Horry-Georgetown Technical College

SURGICAL TECHNOLOGY PROGRAM

HANDBOOK

Horry-Georgetown Technical College

The Surgical Technology Faculty is pleased that you are pursuing Surgical Technology at Horry Georgetown Technical College.

Surgical Technology education involves a process of interaction between the learner and instructor. Our role is to facilitate your learning by assisting you in identifying your learning needs and guiding you in the learning process. We invite you to join us in a cooperative effort to ensure a quality education in Surgical Technology.

Surgical Technology is a growing area in healthcare today. The Surgical Technologist is an integral part of the Surgical Team and partners with other healthcare professionals to deliver safe patient care during surgical procedures.

This handbook is to be utilized in conjunction with the HGTC Catalog. Please refer to both for additional information. **However, if there is a conflict between the information in the Surgical Technology Handbook and the College Catalog, the Surgical Technology Handbook will prevail.**

The Surgical Technology Degree Program is a CAAHEP accredited program. Graduates of this program are eligible to sit for the Certifying Exam for Surgical Technologist. To receive and maintain accreditation status, these standards must be always adhered to.

Surgical Technology Program Faculty

Department of Associated Health Services

Erin Ivey AASCST, FAST

Assistant Academic Chair/ Surgical Technology Program Director

Karey Covington, CST, BA

Clinical Coordinator/ Surgical Technology Professor

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Mission Statement

The Horry-Georgetown Technical College's Surgical Technology Program is committed to supporting and implementing the mission statement of the College and to providing quality educational programs that prepare competent surgical technology graduates for entry level employment in a variety of contemporary health care environments and thereby contribute to meeting health care needs and supporting economic progress of the diverse communities served, promoting a student-centered learning environment that fosters the development of surgical technology professionals who demonstrate a commitment to safe, patient centered care through effective clinical decisions, collaborative skills, and technological proficiency, and providing an educational foundation that inspires a commitment to life-long career education and professional growth.

Philosophy

As an integral part of Horry-Georgetown Technical College, the faculty of the Surgical Technology Program supports the philosophy and objectives of the parent institution. Specifically, **"to provide accessible, quality, post-secondary educational opportunities for the people of Horry and Georgetown counties to acquire the knowledge, skills, and experience necessary for success in achieving their career and educational goals, and to provide the employers in the area with the appropriate personnel to assure the continued economic growth of the region."**

Purpose:

Person: The individual is worthy of respect and treatment with dignity and, as a member of society, is a unique, holistic being with basic human needs and diverse cultural identities. All individuals have common attributes related to physiological, psychological, sociological, and spiritual needs throughout the lifespan. The uniqueness of the individual results from genetic, social, and cultural environments. A person, as the recipient of medical care is identified as patient, client, or resident depending on the health care environment. Aggregates of persons are identified as family, group, community, or population.

Environment: Environment is a complex, ever-changing internal and external system that influences a person's ability to meet basic human needs. As a member of the surgical team, the surgical technologist is responsible for providing an optimal surgical environment for the surgical patient. Environment also encompasses the context in which the surgical technologist learns and practices.

Health: Health encompasses a person's physiological, psychological, sociological, and spiritual integrity and is a dynamic process which occurs on a continuum ranging from high level wellness to death. A person interacts with the surgical technologist for the purpose of achieving mutual goals of a correction of an illness, disease, or condition.

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Program Accreditation and Approvals:

Horry-Georgetown Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC); to award the associate degree, diploma, and certificate. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Horry-Georgetown Technical College.
The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

CAAHEP, 9355-113th St. N. #7709 Seminole, FL 33775, P:727-210-2350, F:727-210-2354
E: mail@caahep.org
ARC-STSA, 19751 Est Mainstreet, Suite #339 Parker, CO 80138, Phone: 303-694-9262,
Email: info@arcstsa.org

Association of Surgical Technologists: The Association of Surgical Technologists was established in 1969 by members of the American College of Surgeons (ACS), the American Hospital Association (AHA), and the Association of perioperative Registered Nurses (AORN). As the oldest and most widely recognized professional organization for surgical technologists and surgical assistants, AST's primary purpose is to ensure that surgical technologists and surgical assistants have the knowledge and skills to administer patient care of the highest quality. AST, 6 West Dry Creek Circle, Suite 200 Littleton CO, 80120, P: 800.637.7433 F: 303.694.9169, website: AST.org

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

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PROGRAM OBJECTIVES:

The goals of the Surgical Technology Program are to support the educational objectives of the college and provide students an opportunity to develop the skills they will need to be successful in their career.

The specific goal of the Surgical Technology department is to prepare **competent entry-level surgical technologists in the cognitive (knowledge), psycho-motor (skills), and affective (behavior) learning domains:**

Program Cognitive Objective: At the completion of the program, the graduate of Horry-Georgetown Technical College Surgical Technology Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to the role of an entry level Surgical Technologist in Horry and Georgetown counties.

Program Psycho-motor Objective: At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Surgical Technology in Horry and Georgetown counties.

Program Affective Objective: At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Surgical Technology in Horry and Georgetown counties.

PROGRAM GOALS:

1. Students will be competent entry-level surgical technologist
2. Students will have cognitive skills needed for surgical technologists
3. Students will have psychomotor skills needed for surgical technologist.
4. Students will demonstrate affective/ professional behavior appropriate for surgical technologist.
5. Students will **demonstrate competency in all objectives** prior to graduating as a surgical technologist.

LEARNING OUTCOMES:

1. Students will be able to apply basic principles of anatomy, physiology, pathophysiology, and microbiology during the preoperative, intraoperative, and postoperative phases of patient care.
2. Students will demonstrate a safe level of practice and knowledge in their role as a surgical technologist.
3. Students will demonstrate ethical, legal, moral, and cultural awareness as they relate to patient care and how this awareness fosters cooperation and success among members of the surgical team.
4. Students will be able to correlate elements, action and use of medications and anesthetic agents used during perioperative experience.
5. Students will exhibit safe practice techniques in their role in preparing the intraoperative environment, patient positioning and emergency procedures.

