

Angelina College

Surgical Technology

Student Handbook

2017

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2016

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Introduction

As a part of the continuing philosophy of meeting the needs of the college's service area, Angelina College started an educational program in surgical technology in January, 2009. The program and curriculum have been built around "The Essentials and Guidelines for an Accredited Educational Program in Surgical Technology." These guidelines were developed and adopted by the American College of Surgeons, the American Hospital Association, the Association of Surgical Technologists, and the American Medical Association.

The Angelina College Surgical Technology Program Student Handbook contains policies, procedures, and behavioral expectations for students enrolled in the program. Each student is expected to read and become familiar with the information contained in this publication, as well as the basic policies and procedures published in the Angelina College General Bulletin and the Angelina College Student Handbook. The Angelina College Student Handbook is available for review through the college website (www.angelina.edu).

The provisions of the Surgical Technology Student Handbook are subject to change by the faculty of the Angelina College Surgical Technology Program without notice and do not constitute an irrevocable contract between any applicant for admission or student and the Program. The Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparations of the handbook.

The Surgical Technology Program reserves the right to withdraw and change courses at any time, change fees, calendar, curriculum, progression requirements, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. However, they will not increase the overall program length unless directed by accrediting agencies of the Program.

Angelina College does not discriminate on the basis of sex, color, creed, race, national origin, age, or disability.

Program Accreditation

Angelina College is accredited by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of College and Schools (SACS). The surgical technology program has been developed according to the standards and guidelines of the Association of Surgical Technology (AST) and Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Contact information for these agencies is as follows:

AST
6 West Dry Creek Circle
Littleton, Colorado 80120
Telephone number: 303-694-9130

ARC-ST
6 West Dry Creek Circle, Suite #210
Littleton, Colorado 80120-8031
Telephone number: 303-694-9262



Angelina College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL, 33756 (phone: 727-210-2350, web www.caahep.org)

Program Accreditation Standards

The **STANDARDS** require a program to clearly demonstrate the appropriateness of its purposes, document its effectiveness, and provide assurance that it will continue to meet accreditation standards. Information regarding the **STANDARDS** is presented and discussed with all students.

Student complaints regarding allegations of Program non-compliance with standards will be addressed in the following manner: (1) person(s) filing the complaint must do so in writing to the Program Director, (2) following an internal investigation, the Program Director will provide a written response to the complainant within three working days of complaint receipt, (3) if complainant is unsatisfied with the Program Director's response, the complainant can present the complaint to the HC Division Director, (4) if resolution of the complaint cannot be reached at this level, the complainant can request further review by the Dean, (5) if resolution of the complaint cannot be reached at this level, the complainant can request further review by the President of Angelina College.

Professional Credentials

Upon successful completion of an accredited surgical technology program, graduates are eligible to take the national certification examination in surgical technology. The graduate may then use the **Certified Surgical Technology (CST)** designation. This Program is set up for the student to take the CST exam **prior** to graduating.

Anyone, convicted of a felony, gross misdemeanor or misdemeanor, with the sole exceptions of speeding and parking violations (all alcohol and/or drug related violations included), may be ineligible for certification. If an applicant is concerned whether his/her conviction record will affect eligibility, contact the ARC-ST/SA at 303-694-9262 or www.arcstsa.org.

Statement of Hierarchy

In case of conflict between the sponsoring Angelina College General Bulletin and the Surgical Technology Student Handbook, interpretation of the conflict must be channeled through the Program Coordinator to the appropriate person of authority.

An interpretation of a said policy and/or requirement will be requested of the appropriate person. Once the interpretation has been rendered, the policy and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

Health Careers Organizational Chart

Angelina College Surgical Technology Program is a part of the Health Careers Division that is made up of eight programs: Radiography, Vocational Nursing, Associate Degree Nursing, Respiratory Care, Pharmacy Technology, Emergency Medical Services, Sonography, and Surgical Technology. An organizational chart is provided in the appendices.

Mission and Philosophy Statement

The Surgical Technology Program, in concert with the mission and philosophy of Angelina College, is committed to provide a quality and comprehensive education in surgical technology for preparation into the profession. Through didactic information, educational resources, and a variety of clinical experiences, the program is designed to develop competent, responsible and independent surgical technologist. The program's mission is also supported by a dedicated team of experienced faculty, nurses, certified surgical technologists, and physicians who encourage and model life-long learning in surgical technology.

Program Learning Outcomes

1. Demonstrate entry-level competencies for employment in the profession.
2. Defends the importance of the physical, interpersonal, and ethical aspects of the role of the surgical technologist.
3. Utilize critical thinking as a basis for decision making in the role of a surgical technologist.
4. Assume accountability and responsibility for the quality of care provided to patients.
5. Recognize the importance of lifelong learning in the profession of surgical technology.

Program Goals

1. Provide the highest quality instruction of a curriculum design to prepare the graduate to demonstrate the knowledge, comprehension, application of technical, affective, psychomotor, and critical thinking skills, and competency in the role as an entry level surgical technology practitioner.
2. Provide students with both academic and clinical instruction in the field of Surgical Technology in order to meet the employment needs of the graduate and medical communities.
3. Promote and foster a desire for life-long learning and professional growth in each program graduate.
4. Produce graduates who are eligible and competent to pass the certification examination upon completion of the program.

Student Responsibility

Each student is required to maintain a copy of the Angelina College Surgical Technology Student Handbook for reference during Program enrollment. The handbook is available online to students through blackboard. Students are also required to provide a **current address and telephone number** to the Surgical Technology office and submit changes as they occur.

1. Provide own transportation to and from clinical affiliations.
2. Abide by all institutional and/or affiliation guidelines, including personal appearance and grooming.
3. Purchase institution-approved liability (malpractice) insurance.
4. Maintain an updated health file (annual TB).
5. Assume the cost of laboratory tests, x-rays, or immunizations that an affiliated clinical institution might require prior to clinical experience.
6. Assume the cost of medical care following an accident/injury while enrolled as a student in the surgical technology program.
7. Maintain at least a 2.0 cumulative grade point average.
8. Receive a "C" or above in the entire required surgical technology curriculum, in order to progress through the program.
9. Maintain current CPR certification.

10. Abide by universal precautions at all times, including wearing protective eyewear as approved by the instructor and clinical faculty.
11. Exhibit correct conduct at all times in the classroom, laboratory, and clinical settings; should problem arise at the clinical site, the student is to notify the preceptor at once.
12. Realize that learning is a shared responsibility between the student and the instructor and that the student should come prepared to each class period (reading assignment or written assignment).

Instructor's Expectations

1. Come to class prepared.
2. Read your assignment prior to class, laboratory or clinical times.
3. Complete your assignments and turn them in on time.
4. If you have questions, ask them. There is no such thing as a dumb question in these classes, laboratory settings, or the clinical settings.
5. If you feel uncomfortable asking questions during class, write them down and see me after class.
6. My time is your time. I am here to help you. Just as you expect me to teach and guide you, I expect you to try your best. Outside of schedule class, laboratory and clinical times, I do have specified office hours and you may make an appointment to see me as needed.
7. Always keep in mind that the patient is the most important person in the operating room. If this is always your motto, and you truly believe it, then any questions about what to do will be answered.
8. Laughter is the best medicine. You must be able to laugh at certain situations and at yourself.
9. Writing, math, and history are also important elements of this curriculum and will be utilized throughout the year.
10. Never stop learning! In this profession, there is always something new to learn regarding techniques, instruments, traumas, and diseases. Continue to pursue higher education.

