



Dear Student,

We would like to welcome you to our Associate of Occupational Science - Surgical Technology (AOSST) 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 AOSST Program. Any additional questions and/or concerns may be directed to any member of the AOSST Instructor team.

Please feel free to contact any of our team members with any questions or concerns regarding the AOSST handbook or your journey in the program.

The AOSST Faculty  
Community Care College

**Faculty**

**Michelle Greear, AAS, CST** AOS-Surgical Technology Department Head

**Kyle Malone, CST** AOS-Surgical Technology Clinical Director

**Emily Conrad, CSFA, CST** AOS-Surgical Technology Lead Core Instructor

**Amy Ingham, CSFA, CST** AOS-Surgical Technology Core Instructor

**Sully Sullivan, CST** AOS-Surgical Technology Classroom / Lab Instructor

**Clinical Staff**

**Brittany Schoonover, CST** -Surgical Technology Site Coordinator

**Main CCC phone number:** (918) 610-0027 **Fax:** (918) 610-0029

**Faculty Office Hours:** Monday – Thursday 7:00 am - 4:30 pm; Friday 7:00 am – 1:00 pm

**Clinical Hours:** Monday - Thursday 6:00 am - 3:30 pm; Friday 6:00 am – 12:00 pm



## **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 exam.

## **PHILOSOPHY**

The faculty and staff of Community Care College AOSST 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 AOSST program is designed to prepare adult students as an entry-level surgical technologist in the following areas: cognitive, psychomotor, and affective learning domains. The AOSST program consists of 945 total classroom hours and 405 externship hours, for a program total of 1350 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 AOSST 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 at hospitals in Tulsa and surrounding cities that can be up to two hours away.

### **PROFESSIONAL CONDUCT**

The Surgical Technology 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 of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To show respect towards faculty, staff, patients, and hospital personnel/staff by addressing each in a respectful and professional manner by avoiding slurs or nicknames.
11. To adhere to the Code of Ethics at all times in relation 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 (NBSTSA) by graduating from an accredited Surgical Technology 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 two years with 30 total Continuing Education Units (CEUs) for CSTs. Most employers prefer to hire Certified Surgical Technologists.

The first 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. If failed on the first attempt, the student will be responsible for payment and applying to retake the certification exam.



### **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 complications due to continuous exposure. Any condition that can cause loss of control or consciousness will need a physician's release prior to any field trip or externship. This includes but is not limited to: spontaneous syncope and neurologic disorders such as seizures and traumatic brain injury.

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.

**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.

### **Pregnancy and Changes in Health History**

Students will be exposed to health hazards in the hospital setting that may have adverse reactions to new health conditions or pregnancy. It is in the best interest of the student that any changes in health history be voiced to their instructor, Clinical Director, and Department Head to make any special accommodations and/or changes to the student's academic schedule. Such health hazards may include but are not limited to:

- High levels of radiation
- Polymethyl methacrylate (PMMA)
- Formaldehyde



### **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.

Surgical technologists experience high levels of mental stress, and patient safety is of primary importance. If there is any question of a student's mental condition, a mental health evaluation may be required before the student is placed on externship. Evaluation will be at the student's expense.

### **INCLEMENT WEATHER**

In the event of severe weather conditions such as snow or ice, students should watch Canvas for alerts regarding the closure of campus. The local television stations are an additional resource to keep informed regarding school closings. Community Care College does not always follow Tulsa Public School closings so please be weather aware.

### **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, or national and ethnic origin in the 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 in 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 President of the Community of HigherEd.



The student is responsible for understanding the policies and procedures of the AOSST 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 AOSST 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 locker or vehicle. Students found in possession of their cell phones while in the hospital setting will be given a single warning. If it occurs again any time 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. Satisfactory Academic Progress (SAP) in the AOSST program depends, in part, on consistent attendance. Students are expected to attend all regularly scheduled classes, clinical/laboratory sessions and externships. 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.

