



Surgical Technology

Student Handbook

Originated December 2008
Revised August
2025

Table of Contents

Welcome Statement and Program Accreditation	4
Program Accreditation Standards, Certification and Eligibility.....	4
Statements of Hierarchy, Health Careers Organizational Chart, Mission and Philosophy Statement and Educational and Disability Accommodations.....	5-6
Program Learning Outcomes, Program Goals, Student Responsibility.....	7
Instructor's Expectations, Instructional and Administrative Personnel	8
Instructional Facilities.....	9
Associates of Applied Science Degree Plan	10
Financial Assistance, Transfer Students, Readmission	11-12
Pregnancy Policy, Academic Dishonesty, Grievance Policy,	12
Standards Committee, Surgical Technology Advisory Committee,	13-14
Program Grading System,.....	14
Grading and Examination Policy, Exam Review, Progression Policy,.....	15-16
Graduation Requirements, Proper Forms of Address,	16
Maintenance of Program Facilities, Cell Phone Policy	17
Communicable Disease Policy, Alcohol & Drug Policy	18
Student Employment and Work Professional Development,.....	19-20
Professional Organizations, Program Dress Code and Clinical Policy.....	21
Clinical Requirements, Clinical Assignments, Rules and Regulations	22-23
Clinical Requirements (all semesters), Clinical Competency Log	24
Clinical Meal Schedule, Medical Care, Incident Report Policy	25
Liability Insurance, Clinical Supervision, Repeat Competency Policy	26
Student Consultation, Probationary Status, Daily Dismissal	27-28

Table of Contents Continued

Inclement Weather Policy	28
Attendance Information and Policies: Program Schedule	29-30
Didactic Class and Lab Attendance	31-32
Clinical Attendance Policy.....	32 -33
Clinical Absence, Bereavement Absence,	33-34
Conflict of Interest Policy	35
Drop/Withdraws Policy	36
Education Plan: Evaluating Didactic and Clinical.....	37-40
Integration of Clinical Competency (Evaluation into a Program).....	41
Learning Domains: Cognitive, Psychomotor, and Affective Objectives Chart	42
Glossary of Terms.....	43-44
Occupational Risks	45
Technical Standards	46-48
Appendix A: Unprofessional Behavior Chart.....	49
Appendix B: Surgical Technology Organizational Chart	50
Health Careers Schools Cell Phone Policy (Student Copy)	51
Surgical Technology Student Handbook Form (Student Copy).....	52
Student and Faculty Agreement (Student Copy).....	53
Probationary Status	54
Certified Background Check Form.....	55
Health Requirements Form.....	56

Welcome to the Surgical Technology Program

Welcome to the Surgical Technology Program at Angelina College! We are excited to have you join our community of dedicated students and professionals. This handbook is designed to guide you through your academic journey, providing important information, expectations, and resources to help you succeed. We look forward to supporting you as you develop the skills and knowledge needed for a rewarding career in surgical technology. Welcome aboard!

Angelina College established its Surgical Technology program in January 2009 to meet the growing healthcare needs of our service area. The curriculum is based on "The Essentials and Guidelines for an Accredited Educational Program in Surgical Technology," developed by leading medical organizations including the American College of Surgeons, American Hospital Association, Association of Surgical Technologists, and American Medical Association.

This Student Handbook outlines the policies, procedures, and expectations for enrolled students. All students must familiarize themselves with this handbook, as well as the Angelina College Catalog and Student Handbook (available at www.angelina.edu).

The Surgical Technology Program faculty reserves the right to modify handbook provisions without prior notice. These changes may affect courses, fees, calendar, curriculum, and progression requirements. While efforts will be made to minimize disruption, changes will be implemented as deemed necessary by proper authorities and will apply to both current and prospective students. The overall program length will not increase unless directed by accrediting agencies.

This handbook does not constitute an irrevocable contract between the Program and any student or applicant. The Program is not liable for any misrepresentations resulting from errors in the handbook's preparation.

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:

Association of Surgical Technologist

6 West Dry Creek Circle #200
Littleton, Colorado 80120
Telephone number: 800-637-7433

Accreditation Review Council - Surgical Technology and Surgical Assisting (ARC/STSA)

19751 East Mainstreet, Suite #339
Parker, Colorado 80138
Telephone number: 303-694-9262



Angelina College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (<https://arcstsa.org/>), 9355 - 113th St. N #7709, Seminole, FL, 33775 (phone: 727-210-2350, web www.caahep.org)

Accreditation Standards

The Surgical Technology Program adheres to STANDARDS that require:

1. Demonstration of appropriate program purposes
2. Documentation of program effectiveness
3. Assurance of continued compliance with accreditation standards

All students are informed about these STANDARDS through presentations and discussions.

Student Complaint Process

If a student believes the Program is not complying with accreditation standards, they should follow this complaint process:

1. Submit a written complaint to the Program Director.
2. The Program Director will investigate and provide a written response within three working days of receiving the complaint.
3. If unsatisfied with the response, the student may escalate the complaint to the Health Careers Schools Dean.
4. If still unresolved, the student may request further review by the Vice-President of Academic Affairs at Angelina College.

This process ensures that all complaints are thoroughly investigated and addressed at appropriate levels of authority within the institution.

National Certification and Eligibility

Certification Examination: Upon successful completion of our accredited surgical technology program, graduates are eligible to take the national certification examination in surgical technology. Our program is structured to allow students to take the Certified Surgical Technologist (CST) exam prior to graduation.

CST Designation: After passing the national certification examination, graduates may use the Certified Surgical Technologist (CST) designation, indicating their professional qualification in the field.

Eligibility Considerations

It's important to note that certain legal issues may affect eligibility for certification:

- Individuals convicted of a felony, gross misdemeanor, or misdemeanor may be ineligible for certification.
- The only exceptions are minor speeding and parking violations.
- All alcohol and/or drug-related violations are included and may affect eligibility.

Concerns About Eligibility

If you have concerns about how your conviction record might affect your eligibility for certification, please contact:

- The National Board of Surgical Technology and Surgical Assisting
- Phone: (800) 707-0057
- Website: nbtsa.org
-

They can provide more detailed information about how specific situations might impact certification eligibility.

Statement of Hierarchy

In case of conflict between the sponsoring Angelina College Catalog and the Surgical Technology Student Handbook, interpretation of the conflict must be channeled through the Program Director 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 Schools 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.

Program Mission 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 entry-level preparation into the profession.

Educational and Disability Accommodations

Educational Accommodations - If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal (students tab > access & inclusion > educational accommodations application). An Access & Inclusion team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Access and Inclusion in Roadrunner Central or email access@angelina.edu. To report any complaints related to accommodations, contact the Director of Access & Inclusion (936) 633-4504. To report discrimination of any type, contact Tifini Whiddon, Director of Human Resources, at (936) 633-4555 or twhiddon@angelina.edu.

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, and application of technical, affective, psychomotor, and critical thinking skills, and competency in the role of 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 Responsibilities

Students enrolled in the Angelina College Surgical Technology Program must:

1. Access and refer to the Student Handbook available on Blackboard throughout their enrollment.
2. Keep the Surgical Technology office updated with current contact information.
3. Arrange personal transportation to and from clinical affiliations.
4. Comply with all institutional and clinical affiliation guidelines, including appearance and grooming standards.
5. Maintain up-to-date health records and required immunizations.
6. Cover costs for any additional medical tests or immunizations required by clinical institutions.
7. Be responsible for medical care expenses resulting from accidents/injuries during program enrollment.
8. Maintain a minimum 2.5 cumulative GPA.
9. Achieve grades of 73 or above in didactic courses and 80 or above in lab and clinical courses.
10. Keep BLS (CPR) certification current.
11. Follow universal precautions consistently, including wearing approved protective eyewear.
12. Demonstrate appropriate conduct in all academic and clinical settings.
13. Promptly report any issues at clinical sites to the preceptor, manager, or instructor.
14. Actively participate in the learning process by coming prepared to each class.

Instructor's Expectations

1. Be prepared for class. Bring required books from the first day, without exception.
2. Complete assigned readings before class, laboratory, or clinical sessions.
3. Submit all assignments on time.
4. Ask questions freely. There are no "dumb questions" in any learning environment.
5. If uncomfortable asking during class, note questions and discuss them with the instructor afterward.
6. Utilize instructor's office hours and availability. Make appointments as needed for additional support.
7. Always prioritize patient care in the operating room. Let this guide your decision-making.
8. Maintain a positive attitude. Laughter can help manage stress in challenging situations.
9. Embrace lifelong learning. Stay current with new techniques, instruments, and medical knowledge in this ever-evolving field.
10. Demonstrate your best effort. The instructor is committed to supporting your success.
11. Consider pursuing higher education to advance your professional development.