Instructional and Administrative Personnel

Program Coordinator:

Mrs. Stefanie Vaughn A.A.S., CST
 Office: 205
 Phone: 936-633-5275
 Email: svaughn@angelina.edu

Health Careers Division Director:

Winifred Ferguson-Adams, M.Ed., R.N.
 Office: 100C
 Phone: 936-633-5266
 E-mail: wadams@angelina.edu

Health Careers I Administrative Assistant:

Kay Gibbs
 Office: 100D
 Phone: 936-633-5265
 E-mail: kgibbs@angelina.edu

Health Careers Receptionist:

Melva Van Schoubroek
 Office: 100
 Phone: 936-633-3200
 E-mail: opacheco@angelina.edu

Health Careers II Administrative Assistant:

Daphne Shepherd Waddleton
 Phone: 936-633-5267
 E-mail: dshepherd@angelina.edu

Health Careers Computer Lab

Arlene Smith Office: 204B
 Phone: 633-5324
asmith@angelina.edu

Instructional Facilities

The liberal arts and science courses are taught at either the main campus or extension campuses of Angelina College. The majority of Surgical Technology classes are taught in the Health Careers I or II buildings. Surgical Technology laboratory experiences are currently being provided in partnership with Memorial Health Systems of East Texas-Lufkin. Clinical education settings for the Program's clinical courses include:

CHI St. Luke's Health Memorial Lufkin
P.O. Box 1447 (Frank Street)
Lufkin, Texas 75901
936.634.8111
www.memorialhealth.org/

Nacogdoches Memorial Hospital
1204 Mound Street
Nacogdoches, Texas 75961
936.564.4611
www.nacmem.org/

Woodland Heights Medical Center
505 S. John Redditt Drive
Lufkin, Texas 75901
936.637.8580
www.woodlandheights.net

Nacogdoches Medical Center Hospital
4920 NE Stallings Drive
Nacogdoches, Texas 75961
936.569.9481
www.nacmedicalcenter.com

CHI St. Luke's Health Livingston
1100 Loop 304 East
Livingston, TX 77351
936.329.8517
www.memorialhealth.org/toc.htm

East Texas Medical Center
1717 Hwy. 59 Bypass
Crockett, TX 75835
936.545.4611
<http://hospital.etmc.org/crockett.shtml>

Surgery Center of Nacogdoches
4948 NE Stallings Drive
Nacogdoches, TX 75965
936-568-3595

All clinical affiliates are recognized by the JCAHO

**SURGICAL TECHNOLOGY PROGRAM
DEGREE PLAN - CERTIFICATE OF COMPLETION**

REQUIRED PREREQUISITE COURSES	CREDIT HOURS
STSU xxxx – Student Development	0
HITT 1305 – Medical Terminology	3
BIOL 2401 – Anatomy and Physiology I	4

REQUIRED COREQUISITE COURSES	
<u>Spring</u>	
BIOL 2402 – Anatomy and Physiology II	4
<u>Fall</u>	
PSYC 2301 – General Psychology	<u>3</u>
Total Hours	14

REQUIRED TECHNICAL COURSES	CREDIT HOURS
<u>Spring Semester</u>	
SRGT 1405 – Introduction to Surgical Technology	4
SRGT 1409 – Fundamentals of Perioperative Concepts and Techniques	4
SRGT 1441 – Surgical Procedures I	4
<u>Summer Semester</u>	
SRGT 1442 – Surgical Procedures II	4
SRGT 1260 – Clinical-Surgical Technologist I	2
<u>Fall Semester</u>	
SRGT 2130 – Professional Readiness (capstone course)	1
SRGT 1360 – Clinical-Surgical Technologist II	3
SRGT 2461 – Clinical-Surgical Technologist III	<u>4</u>
Total Hours	26
Total hours for Certificate	40

Financial Assistance

Students seeking admission to the Surgical Technology Program, who are in need of financial assistance to meet expenses of the program, should contact the Director of Student Financial Aid in Student Services and report the need to the Health Careers Division Office. There are several scholarships available for students enrolled in any of the health careers programs. These are listed in the current Angelina College Bulletin and we encourage each student to seek financial assistance through investigation of these scholarships and the established qualification for each.

Some civic organizations and interested individuals provide funds for scholarships or sponsor students enrolled in the Program. The organization or sponsor providing the award establishes the amount of the scholarships and the recipient qualifications. Qualities considered may include aptitude, academic standing, personal attributes, and financial need.

Transfer Students

Any student who requests transfer into the Surgical Technology Program must have earned at least a "C" in all transfer courses. Scholastic requirements outlined in the Angelina College General Bulletin will also govern the eligibility of the applicant for admission. Further consideration is based on the student submitting: (1) a letter of status from the Program Coordinator of previous school, (2) a comprehensive description of surgical technology courses completed, (3) evidence of maintaining an overall "C" (2.0) GPA at previous school, and (4) two references from former instructors regarding clinical performance.

Advanced placement examinations are not offered in the surgical technology program.

If it has been more than 5 years that a required course has been taken, then that course must be audited and the final exam passed with a grade of "C" or better to show mastery of the material.

Readmission

Former students may be allowed **one (1) readmission** to the Surgical Technology Program on a "space available" basis. "Space available" is dependent upon the authorized number of students established by accrediting agencies. The Program is currently enrolling 10 students annually. Readmission on "space available" will be on a "first come, first serve" basis. Readmission will be based on the following:

1. Submission of a written request to the Program Coordinator at least two months in advance of the semester in which readmission is being sought.
2. Submission of current college transcripts to the Program.
3. Must meet current program admission requirements.
4. **Students must fulfill the graduation requirements that are in effect at the time of readmission.**
5. Students who were required to exit the Program due to academic reasons will **only be granted one (1) readmission**. Students gaining readmission to the Program must retake academically deficient course(s) and may be required to audit course(s) that are offered in the same semester.
6. **Students who have been out of the Program for one (1) or more years will be required to audit all previously completed surgery technology courses and pass the final examinations with a grade of "C" or better to recertify mastery of the material.**
7. Students who were required to exit the Program due to academic failure or disciplinary reasons may request readmission through the steps listed above and will be evaluated according to the policies of the Office of Admission under "Scholastic Requirements" in the Angelina College General Bulletin.

***Note: Students who were required to exit the Program due to clinical failure are not eligible for readmission.**

Pregnancy Policy

If a student becomes pregnant, or is pregnant at any time during the program, the student must immediately provide a signed statement from a physician designating clearance to perform all duties, **without restrictions**, as required by the program. To continue in the program after delivery, a statement releasing the student without restrictions is required. If these statements are not provided, the student will not be allowed to participate in labs, clinical, or lectures and will be considered absent.

Academic dishonesty

Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated. Academic dishonesty is not tolerated by the Surgical Technology Program or the college. The program, college and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to cheating, plagiarism, and collusion. Academic dishonesty will result in NO LESS than a failing grade on the assignment and further proceedings to have the violator suspended from the program. A student dismissed from the Surgical Technology program due to academic dishonesty, will not be allowed to re-enter the program.

Grievance Policy

The college grievance policy is designed to resolve grievances a student may have against a college personnel or another student. The policy charts the appeals process that the student shall follow, with the understanding that every effort shall be made to redress the grievance at each level of the process and that these efforts shall occur in an amount of time deemed reasonable by the student and the person(s) hearing the appeal. What is reasonable time shall depend upon the complexity of the grievance but should not ordinarily exceed one week.

Surgical Technology Standards Committee

Purpose:

Investigate situations involving unprofessional student conduct or academic dishonesty, and to decide appropriate disciplinary action to the Surgical Technology Standards Committee.

Goals:

1. Ensure the academic and ethical standards of the Surgical Technology Programs.
2. Provide objective review of all cases.

Composition of Membership:

Surgical Technology Program Director
2 Clinical Preceptors
1 Surgical Technology Student Representatives

Quorum:

A simple majority will constitute a quorum for the transaction of business.

Functions/Procedures:

1. The faculty or preceptor identifying unprofessional student conduct or academic dishonesty conferences with the student(s) involved.

2. The faculty member/preceptor submits the conference sheet to the program coordinator who calls the Standard Committee into session.
3. The committee investigates the situation by reviewing written records, interviewing students and faculty, and gathering additional data as required.
4. The committee decisions regarding disciplinary action, if any, are made in executive session by a simple majority of the membership.
5. The chairperson notifies the student(s) involved of the committee's decision in writing and places a copy of the notice in the student(s) file(s).
6. Copies of the decision letter, committee minutes, and any pertinent documentation are forwarded to the program coordinator with the student(s) file(s).
7. The student may appeal the committee decision by initiating the grievance process.

All discussion within the committee is considered confidential.

Surgical Technology Advisory Committee

During the first semester of the program, two (2) students (1 member, 1 alternate) will be elected from the class to be members of the Surgical Technology Advisory Committee. This is a one-year commitment. If the elected student member cannot attend the biannual meetings, the alternate student member will be contacted and invited to attend. If the elected student member is no longer with the program, the alternate student will become the elected student member and another election will be held ASAP for the alternate student position.

The elected students' responsibilities are as follows: (dress appropriately)

1. Attend biannual meetings of the Surgical Technology Advisory Committee.
2. If unable to attend a meeting, report this to the department Administrative Assistant and Program Coordinator at least three (3) days before the meeting is to take place.
3. Alert the alternate student member any time they may need to attend the committee meeting in place of the elected member.
4. Elected member should summarize information gained from the meeting and present it to the class ASAP after the meeting.
5. Contribute input regarding policies, procedures, or other information regarding the program. The student (with faculty assistance) will be responsible for obtaining the data or answering for the class.

