



Welcome

Dear Student,

We would like to welcome you into our Surgical Technology Program. We are pleased that you have selected Community Care College (CCC).

The faculty and staff of CCC are committed to providing you with a quality education. We truly believe that you have chosen a school that best fits your needs and one that will prepare you for your new career as a Surgical Technologist.

In today's world, the allied health profession is an amazing and exhilarating place to begin your career. Our objective is to team with you to provide the best possible educational experience. We are committed to offering you the best foundation possible. We would like your future at CCC to be a success.

This handbook informs you of the policies and procedures of the program as well as your rights and responsibilities as a student. Please read and refer to this handbook if you have questions about the policies of the Surgical Technology Program. Any additional questions and/or concerns may be directed to any member of the Surgical Technology team.

Welcome!

The Surgical Technology Faculty
Community Care College
Department of Surgical Technology

Faculty

Jonathan Studdard, BA, CST Surgical Technologist Department Head
Travis McCullar, CST Surgical Technologist Instructor
Tasha Lorenzo, CST Surgical Technologist Instructor

Clinical Staff

Casey Bellew, CST Surgical Technologist Clinical Director
Alicia Smalley AAS, CST Surgical Technologist Site Coordinator
Colton Ticer, AAS, CST Surgical Technologist Site Coordinator
Lita Fitch, CST Surgical Technologist Site Coordinator
Ashley Legg, CST Surgical Technologist Site Coordinator

Main CCC phone number: (918) 610-0027 **Fax:** (918) 610-0029
Faculty Office Hours: Monday – Friday 7:30 am – 4:30 pm
Clinical Hours: Monday - Friday 6:00 am - 3:00 pm



Surgical Technologist Policies and Procedures

STUDENT HANDBOOK

It is essential that you be well informed about your academic program. In order to accomplish this task, you should maintain the following items in your files:

- *Community Care College Catalog*
- *Community Care College Student Drug & Alcohol Testing Policy*

OBJECTIVE

The Surgical Technologist plays a vital role as a member of the healthcare team in the operating room. Theory and practical application in the fundamentals of anatomy and physiology of the body systems are taught. Students are introduced to the operating room environment and are CPR certified. Students engage in “hands-on” training with regard to sterile technique, surgical equipment, supplies, instruments, and case preparation. Proper surgical aseptic techniques are covered. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Surgical Technologist and the ability to assume such a position. Surgical skills as well as laboratory procedures are taught to meet the requirements of the operating room. Graduates will be eligible to sit for the NBSTSA certification.

PHILOSOPHY

The faculty and staff of Community Care College Surgical Technologist Program believe that:

The surgical technologist, along with other allied health professionals or organizations, will endorse excellence through patient instruction, specialized values and credentialing.

The surgical technologist is an essential member of the surgical team. As a surgical technologist, you will work closely with surgeons, anesthesiologists, registered nurses, hospital personnel, and other highly trained allied health workers. They are all dedicated to providing excellent care to the patient before, during, and after surgery

PROGRAM DESCRIPTION

The program of Surgical Technology is designed to prepare adult students as an entry-level Surgical Technologist in the following areas: cognitive, psychomotor, and affective learning domains. The Surgical Technology program consists of 760 total classroom hours and 500 externship hours, for a program total of 1260 hours. This will provide a foundation in the basic sciences and subjects unique to the surgical setting. After completing the program, the graduate will be able to function as an entry level member of the surgical team.

The Surgical Technologist program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) CAAHEP is located at 1361 Park Street Clearwater, FL 33756, (727) 210-2350.

PROGRAM OF STUDY

The program’s curriculum consists of didactic and laboratory studies, followed by externship. Supervised learning of skills and techniques are practiced in the classroom and laboratory setting. Supervised extern experience is provided in the Tulsa area and surrounding cities and hospitals.



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PROFESSIONAL CONDUCT

The surgical technologist profession requires high standards of legal, ethical and moral accountability from its practitioners. Students are expected to adhere to the Association of Surgical Technologists Code of Ethics.

The Code of Ethics includes the following:

1. 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 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 healthcare team.