6. Students will integrate principles of aseptic technique as part of the perioperative experience.
7. Students will apply the appropriate knowledge and skills when addressing the physical and psychosocial needs of surgical patients.
8. Students will value the professional characteristics of the surgical technologist.
9. Students will demonstrate the ability to create and maintain an effective sterile field throughout the perioperative experience.

PROGRAM ASSESSMENTS:

Artifacts used to measure program success:
1. Lab Skill Competencies
2. Mock Surgery Competencies
3. Simulation Statistics/Competencies
4. Anatomy Review Outlines
5. Program Tests
6. Preceptor Evaluation (PLO)
7. Instructor Evaluation
8. Clinical Summary
9. HESI Exam or Equivalent National Review Practice Exam (PLO)
10. NBSTSA Certification Exam
11. Graduate Surveys
12. Employee Survey

STUDENT LEARING OUTCOME'S PURPOSE:

To demonstrate technical proficiency in all skill necessary to fulfill the role of the entry level Surgical Technologist, demonstrate personal behaviors consistent with professional and prospective employer expectations for the entry level Surgical Technologist, and demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to the role of an entry level Surgical Technologist.

Program Policies:

Student Policy 1: Statement on Policy Revisions:

All policies are subject to revision. Any revised policies will be effective on the day of the revision and will be distributed to the students.

Student Policy 2: Faculty Office Hours/ Advisement:

Purpose: The faculty believe that it is important to teach professional behavior and organizational skills and will encourage all students to make appointments with their faculty and advisors.
Policy:
1. Faculty will post office hours in d2l/on the college website each semester to provide time for the students who, by appointment, need to meet.
2. Students should notify the faculty member if he/she is unable to keep a scheduled appointment.

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3. Students should follow the guidelines for contacting faculty per the instructions in the course instructional package.
4. Students are encouraged to use email to initiate a meeting with the Surgical Technology faculty and staff.
4. All questions pertaining to Tests, Assignments, and policies should be submitted through email.
5. In addition to the advisor, HGTC Student Services are available to all students.
6. Meetings can be conducted face to face or on Microsoft Teams.

Student Policy 3: Program Requirements:

Purpose: To provide the student with information concerning the Program Requirements of the Surgical Technology Degree Program.
Policy:

1. The student must meet established criteria to progress in the **Surgical Technology Degree Program** curriculum.
2. The student must earn a minimum grade of "C" and maintain a 2.54 average in all SUR courses and support courses. (Support courses include all BIO, AHS, ENG, MAT, and Humanities courses) Failure of one required course will result in the student being dropped from the program with eligibility for readmission dependent on available seats. (Failure includes W, WF, D or F grading criteria)
3. A student who has a second failure in any one of the required courses will not be eligible for readmission to the SUR program. (Failure is defined as receiving a grade below "C" in any course)
4. Maintain a minimum grade point average of 2.54 in all required courses. (A 2.54 GPA is equivalent to a C+ letter grade on a 4.0 Scale which equals 77%)
5. Prior to Program Admission student must complete the following: (Located on the Website)
   a. Completion of the STEPS session on the HGTC Surgical Technology Website
   b. Students must complete a Criminal Background Check (CBC) 30 days prior to enrolling in the Surgical Technology Program. An applicant with an unfavorable CBC may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
      i. Students convicted of a crime (other than a minor traffic violation) should inform the Department Chair and Program Director and make an appointment to discuss the issue.
      ii. A conviction does not necessarily have to be a felony.
      iii. The program does not deny entry, but the clinical site can deny access.
      iv. If a clinical site denies a student's entry, then the student cannot continue in the Surgical Technology Program.
   c. Students must complete a Urine Drug Screening (UDS) 30 days prior to students enrolling in the Surgical Technology Program. An applicant with an unfavorable UDS may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
   d. Students will be required to read and sign a copy of the Surgical Technology Essential Functions form that indicates that the student can meet the physical requirements of a

surgical technologist while in school and after graduation. Form must be submitted before Add/Drop.

6. Prior to Clinical Admission: (Summer Semester)

   a. Complete Care Learning Modules-Online competency (Link found on the HGTC/Surgical Technology Website)

   b. Students must submit evidence of current CPR certification prior to the start of Clinical Rotation. The CPR certification must be obtained through a course approved by the American Heart Association or American Red Cross as BLS for the health care provider. This course must include infant, child, adult, one man, and two men CPR. It is the responsibility of the student to stay certified, the student will not be allowed time during clinical or class time to get recertified. If the student's CPR becomes expired while the student is in the program, the student will not be allowed to return to clinical until the student shows proof of a valid CPR certification card.

   c. Submit a completed Division of Health Sciences Physical Examination (Health Record) prior to clinical rotations.

      i. **Any changes in health, can require an updated health record.**

   d. Tuberculin Skin Test (2 Step PPD or QFT/Gold Blood Assay) _Initial

   e. Flu Vaccine _TIV or LIAV Vaccine x 1

   f. COVID Vaccine/ Or Exemption

   g. TDAP (Tetanus, Diptheria, Pertussis)

   h. Hepatitis B (3 series)

   i. MMR Titers (Measles, Mumps, Rubella)

   j. Varicella Titers

   k. Certificate of Liability Insurance (1 year coverage)

   l. Clinical Forms and Disclosures

Please Contact the Clinical Admissions Coordinator: All documents will need to be uploaded to the appropriate clinical tracker program. Please Contact Rhonda Todd, Rhonda.Todd@hgtc.edu, 843-477-2138 for any questions concerning vaccines and clinical health compliance. Please retain a copy for your records.

   m. All Forms can be found on the HGTC Surgical Technology Website under Clinical Forms: Clinical Requirements.

7. Students must adhere to HGTC's Student Code of Conduct and policies. All policies found in the HGTC Surgical Technology Handbook will override the HGTC Handbook when there is a discrepancy.

8. **Students are not allowed to receive payment for clinical assignments. The surgical technology student will not be allowed to hold employment in the capacity of surgical technologist during enrollment and/or prior to graduation in the Surgical Technology Program, nor can the student be substituted for paid personnel by the clinical facility. (Some exceptions are made for Central Sterile departments outside of Clinical and class time)**

Student Policy 4: Student Code of Conduct:

Purpose: To provide guidelines and information which are the responsibility of the Surgical Technology student for successful completion of the Surgical Technology Associates Degree Program.

