Technology courses are sequential and build upon previous learning. Retention and promotion in the program are based on the students' demonstrated ability to meet program and course requirements as well as meet the objectives in both theory and clinical performance during each semester. While there are set pre-requisites to be eligible for the professional tract of the program, some students may be admitted to the program with co-requisites to complete at the required level depending on seat availability; such determination will be made by the administrator of the program. No students will be allowed to begin the winter/spring semester without successfully completing all pre-requisites. If a student is not successful in any of their courses during the winter/spring semester of the professional track of the program, they will not be allowed to sit for the certification exam as prepaid for in January of each year. There will be no reimbursement paid back to the student for the "Gold Package", which they purchased through course fees. Likewise, they will not complete the program and will not receive their degree until they successfully complete all coursework at the required level.

Students should note that:

1.   **A minimum grade of 2.5 (76%) is required in all courses contained within the surgical technology curriculum (certain specific courses are now being accepted at a minimum grade of a 2.0, which aligns with similar programs on campus).**

2.   **No coursework with a grade less than 2.5 (76%), that are surgical technology core specific, may be used to fulfill the requirements of the Surgical Technology curriculum.**

Examinations: Students are required to take examinations at the appointed time and place in order to receive credit for a course. The instruction for exams and exam times is at the discretion of the instructor.

ACADEMIC HONESTY

The Lansing Community College policy on cheating within the College Catalog states:

Cheating
Each student is expected to be honest in his or her work. Cheating is dishonest. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition without permission, of tests or other academic material belonging to a member of the College faculty or staff. Any interaction between students in a testing situation may be interpreted as cheating. Academic honesty is twofold on the part of the student; first - not to cheat, and second - not to enable others to cheat.

PLAGIARISM
Each student is expected to be honest in his or her work. Plagiarism is dishonest. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and / or other academic materials.

Students in the Health and Human Service careers are entering a career based on honesty, integrity, and trust. In Health and Human Services Department sponsored programs and courses, **any interaction between students in a testing situation WILL BE interpreted as cheating. Furthermore, any of the behaviors described in the above definitions of cheating and plagiarism WILL BE interpreted as cheating.** A grade of "0" will be given on the exam or project in which the student is observed engaging in any of the above behaviors. Additional disciplinary actions can be determined at the discretion of the instructor.
The Surgical Technology Program faculty and administration fully support the college policy on these issues. Additionally, cheating is viewed as a demonstration of unprofessional behavior and a lack of responsibility and will not be tolerated. **Students who are determined to have violated this policy will be dismissed from the program.**

HEALTH FORMS TRAINING REQUIREMENTS WITHIN THE PROGRAM

REQUIRED HEALTH FORMS

Students not completing all health form requirements by the November 4th deadline, will automatically be dismissed from the program.

ACEMAPP

All clinical sites have agreements with the college outlining requirements that must be met in order forstudents to be allowed onsite for clinical practice. The Surgical Technology Program utilizes a system called ACEMAPP to verify that students assigned to a clinical rotation have met those requirements.
ACEMAPP is an online clinical placement program matching clinical rotations with nursing schools. The program requires the student on-boarding documentation to participate in clinical experiences as required.

The ACEMAPP program is designed to ensure student eligibility for clinical placement by providing:
- Online Training Modules to meet Blood Borne Pathogen, HIPAA, and OSHA requirements
- Student compliance status for immunizations, TB, BLS, etc.
- Automatic system email notifications to students and faculty for enrollments, certification due datereminders and approaching expirations of rotation requirements
- Student profile information and clinical placement records

PROCEDURES:

Annual renewal of ACEMAPP is required prior to the previous year's expiration.

- Participation requires an **annual fee of $50**, which is paid by the student directly to theACEMAPPsystem.
- Nonpayment of the fee, not completing the required modules, and/or not keeping your certifications and immunizations current will result in your being dropped from a course as you willnot be allowed in the clinical sites.
- ACEMAPP notifies students through their LCC email account when payments or certification andimmunization renewals are due. Students must check their LCC email in order to see this information. Students are required to adhere to the schedule the program provides.