Remember, the instructor is here to support your learning journey. Mutual respect and open communication will enhance your educational experience.

Instructional and Administrative Personnel

Program Director:

Mrs. Stefanie Vaughn B.A.S., CST, FAST
Office: 209
Phone: 936-633-5275
Email: svaughn@angelina.edu

Clinical Coordinator/Lab Instructor

Donta Davis, A.A.S., CST, CRCST, FAST
Office: 209
Phone: 936-633-4523
E-mail: dodavis@angelina.edu

Health Careers II Administrative Assistant:

Daphne Shepherd Waddleton
Office: 128 HCII
Phone: 936-633-5292
E-mail: dshepherd@angelina.edu

Health Careers Receptionist:

Suleena Richardson-Alfar
Office: 100
Phone: 936-633-3200

Dean of Health Careers School:

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

Health Careers I Administrative Assistant:

Terry Scott
Office: 100D HC I
Phone: 936-633-5265
E-mail: tscott@angelina.edu

Office of Student Disability Services

Renee McCain
Office: Library Second Floor
Phone: 936-633-4504
E-mail: disabilityservices@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 building. 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

Surgery Center of Nacogdoches

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

MidCoast Crockett Medical Center

1100 East Loop 304
Crockett, TX 75835
www.crockettmedicalcenter.com

Lehmann Eye Center

5300 North St.
Nacogdoches, TX 75965
www.lehmanneyecenter.com

All clinical affiliates are recognized by the JCAHO

SURGICAL TECHNOLOGY RECOMMENDED ACADEMIC PLAN

1ST YEAR, FALL SEMESTER - PREREQUISITES			Credit Hours	✓
STSU	0300	Student Development	0	<input type="checkbox"/>
ENGL	1301	English Composition	3	<input type="checkbox"/>
MATH	1332	Contemporary Mathematics	3	<input type="checkbox"/>
BIOL	2401	Anatomy and Physiology I	4	<input type="checkbox"/>
HITT	1305	Medical Terminology	3	<input type="checkbox"/>
			13	
1ST YEAR, SPRING SEMESTER - PREREQUISITES				
SRGT	1405	Introduction to Surgical Technology (<i>2nd 8-week term only</i>)	4	<input type="checkbox"/>
BIOL	2402	Anatomy and Physiology II	4	<input type="checkbox"/>
ARTS	1301	Art Appreciation (or DRAM 1310, MUSI 1306, MUSI 1310)	3	<input type="checkbox"/>
PSYC	2301	General Psychology	3	<input type="checkbox"/>
RNSG	1208	Dosage Calculations for Nursing	2	<input type="checkbox"/>
			16	
1ST YEAR, SUMMER I				
SRGT	1409	Fund. of Perioperative Concepts & Techniques	4	<input type="checkbox"/>
BIOL	2420	Microbiology	4	<input type="checkbox"/>
			8	
1ST YEAR, SUMMER II				
SRGT	1260	Clinical-Surgical Technologist I	2	<input type="checkbox"/>
			2	
2ND YEAR, FALL SEMESTER				
SRGT	1541	Surgical Procedures I	5	<input type="checkbox"/>
SRGT	1542	Surgical Procedures II	5	<input type="checkbox"/>
SRGT	1360	Clinical-Surgical Technologist I	3	<input type="checkbox"/>
			13	
2ND YEAR, SPRING SEMESTER				
SRGT	1460	Clinical-Surgical Technologist II	4	<input type="checkbox"/>
SRGT	2360	Clinical-Surgical Technologist III	3	<input type="checkbox"/>
SRGT	2130	Professional Readiness (capstone course)	1	<input type="checkbox"/>
			8	
* Earned			Total: 60	

*Prerequisites and corequisites required.

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 Schools Office. There are several scholarships available for students enrolled in any of the health careers programs. Scholarships are listed in the current Angelina College Catalog 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's 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 Catalog 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 Director of the previous school, (2) a comprehensive description of surgical technology courses completed, (3) evidence of maintaining an overall 2.5 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 1 year since a required surgical technology (SRGT) 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 10-12 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 Director 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 surgical technology courses and pass the final examinations with a grade of 73 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 Catalog.

***Note: Students who were required to exit the Program due to lab or 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, clinicals, or lectures and will be considered absent.

Academic dishonesty

Academic dishonesty is a breach of the expected behavior of a healthcare 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 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 an 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 Director 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) files(s).
6. Copies of the decision letter, committee minutes, and any pertinent documentation are forwarded to the program director with the student(s) file(s).
7. The student may appeal the committee's 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 Director 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 members should summarize information gained from the meeting and present it to the class on the next lecture day.
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

Course Type	Grade	Range	Notes
Didactic (Classroom)	A	90 – 100	
	B	80 – 89	
	C	73 – 79	
	F	72 and below	Results in Course Failure
Lab	A	90 – 100	
	B	80 – 89	
	F	79 and below	Results in Course Failure
SRGT 2130 – Professional Readiness	A	90 – 100	
	B	80 – 89	
	C or below	Below 90	Results in Course Failure
Clinical Courses	P	80 – 100	P = Passing
	F	79 and below	F = Failing
Program Policy	—	—	Failure of Final Skills Assessment = Program Failure Failure of Clinical = program reentry is not allowed

Grading & Examination Policy

1. Grade Determination
 - Course-specific grading criteria are outlined in the respective syllabus.
 - Exams (written, computer-based, or skills-based) assess the student's mastery of course objectives.
2. Exam Conduct Requirements
 - Students must focus solely on their own work during exams.
 - Any observed violations (e.g., cheating, collaboration, or suspicious answer patterns) will be investigated by the instructor.
3. Consequences for Violations
 - Academic Penalty: A failing grade (including a potential zero) for the exam, at the instructor's discretion.
 - Disciplinary Action: Automatic referral to the *Surgical Technology Standards Committee* for further review.

Exam Review Policy for Surgical Technology Courses

1. Exam Review Process

Routine exams (written or computer-based) in surgical technology courses will be reviewed by both the instructor and students.

- Timing: Semester exams are typically reviewed the same day they are taken or by the next scheduled class session.
- Adjustments: Exam statistics will be analyzed, and scores may be adjusted if necessary.

2. Grade Release Protocol

- Do not attempt to bypass the instructor or request grades early.
- Do not call administrative staff or receptionists for grades—such inquiries will be redirected to the program director.

3. Conduct During Exam Review

- Disrespectful behavior during exam discussions will not be tolerated.
- If a student has unresolved concerns about an exam question after the group review, they should speak with the instructor privately after class.

3. Other Assignments

Reviews for non-exam coursework will follow a schedule determined by the instructor.

Progression Policy for the Surgical Technology Program

1. Program Completion vs. Certification

- Successful completion of the Associate-level curriculum is required for progression.
- Note: This does not guarantee eligibility for professional certification in surgical technology.

2. Academic requirements for progression to advance in the program, students must:

- Earn a minimum passing grade of in all required courses according to the course syllabus.

- Complete courses in the prescribed sequence.
3. Conditions for Advancing to the Next Course
Students may progress only when all of the following are met:
1. Minimum passing grade achieved in the current course.
 2. Satisfactory clinical performance.
 3. Completion of all scheduled standardized tests.
 4. All assignments submitted successfully to the instructor.

Graduation Requirements for the Surgical Technology Program

1. Academic & Competency Standards

To be eligible for graduation, students must:

- Successfully complete the published curriculum and all competency requirements.
 - Earn a passing grade according to the course syllabus or better in all Surgical Technology courses.
 - Maintain an overall "C" average (2.5 GPA) in all other required courses.
2. Commencement Participation
- All Surgical Technology students are expected to attend the Angelina College commencement ceremony at the end of the spring semester.
3. Graduate Recognition
- Students who fulfill all requirements for the Associate of Applied Science (AAS) in Surgical Technology may purchase the official Angelina College Surgical Technology pin from an authorized vendor.

General Information and Policies

Proper Forms of Address

1. Addressing Faculty & Clinical Personnel

- College Faculty / Facility Staff:
Use last names preceded by:
 - *Ms., Mr., or Dr.* (as applicable or preferred by the individual).
- Clinical Settings (Physicians & Patients):
Apply the same naming convention (e.g., *Dr. Smith, Ms. Garcia*).
- Clinical Preceptors & Staff:
Follow the employing facility's guidelines for respectful address (e.g., *Mr. Lee, Dr. Patel*).