CERTIFICATION

Surgical Technologists may obtain voluntary professional certification from the National Board of Surgical Technology and Surgical Assisting by graduating from an accredited Surgical Technologist program and passing a national certification examination. Graduates may then use the NBSTSA designation of Certified Surgical Technologist, or CST. Continuing education or re-examination is required to maintain certification, which must be renewed every four years with 60 total Continuing Education Units (CEUs) for CST's. Most employers prefer to hire certified technologists.

The certification exam is a graduation requirement and is administered at Community Care College. The certification exam is administered by Applied Measurement Professionals. Students must test by WBT no more than 30 days prior to graduation or 30 days post-graduation.

WORKING CONDITIONS

All surgical technologists are required to maintain a clean working environment, and must have the ability to work under extreme temperature changes. At times they will be exposed to communicable diseases and unpleasant sights, odors, and materials.

PHYSICAL REQUIREMENTS

Surgical Technologists must **NOT** be infected with any form of disease that could be transmitted to patients. Surgical technologists must understand that any worker or patient with any type of immunodeficiency is at increased risk of acquiring infectious disease or experiencing serious complication due to continuous exposure.

Surgical Technologists must:

- Be able to bend, walk, and have the physical endurance to stand for long periods of time.
- Be able to lift, carry, push, or pull items exceeding 25+ pounds.
- Be able to work in environmental temperatures ranging from 55 degrees to 95 degrees Fahrenheit.
- Be aware that exposure to latex gloves may cause the development of allergic reactions.
- Maintain skin integrity, which should be free and clear of any abnormal conditions.



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Hearing: must have acute hearing, with or without assistive devices.

Speech: must demonstrate ability to functionally express self verbally and in writing.

Vision: must have adequate vision to function properly either normally or with the aid of glasses/contacts.

MENTAL AND EMOTIONAL REQUIREMENTS

Surgical technologists must be able to:

- Manage stress appropriately.
- Make decisions under pressure.
- Manage anger, fear, hostility, or violence of others appropriately.
- Must not demonstrate any anger, fear, hostility, or violence towards others.
- Work alone or as a team member.

INCLEMENT WEATHER

In the event of severe weather conditions such as snow or ice, students should watch the local television stations which broadcast school closings.

NON-DISCRIMINATION POLICY

The college admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, gender identity, gender expression, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the College does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The College Accreditation and Compliance Director is the School's Title IX coordinator to coordinate Title IX compliance.

POLICIES AND PROCEDURES

During the term of the program, it is the student's responsibility to communicate any concerns to the instructor. If the student is not satisfied with the outcome of the conference, the student may seek an additional conference with the Department Head. If any concerns arise during externship, it is the student's responsibility to communicate any concerns with their assigned site coordinator and/or clinical director. If the student is not satisfied with the outcome of the conference, the student may seek an additional conference with the department head. If the student still feels the need for more administrative participation, she/he may request an appointment with the Campus Director/ President.

The student is responsible for understanding the policies and procedures of the surgical technologist program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills. Each student will be required to sign a statement that he/she has reviewed, understood, and agreed to comply with the policies and procedures of the Surgical Technology program.

TELECOMMUNICATION POLICY

A student may possess a cell phone as long as it is kept in a silent or off mode setting during class/lab. Use of a cell phone is restricted during class/lab time. Students may only use cell phones during their designated break times. During externship, cell phones should not be taken into the surgery department. They may be turned off and left in the student's



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locker or vehicle. Students found in possession of their cell phone while in the hospital setting will be given a single warning. If it occurs again anytime after the first warning, the student will be sent home for the day, and cases for that day will not be counted.

ATTENDANCE POLICY

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the surgical technologist program depends, in part, on consistent attendance. Students are expected to attend all regularly scheduled classes, clinical/laboratory sessions and externship. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties due to absenteeism must discuss this matter with their instructor.

In order to maintain in good standing in the surgical technologist program, students must maintain a minimum 90% academic attendance. This will equate to a total of 10 unexcused absences. On the occurrence of the 10th unexcused absence, the student will be dismissed from the program. A combination of 3 tardies / early leaves will count as 1 unexcused absence. Students receive an attendance report from the registrar weekly, it is their responsibility to track their attendance.

Upon the 3rd accrued absence - A verbal consultation will be issued.

Upon the 5th accrued absence - A written warning will be issued.