OSHA BLOOD BORNE PATHOGEN AND UNIVERSAL PRECAUTIONS
Students will be required to complete The Lansing Community College OSHA Blood Borne Pathogens/Universal Precautions and HIPPA online instruction with an assessment exam; along with the seven modules provided by one of our local health care partners. The student must pass the assessment exams by a score of 80% or higher for the BBP and HIPPA required

by LCC, and the seven modules by a minimum score of 90%. The student will not be able to present any other OSHA Blood Borne Pathogens and Universal Precautions exam as completion of this requirement. This requirement <u>must be completed within the first four weeks of the start of the Surgical Technology Program.</u> **STUDENTS WILL BE NOT BE PERMITTED TO ATTEND CLINICALS, if OSHA and UP are not successfully completed.** Additional training may be required by some specific clinical sites as part of their clinical agreement with the college.

<u>BASIC CARDIAC LIFE SUPPORT (BCLS)</u>

Students will be required to complete and submit proof of completion of an outside of class training session in Basic Cardiac Life Support (BCLS). **A signed copy of the card issued to them upon completion of this requirement must be provided** to the Program Director for placement in their student file **prior to being permitted to attend the "Getting Acclimated Days", and clinicals where patients are present. The BCLS course must be for Health Care Providers. Other CPR or BCLS training will not be accepted.**

<u>HIPAA / Health Insurance Portability Accountability Act</u>

HIPAA training will be required for all Surgical Technology Program students. This training is offered online and can be taken anytime within the first 4 weeks of the program. The student must complete the online orientation and take the quiz prior to the end of the 4th week of fall classes. The Surgical Technology Program student may be required to take another HIPAA orientation and exam at specific clinical facilities. If this is required the student will participate in that particular HIPAA training as well. This requirement is tied into the students "Getting Acclimated Days" and the clinical experience.   The student must complete the college's online orientation and take the quiz before the end of the 4th week. Likewise, the Sparrow HIPPA, and all modules therein, must also be completed by all students, within this same time frame. The GAD's (observation days), which make up part of the SURG 122 course, along with specific assignments, weigh into the students' evaluation for this course. The Surgical Technology Program student may also be required to take another HIPAA orientation and exam at specific clinical facilities. If this is required, the student will participate in that particular HIPAA training as well.

ATTENDANCE

Students are expected to attend **<u>ALL</u>** sessions of each course in which they are enrolled. Failure to do so will lead to probationary measures being taken and may lead to expulsion from the program. Due to the intensive nature of the field of study in surgical technology, there may be <u>only one excused absence per semester per course. The instructor must be provided with a written excuse, from the student, outlining the reasons for the absence, along with a health care provider's written statement, if and when appropriate.</u> It is at the discretion of the instructor to determine if the absence is excusable. Any unexcused absence with no notification prior to the start of any clinical, class session or lab will result in immediate dismissal from the program.

Students are required to attend all clinical experience sessions as scheduled and must plan to **<u>arrive punctually and remain throughout the entire session</u>**. Tardiness will result in lowered point totals and/or grades. Clinical experiences will include rotations to a minimum of two hospital-based clinical sites (or similar off-site surgical facility); special circumstances may provide the student only one site for two clinical rotations, such as clinical and student request, as long as relevant case load expectations are not compromised. Assignment to specific or

requested clinical sites cannot be guaranteed but will be taken into consideration in scheduling assignments when possible.

Students are expected to take full responsibility for their academic work and progress, and will be held accountable for such. If a student is not meeting expected standards of the program, they may be placed on probation (a "learning contract"), establishing a timeline for improvements. If improvements in specific areas are not realized, the student may be expelled from the program.