2. Purpose of Professional Address

- Reinforces mutual respect among faculty, clinicians, patients, and students.
- Strengthens professional relationships in academic and healthcare environments.

Maintenance of Program Facilities

1. Health Careers Building Rules

All students must help maintain clean and functional facilities by following these guidelines:

- Food & Drinks:
 - Permitted in classroom only in containers with secure lids.
 - Prohibited in computer labs and laboratories.
- General Cleanliness:
 - Leave classrooms and labs orderly for the next users.
- Smoking Policy:
 - Smoking is allowed off-campus only.
- Visitors:
 - Children and guests are not permitted in classrooms, labs, or clinical areas.

2. Noise & Courtesy Policies

- Maintain a low noise level in hallways, labs, classrooms, and offices (8:00 AM–9:00 PM) to avoid disrupting classes.

3. Copying Policy

- Student Responsibility:
 - Make copies before submitting originals.
- Approval Required:
 - Any necessary copies must be approved by the Program Director or a faculty member.
 - Do not ask receptionists or administrative assistants to make copies.

Cell Phone Policy

1. General Usage Rules

- Prohibited: Personal cell phone use during:
 - All classes
 - Campus laboratories
 - Clinical settings – Only used for logging procedures and obtaining signatures.

2. Emergency Contact Protocol

- Notify family/childcare providers that in extreme emergencies only, they may contact:
 - The program's administrative assistant(s) or receptionist
 - These staff members will locate and notify the student.

3. Approved Educational Use

- Cell phones may only be used with instructor approval for:
 - Course-related activities (e.g., research, educational apps)

4. Policy Accessibility

- A full copy of this policy is available in the program appendices.

Communicable Disease Policy

1. Reporting Requirements

- Students must immediately notify:
 - Program Director
 - Clinical Coordinator
 - If diagnosed with a communicable disease or exposed to someone with one.
- Clinical Preceptors:
 - Follow institutional guidelines for disease management.
 - Communicate re-entry protocols to the student, Clinical Coordinator, and Program Director.

2. Medical Clearance

- A physician's release may be required before resuming clinical duties, depending on the disease severity.

3. Common Communicable Diseases

Includes but not limited to:

- Vaccine-preventable: Chickenpox, measles, mumps, rubella
- Infectious: Hepatitis (A/B/C), tuberculosis, staph infections, scabies
- Respiratory: Pneumonia, influenza (if part of outbreak)

4. Academic Impact

- Failure to meet course objectives/attendance due to illness may result in no passing grade.

Alcohol and Drug Policy for Surgical Technology Program

1. Mandatory Drug Testing

- Conditional Acceptance Requirement:
 - A negative drug screen.
- Continued Testing:
 - Additional screenings may be required if suspected of substance use (per Program Director's discretion).

2. Prohibited Conduct

- Strictly Forbidden:
 - Presence on campus or in clinical settings under the influence of:
 - Alcohol
 - Illegal drugs
 - Misused controlled substances

3. Clinical Affiliate Rights

- Random Testing Authority:
 - Clinical sites may require immediate drug testing if impairment is suspected.
- Student Obligations:
 - Must consent to initial and random drug tests as mandated by affiliates.
 - Waive legal objections to testing as a condition of clinical participation.

4. Institutional Compliance

- Students must review and adhere to the full Angelina College Student Handbook drug policy.

Student Employment and Work Policy

1. Work-Life Balance

- The Surgical Technology Program is full-time, requiring careful time management to meet academic standards.
- Outside Employment:
 - Strongly discouraged; if necessary, limit to 2–3 days per week.
 - Part-time work arrangements are the student's responsibility.

2. Clinical vs. Employment Hours

- Prohibited During Clinicals:
 - Wearing program uniforms or name badges during paid work hours.
 - Counting paid surgical procedures toward graduation/certification requirements.
- Transitioning Between Roles:
 - Students working as surgical interns must clock out of clinical rotations before clocking in for paid work.

3. Educational Focus

- Clinical rotations are strictly educational; students:
 - Cannot replace paid staff in clinical settings.
 - Will not receive payment for clinical activities.

Professional Conduct and Development Policy

The Surgical Technology Program fosters professional values and lifelong learning through structured expectations in both classroom and clinical settings. Professional behavior is defined as conduct appropriate to each situation, reflecting a student's readiness to become a skilled healthcare provider.

Students are required to cultivate personal attributes aligned with the Association of Surgical Technologists' Standards of Ethics. Their demeanor and actions directly demonstrate their qualifications and potential in the field. The program holds all participants to these benchmarks as essential measures of professional growth.

The Code of Ethics states:

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, for 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 the principles of asepsis.

7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times with all members of the health-care team.
11. Monitoring one's emotional expressions and responsiveness
12. Maintaining composure when challenged

The Surgical Technology Program requires strict adherence to the Association of Surgical Technologists' Standards of Practice, mandating professional judgment and critical thinking in all clinical and educational settings. Students must demonstrate ethical conduct at all times, as unprofessional behavior directly conflicts with program standards and patient safety expectations.

When instructors, preceptors, or clinical staff identify unethical or unprofessional conduct, the program implements a structured disciplinary process:

1. First Incident: The student meets with faculty for documented counseling using a Student Counseling Form, serving as the sole warning.
2. Subsequent Incidents: Any repeated violation triggers immediate final warning procedures, which may lead to:
 - Program dismissal
 - Referral to the Standards Committee for disciplinary review
 - Potential termination from clinical placements

All students confirm their understanding of this policy by signing the Student Handbook acknowledgment. The program maintains zero tolerance for behaviors that compromise professional standards or patient care quality.

This revision better aligns with industry best practices while maintaining the policy's original intent. The structure provides clearer escalation paths and emphasizes the connection between professional conduct and patient outcomes.

Professional Organizations

The Surgical Technology Program requires students to join the Association of Surgical Technologists (AST) in the fall semester of the program. Students are required to submit proof of membership before the last day of the 16-week fall semester. Students are encouraged to attend local professional activities and are encouraged to travel to state assembly meetings that occur the first weekend in March each year.

Program Dress Code & Clinical Policy

Campus Attire

Students must maintain professional appearance on campus. For guest speaker events or healthcare visits, business attire is required:

- No sleeveless/tank tops, shorts, or miniskirts
- Clothing should be modest and work-appropriate

Uniform Requirements

All students must purchase (included in tuition) approved uniforms from the designated vendor with the AC Surgical Technology Program insignia embroidered on the left chest. Uniforms must be replaced as needed to maintain professional standards.

Laboratory/Clinical Attire:

- Uniform Specifications:
 - Light grey pants/skirts (skirts must fall below knee)
 - Light grey uniform top with program insignia
 - Plain white/black undershirts (must not extend beyond uniform sleeves)
 - Non-absorbent black/white/grey shoes (no glitter, metallics, or shoestrings)
 - AC photo ID badge visibly displayed on upper left chest or lanyard
- Grooming Standards:
 - No jewelry of any kind
 - No nail polish, artificial nails, or eyelashes
 - Hair must be neatly groomed (male students: trimmed facial hair)
 - All uniforms must be clean, pressed, and wrinkle-free

Non-Compliance Consequences:

Students violating dress code will:

1. Be dismissed from clinical/lab for the day
2. Receive an absence on record
3. Have incident documented via Student Counseling Form
4. Face potential review by Standards Committee

Clinical Requirements

Student Responsibilities:

- Maintain reliable transportation to all clinical sites
- Arrive punctually for all assignments
- Verify directions and parking arrangements in advance
- Keep all documentation current in CastleBranch:
 - Immunization records
 - Drug screen
 - Health forms
 - Background check
 - Valid 2-year AHA BLS certification

Participation Mandates:

- No clinical attendance permitted without complete documentation
- Non-compliance results in:
 - Recorded absences
 - Potential program dismissal
 - Loss of clinical privileges

Clinical Assignments for Surgical Technology Program

Case Requirements

Students must complete:

- 832 clinical hours
- 120 standard cases, including:
 - 30 General surgeries (20 first scrub, 10 second scrub)
 - 90 Specialty surgeries (60 first scrub, 30 second scrub)
 - Up to 10 Diagnostic Endoscopy cases
 - Up to 5 vaginal delivery cases

Note: Podiatry procedures do not count toward the case log.

