MISSION AND DESCRIPTION

As an integral part of our college, the program in Surgical Technology accepts the philosophy of Lorain County Community College, and functions within the general policies of the college. The program goals and outcomes speak directly to the development of individuals who will display professionalism and excellence in clinical practice.

We believe that a Surgical Technologist is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse to deliver direct patient care before, during and after surgery. The profession has grown to meet the continuing demand for well-educated, highly-skilled and versatile individuals who strive to deliver the highest possible level of patient care.

PROGRAM GOALS

1. Develop ideals, professional attitudes, and professional behaviors, which will promote responsibility as an individual and as a member of the health care team.
2. Develop a code of professional behavior that will reflect the ethical, legal and moral responsibilities of each individual.
3. Apply knowledge of the basic concepts necessary for the performance of the duties expected of the Certified Surgical Technologist.
4. Coordinate team efforts to offer the most qualified team support to the surgical patient, the surgeon and all members of the surgical team.
5. Create an awareness of the patient as an individual with specific psychological, physical and spiritual needs.
6. Within the program and through our work, try to educate the general public of what a Certified Surgical Technologist is and what their specific duties entail.
1. Perform as an integral member of the surgical team with minimum orientation.

2. Provide responsible care of the surgical patient with guidance and supervision.

3. Display professional behavior and adhere to the “Professional Code of Ethics” as defined by the Association of Surgical Technologists:
   a. Maintain the highest standards of professional conduct and patient care.
   b. Hold in confidence, with respect to the patient’s beliefs, all personal matters.
   c. Respect and protect the patient’s legal and moral rights to quality patient care.
   d. Not knowingly cause injury or any injustice to those entrusted to our care.
   e. Work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
   f. Always follow the principles of asepsis.
   g. Maintain a high degree of efficiency through continuing education.
   h. Maintain and practice surgical technology willingly, with pride and dignity.
   i. Report any unethical conduct or practice to the proper authority.
   j. Adhere to the Code of Ethics at all times in relationship to all members of the health care team.

4. Apply knowledge of the basic concepts and principles of surgical technology for optimum care of the surgical patient and demonstrate competencies as defined by the Association of Surgical Technologists:
   a. Demonstrate patient care concepts.
      1) Provide a safe, efficient, and supportive environment for the patient throughout the surgical experience, regardless of patient outcome.
      2) Identify the patient’s response to illness.
      3) Identify the physical, spiritual, cultural, special needs and psychological needs of the patient.
      4) Identify the rights of health care consumers.
      5) Demonstrate the appropriate method of obtaining an informed consent.
      6) Verify information on the patient’s chart.
      7) Verify and record the preoperative condition of the patient.
      8) Implement principles of transportation of the surgical patient.
      9) Monitor the patient to identify deviations from expected responses.
   b. Demonstrate the application of the principles of asepsis in a knowledgeable manner to provide optimum patient care.
      1) Identify the principles of sterile technique and apply these techniques to each operative procedure.
      2) Demonstrate an appropriate surgical conscience at all times.
      3) Prepare items for sterilization.
      4) Monitor sterilization methods.
      5) Sterilize items and assure sterility of all items used directly on the surgical patient.
      6) Apply the correct techniques of disinfection and antisepsis.
c. Demonstrate basic surgical case preparation skills.
   1) Apply knowledge of normal and pathological anatomy and physiology to individualize patient care.
   2) Identify the basic surgical instruments by type, function, and name.
   3) Apply the methods of care and handling of surgical instruments.
   4) Identify and prepare basic sterile packs and trays.
   5) Identify common sponges and dressings and their use in specific surgical procedures.
   6) Identify major types of catheters, drains, tubes, and collecting mechanisms and their preparation and use in specific surgical procedures.
   7) Identify suture materials and stapling devices.
   8) Select and prepare the appropriate suture and stapling devices for specific operative procedures.
   9) Apply the proper methods of handling suture materials and stapling devices.
  10) Identify and select the appropriate types of accessory equipment for specific surgical procedures.
  11) Demonstrate care, handling, and assembly of accessory equipment.
  12) Identify and select appropriate specialty equipment for specific surgical procedures.
  13) Demonstrate care, handling, and assembly of specialty equipment.
  14) Select appropriate draping materials for specific surgical procedures.
  15) Apply draping materials for specific surgical procedures.
  16) Identify and report to designated personnel the existence of conditions that may have a negative impact on the health, safety, and well-being of patients or personnel.

d. Demonstrate creation and maintenance of the sterile field.
   1) Assure the physical preparation of the operating room.
   2) Verify exposure to sterilization process and integrity of sterile packaging, and open appropriate supplies.
   3) Follow the appropriate dress code as dictated by agency policy.
   4) Select and prepare supplies and instruments for the sterile field.
   5) Count all instruments, sponges, needles, and other items as dictated by agency policy.

e. Demonstrate the role of the scrub person.
   1) Follow principles of correct hand scrub.
   2) Gown and glove self and others.
   3) Pass correct instrumentation, supplies, and suture as needed by the surgeon.
   4) Prepare medication and irrigating solutions as needed by the surgeon.
   5) Maintain the highest standards of sterile technique during the operative procedure.
   6) Follow established policy and procedure for all counts.
   7) Initiate corrective action when counts are incorrect.
   8) Anticipate emergency or unusual circumstances and initiate corrective actions.
   9) Follow appropriate postoperative routines.
  10) Demonstrate knowledge of the progressive steps inherent in specific surgical procedures.
  11) Display dexterity in the use of required instrumentation and supplies.
  12) Anticipate the needs of the surgeon in order to expedite the surgical procedure.
  13) Demonstrate organization of work.
f. Demonstrate the role of the assistant to the circulator
   1) Select and prepare supplies and equipment for the operative team.
   2) Provide for the comfort and safety of the patient.
   3) Assist anesthesia personnel as needed.
   4) Apply appropriate equipment to the patient as requested by the surgeon.
   5) Perform counts with the scrub person.
   6) Anticipate the need for and provide additional supplies during the operative procedure.
   7) Operate all equipment as needed, following all recommended practices and procedures.
   8) Communicates and documents all information regarding the surgical procedure.
   9) Follow appropriate postoperative routines.
  10) Monitor and control the surgical environment as indicated in policy and procedure.
  11) Implement the proper principles of positioning of the surgical patient.
  12) Prepare the operative site for surgery.
  13) Prepare all specimens for laboratory analysis.
  14) Apply thermoregulatory devices to the patient.
  15) Demonstrate the preparation and use of appropriate hemostatic and blood replacement agents and devices.
  16) Perform urinary catheterization and monitoring of urinary output.
  17) Identify developing emergency situations, initiates appropriate action, and assists in the treatment of the patient.