To maintain good standing in the AOSST program, students are required to maintain a minimum 90% academic attendance in the ST (core) courses. This equates to approximately 10 absences. If a student's overall attendance percentage drops below 70% they will be placed on academic warning/probation for 90 days or until their attendance is raised above 70%. A combination of 3 tardies/early leaves will count as 1 absence. Students receive an attendance report from the registrar weekly, it is their responsibility to track their attendance.

Upon the 3<sup>rd</sup> unexcused accrued absence - A verbal consultation will be issued

Upon the 6<sup>th</sup> unexcused accrued absence - A written warning will be issued.

Upon the 8<sup>th</sup> unexcused accrued absence - A corrective action will be issued.

Upon the 10<sup>th</sup> unexcused accrued absence - The student will be subject to expulsion



The AOSST program does not allow make-up work or assignments. Missed assignments due to tardiness, early leaves, and/or absences will be reflected in the student's overall academic progress.

\*Excused absences are defined below:

- Court - Jury Duty or mandatory court appearance.
- Military Orders

*\*Documentation required for all excused absences before anticipated absences. The inability to provide adequate documentation within the allotted time will result in an absence. If the student is absent on the day that an SIP will be given, two or more SIPs 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 at 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 (SIP) DEFINED**

#### **Verbal Warning**

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 Warning**

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, Director of Education, and/or President.



### **Expulsion/Termination Action**

Students who fail to meet all requirements of disciplinary action can be expelled by the Director of Education. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases such as theft, highly inappropriate behavior, or misuse of college records or documents (including forgery, alteration, and destruction); however, the student may be expelled without a warning period. Expulsion/termination will be conducted during a private counseling session. Students will be offered the opportunity to sign a copy of the expulsion form and it will be placed into the student record. The student will also be given a copy of the form. Students may appeal using the procedures below.

### **Appeal and Reinstatement Policy**

Expelled students or those who have withdrawn are not entitled to readmission unless a written request is submitted to the President and is approved. If the student feels the college has made an error in its decision to expel, he or she should submit arguments in writing and address it to the attention of the President. The case will then be reviewed by the President whose decision is final. Students who are denied initial admission to the College may reapply for admission after 90 days from the date of the denial. Please refer to the campus course catalog for further information.

### **DRESS CODE**

**\*\*The dress code is the responsibility of the student and must be followed for the entirety of your AOSST program. 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.
- Shoes should provide good support and be cleaned/polished as often as needed. Open-toed, canvas, backless, and/or sandals are prohibited. Socks are required.
- Name badges must be visible at all times (provided by CCC).
- Proper badge placement is to clip the badge onto the shirt/scrub collar.
- Students may wear cloth surgical caps on campus, and at externship if they remain covered with a disposable surgical bonnet while in the Operating Room.

**Restrictions:** Our policies reflect the strictest restrictions set by hospitals. To allow students to be accustomed to these restrictions, each student must abide by the following restrictions in the lab setting:





- No long-sleeve shirts are permitted to be worn under uniforms, and students should utilize school-issued scrub jackets.
- 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 earrings, no jewels, stones, or diamonds). Earrings must be covered with caps while in the restricted area of surgery.
- Wedding bands and watches are not permitted, leaving these at home in a safe place is ideal to prevent loss or theft.
- 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 of any color or style is permitted.
- Long hair (hair that touches the back of the collar) should be pulled back at all times when in the lab and clinical setting.
- Students attending the lab must don surgical head attire upon entry to the lab.

***\*\*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 and deduction of lab participation grade will be entered to reflect lost time.***

### **PERSONAL HYGIENE**

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

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 returns 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.

### **FOOD IN THE CLASSROOM/LAB**

No food is allowed in the 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, will be subject to expulsion.

Please refer to the campus course catalog for more information and examples of academic honesty.

### **CLD and AOS GRADING POLICY**

- **A = 90-100% = Excellent = 4.0 points awarded for GPA**
- **B = 80-89% = Good = 3.0 points awarded for GPA**
- **C = 70-79% = Average = 2.0 points awarded for GPA**
- **D = 60-69% = Poor = 1.0 points awarded for GPA**
- **F = 0-59% = Fail = 0.0 points awarded for GPA**

The grading guidelines and rubrics for each assignment are included with the assignment.