Clinical Education Assignments

- Integrate classroom and lab knowledge with patient care experience
- Assignments are made by the Clinical Coordinator in consultation with facilities
- Published approximately 30 days before the semester
- Subject to revision at the discretion of Program Director/Clinical Coordinator

Professional Conduct

- Clinical settings may refuse admission for unprofessional behavior
- Expulsion for unprofessional/unethical conduct results in course failure
- Students will be counseled and referred to the Surgical Technology Standards Committee

Clinical Rules and Regulations

1. Wear clean, pressed, program-approved uniform
2. Follow departmental and HIPAA policies
3. Accept all appropriate assignments
4. Do not leave assigned area without permission
5. Address patients and physicians respectfully
6. No sleeping during clinical assignments
7. Personal phone calls require staff manager approval
8. No tips or gratuities from patients or families
9. No altering scheduled hours without approval
10. Respect authority of clinical faculty and staff
11. Report to department head in preceptor's absence
12. No profanity
13. No alcohol, drugs, or controlled substances
14. Limited cell phone use (clocking in/out only)
15. Maintain short, clean nails; no polish
16. No jewelry or visible body piercings
17. Hair neat, clean, and off shoulders
18. Conservative makeup and minimal scents
19. Conceal tattoos if possible
20. Maintain good personal hygiene
21. No smoking during clinical hours or on facility property
22. Adhere to facility-specific dress code guidelines
23. No gum chewing; breath mints allowed
24. Eat and drink in designated areas only
25. Remain active and engaged; avoid sitting unnecessarily
26. Scrub in on every possible procedure

Violations may result in denial of clinical experiences or program dismissal.

Clinical Requirements – For All Semesters

1. A minimum number of competencies must be completed from those specified in the course syllabus during any semester. The institutional protocol will determine the positions or projections used for each procedure.
2. The Clinical coordinator and clinical preceptors (weekly) will evaluate students during each semester. After completion of the evaluation form, if counseling is needed, a counseling session will be held and the student will sign the form indicating that the counseling was accomplished. The clinical coordinator or preceptor as deemed necessary may schedule additional student counseling periods or remediation.
3. Clinical class days vary but can include any day of the week, except for official college holidays or official closing days due to weather.
4. All competencies **must be** performed in the presence of a **qualified** clinical instructor/preceptor.
5. Clinical competency evaluations are conducted on a pass/fail basis and will influence the clinical coordinator's evaluation.

Clinical Evaluations:

1 failed = counseling and 1st warning

2 failed = counseling, 2nd warning, and probation

3 failed = failure of clinical and program withdrawal from didactic course(s).

Clinical Competency Log (Trajecsys)

Students are required to purchase the Trajecsys Student reporting system during the first week of the summer II semester. The following expectations must be met by each student.

1. Log all surgical procedures as soon as possible and obtain **preceptor** signatures for verification (this can only be signed by the preceptor, not anyone else during that procedure).
 - a. Procedures that have not been signed within one week of performance the procedure will not be counted and will be deleted from the student's log.
2. Log the appropriate level of participation and case performed (see handout).
3. Have weekly evaluations completed by a preceptor that the student scrubbed with during the week of the evaluation.
 - a. If evaluations have not been submitted by Friday of the following week, students will receive a zero for that weekly evaluation.
4. Observation cases will require a case study completed by the student and turned in the Friday morning of the same week.

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. Students are prohibited from leaving the clinical site for lunch unless approved by the clinical coordinator or program director. 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 Report Policy

Accident & Injury Reporting: All accidents and injuries must be reported immediately to the clinical instructor. Students must follow facility incident reporting procedures and complete all required program incident documentation. Appropriate medical attention should be sought when needed.

Exposure Protocol: Any exposure incidents must be reported immediately. Students must follow facility exposure protocols and complete all required documentation. Follow-up testing will be conducted as required by facility and program policies.

Emergency Procedures: Students must follow all facility emergency protocols and be familiar with the location of emergency equipment. Participation in emergency drills is mandatory. All emergencies must be reported according to facility guidelines. 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.

Liability Insurance

All Surgical Technology students are required to have professional liability insurance prior to beginning any clinical education experience. This insurance provides protection for the student, Angelina College, and the clinical site in the event of a medical situation that may lead to legal action.

Important Note:

The cost of liability insurance is **not an out-of-pocket expense for the student**. It is automatically included in your tuition and fees, typically billed during registration for the **Summer II semester** on an annual basis.

Clinical Supervision Policies

Direct Supervision

Before a student has successfully completed a surgical procedure competency evaluation, they must be under direct supervision at all times during procedures.

Direct supervision means that a qualified instructor or preceptor:

- Reviews the procedure in relation to the student's progress.
- Evaluates the patient's condition alongside the student.
- Is physically present in the room throughout the procedure.
- Reviews and approves the student's performance of the procedure.

Indirect Supervision

After a student has successfully completed a surgical procedure competency evaluation, they may be supervised under indirect supervision.

Indirect supervision means that a qualified CST preceptor or their designee:

- Is immediately available to assist the student, regardless of the student's level of experience.
- "Immediately available" means being physically present adjacent to the room or location where the procedure is being performed.

Repeat Competency Policy

If a student must repeat a surgical procedure due to an unsatisfactory performance, a qualified preceptor must be physically present during the repeat attempt.

Failure to follow this policy will result in serious consequences:

- The incident will be harshly reflected in the student's clinical coordinator evaluation.
- The student may be dismissed from clinical for the day.
- The student may be placed on probationary status.

Student Consultation

Students will meet with their clinical instructor or preceptor at regular intervals throughout the semester. However, students are encouraged to request additional meetings as needed.

At any time, a clinical preceptor may relieve a student from their clinical duties for the purpose of one-on-one counseling or consultation.

Probationary Status and Remediation

Students may be placed on probationary status for the following reasons:

- Inability to retain lab or clinical skills.
- Unprofessional behavior.
- Termination from a clinical site.

The Program Director will determine the length of time a student remains on probation. Depending on the circumstances, the student may also be required to complete remediation activities.

While on probation:

- If the student commits another infraction,
- Or continues to show an inability to retain lab or clinical skills,
- Or engages in additional unprofessional behavior,

They may be dismissed from the program.

Specific grading for each clinical rotation is documented in each course syllabus. Failure of clinical evaluations will result in failure of the currently enrolled course. A student who fails a clinical course will not be allowed to progress further in the program.

Daily Dismissal

Clinical Dismissal Policy

Students may face dismissal from clinical activities for various reasons, including but not limited to:

- Inappropriate uniform
- Failure to wear the official name badge
- Unprofessional conduct
- Refusal to perform an assigned procedure
- Other serious breaches of conduct

Consequences of Daily Dismissal

If a student is dismissed from clinical activities for the day:

1. It will be recorded as an absence
2. The incident will be documented on a Student Counseling Form
3. The dismissal will affect the student's clinical evaluation grade

Further Disciplinary Action

In cases of dismissal, students may also:

- Be subject to review by the Surgical Technology Standards Committee
- Face potential dismissal from the program
- Be placed on probationary status

Students are expected to adhere to all professional standards and guidelines to maintain their standing in the program.

Inclement Weather Policy

Students are advised to adhere to local broadcast information concerning campus closure due to inclement weather, if you are not sure of school closure call your program director and do not rely on anyone else for information that is not employed by the college. Announced closings will also be incorporated into the college voicemail message. Cancellations 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

*If there is any question regarding the closure of class, lab, or clinical, contact your program director or clinical coordinator.