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Policy:

1. Academic dishonesty issues will be addressed with any student who is caught cheating. It is the faculty's position that any student giving or receiving help on written tests, evaluations, classroom work, clocking in or out during their lab practice hours or on outside assignments places himself/herself in a position of having his/her integrity questioned. Any student caught cheating will be given a zero (0) for the work involved and is subject to further disciplinary action. (See College Catalog) Plagiarism is considered cheating and will not be allowed. This is grounds for dismissal from the program.

    a. Testing: Students are expected to turn off cell phones and remove all items from the surrounding area before beginning a test. The student will be considered cheating if caught with any unapproved items on their desk or in their hands during testing. The test will be closed, and the student will receive a "0".

    b. Students are expected to be prepared to take a test that could last for 120 minutes without having to leave the testing area. Any student that leaves the test and testing area once a test has been initiated will not be allowed to return to that test for completion.   The test will be submitted, and the student logged out of the test.

2. Student Conduct:

    a. Professional Behavior: Students are expected to conduct themselves in a professional manner in the classroom, lab, and clinical setting. Students will also be held to this standard while in the public and on social media while in the HGTC Surgical Technology Program. Professional conduct includes (but is not limited to) the following: respecting the beliefs, values, and customs of individuals; safeguarding the confidentiality of information acquired about a patient; maintaining the highest standards of Surgical Technology care possible; and upholding the highest standards in personal appearance, language, dress, and demeanor. In adhering to standards of professional conduct, students are expected to abide by policies and procedures of the clinical facilities to which they are assigned. Students will be expected to adhere **to AST's Code of Ethics**.

    b. Students not adhering to these standards will be subject to disciplinary action up to and including dismissal from the program.

    c. A student can be dismissed from the program if the student or significant other, such as husband, boyfriend, or any other member of the student's family, calls or emails any instructor using harassing language and vocabulary. For this violation there will not be a written warning, just a dismissal.

    d. Any student using **profanity or disruptive conduct** during lecture or lab will be dismissed from the program.

        i. This includes but is not limited to:

            1. Laughter
            2. Talking
            3. Facial or hand gestures that indicate disgust or displeasure (example: Rolling the eyes, jerking your head, or turning your back on the instructor)
            4. Doing assignments on the computer that are not related to the subject matter.

    e. Students are not allowed to contact preceptors at home or enter the clinical sites outside of clinical hours unless given permission by the program director.

    f. Student will respect and NOT raise their voice at any instructor in anger.

    g. Students are not to verbally attack other students, either by cursing or any type of verbal abuse, these are grounds for automatic dismissal.

        i. Student on student, lateral violence will not be tolerated. We foster a spirit of inclusion in this program. Calling someone names or spreading rumors behind people backs is not acceptable or professional and it will not be tolerated.

        ii. Violations of this policy will be dealt with on a case-by-case basis.

        iii. Any altercation in which there is no clear outcome will result in all parties involved, receiving a Critical U and Community service that would best serve the program.

            • Failure to complete your assigned task will result in another Critical U and an possible dismissal from the program.

    h. Students will follow the chain of command. If an issue arises the student must first take their concerns to the instructor and then the program director before contacting any other HGTC faculty. Failure to follow the chain of command could result in your immediate dismissal from the program.

3. Professional Confidentiality:

    a. In accordance with HIPPA guidelines, students are not allowed to use any recording devices, including cameras, cell phones, voice recorders, computers, etc., in the classroom or clinical setting.

    b. Students MUST maintain confidentiality related to any patient care and/or assignments. Discussion of patients is limited to clinical, faculty conferences and surgical technology classes. At no time should patients be discussed on breaks, elevators, or other settings aside from the above stated learning experiences.

    c. Students are only allowed to obtain information on those patients scheduled in the operating rooms they are in for the clinical day. At no time should a student use his/her position in the Surgical Technology Program to seek information about a patient other than the patient to which he/she has been assigned and it should only relate to information necessary to perform the surgical procedure.

    d. Copying, photographing, recording and/or removing any portion of a patient's medical record or printed patient information and/or identification from any clinical facility is strictly prohibited. A student's review of a patient's medical record should be approved by the clinical facility. Students not adhering to this policy will be subject to disciplinary action up to and including dismissal from the program.

4. The Surgical Technology Program adheres to the drugs and/or alcohol policy as outlined in the Horry-Georgetown Technical College Catalog.

5. Students should not receive phone calls while in class, lab, or at the clinical site. Students should provide the number for the instructor, college, and clinical site assignment to significant others if contact needs to be made.

6. Students should make any change in name, address, and/or telephone number on their MyHGTC account as soon as possible so that your records will be correct.

7. All Surgical Technology students are registered with the AST (Association of Surgical Technologist) AST membership reduces the National Board Fee at the end of the year. Students may also be elected or appointed to college-wide or state committees. Students so designated are encouraged to accept and fulfill responsibilities of participation. Membership is $45 and comes out of college fees.
8. Graduates of the Surgical Technology Associates Degree Program will be eligible to take the Certifying Examination for Surgical Technologists through the NBSTSA.
    a. Students will apply for the web based/ on campus test through the NBSTSA at the beginning of their final semester. The NBSTSA Exam is $190 for AST Student members and is an out-of-pocket expense at the end of the program.
9. **Assignments must be typed and turned in as a word document or pdf.** Some assignments will be required to be submitted to a dropbox on d2l or in the surgical counts site.
    a. Assignments uploaded on time. Any assignment turned in after the assignment date will receive a reduced grade that will be noted in the course instructional package.
    b. Assignments turned in more than 2 weeks late will receive a "0".
    c. Students must sign their name to all assignments. Any assignment that is turned in unsigned will receive a "0"
    d. Any written form or assignment must be legible, or it will not be accepted.
10. All Assignments must be turned in prior to receiving a grade for the semester. Any student that has not completed all assignments will receive an incomplete, "I" per the HGTC handbook policy until that assignment has been completed. These assignments include but are not limited to: Lab Skills, Mock Surgery Skills, Case logs, Preceptor Sheets, LapSim Simulations, PeriOp Sim Simulations, Chapter Outlines and Phases, Clinical Phases, in-service Sheets, Signature IPs, Handbook, HIPAA, and Essential Functions, etc.