Program Grading System

The following grading system has been established for use in all Surgical Technology courses:

A = 90 - 100

B = 80 - 89

C = 73 - 79

D = 70 - 72

F = 69 and below

Some courses require a P or F instead of a numeric grade: P = Passing

F = Failing

Grade Determination

The specifics for grade determination in each course are contained within the appropriate course syllabus. Examinations (written, computer based, or skills based) are used to determine the degree to which the individual learner has achieved the objectives. Conduct during scheduled examinations requires each learner to concentrate on and respond only to their own examination. Observations by the instructor(s) during this period and/or the review of the student's answers must not indicate any violation of this established principle. Violations will result in a failing grade, up to and including the grade of zero, on the measurement device in question at the discretion of the course instructor. Subsequently, the student will be automatically referred to the Surgical Technology Standards Committee for further disciplinary action.

Review of Examinations and Assignments

Routine examinations in the surgical technology courses, whether written or computer-based, will be reviewed by the instructor and students.

Routine semester examinations are generally reviewed the same day as taken or the next scheduled class day. **DO NOT** expect to receive your official grade or have it posted until the course instructor has reviewed and validated the examination. The examination statistics will be reviewed and if indicated examination scores will be adjusted accordingly. **DO NOT try to circumvent the process or the course instructor to receive your grade. Telephone calls to the division administrative assistants or receptionist to obtain your grade will be forwarded to the program coordinator.**

When reviewing examinations, course instructors will **not tolerate disrespectful conduct** during the discussion of examination items. If a student feels their concerns regarding a specific examination item was not answered with the group review and needs further explanation, they are to see the course instructor after class for further clarification. Other course assignments will be reviewed according to a date scheduled by the instructor.

Progression Policy

Progression in the surgical technology program results in successful completion of the certificate level curriculum, but does **not** guarantee a certification to practice surgical technology. A student must earn a minimum grade of "C" or "P" in all required courses in order to progress within the program. All courses must be taken in the appropriate sequence. Students' progress from one course to the next course in the curriculum when:

1. The minimum passing grade is achieved.
2. Clinical performance is satisfactory.
3. All standardized tests are completed as scheduled.
4. All assignments are successfully completed and submitted to the appropriate instructor.

Graduation Requirements

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum and competency requirements with grades of "C" or better in **all** surgical technology courses and an overall "C" (2.0 GPA) in the remaining courses. All surgical technology students are expected to

participate in the Program's commencement (if elected by students) to receive the award of their Level 1 Certificate, or they may attend the College's spring commencement ceremony.

Students who have successfully completed graduation requirements for a certificate of completion in Surgical Technology also earn the right to purchase the Angelina College Surgical Technology pin from a designated source.

General Information and Policies

Proper Forms of Address

When addressing faculty in the college and other facilities, students should use the last names of faculty preceded by Ms., Mr., or Dr. as applicable or requested by that individual. This form of address will also apply to all physicians and patients within the clinical education settings. Additionally, the faculty recommends that all clinical preceptors and staff be addressed in a similar manner as deemed appropriate by their employing facility. Appropriate recognition serves to strengthen proper relationships and foster mutual respect between faculty, clinicians, patients, and students.

Maintenance of Program Facilities

Students should contribute to the cleanliness of the college facilities by adhering to the following Health Careers building rules:

- (1) food and drinks are **not allowed** in classrooms, computer labs, or laboratories
- (2) classroom and labs should be left in an orderly manner for use by the next occupants
- (3) smoking is only allowed on campus
- (4) children or guest are not permitted in the classroom, lab or clinical settings

Due to the daily schedule of classes in Health Career buildings from 8:00 am until 9:00 pm, a low noise level should be maintained in hallways, laboratories, classes, and offices to prevent disruption of learners.

Due to copier expenses students are to make their own copies PRIOR to turning in originals. Should a copy have to be made, the Program Coordinator or a faculty member must approve all requests for copying information. Students are NOT to ask the receptionist or administrative assistant to copy items.

Cell Phone Policy

Cell phone use is prohibited during all classes, campus laboratories, and clinical settings. You will find a copy of this policy in the appendices. Students are to notify family members, or child-care centers that in an extreme emergency they may call the above listed administrative assistant(s) or receptionist, whom will be able to locate and contact the student.

Surgical Technology Laboratory

Students are expected to maintain the surgical technology laboratory facilities on campus with as much care and order as expected in the actual clinical education settings. Since the maintenance and organization of surgical rooms and equipment is the surgical technologist's responsibility in a clinical setting, students are expected to assume the maintenance and organization of the laboratory in the educational setting. **NO FOOD or DRINKS are allowed in the laboratory.**

Communicable Disease Policy

Any student who has been diagnosed with a communicable disease or who comes in contact with a person who has a communicable disease is required to immediately report the situation to the Clinical Instructor and Coordinator. The Clinical Instructor will obtain specific institutional guidelines. The Clinical Instructor/Preceptor will report, as soon as possible, the necessary steps required for resumption of duties to the student, Clinical Coordinator, and Program Coordinator. Depending upon the nature of the disease, a physician's release may also be required prior to the student resuming clinical participation. Some of the most common communicable diseases include: chicken pox, mumps, rubella, measles, infective conjunctivitis, staph infections, salmonella, scabies, hepatitis A, hepatitis B, hepatitis C, pneumonia, acquired immune deficiency, and tuberculosis. If a student is unable to meet the objectives or attendance requirements of a course due to a communicable disease, a passing grade may not be obtained.

Alcohol and Drug Policy

All students conditionally accepted into the Surgical Technology Program are required to provide proof of a negative drug screen during the spring semester and there-after if suspected and deemed necessary by the Program Director.

Angelina College and the Surgical Technology Program **strictly prohibit** any student from being in a clinical education setting or on the campus under the influence of alcohol, drugs, or controlled substances.

Students should be familiar with the institutional alcohol and drug policy as provided in the Angelina College Student Handbook (<http://www.angelina.cc.tx.us/student%20handbook/drugfree.htm>). If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the assigned clinical affiliate reserves the right to require a random drug test in accordance with its institutional policy. A student's participation in the clinical/practicum program is conditioned upon the student's willingness to waive any rights that the student may have and to consent to the initial drug testing, and subsequent random drug testing, if required by a clinical affiliate.

Student Employment and Work Policy

Since the Surgical Technology Program is considered a full time program, students will need to responsibly manage work and study schedules in order to maintain the grade average required to meet program standards. Although the faculty discourages outside employment during the program, working more than two to three days per week is never suggested. Part-time employment arrangements are strictly between the **student and the employing institution**. Students employed in a healthcare institution **are not allowed to wear the program's uniform or name badge during employment hours**.

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist (per ARC-ST Standard V.C.).

Professional Development

The Surgical Technology Program emphasizes the development of professional values and the importance of life-long learning through information and expectations in both didactic and clinical courses. Surgical Technology students are expected to develop and demonstrate personal characteristics and qualities based on the Standards of Ethics adopted by the Association of Surgical Technologists. **The Code of Ethics states:**

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

The Surgical Technology Program also promotes the Standards of Practice of the Association of Surgical Technologists which expects surgical technologists to use professional and ethical judgment and critical thinking during performance of duties. Unprofessional or unethical conduct by a student in the Surgical Technology Program will not be tolerated. If noted, a conference between faculty and student will be scheduled immediately and documented on a Student Counseling Form. All flagrant violations may result in the faculty member's petition of the program's Standards Committee for disciplinary action.

Professional Organizations

The Surgical Technology Program also encourages students to join local and state professional associations for participation in meetings, activities, and competitions. Students are encouraged to attend local professional activities and are encouraged to travel to state or regional meetings.

Program Dress Code

Campus

While on campus, students should dress in a reasonable and appropriate fashion. During guest speaker or healthcare institution visits professional/business attire is expected (**no sleeveless or thin strapped tops, shorts or miniskirts**).

Clinical Uniforms

Students are required to purchase uniforms following acceptance into the Program. All AC Allied Health programs are required to order uniforms from a designated source and have the AC Surgical Technology Program insignia embroidered on the uniform top and lab coat on the left upper chest. Students will be governed by the current dress policy that is periodically reviewed and revised by the program faculty. Uniforms and lab coats should be purchased as often as necessary to meet the **Dress Code Standards**.

Some laboratory sessions may occasionally be conducted in a clinical education setting of the Program. In this case, students are required to wear a lab coat (with the AC Surgical Technology Program insignia embroidered on it and the student name tag on left upper chest) with professional attire and shoes that are quiet with low and closed heels.