Upon the 7th accrued absence - A corrective action will be issued

Upon the 10th accrued absence - The student will be dismissed from the program.

Excused absences are defined as:

- Bereavement- A total of 3 days shall be allowed with proper documentation. This shall be allowed for the death of immediate family, which includes spouse, child, parent, sister, brother grandparents, or parent of spouse.
- Court - Jury Duty or mandatory court appearance.
- Illness accompanied by a physician release, household emergencies such as flooding, motor vehicle accident requiring hospitalization, family emergency that requires hospitalization.
- Pre Approved planned leave.

Documentation required for all excused absences. Inability to provide adequate documentation will result in an unexcused absence. Pre Approved leave must be approved a minimum of two weeks in advance.

If the student is absent on the day that an SIP will be given, two or more SIP's may be given at the same time.

BREAKS

All students will receive a total of 50 minutes of break per school day, the time of these breaks will be the instructor's discretion. Students are expected to be back in the classroom/lab on time. Any student not returning on time will be considered tardy.

INFORMAL RESOLUTION

Informal resolution is the means of addressing and resolving student performance or conduct deficiencies at the earliest possible stages. Informal resolution should be based on discussions between the student and instructor regarding their mutual interest in a collaborative process. Attempts at informal resolution do not constitute corrective actions.



STUDENT IMPROVEMENT PLAN DEFINED

VERBAL WARNINGS

Verbal warnings should precede written warnings. This is an opportunity for the instructor to address concerns and allows the student to take the concerns seriously and start towards improvement. A verbal warning will immediately follow the incident.

WRITTEN WARNINGS

If the behavior continues, the student will receive a written warning (student improvement plan). The written warning will cite the instructor's attempt to help the student improve by first providing a verbal warning.

CORRECTIVE ACTION

Students who fail to meet the requirements of a written corrective action form may be placed on corrective action by the Department Head, Campus Director, or President.

DRESS CODE

The dress code is the responsibility of the student. It is clearly explained and not for interpretation.

- Clean CCC issued scrubs which are free of holes, stains, and wrinkles must be worn in the classroom and lab setting (black scrubs with the CCC logo are issued to students upon entry into the Surgical Technology program and are required while in the lab).
- Classroom and lab attire should maintain modesty.
- Clean Tennis shoes.
- Name badges must be visible at all times (provided by CCC).

Restrictions:

- In laboratory settings this rule does not apply when sterile conditions and performance of tasks dictate short sleeve attire.
- The wearing of jewelry is limited to promote professional appearance. No visible jewelry (such as facial piercings of any kind, including, but not limited to: tongue studs, nose rings, ear gauges, etc.) except one item of jewelry per earlobe (stud earring). Earrings must be covered with caps while in the restricted area of surgery. Wedding bands and watches may be worn during classroom lecture; however, in the lab setting they must be removed as it will interfere with sterile technique.
- No unnatural hair colors such as, but not limited to: purple, blue, orange, green, etc.
- No acrylic fingernails (all fingernails should be natural and kept short and clean). Fingernails should be trimmed so that they do not extend past the fingertips. No nail polish in the lab/clinical setting.
- Long hair (hair which touches the back of the collar) should be pulled back at all times when in the lab and clinical setting.
- No long sleeve shirts are allowed under scrubs once the ST student enters the lab and extern portions of the program.
- Students attending lab must don surgical head attire upon entry to the lab.



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- **If a student comes to class/lab in any other attire than the above required, he/she will be required to change immediately. Missed attendance will be entered to reflect lost time.**

PERSONAL HYGIENE

Students must refrain from having any strong and/or offensive odors. Daily showering and deodorant use are required. If a student is suspected of not having good personal hygiene, a request may be made that he/she return home to address the issue. If the issue is addressed with the student, but not corrected upon the return to school, or if further incidents occur the student may be placed on SIP.

Any scented perfumes, colognes, or scented products are offensive to people and to patients and should not be worn in the classroom, lab, or clinical environment. Some patients have respiratory disorders or issues and exposure to strong odors, whether perceived pleasant or not, can cause respiratory distress. **All** odors must be avoided.

FOOD IN THE CLASSROOM/LAB

No food is allowed in classroom. Eating is to be done downstairs in the first floor eating area. Plain water is allowed in the classroom as long as it is covered. This policy does not apply to the lab, where neither food nor drinks are allowed.