All required assignments must be satisfactorily completed within the prescribed maximum timeframe. It is important to pay attention to deadlines and contact your instructor immediately should a problem arise. Points may be deducted for late work as given by the instructor or the assignment platform.

**Satisfactory Academic Progress:** Students must successfully complete a course by earning a grade of 60% or higher. In addition, students must complete the courses within the program with a cumulative grade point average of 2.0 (70%) or better.

### **Surgical Technology Program Grading Policy:**

**Completion:** Students must earn a minimum of 70% in each individual course. 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. Due to the nature of the AOSST program, a student is only allotted to have **one** unsuccessful completion of a single scheduled course.

- After the first unsuccessful completion of a course the student will be given an SIP with program expectations, and be placed on academic probation for the remainder of the program.
- After the second unsuccessful completion of a course, the student will be subject to expulsion.



### **LAB CODE OF CONDUCT**

- Be courteous and respectful to other students and instructors.
- No talking while someone is speaking; this includes lectures, student presentations, and storytelling time.
- Do not be on your cell phone while in the classroom/lab. Turn your cell phone on silent or vibrate if needed. You can step out of the classroom or lab if a call is important.
- Always communicate with your instructor if you have ANY issues.
- If you arrive late, sign in, and put the honest time that you arrived. Honesty and integrity are essential to your desired career.
- Have a positive attitude when you receive any feedback from instructors and acknowledge that you understand.
- Follow the directions and rules of the assignments, quizzes, and finals to receive credit.

### **LAB GUIDELINES**

- You may arrive early if you wish, the front door of CCC opens at 0730. (Morning lab only)
- Before checking off on a skill, practice as if you are scrubbing into a real surgery. When you contaminate, correct it using sterile technique.
- You do not get a scheduled break during lab. You are given 5 minutes in case you cannot wait to use the restroom or anything else you need to use it for.
- You get a 45-minute lunch break.
- Wear your ID badge where it can be seen.
- Keep your fingernails short and clean.
- Wear the proper PPE after crossing the red line.
- Wear the proper PPE when opening and scrubbing in.
- Use the entire lab time to practice your skills.
- Actively listen to corrections from instructors.
- You can also practice in the lab after 1300 on weekdays if an instructor is present.
- Be sure to fold up and put up everything you practice with unless told otherwise.



### **LAB SKILL COMPETENCY ASSESSMENTS GRADING POLICY**

- Students will be given a skill set to perform. After the student has been given sufficient time to practice said skill, an instructor will perform an assessment check-off on the attempt and understanding of the concepts performed.
- During the assessment check-off, the student will be given an opportunity to correct the mistake before progressing to the next step of the skill.
- 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 attempt the assessment check-off on another day.
- If the student does not correct the mistakes by the second assessment check-off attempt, remediation will be offered and consultation of progress in the lab will be performed by the Department Head.
- Some skill sets have an allotted time frame for completion due to the complicated nature of said skill.
- Skill sets prior to midterm and mock surgery testing will be weighted as an assignment.

### **MIDTERM LAB SKILLS TESTING**

- After the student has successfully completed the first section of lab skill sets, the student will be tested for overall skills in one setting.
- The student will have 4 attempts to successfully complete the set of skills defined for the midterm testing lab skills assessment.
- If the student does not successfully pass all requirements set for the midterm lab skills test by the first attempt, the student may attempt the midterm test a second time 24 hours after each attempt.
- If the student does not successfully pass all requirements set for the midterm lab skills test by the second attempt, the following actions will take place:
  - 1st SIP performed
  - 2nd SIP performed, meeting with the Department Head
  - 3rd SIP performed, meeting with the campus director
  - 4th SIP and expulsion from the program

### **MOCK SURGERY**

The same procedure will be followed for mock surgery as midterm lab skills testing policy except the student will have 48 hours after each attempt. The grading scale posted below will be used for mock surgery however the weight will be that of a course final.