g. Demonstrate accountability as a health care professional.
   1) Respect the rights of the patient by maintaining confidentiality and privacy of the patient.
   2) Demonstrate sound judgment in decision-making.
   3) Demonstrate initiative in expanding one’s knowledge.
   4) Recognize the importance of teamwork, consideration, and cooperation within the operating room.
   5) Function in an efficient and professional manner in all aspects of surgical care.
   6) Demonstrate that the student is individually responsible for his/her own actions.
   7) Recognize legal and policy limitations in individual responsibility.

5. Function as a responsible member of the surgical team with minimum direction.

6. Take the National Certifying Examination at graduation leading to the CST credential, a final course (SRGT 226) requirement.

GRADUATE ACHIEVEMENT

100% of the May 2014 and May 2015 graduates of Lorain County Community College’s Surgical Technology Program successfully passed the Outcomes Assessment Exam (OAE), commonly known as the Surgical Technology Certification Exam, leading to the professional title “Certified Surgical Technologist” (CST).
GENERAL ATTRIBUTES NECESSARY FOR
ENTRY LEVEL SURGICAL TECHNOLOGY

Based on job performance tasks, the entry-level surgical technologist must be a high school graduate from a regular program. This entrant will be using all sensory perceptions as well as mental and intellectual skills in verbal, written and mathematical areas. At times, certain physical and psychological characteristics of the profession will place great demands on the technologist.

Listed below are the major factors technologists are expected to perform at a minimum acceptable level.

Language Arts/Communications

The technologist will:
1. speak clearly, concisely, and display the ability to communicate appropriately, using correct vocabulary and grammar.
2. speak to surgeons, hospital staff and patients.
3. be able to correctly communicate information.
4. communicate assertively.
5. have completed a course in medical terminology before entering the program, or during the first semester of the program, in order to understand and appropriately use medical terms.
6. possess average or above-average reading skills.
7. write legibly.
8. use correct grammar, spelling, punctuation and sentence structure when writing.
9. write medical reports, if necessary, in the hospital or in class.
10. be able to take medical notes, if appropriate, when observing in the clinical area.
11. respond verbally when spoken to.
12. be able to shout for help in an emergency
13. have basic computer skills, enabling the student to use the ANGEL courseware system and word process

Sensory Attributes

1. display the ability to follow sequential orders and function with accuracy.
2. display awareness and skills of observation, especially acute listening skills
3. be able to focus in a busy environment, paying attention and concentrating on the task at hand.
4. display interest in learning.
5. observe and respond to patients in emergency situations.
6. See with 20/20 vision corrected or uncorrected.
7. physically respond quickly when given directives in the clinical environment.
8. be able to take vital signs accurately, as part of the total perioperative role.
9. listen to and respond to surgeons, staff, patients and instructors.
10. be able to handle equipment and instruments, including microscopic, electrosurgery, laser, and power equipment.
11. stand by patients on transport and reassure patients by touch.
12. handle medications properly and with an understanding of the implications to the patient.
13. display fine motor skills while wearing gloves.
14. be able to work with hot and cold items and solutions.
15. display manual dexterity with hand-eye coordination that allows transfer of objects from multiple surfaces to another within seconds.
16. Visually accommodate immediately from close to far objects and one table height to another.
17. Hear in one ear or have hearing corrected to be able to hear a low voice in a busy environment with multiple background noises.
18. Speak clearly enough to be able to respond to surgeons and the OR team immediately.

**Body Mechanics and Physical Characteristics**

The technologist will:
1. be able to perform physically demanding tasks while standing in one place for long periods of time.
2. lift, bend, reach, move, and transport patients, supplies, and equipment.
3. move cumbersome and sometimes heavy equipment.
4. be able to do a lot of walking and standing, withstanding demands put on back and legs.
5. Have full range of motion of joints.
6. Have intact skin of the entire arms and hands, without open areas (i.e., nailbiting, body picking or skin diseases which disrupt the normal skin.)

**Intellectual, Mental, Emotional and Personality Attributes**

The technologist will:
1. display an even temperament, controlling feelings of anger, disappointment, sadness
2. display a positive attitude.
3. be eager to learn.
4. be punctual and present. Tardiness and absenteeism will result in failure of course.
5. be dependable and work as a member of a team. The patient and other team members rely on each other to be responsible and dependable.
6. be accountable to the patient, surgeon, staff and instructor. Non-conformity is discouraged; this is a very disciplined area and all must work toward the common goal.
7. display empathy when appropriate.
8. be conscientious, not compromising or sacrificing principles.
9. display flexibility and adaptability. The environment in surgery is pressured and constantly changing.
10. display sensitivity, empathy, genuine interest and caring.
11. be considerate to all.
12. be objective, gathering all facts before forming/stating an opinion.
13. have an appropriate sense of humor. This is sometimes necessary to function in a critical environment.
14. be ethical and behave professionally in the work environment.
15. provide service to all patients, regardless of age, sex, race, religion, sexual orientation, physical condition, disease process, or medical diagnosis.
GENERAL POLICIES AND PROCEDURES

ABSENCE OF INSTRUCTOR TO CLINICAL AGENCY

If a faculty member is absent from the clinical agency at the time preconference is to begin, students are to proceed as follows:

1. **First year students** may proceed to their assigned room and observe. **Second year students** may go to their assigned room and assist in preparation for case pending, but are not to give any patient care. If, at 8:00 AM, no instructor has arrived, one student of the clinical group should contact the Clinical Coordinator or Program Director. If unable to reach either, students should talk with the Nurse in Charge about options.
2. Students may not leave the clinical agency until they are given permission to do so.
3. Students may not proceed with patient care.