Attendance Information and Policies

Surgical Technology Program Schedule

(Subject to change based on clinical site availability and college calendar)

Semester	Day	Time	Activity
Spring – Second 8 Weeks <i>Prerequisite Course – Only offered in this semester</i> SRGT 1405 Introduction to Surgical Technology	Monday	9:00 AM – 12:00 PM	Lecture
	Tuesday	8:00 AM – 12:00 PM	Lab A
		1:00 PM – 5:00 PM	Lab B
	Wednesday	9:00 AM – 12:00 PM	Lecture
	Thursday	8:00 AM – 12:00 PM	Lab A
		1:00 PM – 5:00 PM	Lab B
	Friday	No Class	
Summer I (Early Start) Program Start SRGT 1409 – Fundamentals of Perioperative Concepts	Monday	8:00 AM – 12:00 PM	Lecture
	Tuesday	8:00 AM – 12:00 PM	Lab A
		1:00 PM – 5:00 PM	Lab B
	Wednesday	9:00 AM – 12:00 PM	Lecture
	Thursday	8:00 AM – 12:00 PM	Lab A
		1:00 PM – 5:00 PM	Lab B
	Friday	No Class	

Semester	Day	Time	Activity
Summer II (Late Start) SRGT 1260: Clinical	Monday	No Class	
	Tuesday	6:30 AM – 3:00 PM	Clinical
	Wednesday	6:30 AM – 3:00 PM	Clinical
	Thursday	6:30 AM – 3:00 PM	Clinical
	Monday/Friday	No Class	
Fall Semester SRGT 1541 – Surgical Procedures 1 SRGT 1542 – Surgical Procedures 2 SRGT 1360 - Clinical	Monday	8:00 AM – 1:00 PM	Lecture
		1:00 PM – 5:00 PM	Open Lab
	Tuesday	6:30 AM – 3:00 PM	Clinical
	Wednesday	6:30 AM – 3:00 PM	Clinical
	Thursday	8:00 AM – 12:00 PM	Lab A
		1:00 PM – 5:00 PM	Lab B
	Friday	8:00 AM – 1:00 PM	Lecture
Spring Semester (Final) SRGT 2130 – Professional Readiness SRGT 1460 -Clinical SRGT 2360 - Clinical	Monday–Thursday	6:30 AM – 3:00 PM	Clinical
	Friday	9:00 AM – 11:00 AM	Professional Readiness

Didactic Class and Lab Attendance

- Students are expected to be punctual and attend all classes regularly.
- Attendance will be recorded promptly at the beginning of all classes.
- Students must notify the course instructor in advance of any absence.

Allowed Absences per Semester

Semester	Allowed Absences	Dismissal Threshold
Summer I	1	2
Summer II	1	2
Fall	2	3
Spring	2	3

Tardiness Policy

- 1st tardy: 5-point deduction from daily attendance
- 2nd tardy: 10-point deduction from daily attendance
- 3rd tardy: Counts as 1 absence and 10-point deduction from final grade

Three class tardies will equal one absence.

Consequences of Absences

- Per semester: Absences will require student counseling.
- If a student reaches the maximum number of absences listed above, they are subject to failure and dismissal from the program.

Instructor's Note on Dependability

"If you are not dependable in my classroom, you will not be dependable for the patients and team members in surgery. This is not a matter I take lightly."

Make-up Work

- Students are responsible for arranging make-up quizzes, tests, and examinations with course instructor(s) immediately upon return to class.
- The course instructor(s) will determine the degree of penalty assessed against unit assignments when make-up is necessary.
- No grade reduction penalty will be assessed on major exams.

Final Examinations

- All students are required to follow the published college schedule for final examinations.
- Changes to the final examination schedule are only allowable with permission from the Vice President of Academic Affairs.

Clinical Attendance Policy

Arrival and Time Tracking

- Students must arrive at all clinical assignments as scheduled by the Program Director.
- Students are not permitted to clock in before 6:15 AM.
- Trajecsys will be used to clock in upon arrival and clock out upon departure.

Documentation of Attendance

- Daily attendance records document clinical attendance and tardiness.
- If a student fails to clock in or out, notify the clinical coordinator and complete a time exception.
- Failure to sign in or out and/or submit appropriate documentation will result in the student being charged with an absence.

Falsification of Records

- Falsifying any attendance records will result in an automatic counseling session with the program director and/or clinical coordinator.
- This incident will be documented, the student will be counted absent for the day and may face review by the standards committee.

Absences and Tardiness: Habitual tardiness, absenteeism, and inability or unwillingness to follow program policies and procedures demonstrate a lack of responsibility and will not be tolerated.

Clinical Tardy and Early Leave

Tardy and early leave is defined as "not being at the assigned area as scheduled," regardless of the duration of lateness.

Consequences of Tardiness:

- 1st tardy: 5-point deduction from daily attendance
- 2nd tardy: 10-point deduction from daily attendance
- 3rd tardy: Equates to 1 absence and 10-point deduction from final clinical grade
- Tardiness exceeding one hour equates to one clinical absence

Three clinical tardies will equate to one clinical absence.

- If unavoidable circumstances prevent clinical attendance or cause tardiness, the student must notify the following before the scheduled arrival time:
 1. Clinical coordinator and/or Program Director
 2. Department manager of the assigned clinical education setting.
- If the department manager is unavailable, record the name of the individual who received the message. Email the clinical coordinator with the name of the individual spoken to.
- Failure to notify the above personnel will negatively impact the student's clinical evaluation grade.

Leaving the Clinical Site

- Students are not allowed to leave the clinical site without permission from:
 1. The program director and/or clinical coordinator AND
 2. Clinical site manager or director
- Failure to obtain permission will result in student counseling and placement on probationary status.

Consequences of Unprofessional Behavior

- If a student exhibits any other unprofessional behavior or unsatisfactory performance after being placed on probation, they will be:
 1. Dismissed from the program
 2. Assigned a letter grade of "F" for failing
 3. Not allowed to progress in the surgical technology program
 4. Ineligible for re-entry into future surgical technology programs

Additional Information

- Telephone numbers of clinical affiliates are included in the handbook for reference and a more detailed list will be provided to the student by the instructor.

Clinical Absence Policy

Allowed Absences:

- Students are permitted two (2) absences per fall and spring semester.
- These absences must be made up in equal clinical hours before the end of the course.

Make-up Procedures:

- Make-up time/assignments will be scheduled by the student with the clinical coordinator and facility manager.

Excessive Absences:

- More than three (3) absences in a clinical course will result in withdrawal with a grade of "F" (Failing) from the clinical course in progression and all co-requisite courses, as per Angelina College policy.

Reporting Absences:

- Students must call the Program Director and/or Clinical Coordinator and clinical site manager prior to the assigned report time for any absence.
- Only telephone calls from the student will be accepted. Texting or emailing is not permitted.

No Call/No Show Policy:

- One no call/no show will result in probation.
- Two no calls/no shows for clinical or clinical lab days will result in dismissal from the Program.

Point Deductions for Clinical Absences

Absences will be reflected in the clinical evaluation as follows:

- 1st absence: -10 points from final grade
- 2nd absence: -20 points from final grade (may result in failure depending on current grade)
- 3rd absence: -30 points from final grade (clinical failure)

Bereavement Leave Policy

Immediate Family Bereavement: Students are granted bereavement leave for the death of an immediate family member under the following conditions:

- Up to three (3) days per year are permitted.
- Immediate family includes:
 - Spouse
 - Child
 - Mother or Father
 - Brother or Sister
 - Mother-in-law or Father-in-law
 - Brother-in-law or Sister-in-law
 - Stepparents
 - Stepchild
 - Grandparent

Extended Absences

- Any absence exceeding the allowed three days will be considered routine clinical absences.
- These will be counted as one absence per clinical semester.

Other Bereavement Requests

- For deaths of individuals not listed as immediate family:
 - Requests must be approved on a case-by-case basis by the Program Director.
 - Approval is not guaranteed and will depend on individual circumstances.

Documentation

- The clinical facility may require proof of bereavement absence.
- Students should be prepared to provide appropriate documentation if requested.

Note to Students

It is important to communicate with the Program Director and clinical coordinator as soon as possible in the event of a bereavement situation to ensure proper arrangements and documentation are made.

Conflict of Interest Policy

Clinical Placement and Personal Relationships

To maintain the integrity of the educational experience and ensure fair, unbiased evaluation of student performance, the Surgical Technology Program adheres to the following conflict of interest policy:

1. Students are prohibited from being scheduled for clinical rotations at facilities where they have family members or close personal relationships working in the surgical services department.
2. "Family members" include, but are not limited to:
 - Spouse or domestic partner
 - Parents and step-parents
 - Siblings and step-siblings
 - Children and step-children
 - Aunts, uncles, and cousins
 - In-laws
3. "Close personal relationships" may include, but are not limited to:
 - Romantic partners
 - Close friends
 - Former coworkers with whom the student has a significant personal history
4. It is the student's responsibility to disclose any potential conflicts of interest to the Program Director or Clinical Coordinator prior to clinical placements being assigned.
5. If a conflict of interest is identified after a clinical placement has been made, the student must immediately notify the Program Director or Clinical Coordinator.

6. The Program reserves the right to reassign students to different clinical sites if a conflict of interest is discovered or disclosed.
7. Failure to disclose a known conflict of interest may result in disciplinary action, including but not limited to, reassignment of clinical placement, probation, and/or formal written counseling.