**\*\*If 100% proficiency on all lab skills testing is not accomplished by the 4th attempt, the student will be subject to expulsion.**



### **Grading Scale for Lab Skills Testing:**

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

### **Classroom TESTING POLICY**

Students are tested on a regular basis and will be notified prior to allowing for preparation. Pop quizzes are also given and pop quizzes cannot be made up. If a student is tardy or absent, he/she will be unable to attempt the daily quiz for a grade. Daily quizzes may **NOT** be made up. If a student is tardy for the final exam, he/she is 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, 25% will be deducted from their final exam score once an attempt is submitted. In addition to the deduction of percentage points, he or she will be required to take the exam on the first day of their return or receive a zero for that exam.**

### **QUIZ RULES**

- Daily quizzes are taken on campus only. If we are distance learning for any reason, updated instructions will be given by the instructor.
- This is NOT an open discussion quiz.
- Quizzes are open books, notes, workbook pages, and flashcards, but NO internet searching.
- Phones away until EVERYONE has completed their daily quiz.
- ANY violation of these rules results in a zero.

### **EXAM RULES**

- The exams will then be averaged out to create your final exam grade for the course.
- Any questions regarding the exam can be discussed in a private setting, such as my office.
- This is a closed book, closed discussion exam.
- No internet searching for answers.
- You may have a blank sheet of paper and a writing utensil.
- Any violation of the rules will result in a zero.



### **AUDITING**

Students are strongly encouraged to audit a course/courses for which transfer credit and/or Prior Learning Assessment credit has been given. Auditing is a privilege that allows students an opportunity to review/refresh their knowledge and skills at no additional charge. If present during audit times, the student should fully participate in the completion of homework, in-class activities, and lab skills. **The student is responsible for the material covered in these classes in preparation for the NBSTSA/CST exam.**

### **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.

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 AOSST Program or Community Care College.

Students are strictly prohibited from fraternizing with faculty members, campus staff, hospital employees/staff, and patients. Such fraternizing includes but is not limited to:

- Unwelcome advances towards any faculty member, campus staff member, hospital employee/staff member, patient, or fellow student.
- Non-academic/school-related social media communication or texting the following:
  - Non-school related activities or events
  - Dating or pursuing to date
  - Pursuing or having a "buddy" type, romantic, or sexual relationship
  - Addressing any faculty member, campus staff member, hospital employee/staff member, or patient in an unprofessional manner with nicknames or slurs

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.

*\*Further explanation and examples of unsafe and unprofessional practices can be found in the campus course catalog.*

***Violations of these standards are considered to be of exceptional importance. Failure to meet these standards will result in disciplinary action, including immediate expulsion.***



## **ACCIDENTS/INCIDENTS**

If the student is involved in any kind of accident or incident on campus, the AOSST department at Community Care College should be notified immediately.

After the incident or accident is reported, the student will continue with the following policy and procedures set by Community Care College:

- The ST department member will perform an analysis of the injury and offer first aid.
- If the injury is severe, 911 will be called to offer professional medical attention at the student's expense.
- The student will complete an incident report with an ST department member or designated faculty member.
- **The student will provide a urine sample for a 10-panel urine analysis test.**
- All documentation will be submitted to our OSHA officer and placed in the student's file.

Students are expected to know and follow these policies and procedures in the clinical areas and on campus. 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. If any drug is detected by the urinalysis test on campus, the student will be sent to our lab of choice for further evaluation at the student's expense.

***Failure to immediately report an accident or incident or submit a urine sample will result in disciplinary action, including expulsion.***

## **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 names, pictures at the facility, or documents from the facility.
- Do not take "selfies" of yourself in **ANY** hospital setting or wearing hospital scrubs/uniforms. Cropping and/or blurring out background images and/or logos that represent the college, hospital sites, or hospital information is strictly prohibited.
- 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 networking policies will result in disciplinary action, to include expulsion.***

### **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 these procedures and follow safety precautions when performing lab or clinical activities.

A student who 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 latex-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, write a prescription for latex/powder-free gloves.

### **AVAGUARD/STERILLIUM ALLERGY**

A student who has a suspected/ documented Avaguard or Sterillium allergy, the student must notify the instructor as soon as possible. Community Care College requests that you have your primary care physician, write a prescription for a “dry scrub” alternative.