ACADEMIC HONESTY

Academic honesty is expected of all students. No cheating will be tolerated.

Examples of cheating include:

- Talking or bringing written notes during a test
- Looking at another student's paper during testing
- Plagiarism-submitting another's work and claiming it as your own

Plagiarism, Copying, Cheating: Any student found to have plagiarized, copied, or otherwise attempted to indicate the work of another as their own, in an attempt to benefit themselves or otherwise enhance their standing within the class, may be expelled.

GRADING POLICY

Completion: Students must earn a minimum of 70% in each individual course as well as the program final. In addition, an average of 70% or higher overall is required to successfully complete this program.

If a student does not pass a course with a minimum of 70%, he/she must retake the course as a directed study.

- After the first failed, course the student will be given an SIP with program expectations.
- After the second failed course, the student will placed on academic warning for the remainder of the program.
- After the third failed course, the student will be placed on academic probation for the remainder of the program.
- After the fourth failed course, the student will be dismissed from the program.

SKILL COMPETENCY ASSESSMENTS GRADING POLICY

- Students will be given 6 chances to test to achieve the required 100% proficiency.
- During the test the student will be given an opportunity to correct the mistake before progressing to the next step of the skill



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- If the student does not rectify the error before continuing on to the next step, the instructor will inform the student of the mistake, and the student will fail that skill test. The skill test will be stopped and the student will retest (on another day), up to a total of four times for each test only.
- Some skill tests have an allotted time frame for completion.
- Skill tests prior to mock surgery will be weighted as an assignment

GRADING SCALE IS AS FOLLOWS:

- 1st Skill assessment = 100% proficiency Academic test score = 100%
- 2nd Skill assessment = 100% proficiency Academic test score = 90%
- 3rd Skill assessment = 100% proficiency Academic test score = 80%
- 4th Skill assessment = 100% proficiency Academic test score = 70%
- 5th Skill assessment = 100% proficiency Academic test score = 60%
- 6th Skill assessment = 100% proficiency Academic test score = 50%

MOCK SURGERY

- The same grading scale posted above will be used for Mock Surgery however the weight will be that of a course final.

If 100% proficiency on all skill competencies (including Mock) are not accomplished by the 6th attempt, the student will be dismissed from the program.

(All skill competency assessment tests will be evaluated by instructors/ coordinators.)

TESTING POLICY

Students are tested on a regular basis and will be notified prior to allow for preparation. Pop quizzes are also given and pop-quizzes cannot be made-up. Daily quizzes will be given promptly at 8:05 a.m. If a student is tardy, or absent, he/she will be unable to attempt the daily quiz. Daily quizzes may **NOT** be made up. If a student is tardy for the final exam, he/she are expected to make-up the test on the same day or will receive a zero for that exam. If a student is absent on test day, he/ she is to take the exam on the day of their return or receive a zero for that exam.

A program final will be given to all students prior to externship. The program final will cover all previous course objectives and consists of 200 questions. The program final must be completed and passed at 70% or higher before a student can begin the extern portion of the program.

AUDITING

Students may be allowed to audit a course/courses for a predetermined amount of time. During an audit the student is required to participate fully in the course/courses that are being offered. Auditing is a privilege that allows students an opportunity to review/refresh their knowledge and skills at no additional charge. This requires the auditor to maintain the same academic and attendance standards that are required in the Surgical Technology program. This includes but is not limited to maintaining the same 90% attendance, full participation, completion of homework, and lab skills. Students who are unable to meet the requirements of the audit will not be allowed to continue.

UNSAFE AND UNPROFESSIONAL PRACTICES DEFINED

Unsafe behaviors demonstrated by any student that threatens (intentional or perceived), or causes physical or emotional harm, will NOT be tolerated. Immediate disciplinary actions will be taken,



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Unprofessional practice shall be deemed to be behaviors demonstrated by the student, which are inappropriate; student to student, student to instructor, student to personnel, or student to patient/hospital staff interactions, which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technologist Program or Community Care College.

Examples of unprofessional practice include, but are not limited to: verbal or nonverbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, other students or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Violations of these standards are considered to be of exceptional importance.