ACADEMIC INTEGRITY POLICY

Students are expected at all times to maintain academic ethics and honesty. Within the Surgical Technology Program including lecture, college laboratory, and clinical activities, the highest ethical and academic standards are expected, as would also be expected in clinical practice. Students cheating on any examination, laboratory assignment, or clinical assignment will be subject to disciplinary action. Cheating is defined as: copying a classmate’s answers to test questions, allowing a classmate to copy one’s test, looking at a classmate’s paper during a quiz or exam or giving the appearance of looking around the room during a quiz or exam, cheating electronically by checking a phone or other device and falsifying clinical information and plagiarism of writing from another source. Additionally, students are monitored electronically during the two on-line SRGT courses as well as during any electronic assignments.

**Quizzes and Exams:** Anyone cheating on a quiz or exam will be given a grade of “F” for the course and be dismissed from the program. This applies to both land based and on line courses and activities.

Sharing information about text/exam content with students who have not yet taken the test or exam is considered cheating and will also result in a grade of “F” for the course and dismissal from the program.

**College Laboratory:** During clinical testing, students excessively prompting other students by word or hand motions or any other method will result in disciplinary action.

**Clinical Assignments:** Anyone lying, cheating, or demonstrating dishonest or unprofessional behavior in any way at their clinical site will be given an Unsatisfactory (U) clinical grade and immediately dismissed from the clinical site. Unsatisfactory clinical behaviors are on page 21 of the Surgical Technology Handbook which results in dismissal, also.
Consequences of program dismissal due to academic dishonesty or unprofessional behavior:

- If a student is dismissed for academic dishonesty and/or unprofessional behavior from an Allied Health and Nursing program, they will be permanently ineligible for re-entry into that program.

- If a student is dismissed for academic dishonesty and/or unprofessional behavior from one Allied Health and Nursing program, they will be permanently ineligible for entry into any other LCCC Allied Health and Nursing program.

- If a transfer student has been dismissed for academic dishonesty and/or unprofessional behavior from a program at another institution and LCCC faculty become aware of it, the student will be permanently ineligible for entry into any LCCC Allied Health and Nursing program.

- Any student case involving dismissal for academic dishonesty and/or unprofessional behavior from an Allied Health and Nursing program shall automatically be referred to the College’s Code of Conduct process. The student can be temporarily or permanently removed from the classroom, laboratory, and clinical setting pending investigation and resolution through the Code of Conduct.

Division of Allied Health, Nursing, Health, Physical Education and Recreation Policy as of April 18, 2016: If a student is dismissed from an ALHN program or banned from a clinical agency for academic dishonesty, unprofessional behavior, unsafe behavior or code of conduct issues they will be permanently ineligible for re-entry into that program or any other LCCC Allied Health or Nursing program.

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VI. Academic Misconduct:
(A) Cheating
(1) Copying from another student’s material.
(2) Knowingly obtaining, copying, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, quiz, exam, project or assignment without specific authorization of the appropriate official.
(3) Bribing or the attempt to bribe any person to obtain any test, grade(s), any grade changes(s), or any related information.
(4) Buying or selling unauthorized information about any test, quiz, exam, project or assignment.
(5) Using electronic devices during the administration of a quiz or exam.
(6) Collaborating with others on any academic assignment or exam intended by the instructor to be completed by an individual student.
(7) Substituting for another student or permitting any other person to substitute for oneself to take an exam.
(8) Using notes, open textbooks or any other type assistance aid during an exam when not authorized by the instructor.
(9) Recording any lectures on audio or video tape without instructor’s permission.
(10) Failure to comply with posted college laboratory and facility policies as well as posted programmatic policies.

(B) Plagiarism
(1) The act of presenting the words, ideas or work of another person as one’s own.
(2) Presenting as one’s own the ideas, words, images, or any other supporting material for an academic assignment without proper citation of sources.
(3) Copying, pasting, downloading or importing any electronic material into work submitted for an academic assignment without appropriate citation of sources.
(4) Utilizing copyrighted material in violation of U.S. Copyright Law.
(5) Allowing one’s own work to be utilized by another student as if it were that student’s own work.

ACCOMMODATION STATEMENT

The Office for Special Needs Services exists to serve the needs of students with disabilities - physical, learning, and/or emotional. If you are a person with a disability who needs accommodations or assistance, contact the O.S.N.S. at 366 4174.

ACCOUNTABILITY STATEMENT

Upon entering the Surgical Technology program, I will assume responsibility for my learning and practice as a professional in the operating room. In an attempt to achieve the goal of becoming a Certified Surgical Technologist, I will utilize the available resources; strive to develop a strong surgical conscience and maximum efficiency in meeting the needs of the surgical patient and team.

I understand that the educational process is a priority. I will take responsibility to arrange dependable transportation, child care, and work schedules to allow successful completion of the Program.

ALCOHOL OR DRUG USE

Alcohol and recreational drug use is strictly prohibited prior to or in any class, clinical or laboratory. If a student appears to be impaired in any way, the instructor has the right, and the responsibility, to pull a student from practice. Students may be alcohol or drug tested at the discretion of the Program Director. Positive tests will result in dismissal. Students are occasionally prescribed certain medications which may impair performance. These medications are not allowed to be taken prior to class, clinical or lab. The student must discuss these prescribed medications with the Program Director.

APPEAL PROCESS

Within the Division of Allied Health and Nursing and the Surgical Technology Program, students may avail themselves of the right of appeal on evaluations, grades, and conduct by discussing the matter through the following process:

Faculty member involved → Clinical Coordinator → Program Director
Students are expected to follow this line of communication, and will be sent to the appropriate person he/she bypassed, before requests, comments, etc., will be considered. Students appealing are to write their appeal and send it to the appropriate faculty person. The student must then contact the faculty person for an appointment, where it is discussed. Clinical faculty members are available only during assigned clinical times. Clinical faculty members do not have offices on the LCCC campus and are not expected to meet with students on the campus. Full time faculty is available during posted office hours and can be contacted via ANGEL, the division assistant or individual voice mail if necessary. As provided in the College catalog (check index of current catalog for details) students have the right of appeal to ensure due process.