Regular attendance in all classroom, clinical mock OR, and clinical sessions are essential for the Surgical Technology student. These learning experiences are inter-related and as such, repeated tardiness or absence from the theory sessions in the classroom will render the student less effective and less successful in the clinical area. Because of limited clinical time available during the semester, each day is critical for adequate learning experiences and the development of competencies. An initial tardy, will result in a verbal and/or written notice to the student. A second tardy will result in a written response from the instructor of the course and/or lead faculty and the student will be placed on "probationary status". A third tardy, for any didactic course or lab, will result in expulsion from the surgical technology program. **Absences and tardiness will be evaluated in criteria contained in the clinical evaluations and may impact the overall grade for each course.** Remember that students must achieve a 2.5 final course grade in the clinical area as well as in the classroom courses (and all labs) to be able to progress to the next course/semester, and to graduate from this program.

<u>Students not "showing up" for a clinical day, without notifying all proper personnel (OR Educator, Director, Clinical Site Faculty) may be expelled from the Program.</u>

<u>Students are responsible for their own transportation to and from the clinical sites.</u>

ABSENCE and TARDINESS

<u>Absence</u>
Students are required to attend all clinical and classroom sessions in which they are enrolled. Failure to do so will result in academic penalty or withdrawal from the class or program. <u>Absence for any reason, including illness or late registration, in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor in charge; students will be responsible for obtaining ANY instructional materials from his or her peers, from a class session which he or she was absent, as instructors will not be responsible for providing any such missed information.</u>

While students are not expected to report for clinical if legitimately ill, students are accountable for proper notification of the appropriate program faculty and hospital staff in a timely manner, according to the following procedure:
If you anticipate an absence from a clinical experience session, **<u>YOU MUST INFORM</u>** the Clinical Site Educator/Preceptor and the LCC Surgical Technology Assigned Instructor and Program Director at least one hour to the start of the scheduled clinical times. If you should need to be absent the day of a clinical experience, then you must do the following:

- <u>Email the School's Program Director and clinical instructor; whichever is assigned to your clinical site.</u>
- <u>Call the clinical facility, at least **ONE HOUR BEFORE** your scheduled start time.</u>

<u>Ask for the Operating Room or Surgery Department (if you do not have the direct number)</u>

- Identify yourself as a student and your school and program (Name, LCC, Surgical Technology Student)
- Give the name of your preceptor and clinical coordinator/educator.
- Ask that your preceptor and clinical instructor/educator be notified of your absence and your expected return date.

Direct discussion of the nature of your absence or tardiness with your LCC Program Director is **MANDATORY.**

If you have prior knowledge of an unavoidable absence or tardiness, you must discuss the situation with your Clinical Instructor. Program Director and preceptor in advance. If you did not have prior notice or were otherwise prevented from notifying your preceptor or Clinical Instructor or are seeking consideration of extenuating circumstances, you must contact your preceptor and Clinical Instructor at the earliest possible opportunity. **Absence or tardiness for which you have not secured prior permission, or for which you do not have a valid reason as determined by your Clinical Instructor and Program Director, will be considered an unexcused absence**. Any unexcused clinical or classroom absence will result in a written warning and you will be required to attend a conference with your Clinical Instructor and Program Director.

A second unexcused absence will result in an automatic placement on probation; a "Learning Contract".

A third unexcused absence will mean immediate dismissal from the program. Any unexcused absence from clinical of longer than two consecutive days of scheduled clinical sessions will result in immediate dismissal from the program.

The Surgical Technology Program Absent Policy: If you are absent that day(s) **MUST** be made up in full and in compliance with the Program Director, and the clinical instructor, before receiving a grade, continuing with the program and/or graduating from the Surgical Technology Program. These clinical absent days **MUST** be made up at the clinical site where the absences occurred. If it is at the end of the semester an **Incomplete** will be issued until the clinical rotation absence is made up; only one day may be made up on the following Monday at semester's end; any other absences will negatively impact the students final grade, and might possibly yield the student as unsuccessful in the course and program, if the final grade does not meet and/or exceed the minimum grade of a 2.5. If student has more than one day to make up at the end of the Spring semester, they will receive an incomplete grade and will be allowed to return in the subsequent fall semester to complete the clinical rotation and their program requirements for graduation from the program (They will **NOT** be allowed to sit for the National Certification Exam, given within 30 days post-graduation).