This policy is designed to ensure objectivity in student evaluation, maintain professional boundaries, and provide an equitable learning environment for all students in the Surgical Technology Program. The Program Director maintains the authority to allow special circumstances at their discretion.

Drops and Withdrawals Policy

Attendance and Course Drops

Absences from didactic classes and clinical courses are governed by the attendance policies outlined in the Angelina College and Surgical Technology Student Handbook. Excessive absences may result in the student being "dropped" from the course.

- If a student is permanently dropped from a lecture or clinical course due to excessive absences, the Program Director will evaluate whether the student should be removed from the program. This decision will be based on the lack of integration between didactic and clinical requirements.

Withdrawal Process

If a student is considering withdrawal or has been dropped from a course within the program:

1. The student must report to the Surgical Technology Program office to receive withdrawal and re-admission information.
2. The student is also required to officially withdraw through the Angelina College Office of Admissions.

Importance of Official Withdrawal

Official withdrawal from the college may prevent the student from receiving a grade of "F" for courses in progress at the time of withdrawal. All decisions regarding grades and withdrawal will adhere to institutional policies as outlined in the Angelina College General Bulletin under "System of Grading" and "Schedule Changes."

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 lectures, discussions, demonstrations, performances, 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 surgical technology 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.

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 regularly and kept following 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 for study is administered.

Grade determination for attainment of didactic competency is accomplished following that published in the syllabus. Grades below the level of "C" are considered failure, and will require the student to be withdrawn from the program and repeat the next cohort. 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: The Clinical Objectives Evaluation intends 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. To maximize clinical participation, however, the student should have mastered the necessary cognitive competencies before 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 a gradual movement toward an **independent clinical performance stage**. At this point, the student is performing procedures under the direct supervision of a Clinical Instructor/Preceptor, thereby integrating the cognitive, psychomotor, and affective domains.

Clinical Competency Evaluation: The Clinical Competency Evaluation section of the Surgical Technology Program Handbook outlines the procedures and standards for assessing student performance during clinical rotations. Ensuring that students possess the necessary clinical skills and knowledge to perform surgical procedures safely and efficiently is paramount. This evaluation system involves both the Clinical Coordinator and Clinical Preceptor, who play pivotal roles in monitoring and guiding students through their clinical education.

Roles and Responsibilities

Clinical Coordinator: The Clinical Coordinator oversees the clinical education component of the Surgical Technology Program. This individual is responsible for coordinating student placements, liaising with clinical sites, and ensuring that both educational and clinical standards are met. The Clinical Coordinator conducts formal evaluations of students' clinical competencies, the frequency of which is determined by the length of each clinical rotation.

Clinical Preceptor: Clinical Preceptors are experienced surgical technologists or healthcare professionals assigned to guide, instruct, and assess students on a daily basis during clinical rotations. Preceptors provide weekly evaluations of

student performance, offering immediate feedback and guidance to facilitate continuous improvement and skill development.

Evaluation Process

Preceptor Evaluations: These evaluations occur weekly and focus on students' ability to apply their knowledge and skills in a clinical setting. Preceptors assess students on various aspects of clinical competency, including technical skills, professional behavior, and adherence to safety protocols. Feedback from these evaluations is provided directly to the students, allowing for immediate improvement.

Coordinator Evaluations: The frequency of evaluations conducted by the Clinical Coordinator is tailored to the duration of each clinical rotation. These evaluations are more comprehensive, assessing overall progress and competency across a range of procedures and clinical scenarios. The Clinical Coordinator's evaluation provides a holistic view of the student's performance and readiness for professional practice.

Standards of Competency

Students must demonstrate clinical competency by performing surgical procedures at an acceptable level, as defined by the program's competency standards. These standards are designed to ensure that students can perform safely and effectively within a surgical environment, demonstrating both technical proficiency and professional conduct.

Remediation Process

Unacceptable Evaluations: If a student receives an unacceptable evaluation from either the Clinical Preceptor or the Clinical Coordinator, the Clinical Coordinator will counsel the student. This counseling session aims to identify the reasons behind the unsatisfactory performance and develop a personalized remediation plan.

Remediation: Remediation may involve additional practice, simulation training, targeted learning activities, or repeating certain aspects of the clinical rotation. The goal of remediation is to address identified deficiencies, enhance the student's competencies, and ensure readiness for professional practice.

The Clinical Competency Evaluation system is a critical component of the Surgical Technology Program, designed to ensure that students achieve the necessary skills and knowledge to succeed in their professional roles. Through the collaborative efforts of the Clinical Coordinator, Clinical Preceptors, and the students themselves, the program strives to maintain high standards of clinical excellence and professional integrity.

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 Coordinator to evaluate cognitive, psychomotor, and affective domain objectives. Clinical Preceptors and staff also assist in the process by providing an evaluation of each student to the Clinical Coordinator.

Terminal Competencies- Following completion of the 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 and to determine if the student meets competency to progress to the clinical setting.

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. Only the clinical instructors/preceptors or program director can re-evaluate these competencies.

Integration of Clinical Competency and Program Evaluation

Introduction

The Clinical Competency Evaluation System is a standardized method for assessing student performance in clinical settings. This system ensures consistent and fair evaluation across all aspects of the program.

Implementation Process

The Program Director, in collaboration with clinical coordinator(s) and/or clinical preceptors, will:

1. Structure the clinical phase into meaningful units, referred to as clinical education courses.
 2. Integrate clinical education courses with didactic courses to encompass cognitive, psychomotor, and affective domains.
 3. Specify the psychomotor components for each clinical education course.
 4. Determine appropriate levels of supervision based on individual student competency.
 5. Establish evaluation procedures for each course.
 6. Define performance standards that demonstrate competency.
 7. Develop remedial procedures for students who do not meet competency standards.
 8. Identify required examinations preceding competency evaluations.
 9. Establish administrative procedures for recording and managing evaluation results.
-
1. Conduct training for evaluators on measuring competencies effectively.