ASSIGNMENTS – CLASSROOM AND CLINICAL

Students will be expected to:

1. actively participate in class discussion.
2. complete clinical self evaluations at midterm and final. Forms are last in the syllabus in each clinical course.
3. submit a completed Surgical Procedure Record weekly to the clinical instructor. See Clinical Procedure Sheets below for exact instructions and your ANGEL course for forms.
4. complete homework and drug cards, all required reading and workbook assignments.
5. keep accurate records of clinical procedures and procedure sheets and submit to clinical instructors. See Clinical Procedure Sheets and Clinical Requirements below.

ASSIGNMENT OF STUDENTS TO CLINICAL AGENCIES

The college reserves the right to change clinical agency assignment of students, and/or clinical sections at any agency at any time.

Students may select their own clinical agencies based upon a lottery system. Students may not elect to leave an agency.

Due to contractual agreements between Lorain County Community College and each clinical affiliate, the clinical affiliate has the right to ask that a student(s) be removed from the clinical site. Students removed from a clinical site for poor performance or because of clinical failure are not provided another clinical site. Dependent upon the reason for removal from one site, the student may be dismissed from the program.

Students must submit all required health forms and CPR certification prior to admission to any clinical agency. Students are required to be drug tested and background checked prior to clinical placement. Students delinquent in these areas are barred from clinical practice, resulting in course failure.
ATTENDANCE and PUNCTUALITY

As the student of surgical technology is entering a professional career, regular attendance nurtures the development of an appropriate work ethic. The student is therefore encouraged to think of his/her classroom, laboratory, and clinical responsibilities as his/her primary career commitment.

The Surgical Technology faculty believes all clinical, laboratory and classroom experiences are essential to prepare the surgical technologist in the delivery of safe patient care. There is a high level of responsibility and accountability innate in the practice of surgical technology. Because the consequences of an error can be devastating to a human being, clinical, laboratory and classroom attendance is mandatory throughout the program. Points will be deducted from the final grade for lab or clinical absences or significant tardies. One point is deducted from the final grade for the first absence in clinical or lab. A second absence in clinical or lab reduces the final grade average by 5%. This will almost assuredly lower your final grade by one letter.

If a student is absent from clinical or laboratory, regardless of the reason, he/she will receive a deficiency notification, indicating that if another day is missed the student will be dismissed from the program.

If a student misses clinical, class or lab due to death in the family, a death notice must be given to the instructor to return. A deficiency notification is given, indicating that if another day is missed the student will be dismissed from the program.

If sick or hospitalized, a student must bring a doctor’s note to return. A deficiency notification is given, indicating that if another day is missed the student will be dismissed from the program.

If a court of law requires the student’s attendance, a note from the court is required to return to the clinical, laboratory or class. A deficiency notification is given, indicating that if another day is missed the student will be dismissed from the program.

Labs may not be missed. Labs are taught sequentially, meaning that one lab builds upon another. Any student who misses a lab will almost assuredly fail the practical exam which is required to allow the student to attend clinical. A deficiency notification is given, indicating that if another day is missed the student will be dismissed from the program.

Clinical may not be missed. Hospitals throughout our region willingly provide an excellent education for our students, but only if the students demonstrate the maturity and responsibility of the profession of surgical technology. A deficiency notification is given for any clinical absence, regardless of the reason, indicating that if another day is missed the student will be dismissed from the program.

What are not considered excusable:
Work
Family problems
Personal problems
Babysitting problems
Minor illnesses (headache, nausea, etc.)

Tips which may help you:
Notify your work immediately that you are in college, which is your primary concern right now. Tell your boss you will work your assigned times only, and cannot work overtime or extra on class, lab or clinical days. In the past years a number of students have failed their surgical technology courses because of work stress. Please prioritize!

Learn to leave family and personal problems at home. Physically say to yourself as you drive to the college or clinical “I am a student now. I will do my best as a student for the next 8 hours and deal with other problems after clinical.” If you are experiencing personal or family problems, probably the best thing you can do for yourself and family is getting a college education and a profession. If your personal or family problems are cumbersome and overwhelming, the college has counselors who can help you temporarily and refer you for further help. Contact Women’s Link (men, too). Take care of yourself physically. Eat well. Drink plenty of water and get plenty of good sleep.

Some of you have children. Children are needy and have illnesses occasionally. Whatever your babysitting situation, develop a Plan B. For example, if your children are in school or day care and get the flu what will you do? Perhaps you have a spouse, parent, friend or sibling who will come to your house during that time. You and your spouse can work out a situation ahead of time, also. Perhaps you agree to tend to sick children only on the days you are not in school, and your spouse will tend to them on the other days. Whatever your plan B is, be sure to write explicit instructions to the school or day care.

There are solutions to every problem and creative ideas abound!

**CARDIOPULMONARY RESUSCITATION**

All students must be certified in Health Provider C.P.R. (American Heart Association) prior to entering the clinical site, and must remain current throughout the program.

**CHANGE OF ADDRESS AND NAME**

In addition to giving a change of address or name to the College Records Office, the student also is requested to give the information to the secretary in the Division of Allied Health and Nursing office suite, HS 223, as well as the lead and clinical instructor.

**CLINICAL EVALUATION**

Students are evaluated on a daily basis with a check off sheet that is completed by the student's preceptor each day. Students are required to complete the basic information and give to the preceptor and discuss the review with the clinical instructor. This form is available in every clinical course on ANGEL. A weekly evaluation is conducted with the student and clinical instructor. Additionally, a midterm and final clinical evaluation is required for the student’s self evaluation, then the instructor’s evaluation. It is completed thoroughly and discussed between the student and instructor.

**CLINICAL REQUIREMENTS**

It is the responsibility of the student to track clinical procedures daily and tabulate surgical specialties to be sure of compliance with these requirements. The students must meet on a semester by semester basis and inform the clinical instructor of any needed requirements. Students are required to meet all clinical requirements by the end of
THE FINAL SRGT COURSE. FAILING TO MEET THE REQUIREMENTS WILL RESULT IN FINAL COURSE FAILURE WITH FAILURE TO GRADUATE.