All absences from the classroom must be discussed and approved by the classroom instructor. Unexcused absences from the classroom may result in similar progressive disciplinary actions.

Tardiness
Tardiness of more than 20 minutes for a scheduled clinical session will result in dismissal from the remainder of that day's clinical session. **This will constitute an unexcused absence**. If a student accumulates a total of more than 40 minutes of unexcused tardiness during any one clinical rotation, they will be placed on probation and will be required to confer with the clinical instructor and the Program Director. An additional 40 minutes beyond the original 40 minutes of unexcused tardiness, will result in automatic dismissal from the program.

PREGNANCY AND PREGNANCY LEAVE

X-rays are used extensively in the operating room in addition to anesthetic agents which may adversely affect fetal development. <u>Therefore, the program must adhere to stated public policy as provided by each hospital and the Michigan Department of Community Health</u>.

AS SOON AS a student **SUSPECTS A PREGNANCY, THEY MUST CONTACT THE PROGRAM DIRECTOR IMMEDIATLY**. *Although a leave of absence may not be indicated, certain precautions should be followed to insure the safety of the student and fetus*.

PROFESSIONALISM AND CODE OF CONDUCT

As a student, you are expected to behave in a professional manner at all times following admission to the program. Your conduct will influence your effectiveness with other professionals, patients, staff, and visitors, along with your peers and mentors in the classroom and laboratory setting. Your conduct can greatly facilitate or impede your pre-clinical and clinical experiences, and reflects not only on yourself, but on your instructors, the Surgical Technology program and Lansing Community College.

During classroom, lab and clinical sessions, you are expected to spend your time in educational activities. Any and all rules of conduct specific to particular settings are to be followed. If a student exhibits behavior deemed unprofessional or inappropriate by any faculty member, while in the classroom or laboratory setting, the student will be given a verbal warning. If such behavior persists, the student will be given a written warning with a third infraction leading to the possibility of suspension or expulsion from the program, at the discretion of the Program Director.

It is your responsibility to make sure that your preceptor and / or clinical instructor are aware of your whereabouts at all times. Failure to do so is considered irresponsible and potentially dangerous behavior. You are not to be in a clinical facility representing yourself as an LCC Surgical Technology student at any time other than at assigned clinical times. You **<u>MUST</u>** wear your LCC Surgical Technology picture ID Badge while you are onsite at any and all clinical facilities. Hair cover and shoe wear are to be as follows: issued hair covers only and shoes should be clean and fully cover the foot, no clogs or crocs. You are not considered staff: by not following these basic guidelines, you may jeopardize your learning experience along with your safety in the O.R.

Noisy, obscene, abusive, or boisterous behavior **<u>WILL NOT BE TOLERATED</u>** in the clinical setting or any other component of the program at any time for any reason.

<u>A Professional</u>

As part of your education and training, upon successful completion of this program, and at program's end, you will be prepared for and will sit for the National Certification Examination. To utilize the credential of CST© (Certified Surgical Technologist), a copyrighted credential owned by the NBSTSA©, you must successfully pass this examination, to then be declared Board Certified in the field of Surgical Technology. As viewed in the best interest of the profession and the student/graduate entering this health care field, in offering basic competency preparedness as part of the health care team providing service to the general public, the professional groundwork will be set in place by directing the student toward this credential. The fee for student membership into the AST and the cost to sit for this examination has been incorporated into this program via course fees. Currently these fees are $45.00 for the student's

annual membership into the AST, and $160.00 for the cost of taking the certification exam; presently the cost of the Certification Preparation Exam $40.00; the cost of the AST recognized study guide is $45 (shipping and a small administration fee will be added). We are hoping the total cost for the student in the spring semester for this package-deal (with shipping and administrative fee added in) to be approximately $307.00 total. *Prices are subject to change per annum. <u>The aforementioned total cost is $330. However, as long as 10 or more students are enrolled in the program at time of purchase, a discounted rate of $307 is offered through the AST©.</u>

Code of Conduct

If a student's misconduct gives cause for belief that the physical and emotional safety of any member of the college community is threatened or that any personal or public property is jeopardized, the student' right to be on campus can be immediately suspended. A suspension of this type is called an Interim Due Process and is at the direction of the Director of Student Relations or the Dean of the division where the misconduct occurred and will last for no more than 10 days. A procedural due process hearing with proper notifications will be established during this 10-day period.