Student Policy 5: Attendance:

Purpose: To provide guidelines and requirements regarding attendance for successful completion of the Surgical Technology Associates Degree Program.

Policy:

Successful completion of any SUR course requires the student to:

1. Follow the specific attendance guidelines and policies as stated in the SUR Instructional Package for each course.
2. Clinical attendance is mandatory. The student is not allowed to miss clinical days. Missed clinical days will need to be made up and are dependent upon scheduling of clinical with the clinical site. Students will need to gain approval for a makeup day from their assigned clinical site and inform the faculty member that they have been granted permission prior to the makeup day. A makeup day form must be filled out with signature approval from the clinical site supervisor or educator and the HGTC program director. The student will retain the form and get a verification signature on the make up day and submit it with the evaluation to Surgical Counts. Make up days are on Fridays unless otherwise specified by the program director. Students must plan to make up the clinical day on the first available, assigned clinical day. Students are allowed to make up a total of 2 clinical days. If a student is absent more than 2 clinical days, they will be removed from the program.

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The student is responsible for notifying his/her Clinical Coordinator and Clinical Instructor a minimum of one hour prior to students scheduled report time in the event of a clinical absence. Failure to do so may result in a critical u.

<u>If a student has accumulated more than two clinical absences that require a makeup day, either by being tardy, unprepared, or absent; they will be withdrawn from the program.</u>

3. While in the clinical area, Surgical Technology students are directly responsible to their assigned preceptors. The HGTC instructor must be informed when any portion of the student's assignment is not completed. The Clinical Instructor must make final decisions regarding student responsibilities and performance in the clinical setting. (Example: A student is not allowed to leave a facility unless the clinical supervisor has contacted the HGTC instructor with/ for permission).

4. Students are not allowed to leave the hospital during the clinical experience (lunch, smoking, etc.) without special permission granted only in emergencies. Preceptors should be aware when the student is outside the operating room suite. A thirty-minute lunch break will be given considering surgery schedule permits and should be coordinated with the clinical preceptor. The clinical preceptor, when schedule permits, will assign breaks.

5. Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of classes to be eligible to receive credit for any course. However, due to the varied nature of courses taught, a more rigid attendance policy is in place for the Surgical Technology Program. At a minimum, students may be withdrawn from a course(s) when absent more than (10%) (minimum attendance of 90%) of the contact hours for the course. Attendance will be kept separately for courses with class and lab/clinical hours. (Ex: SUR 101 Lecture and Lab are calculated together to equal 80%)

6. A student at Horry-Georgetown Technical College is responsible for all course work and all assignments made in class and clinical. All assignments are to be turned in as scheduled. Late papers will not be accepted without prior approval of the course instructor. In addition, assignments and projects handed in late will not receive full credit for that assignment. Each student is expected to attend regularly and promptly each assigned lecture, lab, and clinical. Students should limit absences to those that are unavoidable and, with the consent of the instructor, should make up all work that is missed. It is the student's responsibility to contact the instructor for missed work. Students are expected to initiate conferences with faculty as needed.

7. Students withdrawn from a course(s) due to excessive absences will receive a grade of W or WF in accordance with the College policy. (See College Catalog)
    a. Throughout the year there are scheduled breaks. All vacations, and life changing events should be scheduled during these times. Students will not be given special treatment in the event of a, for example, wedding or vacation. You will be held to the attendance policy.
    b. Do not plan Holidays/Vacations/work during regular scheduled class times.
       <u>Misunderstandings will not be an excuse for an absence</u>.

8. Students not remaining in class for the entire period, leaving more than thirty (30) minutes early, will receive an absence for the class/lab/clinical.

9. Students are expected to be on time for class/lab/clinical. Tardy is defined as arriving after roll is called and class has started or arriving after the scheduled time at a clinical assignment. The

instructor has the discretion to lock the classroom door and not allow students to come into the classroom late to prevent disturbing a class that is already in session. **A student who arrives late for clinical will be marked absent and will be sent home.** In lecture and lab two(2) tardies will be recorded as one (1) complete absence. Tardiness is considered unprofessional and most unprofessional in the health care field. Tardiness in the classroom or clinical area will NOT BE TOLERATED.

10. The student should notify the clinical instructor if he/she is unable to perform responsibilities at the clinical setting. Each student is responsible for having the preceptor sign their Preceptor evaluation, which serves at their attendance record for that current day, late signatures are not accepted.

11. Test Make-up Policy – Students are expected to take all tests on the day scheduled. A student may be excused from a test, class or clinical for reasons of illness (physician's excuse required), hospitalization, court summons (documentation required), death in the immediate family (documentation required), or motor vehicle accident in route (report required). Any missed exams/tests need to be made up the week before exams in the testing center. If a missed exam is not made up within the allotted time, a grade of zero (0) will be assigned. The make-up exam may be in any format, including but not limited to essay, completion, true/false, etc.

12. If you become pregnant during this program, you must alert your SUR Faculty and Program Director. This is to assure that all appropriate precautions are taken in clinical areas. Pregnant students must bring a written statement from their obstetrician before registration each semester as to their ability to perform all surgical technology functions fully, safely, and without jeopardizing the health or well-being of the student, fetus, or patient. An additional statement that the pregnant student will take responsibility for her safety may be added depending on the clinical setting. A student will be required to purchase an additional x-ray badge to monitor the fetus. To resume her activities before the usual six (6) weeks period after delivery, the student must bring a written release from her doctor. Students who are absent due to surgery, injury, extended illness, pregnancy, or delivery must have a signed statement from his/her physician indicating that he/she may return to clinical at full capacity and that he/she can perform in the classroom/lab/clinical setting. A physician's note can only clear you to return to class, it will not excuse an absence.

Student Policy 6: Course Completion Requirements:

Purpose: To provide guidelines and requirements for successful completion of the SUR Program.