# AOS-Surgical Technology Externship Policies & Procedures

## Faculty and Clinical Staff

**Colton Ticer, AAS, CST** AOS-Surgical Technology Clinical Director  
**Kyle Malone, CST** AOS-Surgical Technology Site Coordinator

## DESCRIPTION

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 405 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, 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 Monday through Thursday until arrival into the surgical department where you will change into hospital scrubs. Students are allowed to wear a school-associated t-shirt with black scrub bottoms on Fridays only. Scrubs will be worn to and from the clinical areas, and no long sleeves underneath. Uniforms 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 proper identification on their person, 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.

- Proper badge placement is to clip badge onto shirt/scrub collar
  - Do not clip in the center, clip to the left or right of the shirt/scrub collar center
  - No stickers
- 
- 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 hospital-issued 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 (with no jewel, stone, and/or diamond) per ear and it must be covered with caps or removed while in the restricted area of surgery.
  - All visible tattoos must be covered anytime leaving the operating room.
  - Any scented perfumes, colognes, lotions, cigarette/vape smoke, or scented products are offensive to operating room team members and patients and should not be worn.
  - Hair must be clean, and presentable; long hair must be pulled back, and tucked under the hat completely.
  - 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.
- Each student is required to submit a clearance from Financial Aid before being allowed to start an externship.
- Completion of the documentation provided at Extern 101 is required prior to meeting with Career Services.



## **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 AOSST program.**

1. 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).
2. Failure to do so will result in a Final Notice SIP for an additional 15 days.
3. After the additional 15 days, the student will be dropped from the program if the 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 and/or Enrollment Representative to be eligible for surgery observations and externship. Students will also be required to submit a passport photo and CPR card.

Required immunizations **before enrollment** 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**

**\*Covid exemptions need to be filled out prior to enrollment.**

*The following documents and vaccinations are due before each student reaches 9 months into the AOSST program:*

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

Externship requirements are due prior to student observation (if applicable). If immunizations are not verified prior to observation, students will be excluded. If immunizations are not complete and verified 12 weeks prior to externship, it may delay placement at an externship site.



## **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, and instrument counts

### **• Perform 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

### **• 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

### **• 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, and instrument counts  
Apply surgical dressings Remove drapes/instruments from field

### **• 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

**SURGICAL TECHNOLOGIST DUTIES (cont.)**

● **Provide Safe Environment**

Practice laser precautions  
Practice electrical safety  
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

● **Perform 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

**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 AOSST 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 AOSST 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 then follow up with the school for a 10 panel urine analysis.
- 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 incident or failure to participate in ANY part of the policies listed above to the OR Representative, Clinical Director, and/or Site Coordinator will be subject to expulsion.***

### **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.
- If at any time it is noted that a student is not wearing his/her safety glasses, the student will be sent home, that case will not be counted and they will be given a written SIP.
- If a student repeats an offense a second time, the student will be sent home, no cases will be counted for that day and they will be given a corrective action.
- If a student repeats an offense a third time, the 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.
- 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.
- NO SMOKING and/or VAPING at ANY site at ANY time.
- Maintain a friendly and dignified relationship with patients, hospital employees, and school faculty.

\*Students are strictly prohibited from fraternizing with patients, hospital employees/staff, and school faculty/staff inside and outside of school grounds and hospital sites. Such fraternizing includes but is not limited to: non-academic/school related social media communication or texting, non-school related activities or events, dating, pursuing to date, and pursuing or having a "buddy" type, romantic, or sexual relationship with patients, hospital employees, and school faculty.

- Avoid addressing any patients, hospital employees/staff, and school faculty/staff in an unprofessional manner with nicknames or slurs.
- 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 your assignment.
- Follow rules and regulations of the facility to which you are assigned.
- Be alert and awake at all times.
- Always be in your assigned area or room. If you are not able to be located and do not have a valid reason, you will be placed on SIP.
- Any violation of HIPPA hospital policies will fall on the responsibility of the student.
- Any student that demonstrates characteristics of use, or recovery of use while at school or any school related function will be sent home and subject to the policies outlined in 2018 Student Drug & Alcohol Policy.