Dress Code

Attire worn to and from the clinical site, as well as while on-site, should be professional and appropriate. According to AST Operating Room guidelines, the wearing of jewelry including necklaces, rings, earrings, and body piercing, as well as artificial nails, and nail polish, will not be tolerated. The LCC picture ID name badge is to be worn at all times while in the clinical area unless instructed otherwise.

There is a scrub uniform which will be available for purchase by all students, to be worn while participating in college-related activities and the mock lab setting. These will need to be purchased at the beginning of the fall semester.

Grooming

1. Personal Hygiene: Students are to be clean, well groomed, and free of offensive body odors.
2. Perfume: Omit use of perfume or aromatic lotions.
3. Makeup: Makeup, if worn, must be subtle.
4. Hair: Hair must be clean and secured in the surgical cap and away from the face to avoid contamination in the surgical field; ALL hair MUST be covered. No fake eyelashes!
5. Fingernails: Should be short, neatly trimmed, and clean with no polish, gel or acrylic.
6. No facial jewelry on head, neck, fingers and wrists.
7. No fake eyelashes
8. Facial Hair: Mustaches and beards must be clean and neatly trimmed. They must be totally covered in the Operating Room to avoid contamination of the sterile field.
9. Gum: Omit chewing gum in the Operating Room

Surgical Attire

1. Surgical attire is issued by the clinical facility.

2. Surgical attire is not to be worn home or outside the clinical facility.
3. Surgical attire is to be changed daily; or if soiled, changed between cases.
4. Surgical attire includes: OR scrubs; shoe covers, hat, when required mask and eye protection (Masks are to be changed between cases and worn at all times, covering the mouth and nose, while in the O.R. Rooms proper, whether the room is opened or not).
5. It is highly recommended that student "double glove" for all surgical procedures. However, students must follow facility policy and procedures regarding Operating Room attire.

STUDENT ASSOCIATION

A Surgical Technology Student Association was formed: Academic Year 2005-6. This new association has been recognized by Lansing Community College and the Association of Surgical Technologists. Past Officers may present information at the New Student Orientation Meeting in July of each year.

PATIENT CONFIDENTIALITY

Subjects of a confidential nature are not to be discussed except with your preceptor, your program director, or instructor in a private setting. You are expected to treat everyone (patients, visitors, physicians, personnel, instructors, etc.) with consideration and respect. If student's conduct is inappropriate, in the judgment of the person responsible, they may be dismissed for the remainder of that session of the course.

Patient confidentiality is strictly protected by law, clinical facility policy, and Surgical Technology program policy. Violations of patient confidentiality, whether willful or unintentional, may result in dismissal from the program. By receiving and signing this handbook, you are acknowledging that you understand and will adhere to all patient confidentiality issues and rights; clinical sites may require a separate form for you to sign as well.

PROBATION WITHIN THE PROGRAM: CLINICAL COMPONENT

All students will be made aware of their progress in the program on a continuing basis. When deficiencies in competencies or problems occur in the clinical courses, students will be informed through the clinical evaluation tool. **Should the problems or deficiencies continue or not be corrected, the student may be placed on probation and a written notice to that effect will be provided; this mechanism is commonly referred to as a "learning contract".**

Probation is intended to officially inform the student of:
• The reason for the probation
• The plan for correction and /or improvement
• The criteria and timeframe in which the probation status will be re-evaluated.

Failure to correct the problem or deficiency by the end of the timeframe established may result in failure of the course. Failure of a course will result in the dismissal of the student from the program.

INSURANCE

All students are encouraged to carry liability insurance* while enrolled in the Surgical Technology program. Insurance is available to Surgical Technology students registered in the Surgical Technology Program Only. This insurance is covered by your course fees.