Policy:

1. Meet all Course and clinical objectives.
2. Complete all assignments according to the guidelines presented in the course instructional package.
3. Submit all assignments on the due date. In case of an emergency, the student must contact the faculty prior to the due date and arrange to submit the assignment on time. All previously made assignments will retain their due date regardless of circumstances. Any assignment made at the time of absence or emergency will be due at the discretion of the instructor.
4. Adhere to all policies and procedures as stated in the College Catalog and the Surgical Technology Associates Degree Program Student Handbook.

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5. Complete all clinical assignments as coordinated by clinical instructor and preceptor. Meet clinical case requirements as established by Association of Surgical Technologist Core Curriculum criteria. The following requirements are as follows.

    a. Participation in Procedures according to role. Students must understand the different roles that they can fill during procedures.

        a. First Scrub Role (S1):

            1. To document a case in the First Scrub Role (S1), the student shall perform the following duties:

                a. Verify Supplies and Equipment

                b. Set up the Sterile Field (Instruments, Medications, Supplies)

                c. Perform Required Operative Counts (AST Guidelines and Hospital Policy)

                d. Pass Instruments and Supplies (Anticipate needs)

                e. Maintain Sterile Technique (Recognize Sterility breaks, Correct Sterility Breaks, Document as needed)

        b. Second Scrub Role (S2):

            1. The S2 role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

                a. Assistance with diagnostic endoscopy

                b. Assistance with vaginal delivery

                c. Cutting suture

                d. Providing camera assistance

                e. Retracting

                f. Sponging

                g. Suctioning

        c. Observation Role (O): The O role is defined as a student who has not met the S1 or S2 criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented. Each student is expected to log all observed cases.

    b. Case Requirements: A student must complete a minimum of 120 cases as delineated below:

        a. General Surgery: 30 Cases total (20 in the FS role, 10 in the FS or SS role)

        b. Specialty Surgery: 90 Cases Total (60 in the FS role/Minimum of 4 Surgical Specialties)

            1. Minimum of 4 specialties with 10 FS cases

            2. Remaining 20 FS Cases can be distributed throughout various specialties

            3. Remaining 30 cases to complete the 90 can be in either the FS or SS role, distributed throughout various specialties.

    c. Specialty Cases include procedures performed in these specific areas:

        a. CardioThoracic

        b. Genitourinary

        c. Neurologic

        d. Obstetric and Gynecologic

        e. Orthopedic

        f. Otolaryngologic

        g. Oral Maxillofacial

        h. Peripheral vascular

        i. Plastics and Reconstructive

        j. Procurement and Transplant

        k. General Surgery is not included in this list and is a separate category of cases.

d. Counting cases:

        a. Cases are counted according to specialty

        b. One pathology is counted as one procedure

        c. More than one case can be counted on the same patient if they different pathologies or different set ups.

        d. Diagnostic vs Endoscopy:

            1. Semi critical endoscopy is a diagnostic case (ex. Cystoscopy)

            2. Critical endoscopy is a operative case (Ex. Cystoscopy with a Stent placement)

        e. Vaginal Delivery Cases

            1. Counted as a SS case in OBGYN Category (Maximum is 5)

e. Assignments:

        a. Clinical Case Log (Surgical Counts)

        b. Preceptor Evaluations to include case verification initials

        c. Verification of Role performed

        d. Program Director Verification

        e. Procedure Sequencing Form

Diagram A: *Surgical Case Requirements*
The numbers shown below reflect the minimum case requirements and surgical specialties.
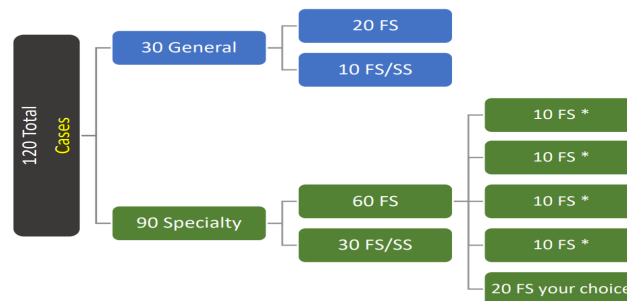
*See Case requirements section **II.B.1.***

6. The student is responsible for skills taught in the clinical lab setting. The student will be allowed two attempts to satisfactory meet the requirements of all clinical lab skills. Students will record

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all lab skills attempts on the Surgical Counts Lab Skills digital Format. Each student will perform a self-assessment of the skill (video), a Peer assessment, and the instructor assessment in preparation for the final skill assessment. If the student has not completed the self-assessments peer assessments, and one instructor assessment they will not be allowed to take the final skill assessment. Each student is responsible for scheduling and obtaining the self and peer assessments. The self-assessment should include a video that the student has recorded of their performance and is made available to the instructor prior to the scheduled instructor assessment.

Each student is **required to complete 15 hours of clocked skills practice** prior to the final skills assessment. (Instructors will not write in time or approve written clock in times) Students who have not completed 15 hours of skills practice will not be allowed to complete the final skills assessment. Each student is allowed 1 attempt at their Final Skill Assessment. If a student is unsuccessful at this attempt, the student can file an appeal with the faculty to gain another attempt. Please review the procedure and check lists for taking the Final Skills assessment. Please Review the steps for filing an appeal to take to gain a second attempt.

A. Final Skills Assessment Check List:

1. Complete 15 hours of clocked skills practice in the lab. (This cannot be used for instruments or simulation)
2. Review steps of the skills assessment and any available skills videos
3. Complete 3 Peer practice assessments in Surgical Counts for each skill and the Final skills.
4. Complete 1 Self- practice assessment after each peer practice assessments and 1 after the instructor practice assessment for each skill and the final skills.
5. Complete 1 self-assessment with a video recording. (USB)
6. Complete 1 Instructor assessment with submitted video (USB)
7. Schedule your final skills practicum with your lab instructor.
8. Prepare all supplies for your final skills check off the day before the final skills assessment. A preparation form must be filled out and submitted to the dropbox in d2l by 5 pm the day before or the students name will be removed from the schedule. (It is up to the student to re-schedule their check off during lab hours.) If the student is unable to schedule their final lab competency prior to exam week they will receive an incomplete until the final skills competency can be scheduled and completed.