Students who do not comply with **Dress Code Standards** will be dismissed from the clinical education setting for the rest of the day. A daily dismissal will be recorded as an absence, documented on a Student Counseling Form and reflected on the clinical evaluation grade. Dismissed students may also be subject to review by the Surgical Technology Standards Committee.

Lab & Clinical Dress Code Standards

A. Female Students

- 1) Seal blue uniforms pants or skirts. (Skirts must be slightly below the knee.)
- 2) Seal blue uniform top with the AC Surgical Technology Program insignia embroidered on left upper chest.
- 3) A plain white or black tee shirt may be worn under the uniform top as long as the sleeves do not extend lower than the sleeves of the uniform top and the lower hem is tucked in the pants.
- 4) If needed, a seal blue lab coat (hip length) with the AC Surgical Technology Program insignia embroidered on it.
- 5) Hose or white socks with white or black **non-absorbent** shoes (very minimal color is accepted, and no glitter or metallic will be allowed).
- 6) Minimal hair accessories **must** coordinate with the uniform as approved by faculty.

**** NOTE: UNIFORM MUST BE CLEAN AND FREE OF WRINKLES.**

B. Male Students

- 1) Seal blue uniform pants.
- 2) Seal blue uniform top with the AC Surgical Technology Program insignia embroidered on it.
- 3) A plain white or black tee shirt may be worn under the uniform top as long as the sleeves do not extend lower than the sleeves of the uniform top and the lower hem is tucked in the pants.
- 4) If needed, a seal blue lab coat (hip length) with the AC Surgical Technology Program insignia embroidered on it.
- 5) White socks with white or black **non-absorbent** shoes (very minimal color accepted, and no glitter or metallic is allowed).

6) Hair, mustache, and beards must be neatly trimmed.

**** NOTE: UNIFORM MUST BE CLEAN AND FREE OF WRINKLES.**

Identification Badges

Each student will receive one Angelina College name and photo identification badge upon acceptance. The identification badge is considered a part of the required lab and clinical uniform. Replacement badges must be obtained from the Student Services office at the student's expense.

Official name badges **must** be worn with the approved uniform during lab and clinical assignments. The badge is worn on the upper left side of the chest or on a lanyard with the student name, photo, and institutional information always visible. Failure to wear the identification badge may result in denial of participation until one is appropriately worn. Do not cover badge with stickers or pins.

General, All Students

- 1) Nails (**only natural allowed**) must be clean, neat, and short (fingertip length). Polish **may not** be worn.
- 2) No more than one ring on each hand and one small neck chain.
- 3) **Small earrings only (studs or small loops); no drop or seasonal earrings. Only one earring per ear is allowed and it must be in the *EAR LOBE only*. No other visible body piercing jewelry is allowed. Ex. No tongue ring or gages in ears during clinical rotations.**
- 4) Hair should be neat, clean, off the shoulders, and in a moderate style that will not compromise safety (hair must not obstruct vision or fall forward over the patient or work area). Also no vivid, extreme or un-natural hair color allowed.
- 5) Make-up should be worn conservatively.
- 6) Colognes/perfumes or other scents should be minimal and mild in scent.
- 7) All body art (tattoos) must be concealed while in the clinical education settings.
- 8) Good personal hygiene is expected at all times.
- 9) Smoking is not allowed during clinical hours or while on campus or facilities' property.
- 10) During clinical education setting visits, students must wear their AC name tag with professional/business attire and shoes that are quiet with low and closed heel.
- 11) The Program's Dress Code Standards will further honor the guidelines of each clinical education setting.
- 12) Repetitive violations of the Program's Dress Code Standards may result in denial of clinical experiences.
- 13) No gum chewing in clinical. Only breath mints are allowed.
- 14) Food and drinks may only be consumed in designated lounge areas.
- 15) Do not sit in the clinical education setting lounge areas or at common area tables. Whenever it is not busy, clean your assigned room and STUDY.
- 16) Do not bring magazines in the clinical education settings or sit and read one.

Clinical Information and Policies

Student Responsibility for Clinical Education

Students must have their **own** reliable form of transportation that will enable them to travel to and from **all clinical education settings** utilized by the Program. Additionally, students are expected to report on time to the assigned clinical setting. Students should also become familiar with travel directions and designated parking prior to each new clinical assignment. Some clinical education settings will be repeated during the two years in the program.

All students must submit proof of a valid two year (2) CPR certification prior to clinical participation. Current certification must be maintained throughout the Program. Students are also required to submit a completed Health Form, negative drug screen results, and proof of immunizations prior to the first clinical day. TB testing will be required annually in April.

Clinical Assignments

Students are to fulfill the required **624** clinical hours and a standard **120** cases before completion of the program. Of these **120** cases: **30** of these must be General surgeries (20 first scrub, 10 second scrub); **90** Specialty surgeries: Cardiothoracic, ENT, Eye, Genitourinary, Neuro, Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, or Procurement/Transplant (60 first scrub, 30 second scrub); **10** may be Diagnostic Endoscopy and **5** vaginal delivery cases, per the Core Curriculum for Surgical Technology 6th edition.

Clinical education assignments allow integration of classroom and lab knowledge with actual patient care experience. Each semester, students will be assigned to one of the nine education settings by the Program Director and Clinical Coordinator in consultation with and agreement of the facility. Clinical assignments will be published approximately 30 days prior to the upcoming semester. All assignments are subject to revision at the discretion of the Program Director and Clinical Coordinator, due to unforeseen program changes.

All clinical education settings reserve the right to **refuse** admission to any student who is involved in any activity not considered professional or conducive to proper patient care. If a clinical education setting expels a student for unprofessional and/or unethical conduct, the student will receive a grade of "F" for the clinical component of the course. Subsequently, the student will be counseled by the Program Directory and automatically referred to the Surgical Technology Standards Committee for further disciplinary action.

Clinical Policies Continued

During clinical assignments, students must comply with the following rules:

1. Report to the assigned clinical education setting in a clean and neatly pressed uniform as approved by the Program.
2. Maintain all information as confidential in adherence with HIPAA regulations.
3. Students must follow departmental and HIPAA policies regarding the right of a patient or his/her family members.
4. There is to be **No Smoking** in the actual clinical education setting, the clinical affiliates' parking lot or while in uniform.
5. Food or drinks are only allowed in designated areas of the clinical education setting.

6. Do not refuse assignments from the Clinical Instructors, Preceptors, or staff that is commensurate with technical abilities.
7. Leaving an assigned area or clinical departure without the direct knowledge of the assigned Clinical Instructor or Preceptor is prohibited.
8. Patients will not be left unattended at any time.
9. Patients are to be addressed with title and last names (i.e., Mr. Jones, Miss Smith).
10. Physicians are to be addressed as "Dr."
11. A student or clinical staff member must not alter attendance records.
12. The assigned preceptor is the only person allowed to make annotations on the student's attendance records or clinical file.
13. Sleeping during any clinical assignment is prohibited.
14. Personal phone calls may not be received or made on clinical phones without the approval of the Clinical Instructor.
15. Tips or gratuity from a patient or the patient's family is not allowed.
16. Alteration of the scheduled clinical hours without the knowledge and agreement of the Program Director and the clinical preceptor is prohibited.
17. Do **not** argue or challenge the authority of Clinical faculty, preceptors or staff. If disagreements with clinical staff occur, contact the assigned Clinical Faculty/Preceptor following task completion.
18. In the absence of the assigned Clinical Preceptor, the department head will become the students' immediate supervisor.
19. **Chewing gum is not permitted** in the clinical setting or the laboratory setting or while in uniform.
20. The **use of profanity is strictly prohibited**.
21. The college and Surgical Technology Program **strictly prohibits** a student from being in a clinical education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Refer to the AC student handbook for review of the "Alcohol and Drug Policy".
22. **Possession and/or use of cellular phones are prohibited** in any clinical education setting.

Clinical Requirements – For All Semesters

1. A minimum number of competencies must be completed from those specified in the course syllabus during any semester. Institutional protocol will determine the positions or projections used for each procedure.
2. Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment selection and operation, technique selection, and positioning skills. The minimum number of successfully completed competencies that must be graded by the Clinical Instructor (as opposed to Preceptors or clinical staff) is proportional to the amount of time that the instructor is available in the clinical setting. The specific number will be identified during the course orientation.