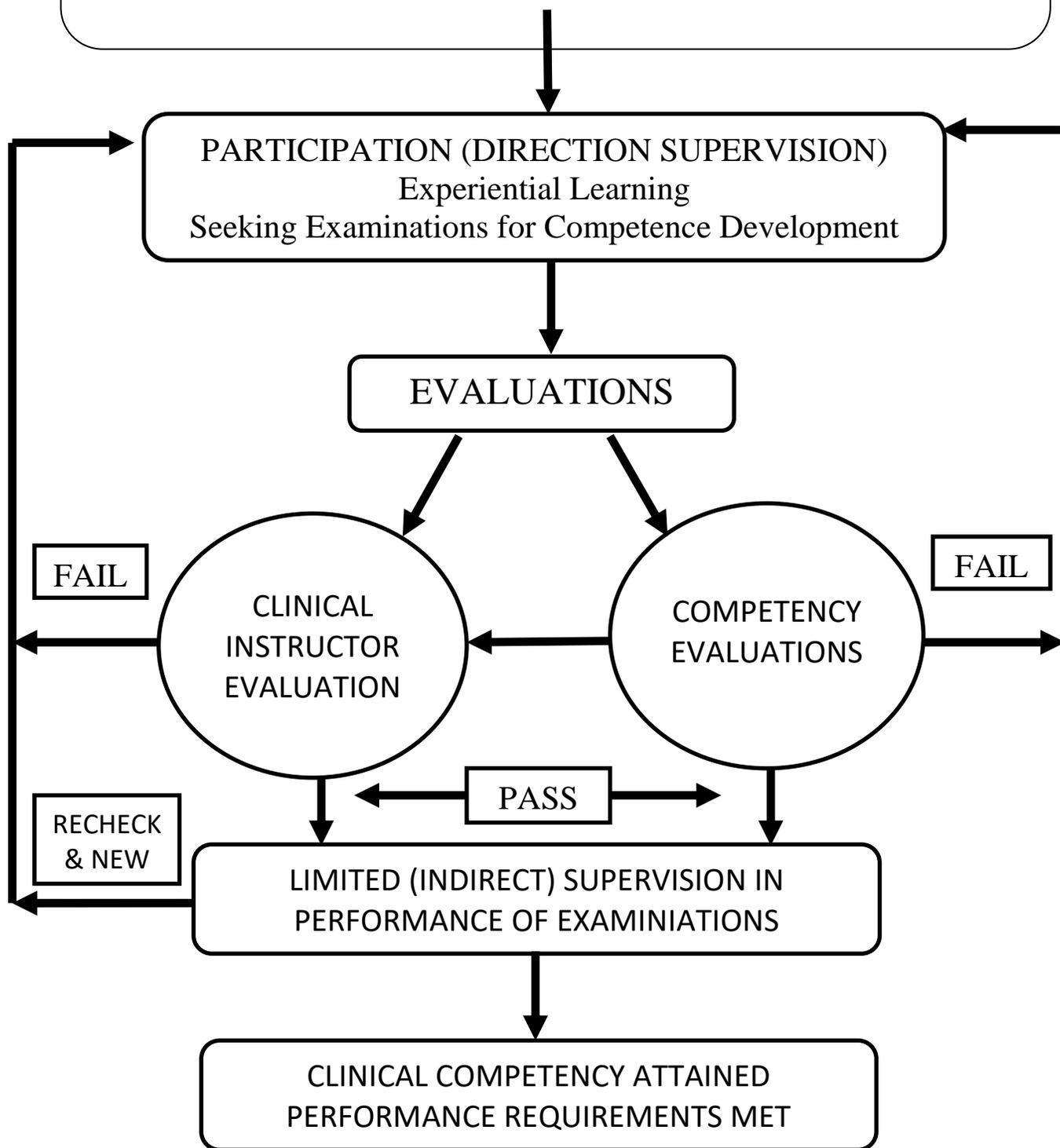
Evaluation Tool Design

The clinical competency evaluation system is based on current educational theory and includes:

- A structured evaluation tool for assessing clinical performance
- Objective assessment criteria to reduce evaluation bias
- Consistent grading standards across all clinical settings

This system aims to provide a fair, comprehensive, and standardized approach to evaluating student performance in clinical settings.

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



Structure of Clinical Education

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.

Occupational Risks for Surgical Technologists.

Surgical technologists face several occupational risks due to the nature of their work in the operating room. Key risks include:

1. **Exposure to Bloodborne Pathogens:** Surgical technologists are at risk of exposure to blood, bodily fluids, and other infectious materials, which can lead to infections from viruses like HIV, hepatitis B, and hepatitis C. This risk is heightened through accidental needle sticks or contact with contaminated surgical instruments.
2. **Sharps-Related Injuries:** Handling sharp instruments like scalpels and needles poses a significant risk. Accidental cuts or punctures can expose technologists to infections or injuries.
3. **Radiation Exposure:** In procedures involving fluoroscopy or X-rays, surgical technologists may be exposed to radiation, leading to potential long-term health issues if proper protective measures, such as wearing lead aprons, are not taken.
4. **Musculoskeletal Injuries:** The physical demands of standing for long periods, moving heavy equipment, and assisting with patient positioning can lead to musculoskeletal injuries like strains and back pain.
5. **Latex Allergy:** Frequent exposure to latex gloves and products in the operating room can result in allergic reactions ranging from skin irritation to more severe responses like respiratory issues.
6. **Chemical Exposure:** Surgical technologists may be exposed to hazardous chemicals, including anesthetic gases, disinfectants, and sterilization agents, which can pose respiratory or skin risks.
7. **Psychological Stress:** The high-pressure environment of the operating room, dealing with life-or-death situations, and the need for constant focus can contribute to emotional and psychological stress over time.

In addition to these risks, the Occupational Safety and Health Administration (OSHA) has established protections that are crucial in healthcare settings. OSHA's standards help safeguard both healthcare workers and patients by setting guidelines for handling hazardous materials, using personal protective equipment (PPE), and maintaining a safe work environment.

Accredited programs, such as the Surgical Technology program at Angelina College, educate students about the risks they may encounter in their profession and teach them the protocols necessary to foster a workplace culture that prioritizes safety and minimizes hazards. This ensures that students are well-prepared to face the occupational challenges of the field while prioritizing safety.

Angelina College Technical Standards for Surgical Technology Students

The Surgical Technology program at Angelina College requires students to meet certain technical standards to ensure they can perform the essential functions necessary for success in both the educational setting and future professional practice. These standards are vital for ensuring patient safety and maintaining the high level of competency expected in the field.

1. Physical Abilities

- **Stamina:** Must be able to stand for extended periods (up to 6-8 hours) during surgical procedures and maintain focus and accuracy.
- **Strength:** Must be capable of lifting and moving surgical instruments, equipment, and patients (with assistance when necessary). This may include lifting items up to 50 pounds.
- **Mobility:** Must be able to move efficiently in the surgical environment, which may involve bending, reaching, twisting, and moving quickly between different locations in the operating room.
- **Dexterity:** Must have fine motor skills to handle delicate instruments, suture materials, and other equipment with precision.

2. Sensory Abilities

- **Visual Acuity:** Must be able to accurately read monitors, small print on surgical instruments, and recognize color-coded systems (e.g., medications, sterile fields).
- **Hearing:** Must be able to hear and comprehend verbal instructions from the surgical team, monitor sounds from equipment (such as alarms), and respond to sounds or alerts in the operating room.
- **Tactile Ability:** Must possess tactile sensitivity sufficient to assess instruments, suture materials, and tissues during surgical procedures.

3. Cognitive Abilities

- **Critical Thinking:** Must be able to think critically and quickly under pressure to adapt to changes in surgical situations and patient needs. This includes recognizing problems and taking appropriate action.
- **Memory and Recall:** Must be able to recall procedural steps, instrumentation, and patient care guidelines from memory, especially in fast-paced and high-stress situations.
- **Time Management:** Must be able to manage time effectively, prioritize tasks, and function efficiently in a dynamic environment where timing is crucial.

4. Communication Skills

- **Verbal Communication:** Must be able to clearly and effectively communicate with the surgical team, instructors, and patients using appropriate medical terminology.
- **Non-Verbal Communication:** Must understand and interpret non-verbal cues from patients and other healthcare professionals, especially when responding to critical situations.
- **Documentation:** Must be able to accurately document patient information, surgical notes, and instrument counts according to facility and program protocols.

5. Emotional and Mental Stability

- **Stress Management:** Must be able to function effectively in high-stress, fast-paced situations while maintaining composure, concentration, and professionalism.
- **Emotional Resilience:** Must be able to handle emotionally taxing situations, such as exposure to traumatic injuries, surgeries with uncertain outcomes, and patient care emergencies.
- **Professionalism:** Must maintain professional boundaries and ethical behavior in all interactions, both with patients and other members of the healthcare team.

6. Interpersonal Skills

- **Teamwork:** Must work collaboratively with the surgical team, displaying respect, understanding, and support in a high-stakes environment.
- **Patient Interaction:** Must engage respectfully with patients, demonstrating empathy and understanding while ensuring patient comfort and safety.

7. Safety and Infection Control

- **Sterile Technique:** Must be able to understand, apply, and maintain sterile technique throughout surgical procedures to prevent contamination and infection.
- **Infection Control:** Must be able to follow protocols for personal protective equipment (PPE), hand hygiene, and handling hazardous materials to ensure patient and self-safety.

8. Ethical and Legal Standards

- **Ethical Decision-Making:** Must demonstrate a strong ethical foundation, including confidentiality, honesty, and responsibility in all professional and academic settings.
- **Legal Compliance:** Must be aware of and comply with all relevant healthcare laws, regulations, and standards, including patient rights and OSHA guidelines.

Note: Students requesting accommodations for any of these standards should contact Angelina College's Disability Services Office to explore potential adjustments, provided they do not compromise patient safety or the integrity of the program.

These technical standards are designed to ensure that students can meet the physical, emotional, and intellectual demands of the Surgical Technology program while maintaining a high level of competency and professionalism.