Please note that liability insurance is not <u>health insurance</u>. Students are encouraged to carry personal health coverage. Should a student be injured or exposed to certain illnesses while working in his or her role as a surgical technology student, testing and follow-up care is done at the student's expense.

Liability insurance is insurance against malpractice and covers the specific clinical hours that students are on the clinical units.

UNUSUAL INCIDENTS / ACCIDENTS

***ANY unusual incidents or accidents**, including but not limited to needle or sharp sticks and cuts, **are to be reported immediately to the clinical preceptor, clinical instructor, or program director.** A report will be filled out according to the clinical facility policy. This incident must be reported within 24 hours to the clinical instructor and <u>Program Director, with the completed report delivered to the Program Director at the next class session.</u> The report must be complete with date, time, where it occurred and who witnessed the incident/accident.

All needle or sharp sticks and cuts must be attended to by reporting to the Emergency Room at the facility which you are affiliated, or to the Employee Occupational Health Department, as determined by the Surgery Department Educator.   A copy of this incident report, and planned follow up, must be brought to the LCC campus, and will be incorporated into the student's file. **Any costs incurred as a result of injury to the student is the responsibility of the student; health/medical insurance would be recommended for the student to carry while he or she is performing his/her clinical experience.**

ADDITIONAL INFORMATION: INFORMATION RELEASE & INCIDENTALS

Also, students will be required to purchase the "Gold Package" as offered through the Association of Surgical Technologists at the beginning of the Spring Semester. The information in the "Gold Package" is provided at a discounted rate and assists in preparing the student for his or her newly chosen profession. This package includes the following: Membership in the AST, the monthly AST Journal, the Certification Exam Study Guide, 1 Practice Exam offered on-line (Certification Preparation Exam), and the cost of the actual certification exam. Presently, the total cost of this package is $307. Once purchased, there is no reimbursement for this "Gold Package".

The student agrees that their information, relative to acceptance into the program and students' records that may be required for review by accreditation site visitor teams, will be disclosed to such persons for review relative to evaluation of the quality of the program.
While it is strongly encouraged for students to receive and maintain their credential (certification), it is likewise of vital importance for programs to maintain the highest of quality standards; i.e. maintaining CAAHEP Accreditation.

<u>Thus, post-graduate information (i.e. "graduate surveys" and "employer surveys") will be provided by the graduate and his/her employer for the purpose of assessment for programmatic</u>

accreditation. With this acknowledgment by the student/graduate signature of this handbook, information from their present or future employer may be disclosed to the Program Director of the Program, for purposes of information gathering to assess the educational experience of the student in preparation for the surgical technology profession, and likewise ensure quality of the program via maintaining the "Gold Standard": CAAHEP Accreditation. Employers will be allowed to disclose information on the graduate relative to the performance of the graduate at their facility with recourse afforded the graduate; the graduate does not see the information being provided by the employer; this is kept on file for only for accreditation purposes.

Also, by signing the handbook, students agree to allow the Program Director to send group emails to them in assisting them in their search for employment in the field of surgical technology.

The student hereby acknowledges and agrees to the fact that their personal information relative to background checks, drug screen, vaccinations, health status, medical records, etc. can be shared by faculty personnel with clinical sites, via numerous ways and means (phone, email, text, fax, etc.) pertaining to specific program requirements, as so determined by the college and/or the specific clinical site.

By signing below, the student agrees that their information, relative to acceptance into the program, progressing through the program, and successfully completing the program, relative to the student's health records that may be required for review by accreditation site visitor teams, will be disclosed to such persons for review relative to evaluation of the quality of the program (This pertains only to such programs requiring Accreditation Status).

The student releases Lansing Community College, its employees, teaching affiliates (hospitals), and members of its Board of Trustees from any and all liability, which may be incurred as a result of the sharing of the student's information, and participating in all educational experiences and aspects of this health program.

My signature on this form acknowledges that I have read, understand, and agree to all of the information as so noted throughout this document.