3. Clinical Instructors/Preceptors will evaluate students during each semester. After completion of the evaluation form, a counseling session will be held and the student will sign the form indicating that the counseling was accomplished. Additional student counseling periods **may** be scheduled by a Clinical Instructor/Preceptor as deemed necessary.
4. Clinical class days vary but can include any day of the week, except for official college holidays or official closing days due to weather.
5. All competencies **must be** performed in the presence of a **qualified** clinical instructor/preceptor.
6. Clinical Competency Evaluations are conducted on a pass/fail basis and will influence the Clinical Instructor Evaluation.

Clinical Meal Schedule

Students are allowed 30 minutes for a lunch break during the clinical day. These periods will be scheduled **daily** by, and at the discretion of, the assigned clinical faculty/preceptor. Lunch periods are not cumulative and may not be used to shorten the clinical day.

Medical Care Required as a Result of Student Accidents

As a student enrolled at Angelina College, you will encounter certain risks while you are enrolled in a classroom or laboratory experience, or in a clinical or practicum setting.

In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your responsibility and not the responsibility of Angelina College or the clinical/practicum site.

It is recommended that you purchase a student/personal health insurance plan (medical/hospitalization) if you are not covered by a group health insurance plan.

Incident Reports

If an unusual incident or accident occurs while a patient is in the care of a surgical technology student, or when an incident involving a patient is witnessed by a student, and not by a clinical education preceptor or setting employee, the student is required to immediately report the incident to the department manager of the institution and the program coordinator. An unusual incident or accident may also be defined as any occurrence out of the ordinary which can or does impact the physical or mental health of the patient, a patient's family member, a clinical staff member, or the student. In addition to this type of unusual incident, any damage to equipment of the facility must be similarly reported. Incident report forms for both the clinical education setting and college must be completed prior to departure from the facility on the day of the occurrence. The instructor will, in a timely fashion, report the incident and appropriate follow-up action to the student and the Program Director. Financial costs for a student's personal injury are the responsibility of the student.

Malpractice Insurance

All students are required to purchase professional liability insurance prior to participation in a clinical education setting. The insurance protects the student, college, and clinical education setting in case

of any medical situation resulting in litigation. Generally, the insurance is purchased on an annual basis during registration for the spring semester.

Direct Supervision

Prior to successful demonstration of a surgical procedure competency evaluation, all students are required to be directly supervised by an instructor/preceptor. Direct supervision is defined as student supervision by an instructor/preceptor who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure.

Indirect Supervision

Following successful demonstration of a procedure competency evaluation, a qualified preceptor or their designee may indirectly supervise students. Indirect supervision is defined as student supervision by a qualified CST/preceptor who is immediately available to assist students regardless of the level of achievement. Immediately available is interpreted as the physical presence of a qualified CST/preceptor adjacent to the room or location where a surgical procedure is being performed.

Repeat Competency Policy

A qualified preceptor MUST BE PHYSICALLY PRESENT when a student performs a repeat of any unsatisfactory procedure. Each documented occurrence of a student repeating an unsatisfactory procedure without the presence of a qualified preceptor present will be harshly reflected on the Clinical Instructor Evaluation and may result in daily dismissal from the clinical education setting.

Student Consultation

Each student will periodically meet with his/her clinical instructor/preceptor, although students may request more frequent consultation as needed. The clinical preceptor may, at any time, relieve a student of his/her work assignment for the purpose of counseling.

Daily Dismissal

A student may be dismissed from clinical on any day for inappropriate uniform, not wearing the official name badge, arguing with clinical preceptor, staff, other students or the program coordinator. Daily dismissal may also result from refusal to perform an assigned procedure or other more serious breaches of conduct. A daily dismissal will be recorded as an absence, documented on a Student Counseling Form and reflected on the clinical evaluation grade. Dismissed students may also be subject to review by the Surgical Technology Standards Committee.

Spring and Fall Semester Schedule

Clinical class days can be assigned Monday through Friday during the semester, except for official college holidays or official closing days due to weather. Students are advised to adhere to local broadcast information concerning campus closure due to **inclement weather**. Announced closings will also be incorporated into the college voice mail message. Clinical hours may vary according to the clinical affiliate, but are usually from **6:30 A.M. to 3:00 P.M.** unless otherwise informed by the instructor or preceptor. All lunch periods (30 minutes) will be scheduled at the discretion of the Clinical Preceptor.

In cases of missed breaks or lunch breaks due to participation in procedures, compensatory time **may** be granted by the Clinical Preceptor.

Summer Semester Schedules

Class, lab and clinical days are Monday through Thursday of each week of the semester, except for official college holidays or official closing days due to weather and follows the same procedure as listed above. Students must follow the schedule as given by the Program Coordinator.

Inclement Weather Policy

To find out the status of classes during inclement weather, students should listen to radio stations in appropriate counties, cities, and so on and/or call the institution's switchboard. Cancellation or a change in class times are made by the college's president and will be announced on the following local radio and television channels:

KYKS: FM channel 105.1

KFOX: FM channel 95.5

KTRE: Television channel 9

Angelina College Telephone Number: 936-639-1301

Attendance Information and Policies

Didactic Class Attendance

Students are expected to be punctual and attend all classes on a regular basis. Attendance will be recorded promptly at the beginning of all classes. Students who must miss class on the day of an examination should notify either the Surgical Technology Program office or the course instructor in advance of the absence.

Students are responsible to make arrangements with the course instructor(s) for makeup quizzes, tests, examinations, etc. immediately upon return to the class. The instructor(s) of the course will determine the degree of penalty that will be assessed against unit assignments when make-up is necessary. No penalty, as far as reduction in an earned grade, will be assessed on major tests and examinations. Students are allowed three didactic absences. The fourth didactic absence will result in being dropped from the course in progression and all co-requisite courses.

All students are required to follow the published college schedule for final examinations. Changes in the final examination schedule are only allowed with permission from the Dean of Instruction.

Clinical Attendance

Students are required to attend all clinical assignments as scheduled by the Program Director. Daily attendance records will be used to document clinical attendance and tardiness. Students will utilize the Clinical Attendance Log to sign in upon arrival and sign out upon departure. Students will not, however, be allowed to sign each other in or out. Attendance records will be verified daily by the Clinical Preceptor. If a student fails to sign in or out, attendance may be verified by a written, signed note from the Preceptor by the beginning of the next clinical day. Failure to sign in or out and/or submit the appropriate documentation will result in the student being charged with an

absence. Falsification of any attendance records will result in an automatic counseling session with the instructor of record which will be documented. The incident will result in points deducted from the clinical evaluation of the student(s) involved in the incident.

If unavoidable circumstances arise that will prevent clinical attendance or result in being tardy, **the Program Director, Clinical Preceptor, and department manager** of the student's assigned clinical education setting **must be notified prior to** the scheduled arrival time. If the department manager is unavailable, the name of the individual who received the message should be recorded. Telephone numbers of the clinical affiliates have previously been included in the handbook. Failure to notify the above listed personnel will adversely affect the student's clinical evaluation grade.

Habitual tardiness and/or absenteeism represent a lack of responsibility and will not be tolerated. The following absence and tardy guidelines will be enforced in all clinical courses:

Clinical Tardy

Tardy is defined as "not being at the assigned area as scheduled." **It does not matter that a student is "only ___ minutes late."** Three clinical tardies will equate to one clinical absence (refer to the Clinical Absence section below regarding absence policies). Tardiness in excess of **one hour**, will also equate to one clinical absence. Each tardy will also affect the student's clinical evaluation grade.

Clinical Absence

Students are permitted one (1) absence per clinical semester. However, the absence will be made up in equal clinical hours before taking the final examination. The make-up time/assignment will be scheduled by the Program Director.

More than two absences in a clinical course will result in being dropped from the clinical course in progression and all co-requisite courses according to Angelina College policy.

Students must call the Program Director and clinical preceptor **prior** to clinical to report any absence. Instructors will accept telephone calls **only from the student**. A total of two no calls/no shows for clinical or clinical lab days will result in dismissal from the Program.

Since attendance represents dependability, absences will also be reflected in the clinical evaluation.

Bereavement Absence

Students are permitted up to three (3) days per year if death of an immediate family member occurs. Immediate family includes: spouse, child, mother, father, brother, sister, mother or father-in-law, brother or sister-in-law, stepparents, stepchild, or grandparent. Any absence in excess of the allowed days (3) will be considered as routine clinical absences (1 per clinical semester). Hours will have to be made up.

Other bereavement requests for those not listed above will need to be approved on a case by case basis by the Program Director. Proof of bereavement absence may be required by the Clinical Preceptor.