Surgical Technology Program
Clinical Requirements - January, 2013

Introduction
The Association of Surgical Technologists (AST) developed a new Core Curriculum for Surgical Technology, 6th edition. The Accreditation Review Committee for Surgical Technology (ARC-ST) which is under the umbrella of Council on Accreditation for Allied Health Education Programs (CAAHEP), our accrediting agency, has specific requirements for Programs of Surgical Technology. The requirements for clinical practice as a surgical technology student at Lorain County Community College meet these requirements.

Terminology

First Scrub Role
Must meet the following six criteria:
1. Verify supplies and equipment needed for the procedure.
2. Set up sterile field with instruments, supplies, equipment, medications and solutions.
3. Perform counts with the circulator at all required times.
4. Pass instruments and supplies to the sterile team.
5. Maintain sterile technique as measured by recognized breaks in technique and how to correct the breaks.
6. Performs at least 90% of the surgical procedure before leaving the field.

Second Scrub Role
This student is scrubbed at the field but does not meet the criteria for the First Scrub Role, or the student actively participates in the procedure in its entirety (at least 90%) by:
- Sponging
- Suctioning
- Cutting suture
- Holding Retractors
- Manipulating camera

Assistant Circulator Role
This student works with the circulating nurse and meets the following criteria:
1. Verifies and opens supplies and equipment for the procedure.
2. Assists the scrub tech in medications and solutions, obtaining extra instruments and supplies and delivers them to the field and counts.
3. Assists in transfer, positioning, skin prep and catheterization of the patient as able.
4. Visually monitors the sterile field and maintains sterile technique as measured by recognizing breaks in technique and how to correct the breaks.
5. Performs at least 90% of the procedure before leaving the room.

Observation Role
This student is in the Operating Room but is neither first or second scrub, nor assistant circulator. Observation is not included in the required case count, but should be documented.
Clinical Rotation Case Requirements

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # cases required</th>
<th>Minimum # first scrub cases required</th>
<th>Maximum # of second scrub cases applied to total number of cases</th>
<th>Minimum # of Assistant Circulator</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>All Surgical Specialties</td>
<td>90</td>
<td>60</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>Diagnostic Endoscopy</td>
<td></td>
<td></td>
<td>10 cases may be applied toward second scrub cases</td>
<td></td>
</tr>
<tr>
<td>Labor and Delivery</td>
<td></td>
<td></td>
<td>5 vaginal deliveries may be applied toward the second scrub cases</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>120</strong></td>
<td><strong>80</strong></td>
<td><strong>40</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

**Major Points**

- Total # of cases is 120.
- 30 cases are required in general surgery – 20 as first scrub, 10 as second scrub.
- 90 cases are required in all surgical specialties – 60 as first scrub in 5 major areas minimum, 30 as second scrub and 0 as assistant circulator. 15 is the maximum number to be counted in one surgical specialty.
- Students are expected to progress in procedure complexity as one works toward program completion.
- Diagnostic endoscopy cases and vaginal delivery cases are not required but strongly encouraged. Up to 10 endoscopy and 5 vaginal delivery cases can be counted toward the maximum number of cases.
- Observations are tabulated, but not counted toward the total required cases.
- Cases are tallied according to specialty. For example, a patient having a breast biopsy followed by mastectomy counts as one general surgery procedure. Trauma patients having a craniotomy and ankle fracture repair count as two cases, one neurosurgery and one orthopedic, if the student participates in both.

**CLINICAL LOGS**

Students must keep an accurate clinical log each semester which includes all of the requirements cited above. The clinical log is signed by the student and clinical instructor and the original is turned in with the final clinical evaluation. It is the student’s responsibility to submit the clinical log to the clinical instructor. Failure to submit the log with the final clinical evaluation will result in clinical failure, which results in course failure. Students must keep copies of their own clinical logs for future use. Blank clinical logs for student use are on all clinical courses in CANVAS.

**CLINICAL PROCEDURE SHEETS**

Clinical procedure sheets are completed throughout the program and are due weekly to the clinical instructor. Students must select clinical procedures from the AST, Surgical Technology

for the Surgical Technologist: A Positive Care Approach, 4th Ed. The procedure sheet selection must match the surgical specialty in which the student is currently rotating. The list of Surgical Procedures is from the inside cover and next page of the text and is listed by surgical specialty. Each procedure in this list is discussed at length in the accompanying chapter by surgical specialty. Blank procedure sheets are in all clinical courses in ANGEL. Students are required to keep a log of completed clinical procedure sheets.

CONFIDENTIALITY POLICY

To underscore our mission and protect the dignity of each person -- physician, patient, visitor, and employee -- it is essential that I maintain the highest standards of confidentiality. No one, other than authorized persons, shall have access to patients’ charts and/or any other confidential information. I understand that if I divulge or discuss information relating to a patient or any aspect of patient care (surgeon, staff member, instructor or clinical site), or any other confidential matter beyond that necessary for the performance of my duties, I will be dismissed from the Program immediately.

I understand that I will be required to sign a confidentiality statement at the beginning of each year of the Program as a reminder of the importance of adherence to this Policy. Hospitals will require each student to sign a confidentiality statement, also.

COLLEGE LAB REQUIREMENTS

Students in the clinical area are expected to be knowledgeable and contribute with increasing proficiency as a part of the assigned surgical team. In order to assist students to achieve the necessary skills, Lorain County Community College has provided a laboratory with the basic equipment. Each student will be assigned appropriate lab time with an instructor in order to develop each skill. Students are expected to practice skills during open lab hours. Assigned labs cannot be missed, as each skills builds upon another. Student lab days are selected by lottery. However, the college has the right to assign students to certain lab days as is necessary.

CRIMINAL BACKGROUND CHECKS/SUBSTANCE ABUSE TESTING

Students entering the program and matriculating to second year clinical sites must have criminal background checks and drug testing performed. At any time any student may be asked to complete another drug test if student’s behaviors suggest there may be drug or alcohol impairment. Clinical agencies have the right to request a drug test for a student and the student must comply to continue. College or clinical agency can make program admission or continuation impossible based on the results of the criminal background check or drug testing. If a student is denied access to a clinical agency based on the results of a background check or drug test, the student will not be placed in another agency. This will make it impossible for the student to enter or complete the program.