ACCIDENTS/INCIDENTS

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor, the Supervising Clinical Instructor, and the Surgical Technology department at Community Care College should be notified immediately.

Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Department Head of Surgical Technologist Program to be placed in the student's file.

A Community Care College policy exists concerning contact with bodily fluids. This policy will be reviewed in detail during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas.

If a student is injured, they may be treated by their own private physician or in the hospital emergency room. The student is responsible for seeking treatment, and any costs associated with such.

SOCIAL NETWORKING

As technology advances, social networking is becoming more popular. Anything you post online can be found by anyone, for years to come. Even material that is supposed to have limited access can end up being shared widely. Students should use the following guidelines regarding social networking:

- Respect patient confidentiality. Do not post **ANY** patient information.
- Do not share clinical information about the facility on social networking sites, including facility name, pictures of facility, or documents from the facility.
- Do not post off-topic, disrespectful, or offensive remarks.
- Do not use ethnic slurs, personal insults, or obscenity.

Remember, employers are now using social networking sites to check out applicants before they are hired. Consider comments and pictures carefully before posting. Do not post anything that you would not want your employer to see or read.

LATEX/POWDER ALLERGY

Reaction to latex or powder by allergic persons can range from mild contact dermatitis to wheezing, anaphylaxis and death. Because equipment and supplies may contain latex or powder, it is important that all students are familiar with procedures and follow safety precautions when performing lab or clinical activities.

A student that has a suspected/documented latex powder allergy, the student must notify the instructor as soon as possible. Community Care College can provide a latex/powder-safe environment by providing the student latex



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free/powder-free gloves. At this time, Community Care College cannot provide a complete latex free/powder-free environment. Community Care College requests that you have your primary care physician, writes a prescription for latex/powder free gloves.

Surgical Technology Externship Policies & Procedures

Clinical Staff

Casey Bellew, CST Surgical Technologist Clinical Director

Alicia Smalley AAS, CST Surgical Technologist Site Coordinator

Colton Ticer, AAS, CST Surgical Technologist Site Coordinator

Lita Fitch, CST Surgical Technologist Site Coordinator

Ashley Legg, CST Surgical Technologist Site Coordinator



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Career Services

Hannah Miller, BS Career Services Representative

hmillier@communitycarecollege.edu

918.610.0027

DESCRIPTION

The externship is undertaken following the successful completion of all program courses and skills competency. Externship consists of at least 120 surgical cases and at least 500 clock hours. Students will use the skills they have learned to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the Clinical Director.

OBJECTIVES

- Displays teamwork which is essential for perioperative patient care and is contingent upon communication and interpersonal skills
- Demonstrates knowledge of responsibility towards the learning experience
- Demonstrates an understanding of surgical conscience and the role of the Surgical Technologist
- Demonstrates employable skills
- Perioperative planning and preparation for surgical intervention are individualized to meet the needs of the patient and the surgeon
- The preparation of the surgical suite and all supplies and equipment will ensure environmental safety for patients and personnel
- Application of basic knowledge is necessary for a proficient performance of assigned functions.
- Demonstrates knowledge of the following skills necessary to function safely and effectively as a Surgical Technologist during externship.
- Demonstrates knowledge of and assists with surgical procedures
- Each patient's right to privacy, dignity, safety and comfort are respected and protected.
- Employs consistent post-procedural decontamination and preparation for subsequent patient care.

UNIFORM AND GROOMING

- Black CCC scrubs will serve as the school uniform, until arrival into the surgical department where you will change into hospital scrubs. They will be worn to and from the clinical areas. Uniform must be clean, hair/lint free, and scent free.
- Photo identification name badges are required, identifying that you are a Community Care College student. If at any time it is noted that a student does not have on proper identification, he/she will be sent home for the day and no cases will be counted. (Before extern, you may have a backup ID badge made to avoid being sent home)



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- When you leave the restricted or semi-restricted area you will need to cover hospital scrubs with a cover-up jacket or lab coat. The lab coat or cover-up jacket will need to be removed before entering the operating room when you return.
- Shoes should provide good support, and be cleaned/polished as often as needed. Open-toed, canvas, backless, and sandals are prohibited. Socks are required.
- No jewelry/piercings are permitted while in externship except one stud earring per ear and it must be covered with caps or removed while in the restricted area of surgery.
- All visible tattoos must be covered.
- Any scented perfumes, colognes, lotions, or scented products are offensive to operating room team members and patients and should not be worn.
- Hair must be clean, presentable and long hair must be pulled back.
- Make up should be kept to a minimum. No false lashes will be allowed.