Drops/Withdrawals

Absences from didactic classes and/or from clinical courses follow the college policy regarding attendance as contained in the Angelina College Student Handbook and can subject the student to being “dropped” from the course and/or program when three consecutive absences or four cumulative absences are recorded for a Fall or Spring semester. The number of absences decreases to two consecutive or three cumulative for dismissal from a course during a Summer Session.

If a student is permanently "dropped" from a lecture course(s) or a clinical course(s) for excessive absences, the Program Director will determine if the student should be removed from the program due to a lack of didactic and clinical integration as required.

If a student is considering withdrawal or has been dropped from a course in the program, he or she must report to the Surgical Technology Program office for withdrawal and re-admission information. Students are also required to officially withdraw in the Angelina College Office of Admissions. Official withdrawal from the College will possibly prevent the student from receiving a grade of "F" for the course(s) in progress at the time of withdrawal. Institutional policies as listed in the Angelina College General Bulletin under "System of Grading" and "Schedule Changes" will govern all final decisions.

Educational Plan

Evaluating Didactic (Cognitive and Affective) Competency

Overview: Educational writings have consistently held that the majority of cognitive learning that takes place in an educational program begins with conventional classroom activities. The methodologies and activities employed include lecture, discussion, demonstration, performance, audio-visual presentations, programmed instruction, computer-assisted instruction, and individualized instruction.

Although methodologies and activities convey the message to the learner, the educator is still responsible for determining the learner's level of understanding.

Competency or mastery of the Program's didactic portion is accomplished by a variety of measurement devices. Primarily, the objective type (recognition) written test or examination is utilized.

Examinations administered in the radiography program include multiple choice, true/false, short answer, and matching questions. The questions, derived from text reading and/or classroom activities, are based on specific learning objectives presented in the course syllabus. Other strategies may include the use crossword puzzles, film critiques, and osteologic identification from articulated or disarticulated skeletons.

Sequence: On the first day of a didactic course, the learner is given a course syllabus, which contains all of the pertinent information about the course, i.e., course description, credit hours, placement of the course within the prescribed curriculum, length of the course, method(s) of instruction, assignments, the number and weight of the different

measurement devices, the grading system, assisted instruction software, central objective, specific behavioral objectives, and the class calendar. The instructor of record for the class will review the syllabus and acquaint the student with the expected outcome and the level of acceptable performance for the course.

Classes are conducted on a regular basis and kept in accordance with the publicized times and days.

Examinations are administered on a timely basis as indicated in the class calendar. After the examination has been scored, the instructor will review and discuss the results with the students. If students have questions about the material, a discussion is developed to enhance the learning process.

At the end of the semester, a comprehensive final examination over the course of study is administered.

Grade determination for attainment of didactic competency is accomplished in accordance with that published in the syllabus. Grades below the level of "C" are considered unacceptable, and may require the student to repeat the course prior to their continuation in the Program. In any event, the learner must repeat the course and earn a grade of "C" or better before Program completion occurs.

Evaluating Clinical (Psychomotor and Affective) Competency

Overview: It is the intent of the Clinical Objectives Evaluation to provide a standardized format for the evaluation of clinical performance within the Surgical Technology Program.

Domain Integration: It is commonly acknowledged that the cognitive, psychomotor and affective aspects of a curriculum are very much integrated and occur simultaneously within the program. In order to maximize clinical participation, however, the student should have mastered necessary cognitive competencies prior to or in conjunction with the clinical aspect of the program. These cognitive competencies normally include: surgical equipment, care of the patient undergoing surgery, surgical procedures, human anatomy and physiology, pharmacology, microbiology, and psychosocial aspects of the patient undergoing surgical procedures.

Clinical Participation: As demonstrated on the accompanying flow chart (Figure 1), the cognitive, psychomotor, and affective domains predominate during the clinical participation phase. The student first begins clinical participation by observation of a qualified certified surgical technologist/RN during the performance of duties. The participation moves from a **passive mode of observation** to a more **active mode** as the student begins to assist the surgical technologist during procedures. The rate of student progress will be dependent upon the student's ability to comprehend and perform the various tasks (cognitive and psychomotor objective accomplishments). As the student becomes experienced in a given procedure(s), there is gradual movement toward an **independent clinical performance stage**. At this point, the student is actually performing procedures under the direct supervision of a Clinical Instructor/Preceptor, thereby integrating the cognitive, psychomotor and affective domains.

Clinical Competency Evaluation: When the student has experienced sufficient practice and is able to perform a procedure at an acceptable level of performance, he or she may request evaluation by the Clinical Instructor or Preceptor to determine clinical competency of a particular procedure. Upon successful completion (passing evaluation) of the clinical competency evaluation, the student will be allowed to perform the examination with indirect supervision. If the student fails the competency evaluation, he or she would return for additional clinical experiences before being allowed to request further evaluation of that particular procedure. The student would continue to practice examinations while pursuing experience and/or the required number of examinations until the end of the course.

Integration of Clinical Competency Evaluation into a Program

Forward

A Clinical Competency Evaluation System is a standardized method of evaluating the performance of students.

Implementation

The Program Coordinator, in consultation with the clinical instructors, and/or clinical preceptors will:

- Arrange and structure the clinical phase of training into meaningful units. Each unit will hereafter be referred to as a clinical education course.
- Integrate the clinical education courses with the didactic courses, thus integrating the cognitive, psychomotor, and affective domains.
- Specify the subject material (psychomotor) aspects of each clinical education course.
- Determine the level of supervision for each student based on attainment of competency.
- Determine each evaluation procedure.
- Identify the standard of performance to demonstrate competency.
- Identify the remedial procedure for failure.
- Identify the required examinations preceding competency evaluation.
- Establish the administrative procedure for recording evaluation results.
- Conduct appropriate training for measuring competencies.

The clinical competency evaluation system has been developed utilizing the elements of current educational theory. A structured evaluation tool has been designed for

evaluation of students during clinical performance. The instrument is essentially objective and assists in reduction of evaluation bias by providing a degree of consistency in grade determination.

COGNITIVE, PSYCHOMOTOR, AND
AFFECTIVE OBJECTIVES
(Didactic, Laboratory, and Clinical)

PARTICIPATION (DIRECTION SUPERVISION)
Experiential Learning
Seeking Examinations for Competence Development