DEFICIENCIES

Deficiency notices may be given at any time during a semester. A deficiency is given for minimal or failure to achieve in a clinical, laboratory or classroom or for nonprofessional conduct. It is a warning that improvement by the student is necessary and immediate to prevent
failure of the course. Faculty will notify students in writing and discuss what is needed to correct
the deficiency. Students are to acknowledge the deficiency by signature, indicating receipt only,
not necessarily agreement. Deficiency warnings will not be extended past the end of each
semester; students who are deficient at that time will fail the course.

Students placed on deficiency are on suspension until they have met and discussed the
deficiency with the instructor. If the infraction occurs again, the student will automatically
receive an unsatisfactory clinical, laboratory or classroom grade, resulting in course failure.

DISABILITIES

The Program Director must be informed if the student has any type of disability. The Office for
Special Needs Services exists to serve the needs of student with disabilities - physical,
learning, and/or emotional. If you are a person with a disability who needs
accommodations or assistance, contact the O.S.N.S.

DRUG LISTS
From the beginning of clinical practice through the end of the second year, surgical technology
students are to:

1. Research medications.
2. Safely use medications when scrubbed in the Operating Room.
3. State the use, contraindications, dosage, route, and adverse reactions of medications
   commonly used in surgery.
4. Accumulate a list of drugs, which will serve as a study guide for the CST exam and as a
   reference throughout the career in surgical technology.

Each clinical course will require knowledge of certain irrigating fluids and medications used in
each specialty. Students will take a 2 credit Surgical Pharmacology course in the second year.

EMERGENCY CALLS

Emergency calls for students are handled by the LCCC Campus Services Office. Please have
your family call the Division of Allied Health and Nursing, 366-7181 or 366-7182 only in an
emergency. Please tell them to NOT call your clinical agency as it would be almost impossible
to find you. Students are never allowed to bring a cell phone or similar into an O.R. because of
the risk of contamination. Cell phones must remain in your locker.

FLU VACCINE

All Allied Health and Nursing students are required to get a flu vaccine during the fall semester
when the vaccines become available. Due to several healthcare agencies mandating the flu
vaccine for students, it is LCCC Allied Health and Nursing Program policy that all students get
the vaccine. If a student cannot get the flu vaccine for whatever reason (medical, religious, etc.)
and has been assigned to a facility that mandates the flu vaccine, that student will be taken out
of the clinical assignment and the student will wait until all other students are placed in clinicals.
At that time the student will be placed in a clinical rotation that is available at an agency that
does not mandate the flu vaccine (if available). If no agency exists, the student will be dropped
from the program.
GRADING
A final course grade in each Surgical Technology course must be a "C" or better, in order for the student to progress to the next clinical course level. Grading systems for SRGT 124, 114, and 215 are as follows. SRGT 226 has a different grading system, found in the SRGT 226 syllabus. Grade distribution is the same for all courses.

The final grade will be based upon the following:

- Quiz average: 50% of grade
- Final Exam: 40% of grade
- Homework: 5% of grade
- Attendance (and punctuality): 5% of grade

Students must receive a grade of “satisfactory” in the clinical and laboratory component. Unsatisfactory clinical or laboratory evaluation at the end of the semester will mean failure of the course.

Points will be deducted from the final grade for lab or clinical absences or significant tardies. One point is deducted from the final grade for the first absence in clinical or lab. A second absence in clinical or lab reduces the final grade average by 5%. This will almost assuredly lower your final grade by one letter.

Grade distribution:
- A = 100-93%
- B = 92-86%
- C = 85-78%
- D = 77-70%
- F = 69% and below

GUESTS AND CHILDREN IN CLASS
It is expected, that students, as a matter or courtesy, request permission before bringing guests into the classroom. This also would apply to the presence of students’ children.

HOMEWORK

Homework is required throughout the Program, in every surgical technology class. It is turned in to your instructor during the unit exam in that topic. Homework accounts for 5% of your final grade. Incomplete homework will result in the loss of 1% of the final grade per infraction. Homework that is not turned in will result in the loss of 2% of the final grade per infraction. More than two missing homework assignments results in a 5% loss of grade average and an automatic letter grade reduction. Homework is not accepted late, for any reason.

INCLEMENT WEATHER - (CLOSING OF COLLEGE)

When classes on the Lorain County Community College campus are canceled, and the college is closed because of inclement weather, all classes and laboratories scheduled to meet during the closed times are canceled. Clinical may not be cancelled, especially since clinical agencies and the college may be experiencing very different weather. If it is safe, proceed to your clinical agency. First year students will most likely be notified by your clinical instructor. Please collaborate with your clinical instructor about a way to handle closing due to weather.
CHECK THE Lorain County Community College WEB SITE lorainccc.edu for up to the minute announcements. You may sign up for a phone notification from the college in case of closure.

LIABILITY INSURANCE

Student liability insurance is automatically charged when registering in Surgical Technology 124 and 215. Clinical agencies require that students carry liability insurance through the college. It is not necessary to purchase your own liability insurance.

Please Note: The liability insurance covers only activities in the clinical performed as a student. Individuals who are hired for pay to work at clinical agencies are NOT covered by their student liability insurance purchased through the college.

MEDICAL INSURANCE

Students who are injured in the clinical agency must fill out an incident report. The student is completely responsible for the cost of subsequent medical and surgical care. Students are not employees of the hospital; therefore, are not covered by workers' compensation. Some clinical agencies require that all students carry medical insurance and will not accept students who do not have medical insurance. Consequently, all students are strongly urged to have their own medical insurance coverage.

PAGERS, BEEPERS, CELLULAR PHONES, IPODS

Students are not permitted to bring these items into the clinical area, as they create a disruption of focus for all students, staff, patients and surgeons. Additionally, scientific research studies indicate that these devices have thousands of microorganisms present and should never be brought into the O.R. Please leave them in your locker at the hospitals. You may check them while on breaks or lunch. Please wash your hands prior to returning to the O.R.

PROBATION (DEFICIENCY)

Students may be placed on clinical and/or theory probation by the faculty within the Division of Allied Health and Nursing. This probation is for minimal achievement and/or unprofessional behavior in the health careers specialty, and is a warning that improvement is necessary immediately. It is a disciplinary measure used for Policy/Policies infractions, unsatisfactory evaluation (other than at the end of the semester) or absences. (Notification of probation indicates that one of the above has occurred and a suspension from clinical and a suspension from the program could result, if a further infraction occurs.) If immediate improvement does not occur a student will be dismissed from the program.