CAREER SERVICES

- All students will be required to attend Extern 101 with Career Services
- Each student is required to set up a meeting with Hannah Miller after clearance from Financial Aid before being allowed to start externship.
- Completion of the documentation provided at Extern 101, such as the stop sign form is required prior to meeting with Hannah Miller.

PRIOR TO EXTERNSHIP

Felonies/Warrants- Students must have a history clear of any felonies; no record as a sexual offender; and be clear of any outstanding warrants. Any potential student with a felony history will not be eligible for enrollment. All warrants must be resolved before enrollment into the Surgical Technology program.

- A. If a student is found with an outstanding warrant, they will be given a written SIP with a 30 day window to clear said warrant(s).
- B. Failure to do so will result in a Final Notice SIP for an additional 15 days.
- C. After the additional 15 days, the student will be dropped from the program if warrant is not cleared.

(All students on SIP for a warrant will be prohibited from participating in any field trips, surgery observations, and externship until cleared by the Clinical Director and Department Head.)

- **Immunizations & Requirements**- All students are required to submit a record and/or titer results of the required immunizations to the Clinical Coordinator to be eligible for surgery observations and externship. Students will also be required to submit a passport photo and CPR card. Required immunizations are listed below.
 - **MMR x2 or titer showing immunity**
 - **Hepatitis B x3 or titer showing immunity**
 - **Varicella x2 or titer showing immunity**
 - **TDAP Adult Booster**
 - **Current Seasonal Influenza vaccination (Current at the time of externship)**



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- **TB Skin Test (Current at the time of externship)**
- **Passport photo**
- **CPR/BLS Card**

Externship requirements are due no later than 6 weeks prior to the start of externship. If immunizations cannot be verified, 6 weeks prior to externship, student will be placed on SIP. They will then have 2 weeks to verify all externship requirements. If this is not done, the student will be dismissed from the program.

(All students on SIP will be prohibited from participating in any surgery observations or externship until cleared by the Clinical Coordinator.)

During Externship:

SURGICAL TECHNOLOGIST DUTIES

○ **Prepare for Surgical Procedures**

- Clarify procedure
- Identify furniture needed in room
- Assemble supplies and equipment in room
- Establish sterile field
- Check sterile supplies for integrity/sterility
- Open sterile supplies
- Perform surgical scrub
- Don sterile attire
- Organize sterile setup
- Perform initial sponge, needle, instrument counts

○ **Perform Intraoperative Duties/Activities**

- Identify patient and procedure
- Gown and glove sterile surgical team
- Assist with draping patient
- Assemble equipment at surgical site
- Receive drugs/solutions in sterile field
- Pass instruments to surgical team
- Assist with specific phases of procedure (suction, cautery, retract, sponge)
- Maintain organization of sterile field
- Monitor and maintain sterility
- Receive and identify specimens for circulator
- Perform closing sponge, needle, instrument counts
- Apply surgical dressings
- Remove drapes/instruments from field

○ **Performs Room Turnover**

- Collect/contain waste/sharps
- Reduce bioburden from instruments

- Disinfect furniture/equipment
- Remove and transport equipment
- Dispose of waste
- Wet vacuum/mop floor
- Dress bed
- Inspect for room readiness
- Restock unused supplies

○ **Assists Circulator**

- Procure additional supplies as needed
- Assist with/transfer of patients
- Assist with/provide post procedure care
- Assist with placement of monitoring equipment
- Assist with positioning of patients
- Assist with surgical prep
- Assist with light source placement
- Transport specimens
- Pretest equipment for use as directed
- Transport patients
- Assist with casting

○ **Maintain Surgical Supplies/Equipment**

- Wash and decontaminate instruments
- Ultrasound, milk, rinse and dry instruments
- Assemble instrument trays
- Prepare for and operate a peracetic acid sterilizer
- Prepare for and operate ETO sterilizer
- Prepare for and operate steam sterilizer
- Prepare for and operate hydrogen peroxide plasma sterilizer
- Prepare for and operate dry heat sterilizer
- Prepare for and operate Glutaraldehyde disinfection sterilization processor