B. Appeal Check List:

9. Fill out the Final Skills Check List Appeal form.
10. Complete an additional 5 hours of lab practice. (2 hours must be proctored)
11. Video record your practice and review with the instructors.
12. Review areas that were marked as insufficient on your check off.
13. Complete a written review of the skill and submit an action plan for improvement.

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7. Complete a Program Assessment Practice Exam (HESI or equivalent) prior to graduation from the Surgical Technology Program with a score of 700(HESI) and 110 (NBSTSA). All students who score below a 700 on the HESI will receive an incomplete and will be allowed to retake the HESI. Students must score 900 on the second attempt at the HESI to graduate. If the student is unsuccessful at the second attempt, they will receive a D and will need to re-apply for the program.

   a. The NBSTSA is used to help the students determine their readiness for the Exit exam and National Board.
   b. The HESI is a secured Exam and is used as a CAPSTONE Exit exam for the program and also determines the students readiness to take the national Board Exam.

8. Utilize MyHGTC/D2L for assignments and communication with clinical instructor.

9. Students are required to keep program specific outlines on all SUR courses and supportive courses. BIO 210, BIO 211, BIO 225, AHS 102 and all SUR courses that specifically provide content information that is vital to a successful outcome on the National Board Certification Exam. Keeping a well-developed outline on all these courses for continuous review will ensure your success. These outlines are not created in a typical outline form.

   a. Outline contents include:
      a. Four Column Graft
      b. First column is for numbering and highlighting specific questions
      c. Second column is for creating a content question.
      d. Third column is for the answer to the question
      e. Fourth column is for identifying the book, page number, and paragraph of where content was found.
      f. All key words should be included in a well-developed outline
      g. After each test, Questions should be added from unsuccessful content questions. (These questions should be added using a different colored text to make them identifiable.)

   b. Outlines that are created in each of the program courses will help to prepare you for the national board at the end of the program.

Student Policy 7: Dismissal

Purpose: To provide information to students regarding the requirements for **professional behavior** in the Surgical technology Associates Degree Program and procedures for dismissal include withdrawal/drop from a SUR course.

Policy:

1. A student desiring to resign from the College must have a personal conference with the Surgical Technology Department Chair and/or Program Director and complete a termination form. The record should state the primary reason for withdrawing. A student may withdraw at any time.

2. Students will be dismissed only for valid reasons supported by sufficient evidence. In all cases, College authorities will discuss the matter fully with the student.

3. A student may be asked to separate herself/himself from the College for the following reasons:
   a. Failure in a course study.
   b. Abusive or inconsiderate treatment to patients.
   c. **Repeated negligence (this includes noted contamination at the clinical sites)**

d. **Repeated unexcused absences.**
e. Use of narcotics or other drugs and medications not prescribed by a physician.
f. Possession or consumption of intoxicating beverages on hospital premises or reporting to clinical under the influence of alcohol or drugs.
g. Cheating, plagiarism, or illegal use of old reports.
h. Attempting to mislead or forge information (i.e., Lab hours, clinical cases)
i. Failure to adhere to the regulations of conduct of the College.
j. Unprofessional behavior and/or sleeping at the assigned clinical facility.
k. **Inability to function safely. (i.e., Cannot meet the physical requirements of the position)**
l. Inability to perform in the solo role as a Surgical Technology student.
m. Personal characteristics unsuited for surgical technology.
n. Any reason deemed necessary by the faculty that adversely affects the class.
o. Being asked not to return to clinical site.
p. Being disrespectful to faculty or other students.
q. Refusing to follow instructions at the clinical site
r. Leaving the Surgery Department without permission.

4. Infraction of the rules as set forth under "Student Regulations" in the College Catalog or behavior not in compliance with the guidelines written in the SUR Instructional Package, Handbook, or Critical U guidelines for class, lab, or clinical facility is considered grounds for dismissal from the Surgical Technology Associates Degree Program.

Student Policy 8: Grievance:

Purpose: To provide information regarding the student's rights to due process.
Policy: Students are instructed to follow the grievance procedure stated in the Horry-Georgetown Technical College Catalog.

Student Policy 9: Class/Lab/Clinical Guidelines:

Purpose:

1. To provide information concerning the expectations of students in the class/lab/clinical settings.
2. To assure that students demonstrate appropriate professional behavior and teamwork in the lab and clinical settings.

Policy:

The Clinical Instructor is responsible for assuring that students demonstrate appropriate professional behavior in the lab and clinical settings. The following guidelines are provided:

1. The student will be required to purchase and wear approved scrubs, lab jacket, and lab coat while in the classroom, lab, and clinical setting. Students are required to wear their scrubs, lab coats and shoes to and from the clinical site. In the clinical setting, the student will follow the guidelines for attire as stated by the clinical facility. For example, some facilities may provide scrub attire for the SUR student while some facilities may require the student

to provide their own scrub attire. If the student provides their own scrubs, they will take an extra pair of scrubs to the site to change into.

2. Scrubs and lab coats must be clean, neat, free of wrinkles, and fit properly. Student must always look clean neat and wear scrubs in appropriate manner. (hint: bleach can turn a white lab coat yellow—Not good) Students that are non-compliant will be sent home with an absence.

3. Undershirts, if worn, are required to be white in color. Neither the sleeves nor the tail of the undershirt shall be visible under the scrub top.

4. Photo name badges with identification as Horry-Georgetown Technical College students must be worn in the classroom, lab, and clinical setting. Students must not wear HGTC identification except while in the role as a surgical technology student. The badge shall be worn on the collar or chest pocket of the lab coat or scrub top.

5. Jewelry shall not be worn in the lab or clinical setting. Visible piercings, including eyebrow, tongue, and nose rings are not allowed in the classroom, lab, or clinical setting.