REENTERING SURGICAL TECHNOLOGY STUDENTS

Persons wishing to re-enter the Surgical Technology Program will be evaluated on a case-by-case basis and readmitted contingent upon space available in the clinical area. The College cannot guarantee the student will be readmitted to his/her previous clinical agency. The Program cannot guarantee the student admission into the next course in the series. Sometimes a student must audit the last course completed. This is determined on an individual basis.
Reentering students must complete all requirements in the Surgical Technology Program, regardless of whether or not previous clinical hours and competencies were completed and credited to the student.

REPETITION OF COURSES

A student who receives below a final course grade of "C" may repeat one course in the first-year sequence, or one course in the second year sequence of a curriculum in the Division of Allied Health and Nursing.

SCIENCE COURSE REQUIREMENTS

Surgical Technology students must earn a grade of "C" or better in all three sciences courses (BIOL 121, BIOL 122, and BIOL 251) in order to continue in the program.

SMOKE FREE ENVIRONMENT

Effective September 1, 1992, Lorain County Community College is a smoke-free environment. Smoking is prohibited in all campus buildings. Also smoking is prohibited outside of all building entrances and exits, with the exception of designated areas. All clinical agencies are smoke-free, and some are campus smoke-free. Students are expected to follow clinical agency policy.

STUDENT EVALUATION

Each semester the student will be evaluated by the clinical instructor at midterm and at semester’s end. A clinical evaluation tool is found in each clinical course on CANVAS. Students are required to meet a “C” minimum in all Surgical Technology courses to matriculate to the next course. Any deficiencies identified at midterm must be improved by the end of the semester.

STUDENT INJURIES

Should a Surgical Technology Student injure himself/herself in the clinical site notify the clinical instructor at once. First aid will be administered. An incident report should be filled out and the student instructed to see a physician of his/her choice. While a student cannot be forced to seek medical advice, it should be noted on the incident report that the student was instructed to do so. Students are not employees of the hospitals and do not get treated as an employee or by Workman’s Compensation. Again, students are strongly encouraged to carry their own health insurance.

In addition, the injured student must notify the Surgical Technology faculty regarding the injury so that the incident may be recorded in the student’s file on the LCCC campus.

STUDENT PHYSICALS FOR NEW AND REENTERING STUDENTS

All entering Surgical Technology students and all reentering Surgical Technology students shall submit evidence, on the College physical examination form, of a complete physical examination. The physical examination and lab test results must not be older than three months at the date of entry or reentry. Negative drug tests are also required for new and reentering students. Students who are not in compliance with these rules are not permitted to attend clinical. Inquiries regarding physicals are directed to Ms. Jamesha Amerson in the Division of Allied Health and Nursing (HS 223).
STUDENT WORK POLICY

Students in the Surgical Technology Program are not considered hospital employees. Therefore:

- All student clinical experiences are educational and students are never substituted as employee staff members. Absolutely no pay is awarded for students in the clinical experience.
- Any student who is an employee of the hospital in which clinical experience is obtained may never substitute work time for clinical time.
- Students who experience an injury or illness while at the clinical site are not entitled to any of the benefits which are normally given to employees. Students must carry their own health insurance and will utilize it if seeking any health care at the clinical site. Workmen’s Compensation benefits do not apply to students, as they are not employees. (See Student Injuries in Handbook above.)

TAPING OF LECTURES

Taping of lectures or any type of class presentation should not occur without first securing the consent of the instructor.

TESTING POLICY

If a student misses a quiz, regardless of the reason, he/she must make up the quiz prior to the next class session in the Testing Center. Make up quizzes will be in different forms from other quizzes (usually short answer and paragraphs). An automatic 10% will be reduced from the final score. Students who are late for quizzes are not to enter the classroom as this is disruptive to other students. Late students will take the quiz as above, with an automatic 10% reduction. Students who do not make up the quiz within the allotted time will automatically receive a zero.

Students who miss more than 10% of the instrument quizzes (ie. 2 of 20 instruments) are required to make up the quiz until mastery is complete. The original grade will not be adjusted and will stand throughout the semester and be averaged as usual. The test will be given in the Testing Center and must be taken prior to the next class session as above. Students who do not make up the quiz within the allotted time will automatically receive a zero, yet must still take the quiz for mastery. Any student not mastering the instruments will be given an F in the course.

Students who wish to see their quizzes may do so with the instructor. Quizzes are not returned to students. If a student is questioning the validity of a quiz question, he must research what he believes to be the correct answer and bring the source of the corrected answer to the instructor for discussion. A scholarly resource is expected.

TEXTBOOKS, etc.


- Scrub shirt for lab required

Textbooks are the same for every surgical technology course. Buy your textbooks for the first class and keep the same throughout the program.

**TUTORING CENTER AND OTHER SUPPORT SERVICES**

Tutorial services are available through the Learning Resource Center and they are free. Other student support services are available on campus; contact the Counseling area for referrals. Women’s Link is a counseling service available to both male and female students. If you are having difficulties or stress in your life which is interfering with your success in college, feel free to make an appointment with a counselor in Women’s Link. The counselor will help you and refer you to further counseling if necessary, and consider your financial situation.

**UNSATISFACTORY CLINICAL PRACTICE**

Students receiving an unsatisfactory (U) in clinical practice of a Surgical Technology course will receive an automatic failure (F) in the course.

The Surgical Technology faculty believes that disruptive behavior in an operating room is a threat to patient safety. A student demonstrating any of the following behaviors will be dismissed immediately from the clinical site:

- Swearing/using profanity
- Escalating a conflict with a fellow student, instructor, staff member or surgeon
- Using language or actions of a sexual, harassing, or threatening nature
- Insubordination, at the discretion of the clinical instructor
- Failing to comply with clinical agency policy
- Failing to adequately prepare for clinical experience
- Wearing of artificial nails
- Failure to properly attire
- Failure to exhibit basic daily hygiene practices
- Failure to follow blood and body fluid precautions
- Behavior suggesting impairment by drugs or alcohol
- Failure to use sharps safety techniques

*Any student exhibiting any behavior which may potentially or actually threaten patient safety will be dismissed from the program.*

Students receiving an unsatisfactory (U) in clinical practice of a Surgical Technology course will receive an automatic failure (F) in the course.