○ **Provide Safe Environment**

- Practice laser precautions
- Practice electrical safety



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Practice radiation safety
Handle compressed gas tanks/connections
Practice/adhere to universal precautions
Report/document unusual happenings
Remove/report defective equipment for service
Maintain room organization

○ **Performs Departmental Responsibilities**

Receive/participate in department communications
Inventory supplies
Rotate supplies
Order supplies

Create/update surgeon preference cards
Attends inter/intra departmental committees
Maintain cleanliness of department

○ **Maintains Professional Responsibility**

Maintain institutional competencies
Practice cost containment
Attend/ contribute to in-service classes
Evaluate new equipment
Precept new employee/student
Participate in performance improvement activities

SAFETY

● **Exposure/ Accident**

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor, the Supervising Clinical Instructor, and the Surgical Technology department at Community Care College should be notified immediately.

Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Clinical Director of Surgical Technologist Program to be placed in the student's file. The student will then report directly to Community Care College and will submit a urine sample for analysis. An incident report will then be filled out and kept on file at the college.

A Community Care College policy exists concerning contact with bodily fluids. This policy will be reviewed in detail during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas.

- If a student is injured, they may be treated by their own private physician or in the hospital emergency room. The student is responsible for seeking treatment.
- All accidents or errors should be reported immediately to the OR supervisor and the clinical director. The patient's doctor will be notified for appropriate action to be taken in regard to the error or accident if deemed necessary by the OR supervisor.
- Appropriate Community Care College paperwork will be filled out by the student.
- The student will complete proper forms according to hospital policy.
- If blood work is needed you will complete it through Community Care College. If you choose to go to the ER you will be responsible for the entire bill.

(Failure to report an error or incident to the Clinical or Site Coordinator will result in disciplinary action.)

● **Safety Attire**

- Safety glasses are required for the clinical area and must be worn at all times while in the operating room or any time when there is a possibility that a student may come in contact with a patient's body fluid.
- Safety glasses must have side shields or fit close to the face.



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- A. If at any time it is noted that a student is not wearing his/her safety glasses, student will be sent home, that case will not be counted and they will be given a written SIP.
- B. If student repeats offense second time, student will be sent home, no cases will be counted for that day and they will be given a corrective action.
- C. If student repeats offense a third time, student will be sent home, no cases will be counted for that week and they will be put on probation for the duration of the program.

- **Prevention**

- Be knowledgeable of the use of all equipment, supplies and procedures before attempting to use.
- Check all equipment and supplies for proper function before use, and report any malfunction or damage immediately.
- Standard precautions must be practiced at all times.
- Discuss any question concerning a procedure or equipment use with appropriate personnel or clinical instructor.
- Do not enter restricted or isolated areas unless instructed to do so in the course of extern activities.
- Handle equipment properly and carefully to prevent damage or injury to yourself or others.
- Store all equipment and supplies in proper places.
- Use principles of body mechanics when lifting, pulling or pushing.
- Remove any hazardous objects or spills from floors or hallways immediately.
- Minimize distractions to prevent accidents.
- Never run in rooms or hallways.
- Be alert at all times to the needs and the safety of patients.
- Report unusual conditions to your clinical instructor and the OR supervisor.
- Follow all directions and procedures as instructed.

PROFESSIONALISM

- Maintain professional conduct.
- No horseplay. Conduct yourself in a professional manner at all times.
- Carry out duties that are assigned.
- Use initiative in finding learning opportunities.
- Confine eating and drinking beverages to designated break times and areas.
- Maintain a friendly and dignified relationship with patients, hospital employees, and school faculty.
- Avoid social contact with patients and any discussion of patients except as necessary in the classroom or clinical area with authorized staff.
- Avoid discussing your personal life and problems with patients or hospital personnel.
- Avoid gossip by refusing to repeat it or preferably by refusing to listen to it.
- Never break scrub for any reason without having received permission first.
- Report to the extern facility in sufficient time to be ready for you assignment.
- Follow rules and regulations of the facility to which you are assigned.
- Be alert and awake at all times.