**\*\*Students who fail to act in a professional manner will be subject to expulsion.**

### **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. Cropping and/or blurring out background images and/or logos that represent the college, hospital sites, or hospital information is strictly prohibited.
- Do not share clinical information about the facility on social networking sites.
- Do not post "selfies" in hospital scrubs or post pictures in **ANY** area of any hospital or site location.
- 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.

**\*\*Students who fail to follow social media policies will be subject to expulsion.**

### **ATTENDANCE/EXTERN HOURS**

Externship attendance is tracked in a different manner compared to on ground attendance. To be successful, you must maintain a good rapport with your site. You must arrive on time and remain at your site until the specified time. Remember to treat your time on externship as a job.

- Hours and rotation length for extern may vary according to the clinical site.
- Prepare for the following hours:
  - **0600-1630 Monday through Thursday**
  - **0730-1200 Friday**

**\*Any hours posted after 1630 will not be counted.**

- Students are required to complete a **minimum of 405 clinical hours** for graduation eligibility.
- 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.
- If you are dismissed early from a site, you must notify the Clinical Director. At this time, it will be determined whether you can be released for the day or come on campus to earn hours.

**\*\*If the student is absent, he/she is to notify the clinical instructor or clinical director and the site 30 minutes prior to report time.**

**Students must also call the Clinical Director if he/she will be absent or prior to leaving the site for any reason (if you are to be there by 6:30, call the site/coordinator before 6:00).**

In order to maintain good standing in the AOSST program, students must maintain a minimum 90% academic attendance. Because externship is based on hours, not days, please review the following guidelines:

Students receive an attendance report from the registrar weekly, it is their responsibility to track their attendance. A minimum of 135 hours within a four week block is mandatory to receive full credit for each externship class. If a student does not meet these requirements, an SIP will be given. 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. Below is a benchmark list of hourly expectations from each student during externship.

At the end of week 3, students are expected achieve a minimum of 90 total hours

At the end of week 6, students are expected achieve a minimum of 190 total hours

At the end of week 9, students are expected achieve a minimum of 290 total hours

At the end of week 12, students are expected achieve a minimum of 390 total hours



After each occurrence, an SIP will be given in accordance to the Student Improvement Plan (SIP) as defined:

- After the first unsuccessful benchmark, student will be given a verbal consultation.
- After the second unsuccessful benchmark, the student will be given a written warning.
- After the third unsuccessful benchmark, the student will be placed on corrective action.
- After the fourth unsuccessful benchmark, the student may be subject to expulsion.

***\*\*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.***

***\*\*Students will not receive hours for being on campus unless the clinical site, Site Coordinator, or Clinical Director dismisses the student from the site.***

SIP 1 Absence - verbal

SIP 2 Absences - written notification

SIP 3 Absences - corrective action

\* If a student exceeds 4 absences in externship they may not be eligible to complete the program on the anticipated completion date.

Grand Rounds will be conducted every week on Friday. **Attendance is mandatory.** Times and days to be determined by the Clinical Director. If a student attends extern but is absent from Grand Rounds then the student may be placed on a **student improvement plan**. The student will fall behind on required paperwork and important updates.

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 (minimum of 7)
  - Student Evaluations (if applicable).
  - **No less than four evaluations will be eligible for graduation.**
  - Weekly BoardVitals requirements will also be due at this time.
  - Any other homework assigned is also due prior to the start of Grand Rounds.

***\*\*Any student not completing homework will be placed on a student improvement plan. Continued disregard for homework could lead to corrective action and withdrawal from the assigned externship site.***

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

**GRADUATION REQUIREMENTS**

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

<b>Surgical Specialty</b>	<b>Total # of Cases Required</b>	<b>Minimum # of S1 Cases</b>	<b>Maximum # of S2 Cases That Can Be Applied Toward 120 Cases</b>
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, Sinoscopy, 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 405 Clinical Hours
- Minimum of four student evaluations
- Clearance through Financial Aid, Registrar, and Career Services
- Original complete case logs, and timesheets