Failure to Engage

absent or late for assigned activities
not meeting deadlines
poor initiative
general disorganisation
cutting corners
poor teamwork

Dishonest Behaviors

Cheating in exams
plagiarism
data fabrication or falsification
misrepresentation
acting without required consent
not obeying rules and regulations

Unprofessional Behavior of Surgical Technology Student

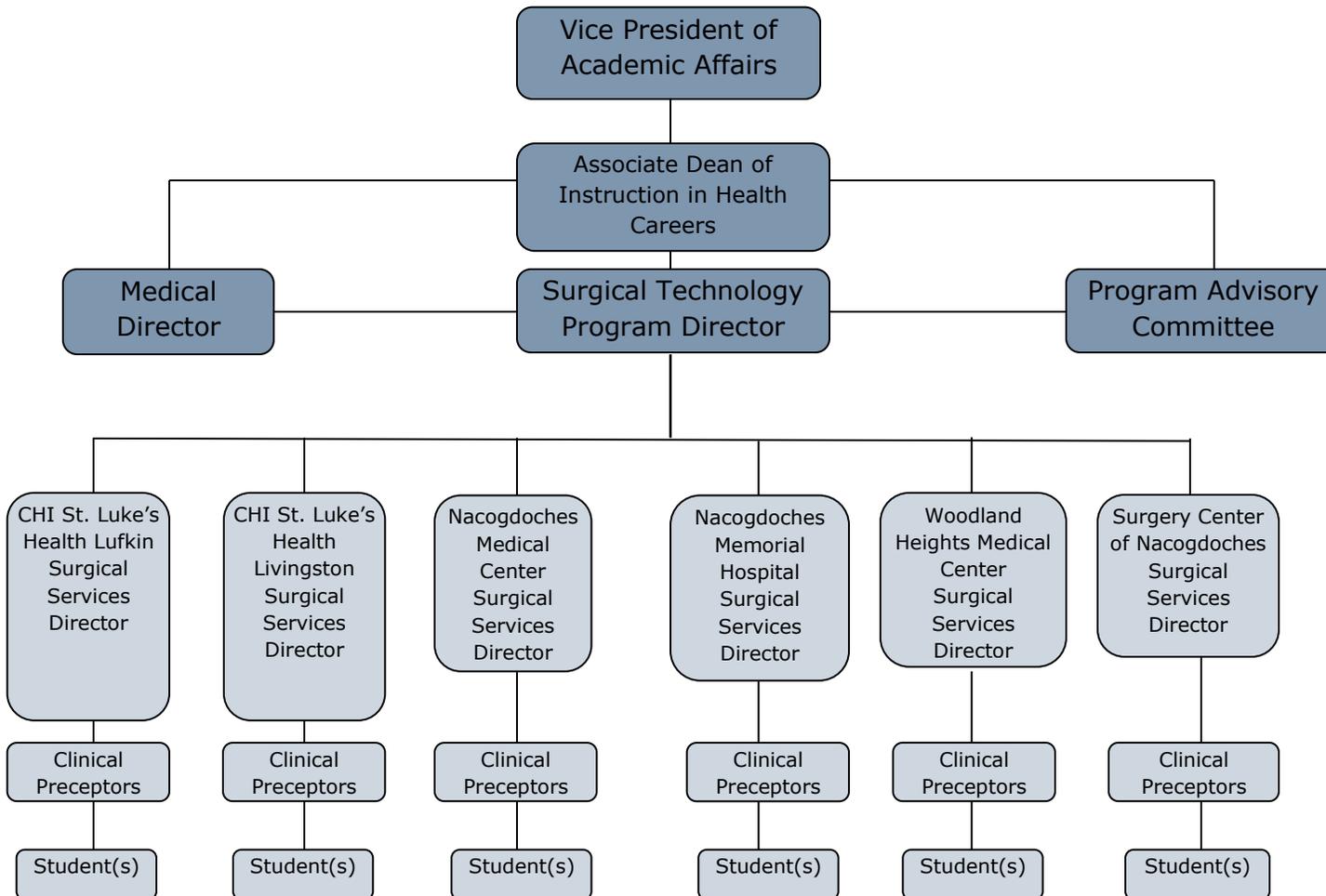
Disrespectful Behavior

poor verbal/non-verbal communication
inappropriate use of social media
inappropriate clothing
disruptive behavior in teaching sessions
privacy and confidentiality violations
bullying
discrimination
sexual harassment

Poor Self-awareness

avoiding and not accepting feedback
lacking insight in own behavior
not sensitive to another person's needs or feelings
blaming external factors rather than own inadequacies
resisting change
not being aware of limitations

ANGELINA COLLEGE SURGICAL TECHNOLOGY ORGANIZATIONAL CHART



HEALTH CAREERS SCHOOLS 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

The Health Careers Schools 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 Schools
Surgical Technology Program
Student Handbook Policy**

I, _____, have received, read, and understand the Surgical Technology Program Student Handbook. I acknowledge that it is my responsibility to adhere to all policies, procedures, rules, and regulations contained therein while enrolled in the Surgical Technology Program at Angelina College. I understand that failure to comply with these guidelines may result in disciplinary action, up to and including dismissal from the program. I further acknowledge that I have had the opportunity to ask questions and seek clarification about the contents of the handbook.

Signature

Date

Witness

Date

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

The Health Careers Schools 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 Schools 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 (not your personal life).
- 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 exceed the maximum amount allowed for the course, you may be dropped from the class.
- 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 Schools 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.
- 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.
- Conduct him/herself in a professional manner at all times.

This agreement applies to all courses, all semesters.

Student Name (printed)

Student Signature

Faculty Signature

Date

Date

Angelina College Surgical Technology

PROBATIONARY STATUS ACKNOWLEDGMENT

A student will be placed on probationary status for a period of time as designated by the instructor and as stated in a written contract with the individual student. A student may be placed on probationary status only once during the entire program. If the identified behavior is not corrected by the deadline set by the instructor, or if the instructor and /or facility's manager, educator, preceptor(s), or director determines that the student did not improve enough to continue in the program, the student will be dismissed from the program. The following are examples of, but are not limited to, reasons why a student may be placed on probationary status:

1. Continually unprepared for activities.
2. Failure to complete a laboratory/skill check-off within three attempts.
3. Unprepared for lab and/or clinical.
4. Failure to complete paperwork and/or assignments on time.
5. Failure to remain on the assigned clinical unit or leave the clinical site.
6. Failure to appropriately communicate with the team or delivering unsafe care.
8. Failure to maintain a positive attitude.
9. Failure to exhibit critical thinking skills and surgical conscience.
10. Failure to correctly perform learned skills in the clinical setting (2 failed clinical evaluations).
11. Failure to follow policies and/or procedures of the college and/or program.
12. Habitually late for class or clinicals.

(This includes but is not limited to; syllabi, college handbook, surgical technology handbook, and student-faculty agreement.)

I have received, read, and understand probationary status.

Student Signature

Date

Instructor Signature

Date

ANGELINA COLLEGE
SCHOOL OF HEALTH CAREERS
CERTIFIED BACKGROUND CHECK POLICY
STUDENT NOTIFICATION/PERMISSION FORM

I, the undersigned student, hereby acknowledge the policy per certified background checks required for the various professions and careers in the School of Health Careers.

By the printing and signing of my name below and dating of my signature, I give permission to the Dean of the School of Health Careers and appropriate designated Program Directors and faculty, permission to receive and review my certified background check information from the designated agency and/or authority.

Printed Name

Signature

Date

Health Requirements

Each student enrolled in a practicum course must upload updated documentation for required immunizations to CastleBranch prior to clinicals. Each enrolled student must provide proof of:

1. Current negative TB (tuberculosis) screening by PPD skin testing annually or chest x-ray biennially.
2. Tdap (Tetanus-Diphtheria-Pertussis) booster every 10 years
3. Positive titers for Hep B, if non-reactive: get booster and titer again or start series (3 shots in 6 months) must have 2 of the 3 shots completed by the first clinical day of the 1st semester.
4. Positive MMR and Varicella titers, if non-reactive: get booster, then titer again.
5. Bacterial meningitis vaccine (if under 22 years of age)
6. Annual flu vaccine (Fall only)
7. CPR - A current American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) card is required and must be maintained while in the Surgical Technology program. Proof of current CPR card must be on file/documented and accessible at all times. Students are required to upload a copy of their CPR card to CastleBranch. Should a student let their CPR card expire, they will not be allowed to go to clinical. This could result in clinical failure.
8. Background Checks- All applicants selected for a Health Careers Program at Angelina College will be required to have a successful (clear) certified background check and a negative drug test prior to starting clinical/practicum experiences. This will be paid through CastleBranch.

Additionally, clinical sites are free to add, change, remove or otherwise alter their requirements at any time and all students are required to adhere to the revised site's requirements. Failure to provide any documentation required by a clinical site will result in unexcused clinical absences and could result in dismissal from the program.

Students are required to upload their personal immunization record and test result information to a specified company database. This information must be maintained and updated throughout the program. Clinical facilities and accreditation standards require this information; therefore, students will be asked to provide their immunization record and test results upon request. Should a student be out of compliance with the required information, they will be dismissed from clinical and will not be allowed to return to clinical until the missing information is obtained and/or updated. This could result in clinical failure. Failure to comply with the health requirements could result in ineligibility for admission, progression, or readmission to the program.

I have received, read, and understand probationary status.

Student Signature

Date

Instructor Signature

Date