6. Shoes shall be closed completely covering the foot: Acceptable Choices include:
   a. White nursing shoes or white leather tennis shoes, mostly leather. (Small splash of color is allowed) (Preferred)
   b. Blue Sketchers_ Uno Nightshades
   c. Black Sketchers_ Uno 2

7. Hair must be controlled out of the face. Hairstyles should permit ability to cover all hair with a surgical cap. Hair styles must not prohibit the visibility of the student. A student's hair should not be too tall to wear protective equipment, (example: a space hood) Neatly trimmed beards are acceptable, except in instances where clinical policy prohibits.

8. Fingernails must be clean and must not extend beyond the fingertips. No nail polish or artificial nails are allowed in lab/clinical setting. No artificial eyelashes are allowed in the clinical setting. Excessive facial make-up will not be allowed the clinical area.

9. Heavy scents (perfumes, colognes, aftershave lotion, alcohol, cigarette smoke, etc.) are not allowed in the classroom/ lab/clinical area.

10. Health promotion is important to the faculty and students. Students are not allowed to smoke in any clinical or college facility. (This includes e-cigs and vaping)

11. Visible tattoos should be covered with a dressing or make-up designed to cover the tattoo.

12. Failure of student to comply with established policies will result in student being sent home from classroom, lab and/or clinical site. This will count as an absence for student.

13. Students that do not arrive at the lab or clinical on time with their appropriate identification (ID badge) and protection (X-ray Badge) will be sent home and receive a critical U and an absence for the day.

Student Policy 10: Grading Policy:

Purpose:
1. To provide information to each student concerning calculation of grades.
2. To assure consistency and fairness in assigning grades.
3. To evaluate the student's clinical/lab performance.

Policy:
Theory:

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Because competency in surgical technology theory is a critical component for safe surgical technology practice, the grading scale is higher than for some other courses.

The grading scale is as follows for all SUR courses:

A 93-100 Excellent
B 85-92 Good
C 77-84 Average
D 69-76 Poor
F 0-68 Failure

1. Achievement of total points equaling a "C" is required to pass the theory component of the course and progress to the next level.
2. The course grade in all SUR courses will be calculated using percentage weights for each grade component. Percentage weights are established at the discretion of the Course Coordinator and published in the course syllabus.
3. Calculation of grades includes rounding to the nearest whole number for the final score only. Scores on individual weighted components are not rounded but calculated to the 100th place.
4. Students with a satisfactory clinical performance evaluation will receive their achieved theory grade for the course.
5. Students who are unsuccessful at the Lab skills evaluations will not be allowed to move forward, regardless of grade.

Clinical:

1. The clinical component of the surgical technology program is evaluated by the faculty and/or preceptors and must be satisfactorily completed prior to progression to a higher-level SUR course.
2. Clinical performance will be assessed daily by clinical preceptors. Instructors will access each student 3 or 4 times a semester in the clinical setting. (2 Summary and 2 Graded evaluations)
3. Instructors will be available to review clinical evaluations with the student weekly and during mid-term and final clinical conferences at the end of the semester.
4. Students are expected to show consistent improvement in meeting the criteria throughout the semester demonstrating a progression in learning.
5. Students may write comments regarding their clinical experience, or evaluation, on the evaluation form.
6. Students are required to sign the advisement form to reflect that they have had an opportunity to read their evaluation.
7. If a student is not prepared to carry out his or her clinical assignment, he or she may be dismissed from the clinical area. Lack of preparedness for the clinical assignment will be considered as jeopardizing client safety and will be documented in the Clinical Summary Report or reported through the Academic Alert system.
8. Clinical errors which could jeopardize client safety will be documented and may be cause for dismissal. Clinical errors that jeopardize aseptic technique, sterility, or sharps safety issues will result in a critical u. 2 Critical U's will result in dismissal from the program. [Critical Us are actions that do not meet the standard of care and

professionalism expected by the HGTC Surgical Technology program and HGTC. A detailed list of examples will be provided to each student prior to entering the clinical rotation.]

9. Students are required to attend 100% of the scheduled clinical hours to satisfactorily meet course requirements. Any absences will be documented and rescheduled with the clinical site. Failure to meet course objectives will result in failure of the course.

Clinical performance is graded as follows:

    4-Independent: Student exceeds expectations and needs no supervision (100)
    3-Competent: Student can perform tasks with very little supervision (90)
    2-Provisional – Student can perform tasks but only with supervision (80)
    1-Unsatisfactory: Student cannot demonstrate task and needs lab remediation (70)
    N/A- Student did not demonstrate task

• If a student falls into a 1 or 2 category, they will be expected to remediate with the tutor. If the student falls into the 1 or 2 categories, for the second time they will receive a critical u and will be expected to remediate with the instructor. **A third fail will result in the second critical U and the removal from the program.**

10. If an instructor witnesses a preceptor instructing the student to perform a skill incorrectly then the student will be scheduled for remediation to reinforce best practice.

Student policy 11: Program Progression:

Purpose: To provide the student with information concerning the requirements for progression in the Surgical Technology Program.

Policy:

1. To progress in the surgical technology curriculum, the student must:
   a. Maintain a minimum GPA of 2.0 on all required courses.
   b. Meet all course requirements, including attendance, according to the policies stated in the course instructional package and Surgical Technology Student Handbook (required to pass the course).
2. All supporting courses such as BIO 210, 211, 225, AHS 102, ENG 155, PSY 201, and Humanities courses must be completed prior to the final semester.
3. Any student who fails to meet the requirements for progression will be dismissed from the surgical technology program and must apply for readmission.

Student Policy 12: Program Readmission:

Purpose: To explain the process of readmission into the surgical technology program.

Terminology:
The terms failure, failing, unsuccessful, and fail can be used interchangeably. Each term is used to describe circumstances in which a student withdrew from a Surgical Technology course:

1. After the non-punitive withdrawal date of the semester and is failing the course (WF)
2. Did not achieve a minimum course average of 77 to pass the theory component of the course/(D) or (F)
3. Was unsuccessful in Lab Skills or Clinical and subsequently earned a "D" as the overall course grade.

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4. Remained enrolled in the same nursing course past add/drop date twice and did not achieve a minimum course average of 77 to pass the theory component of the course (W), (WF), (D), or (F), therefore is ineligible for readmission into the program.