STUDENT WORK POLICY: "NO WORK" POLICY

Relative to the Surgical Technology Program at Lansing Community College: All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. **Students will not be receiving any monetary remuneration during this educational experience**, nor will they be substituted for hired staff within the clinical institution, in the capacity of a surgical technologist.

DRUG SCREENING POLICY

Drug screening is now required as part of compliance with this program as more and more clinical sites are expecting such practices. You will be required to provide a urine sample for such a screening. The cost of this drug screening varies somewhat; we will do our best to locate those companies with the most competitive pricing for such tests. All students will be required to submit to a 10-panel drug screen at the cost to the student of approximately $40.00 to $60.00.

BACKGROUND CHECK POLICY

Criminal background checks are no longer being provided through the college; such background checks will be conducted on all students, utilizing an outside vender, and the costs of such services range from $29.00 to $65.00 per student, depending on the extensiveness of the search being conducted. Only two attempts will be made to place students for clinical rotations; if students are denied clinical placement due to a criminal history, they will not complete the program, nor will the school, administration, ATL, or faculty be held liable.

N-95 MASK FIT TEST

Some clinical sites are now requiring a N-95 mask fitting. You may be required to cover this cost, depending on where you will be assigned for your clinical rotations. The range of this cost varies from $35.00 - $60.00 per student. With ACEMAPP (software health form tracking system used by some hospitals), students may incur an additional cost of $50.

HOSPITAL ID BADGES, PARKING COSTS, ETC.

Some clinical sites are now requiring a cost for the students relative to Hospital Badges and Parking. This varies from site to site. As a student you may incur such a cost, and will be required to cover this cost, depending on your assigned clinical site. The range of this cost varies; usually in the $75.00 range.

ANNUAL FLU VACCINE

All of our clinical sites are now requiring the annual flu vaccine. You will be required to get this vaccination. This cost varies, depending on where you go to have it administered.

COVID-19 VACCINE

Because of the COVID-19 pandemic, students are required to comply with all laws, rules, and regulations as well as any guidance provided by the CDC, the local health department, and other governmental authorities. Due to rapid developments related to COVID-19, students are encouraged to periodically visit the College's website for updated information about COVID-19 (www.lcc.edu/about/coronavirus/).

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

• COVID
• Hepatitis B
• Influenza (flu)
• MMR (Measles, Mumps, and Rubella)
• Tdap
• Varicella

- TB testing

The Surgical Technology program works with third-party health care clinical sites to give students opportunities to participate in the clinical assignments required to complete their health career education. These third-party health care providers require all students to have proof they have received all vaccinations required for that site.

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MEDIA RELEASE

I authorize Lansing Community College to use still photographs, motion pictures, video tapes, digital images, and/or sound recordings of me during my attendance in a LCC health career/education program without restriction of any sort. I understand the pictures or sounds may be edited and combined with other pictures and sound recordings. The final edited pictures and sounds may be shown without restriction, including radio and television broadcast,

cablecast, printed publication, internet web pages, and any other media including CD, DVD, digital imaging, and network streaming.
Lansing Community College may assign these rights to other parties for their use.

_____
Signature

_____
Print Name

_____
Date

_____
Program

Lansing Community College
Surgical Technology Program

Date:	

I		have

<div align="center">Please print first and last name</div>

read the Surgical Technology Program Handbook and understand the rules
and guidelines described within the handbook, and will adhere to all
Aspects as described in this document.
Signature of Student:

The Surgical Technology Program

The mission of the Surgical Technology Program is to provide quality educational services to students from diverse backgrounds in the theory and practice of surgical technology in order to prepare them for a career as a <u>PROFESSIONAL</u> in the field of Surgical Technology.

The Surgical Technologist is a member of the surgical team, working in hospital operating rooms, acting as the primary scrub person who handles the sterile instruments, supplies, and equipment necessary for operative procedures. The surgical technologist works with the surgeon, anesthesiologist, anesthesiologist assistant, nurse anesthetist, surgical first assistant, registered nurse, and licensed practical nurse in the delivery of quality patient care during invasive surgical procedures. *(http://www.onetonline.org/) (http://www.bls.gov/bls/blswage.htm)*

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.