(Failure to act in a professional manner will result in disciplinary action.)



SOCIAL NETWORKING

Students should use the following guidelines regarding social networking:

- Respect patient confidentiality. Do not post ANY patient information, pictures of yourself at the facility or facility itself at any time during externship.
- Do not share clinical information about the facility on social networking sites.
- Do not post off-topic, disrespectful, or offensive remarks.
- Do not use ethnic slurs, personal insults, or obscenity.

Remember, employers are now using social networking sites to check out applicants before they are hired. Consider comments and pictures carefully before posting. Do not post anything that you would not want your employer to see or read.

(Failure to follow social media policy will result in disciplinary action.)

ATTENDANCE/EXTERN HOURS

- Externship attendance is counted separately from classroom attendance.
- Hours and rotation length for extern may vary according to clinical site.
Prepare for **06:00-15:15 , Monday – Friday**.
- Student are required a **minimum of 500 clinical hours** for graduation eligibility
- All appointments, vacation and time taken away from scheduled extern hours will need to be scheduled after completion of externship. Failure to do so could compromise your placement at the clinical site.
- The student is responsible for his/her success or failure in the clinical setting. Attendance plays a key role in the learning environment and should be managed appropriately.
- Unexcused absences will not be tolerated.
- Any time a student does not show up or call, they will be pulled from the site.
- **If the student is absent, he/she is to notify the clinical instructor/ clinical director and the site 30 minutes prior to report time (if you are to be there by 6:30, call the site/coordinator before 6:00) Students must also call the extern phone if he/she will be absent or prior to leaving the site for any reason.**
 - Externship absences may not exceed **3 total**.
 - **1st absence**, student will receive a **verbal warning**.
 - **2nd absence**, student will receive a **written warning**.
 - **3rd absence**, student will receive **final notice**.
 - **4th absence**, student will be **dismissed from the program**.

(3 tardies/early leaves will be considered 1 absence.)

(Externship should be treated as a job. If your performance is poor, you may be fired from the clinical site. If you are terminated from the clinical site, you may also be dismissed from the Surgical Technology program.)

Grand Rounds will be conducted every **Friday at 2:00pm; attendance is mandatory.**



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Grand round attendance is a part of externship attendance. The same criteria apply.

- Students are required to turn in original documentation of the paperwork listed below:
 - Weekly Case Logs- filled out correctly and completely.
 - Weekly Timesheet- signed and complete.
 - Weekly Case Report- completed.
 - Student Evaluations (if applicable).
 - **No less than four evaluations will be eligible for graduation**
 - Weekly Northstar requirements will also be due at this time.
 - Any other homework assigned at grand rounds is also due at this time.

STUDENTS CAUGHT FALSIFYING DOCUMENTATION, WILL BE TERMINATED FROM THE PROGRAM.

GRADUATION REQUIREMENTS

- Student must have met all case requirements as listed below:

Surgical Specialty	Total # of Cases Required	Minimum # of S1 Cases	Maximum # of S2 Cases That Can Be Applied Toward 120 Cases
General Surgery	30	20	10
Surgical Specialties: Cardiothoracic, ENT, Eye, GU, Neuro, Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant	90	60	30
Diagnostic Endoscopy: Bronchoscopy, Colonoscopy, Cystoscopy EGD, ERCP, Esophagogastroduodenoscopy, Laryngoscopy, Panendoscopy, Sinocopy, Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor and Delivery			5 vaginal delivery cases may be applied toward the second scrub cases

- Minimum of 500 Clinical Hours
- Minimum of four student evaluations
- Clearance through Financial Aid, Registrar and Career Services
- Original complete case logs, and timesheets



Surgical Technologist Policies and Procedures

Acknowledgment and Understanding

In effect: 12/06/2017 until further notice

I have read and been informed about the content, requirements, and expectations of the surgical technologist program. I have received a copy of the handbook and agree to abide by the policy guidelines.

I understand that if I have questions, at any time, regarding the ST Handbook, I will consult with my instructor, clinical director, or department head.

Please read the Surgical Technologist Handbook carefully to ensure that you understand the policies before signing this document.

Student Signature: _____

Student Printed Name: _____

Date: _____