EVALUATIONS

FAIL

CLINICAL
INSTRUCTOR
EVALUATION

FAIL

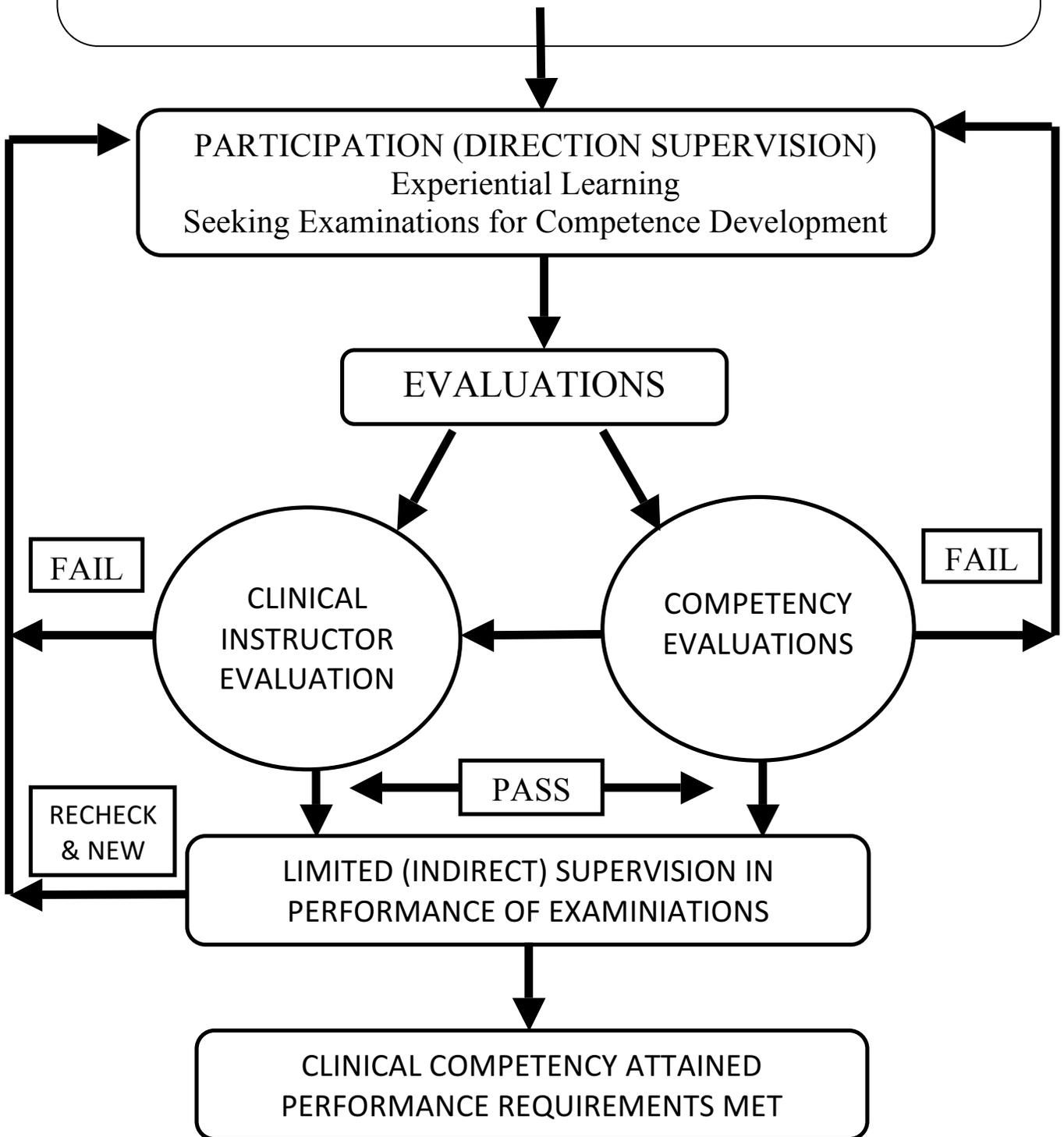
COMPETENCY
EVALUATIONS

RECHECK
& NEW

PASS

LIMITED (INDIRECT) SUPERVISION IN
PERFORMANCE OF EXAMINATIONS

CLINICAL COMPETENCY ATTAINED
PERFORMANCE REQUIREMENTS MET



Structure of Clinical Education

Clinical education courses are prevalent throughout the Surgery Technology program. Each course contains specific objectives and competency requirements. The structure of clinical education reflects a progression of required competencies:

Area & Activity

Laboratory - Demonstration and practice

Clinical Participation - Observe, assist and perform

Clinical Competencies - Upon successful completion of Clinical Competencies, will perform in the area with limited supervision

Clinical Instructor Evaluation - Accomplished by the Clinical Instructor twice a semester to evaluate cognitive, psychomotor, and affective domain objectives. Clinical Preceptors and staff also assist in the process by providing evaluation of each student to the Clinical Instructor.

Terminal Competencies- Following completion of the summer clinical course, terminal objectives are evaluated to assess final competency.

Laboratory

Competency evaluations are introduced in the laboratory setting to integrate cognitive learning with psychomotor skills and appropriate affective behaviors. Laboratory competency, however, does not and should not enter into the Clinical Competency Evaluation system. Laboratory evaluations merely prepare the learner for clinical participation.

Clinical Participation

Clinical participation consists of the observation, assistance, and performance in the clinical environment. The student refines and expands performance and is evaluated by a required number of clinical competencies.

Terminal Competencies

After the completion of the last clinical course, a final assessment for attainment of terminal competencies is accomplished and documented. This assessment process requires Clinical Instructor interaction in the review of the preceding. During the semesters of clinical training, clinical instructors/preceptors will require those students participating in SRGT xxxx and SRGT xxxx to complete terminal competency re-evaluations of specific competencies. Only the clinical instructors/preceptors can re-evaluate these competencies.

Glossary of Terms

Assessment - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

Assessment Plan - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

Clinical Competency Evaluation - The procedure by which a student's performance of a particular procedure is evaluated.

Clinical Participation - Didactic, labs, and operating room/hospital practice.

Competency - The ability to attain an accepted level of proficiency within the realm of limited supervision to assume the duties and responsibilities as specified in course objectives.

Direct Supervision - The parameters of direct supervision include:

1. A qualified faculty/preceptor reviews the procedure in relation to the student's achievement.
2. A qualified faculty/preceptor evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified faculty/preceptor is present during the conduct of the examination.

Indirect Supervision - Supervision provided by a qualified faculty/preceptor immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified certified surgical technician in the room or location where a surgical procedure is being performed.

Laboratory - A work area for student practice that should include the operating room environment and equipment.

Laboratory Practice – The instructor will instruct and/or demonstrate and the student will practice and be evaluated by the instructor.

Clinical Coordinator - Required if the program has 12 or more students in a clinical education setting. The clinical coordinator may not serve as program director. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

Clinical Instructor(s) - In the surgical technology program, one full-time equivalent clinical instructor for every 12 students involved in the competency achievement process.

Clinical Supervisor(s) - One clinical instructor/preceptor for each clinical education setting in which there are 10 students.

Clinical Education Setting - A facility recognized by the CAAHEP/ARC-ST standards that meets appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical instructor/preceptor is designated at each site.

Clinical Observation Site - An observation site is used for student observation of the operation of equipment, surgical procedures, and patient care.

Clinical Staff – Employees of the clinical institution in which a clinical setting for students clinical is being held.

(glossary of terms continued)

Communities of Interest - Institutions, organizations, groups and/or individuals interested in educational activities in surgical technology.

Competency Based - Student attainment of a specified level of proficiency.

Credentialing Examination Pass Rate - The number of graduates who pass the credentialing examination.

Direct Supervision - Student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified clinical instructor/preceptor is present during student performance of a repeat of any unsatisfactory competency.

Due Process - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

Goals - Ends or results the program wants to achieve.

Indirect Supervision – For surgical technology program, that supervision provided by a qualified instructor/preceptor immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified instructor/preceptor adjacent to the room or location where a surgical procedure is being performed.

Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical education settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Mission Statement - A means to communicate an educational vision and purpose.

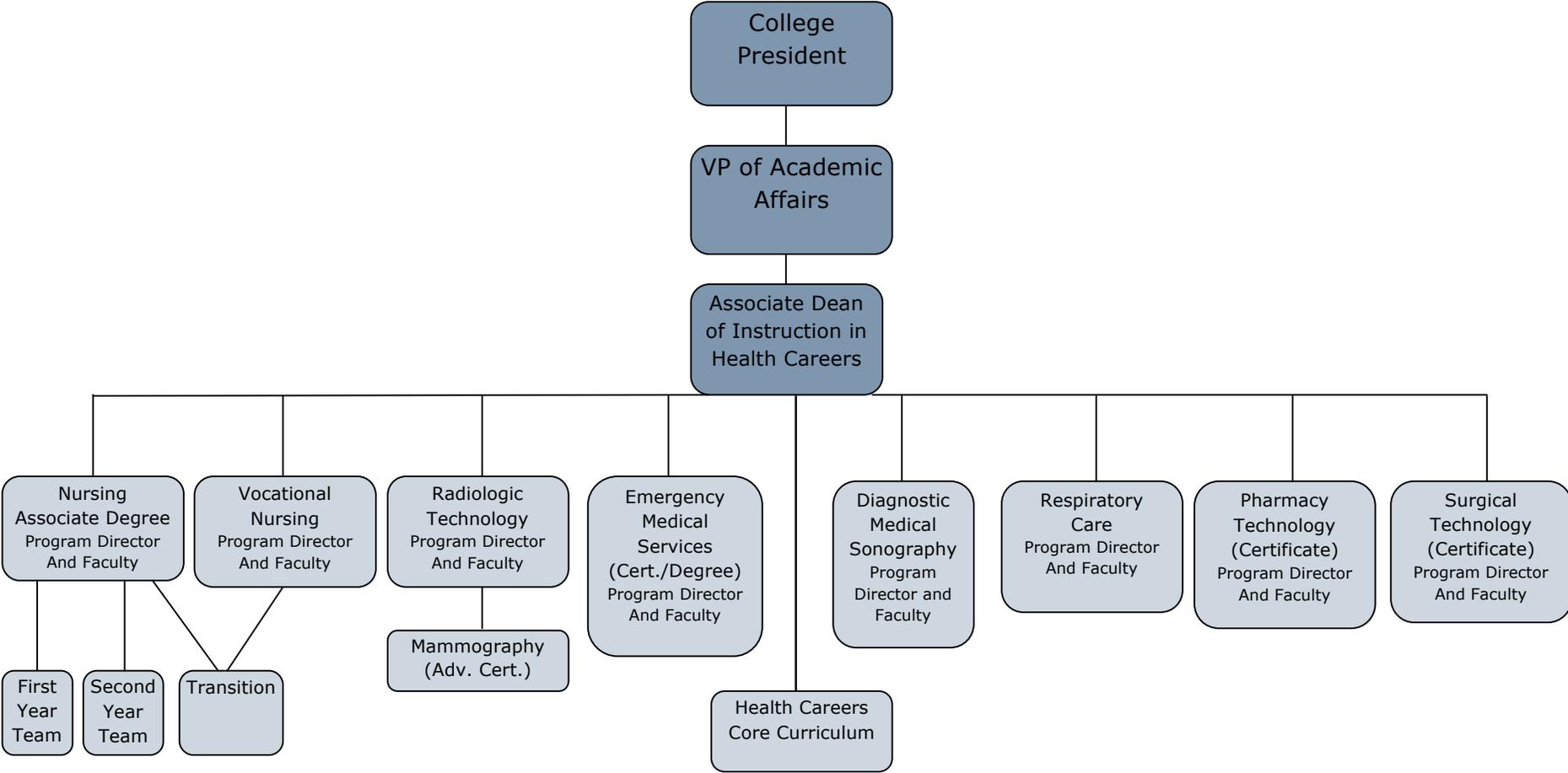
Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