**UNIFORM POLICY and DRESS CODE**

1. Because hospitals are professional locations, students must wear appropriate attire to and from the clinical setting. Slacks or skirts must be neat, pressed and clean. Pressed blouses and shirts are preferable. T-shirts and halter tops may not be worn. Shirts with
letters or sayings on them are not acceptable. Shorts should not be worn. No unusual or extreme styles of dressing are permitted. No jeans are allowed to and from the clinical sites. Shoes or tennis shoes required.

2. Make-up is to be natural and conservative.

3. Plain post earrings may be worn, if covered by a surgical cap when in the surgical suite. No visible body piercing may be worn at the clinical site. Facial piercings are not allowed. Visible tattoos must be covered.

4. No perfumes are to be used. Deodorant must be worn.

5. Females must wear bras. Men and women must wear underwear.

6. Hair
   Hair is to be scrupulously clean. Hair styles must be conducive to O.R. attire, neat and away from the face and eyes. Please wear long hair up or contained in a pony tail or braid. When in the clinical facility, hair must be completely covered with a cap at all times. Wigs, artificial hair pieces and hair adornments are not to be worn in the O.R. All facial hair must be completely contained. Refer to clinical facility Policy Manual for policy on beards and mustaches.

7. Nails are to be short (to tip of finger) and clean. Nail polish is not to be worn and artificial/acrylic nails are absolutely prohibited.

8. Impeccable personal hygiene is required.

9. Plastic goggles and name tags are mandatory. Students must have LCCC name tags from the LCCC library, in order to receive a name tag from the hospital. Hospital security is extremely strict. Name tags must be worn at all times. Dress according to agency policies. Lab coats are worn over scrub suits when outside the O.R. in most hospitals.

10. Scrub shirts and goggles are to be worn in the college lab.

11. One new pair of white tennis shoes is to be left at the hospital and worn only at the hospital.

*Failure to follow this policy will result in the student being dismissed from the clinical area.*
GUIDELINES FOR BODY SUBSTANCE EXPOSURE
IN CLINICAL SETTINGS

The students will be informed of the body substance exposure protocol by their clinical instructor or by an educated specialist (ie infection control nurse) of the agency during the initial clinical orientation.

A body substance exposure occurs when body fluids, especially blood, are splashed on mucous membranes, penetrate open sores on the skin, or a contaminated sharp punctures the skin while performing student duties.

Guidelines:

1. The student and instructor are responsible for complying with agency protocol at the time of exposure. The student and instructor need to:
   a. Appropriately cleanse the area of exposure. (first aide)
   b. Notify the unit manager of the exposure.
   c. Complete an incident form on the day of exposure to the body fluid.
   d. Follow the expected protocol of the clinical site – ie – go to infection control nurse, employee health or emergency room. Students are reminded that they are not employees of the agency and will receive no workmen’s compensation for the exposure. The student is responsible for the cost of all testing and the visit. If a student refuses follow up at the time of the exposure, it must minimally be reported to the hospital and the student is expected to follow up with the student’s physician.
Health care practitioners are considered to be at risk in regard to infectious disease. It is therefore strongly recommended that students receive the Hepatitis B immunization series.

I have been informed of the Surgical Technology Program's Recommendation to Receive the Hepatitis B Vaccine. I understand that this signed statement is a requirement for continuation in the Surgical Technology Program and that it will be filed in my student records.

________________________________________  ________________________
Student Signature                                      Date

_______________________________________________
Please print name                                      Student Number

Please return this signed statement to your instructor.
LORAIN COUNTY COMMUNITY COLLEGE
DIVISION OF ALLIED HEALTH AND NURSING

SURGICAL TECHNOLOGY PROGRAM

VERIFICATION OF READING
OF THE
SURGICAL TECHNOLOGY STUDENT HANDBOOK

This Surgical Technology Handbook has been compiled to help and inform the student. Each student is responsible for the information included in this Handbook.

I have read and understand the contents of the Surgical Technology Student Handbook. The Handbook was fully presented by the instructor and discussed during the first or second class meeting.

I agree to comply with the Surgical Technology Program policies as approved by the Faculty and published in this Surgical Technology Student Handbook which is posted in my class on CANVAS. I understand that this signed statement is a requirement for continuation in the Surgical Technology Program and that it will be filed in my student records.

_________________________  _________________________
Student Signature             Date

_________________________
Please print name

_________________________
Student Number

Please return this signed statement to your instructor.
It is imperative that the students maintain confidentiality regarding all aspects of patient care. This includes talking about patients in public areas (elevator, cafeteria, and restrooms) in the hospital, and talking about patients outside of the hospital. It also involves not discussing the patient's physician, the clinical site, instructors and staff, the patient's personal life, or even acknowledging that a person is a patient or under medical care.

Confidentiality requires that information be kept to oneself and not shared with your family, friends, classmates, or **ANYONE ELSE**.

Students should realize that violation of the above will result in being dismissed from this program, and possible lawsuits.

I have read and understand the Confidentiality Policy of the Surgical Technology Program and agree to comply with it.

I understand that failure to comply with this Confidentiality Policy will result in dismissal from the program.

I also understand that this signed statement is a requirement for continuation in the Surgical Technology Program and that it will be filed in my student records.

__________________________  ____________________________
Student Signature                       Date

__________________________  ____________________________
Please print name                       Student Number

*Please return this signed statement to your instructor by the end of the first week*
I have read and understand the Academic Honesty Policy of the Surgical Technology Program and the College Code of Conduct on Cheating and Plagiarism and agree to comply with both.

I understand that failure to comply with this Policy will result in dismissal from the program.

I also understand that this signed statement is a requirement to continue in the Surgical Technology Program and that it will be filed in my student records.

___________________________________________
Student Signature

___________________________________________
Date

___________________________________________
Please print name

___________________________________________
Student Number

Please return this signed statement to your instructor by the end of the first week.