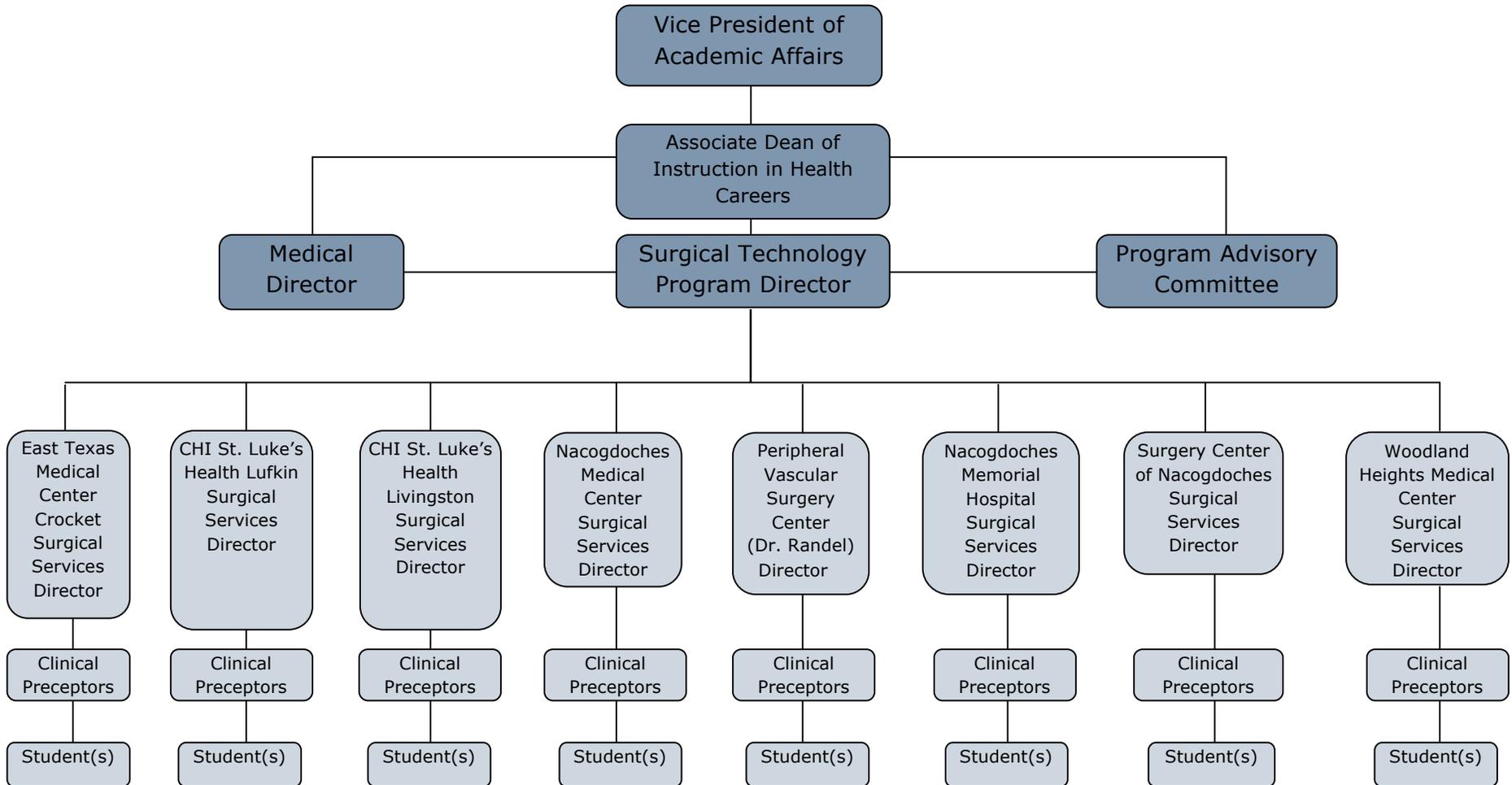
Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters. The surgical technology program is a 12 month program.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia.

ANGELINA COLLEGE HEALTH CAREERS DIVISION ORGANIZATIONAL CHART



ANGELINA COLLEGE SURGICAL TECHNOLOGY ORGANIZATIONAL CHART



HEALTH CAREERS DIVISION
POLICY AND PROCEDURE
CELL PHONE USAGE

Objective: To create an uninterrupted learning environment for all students.

Purpose: Prohibit the use of cell phones during all classes, campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

POLICY

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

Students are prohibited from carrying and/or using cell phones during clinical hours. During clinical hours, cell phones are to be left in vehicle and not to be found on student.

During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones.

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*
- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*
- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

PROCEDURE: Clinical Setting

- Student will be dismissed from clinical with an absence for each incident. *Absences will be documented and cumulative.*

I fully understand this policy and procedure and will comply.

Student Printed Name

Student Signature

Date

**Angelina College
Health Careers Division
Surgical Technology Program
Student Handbook Policy**

I _____, have received and read the Surgical Technology Program Student Handbook. I agree to follow all policies as stated while enrolled in the Surgical Technology Program.

I also realize and understand the course sequencing changes that will be implemented starting in January 2014. I will accept and follow these changes.

Signature

Date

Witness

Date

Angelina College
Health Careers Division
STUDENT AND FACULTY AGREEMENT

The Health Careers Division at Angelina College works diligently to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class (es). **To inform yourself of all policies, Angelina College and the Health Careers Division expects you to read the College Bulletin, Student College Handbook and program Student Handbook.**

You should expect the following from the instructor:

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor’s office hours; the instructor’s telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

- Be in class 100% of the time. If you are absent or late more than 12.5% of the course, you may be dropped from the class. (Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
 - While the instructor is lecturing, there should be no talking to other students
 - Leaving the classroom during class is not acceptable
 - You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
 - Working on other class work during class lecture or discussion time is not acceptable.
- Children are not allowed in class or left in hall unattended.
- Phones must be turned off during class, if the phone is used during class, the instructor will follow the Health Careers Division Cell Phone Policy as written and posted in the student handbook.
- Bringing food or drink into the Skills Lab or Computer Lab is forbidden.
- Bringing weapons to class is not permitted.
- Sleeping and dozing in class is not permitted.
- Using derogatory or vulgar language is not permitted.
- Purchase required textbook and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on grades often and discuss concerns early. Do not wait until the last week of semester.
- Seek the assistance of available tutoring services.
- Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

This agreement applies to all courses, all semesters.

Student Name (printed)

Student Signature

Date

Faculty Signature

Date

HEALTH CAREERS DIVISION
POLICY AND PROCEDURE
CELL PHONE USAGE

Objective: To create an uninterrupted learning environment for all students.

Purpose: Prohibit the use of cell phones during all classes, campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

POLICY

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

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During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones.

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*
- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*
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PROCEDURE: Clinical Setting

- Student will be dismissed from clinical with an absence for each incident. *Absences will be documented and cumulative.*

I fully understand this policy and procedure and will comply.

Student Printed Name

Student Signature

Date

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Health Careers Division
Surgical Technology Program
Student Handbook Policy**

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Signature

Date

Witness

Date

**Angelina College
Health Careers Division
STUDENT AND FACULTY AGREEMENT**

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- Seek the assistance of available tutoring services.
- Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

This agreement applies to all courses, all semesters.

_____ Student Name (printed)

_____ Student Signature

_____ Faculty Signature

_____ Date

_____ Date