Policy:

1. Each candidate for readmission to the surgical technology program will be considered based on space availability in both theory and clinical for the course. The space availability is dictated by the ARCSTSA and HGTC.
2. Each candidate must:
   a. Complete the HGTC Readmission Application form. The Readmission Application form must be completed and submitted.
   b. Have a GPA of 2.0 or higher.
   c. Surgical technology courses older than one calendar year for candidates at the time of readmission will not be accepted.
   d. Students applying and accepted for readmission must attend the course the following semester that the course is offered.
3. Each candidate for readmission must:
   a. Complete assigned Focused Reviews for each course successfully completed. Example: If a student is applying for readmission into SUR 103, that student must complete Focused Reviews for SUR 101, SUR 102, and SUR 126.
   b. Each candidate for readmission must complete the specific Focused Review tests.
   c. The readmission candidate's responsible for contacting the course coordinator to obtain the listing of Focused Review tests required for the course's readmission.
   d. Candidates for readmission must score a minimum of an 80% on ALL assigned Focused Review tests. Students may complete multiple attempts to achieve a score of 80% on ALL assigned Focused Review tests. Past Focused Review, test completion scores are not accepted.
   e. Students must submit written remediations on EVERY incorrect item for EACH assigned Focused Review test. Remediation must be completed on the incorrect answers from the student's FIRST attempt ONLY. Incomplete remediation will result in being dropped from the class.
   f. For students applying for readmission to the surgical technology program, completing all readmission requirements as described above must be completed by the close of business day on the add/drop day. Please meet these requirements to avoid being immediately dropped from the class.
4. Students who have applied for readmission will be notified prior to the beginning of the semester.
5. Students who withdrew or failed in SUR 104, SUR 112, SUR 105, SUR 113, SUR 114, or SUR 120 are not eligible for readmission and may apply for admission into the surgical technology program through the college's Admissions Department.
6. Students who have failed 2 surgical technology courses must wait 2 years before applying for admission into any HGTC surgical technology program.
7. Readmitted students will become a cohort of that class and will be required to follow that class's progression.

8. Students who are readmitted will be required to participate in the retention initiative and meet with a mentor at least 3 times and with an instructor at least 2 times before mid-semester.
9. Students planning to apply for readmit are allowed to audit surgical technology courses with the permission of the program faculty.
   a. When auditing the surgical technology course, the student:
      1. Will not be given examinations.
      2. Will not be allowed to attend clinical experiences.
      3. Will not receive a grade for the course.
      4. Must attend 80% of the theory classes.
   b. Failure to meet the requirements of the audit will result in removal as an auditor.
   c. Surgical Technology students who are attending class as an auditor may not ask to see exam questions or participate in an exam q&a unless special permissions have been granted by the program director.

Student Policy 13: Clinical Rotation:

Purpose: To increase knowledge and awareness of patient care by exposing students to numerous faculty and facilities.

Policy:

1. Students are required to attend clinical rotation at assigned facilities.
2. Students must complete a minimum of 120 scrubbed cases as required in the Association of Surgical Technology Core Curriculum, 7th Ed.
3. Horry Georgetown Technical College Surgical Technology Program requires 135 cases to graduate, following the same category requirements listed in Policy 6. Failure to meet the 135-case requirement will result in an incomplete until cases are met.

Clinical Paperwork Requirements:

1. Student Clinical Evaluation_ ST: This evaluation is used by students to receive documentation and feedback while they work as a team member in the First Scrub role (S1), Second Scrub Role (S2), or Observation Role (O) in the OR suite with the surgical team. This form provides evidence of attendance, evidence of scrubbed and observed cases, and provides performance feedback.

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Surgical Technology Clinical Evaluation

Clinical Site: _____ Date: _____
Student: _____

Procedure	Role	P	Procedure	Role	P

Students are required to fill in the clinical site, date, and name at the top of the paper.

- Hint: It is always good to print the preceptors name in the top right corner of the page in the event the preceptor has to step away before the evaluation is filled out.

Procedure	Role	P	Procedure	Role	P

Students are required to neatly print each procedure that they participate in for the day in the column with the heading "procedure". Beside each procedure the student must indicate which role that they performed in that case with either a S1, S2, or O and previously described. Once

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this is completed the student is responsible for obtaining their preceptors initials next to each procedure. If the student has scrubbed with multiple preceptors throughout the day, they should get the preceptors initials that scrubbed with them in the case indicated in the space.

For example:

Procedure	Role	P	Procedure	Role	P
Bilateral Inguinal Hernia	S1	PL	Breast Biopsy	O	FD
Total Knee Arthroplasty TKA	S2	BW			

Scoring:

Student exceeds expectations and needs no supervision 4 (100)
Student can perform tasks with very little supervision 3 (90)
Student is able to perform tasks but needs supervision 2 (80)
Student cannot demonstrate task and needs lab skill remediation 1 (70)
Student did not demonstrate task ...... N/A

Explanation of scoring:
- Students will receive a N/A if they did not perform the skill during the case or of that skill was not observed.
- Students will receive a 4 if they are performing that skill independently.
- Students will receive a 3 if they still need some supervision.
- Student will receive a 2 if they need constant supervision.
- Students will receive a 1 if they are not competent at that skill.

The scored questions will be added and divided by the total number of questions. N/A questions are deducted from the total number of questions.

Example: The student has 5: 1s, 6: 2s, 12: 3s and 9: 4s = 5x1= 5, 6x2=12, 12x3=36, an 9x4 =36, 36+36+12+5=89 divided by the total number of questions /32, 89/32=2.78 or 2.8(a 2.0 on the scale above is a 80, so a 2.8 = 88%)

Measured Assessment:

	Measured Assessment	1	2	3	4	n/a
1	Student is on time and ready to set up the room/case					
2	Student participates as a team member.					
3	Student demonstrates good verbal and communication skills					
4	Student demonstrates professional behavior.					
5	Student demonstrates positive physician and staff interaction					
6	Student performs tasks quietly with attention to detail					
7	Student asks appropriate questions at appropriate times					
8	Student displays adaptability					
9	Student is appropriately assertive and confident					
10	Student works with speed and accuracy staying organized					
11	Student demonstrates knowledge of aseptic technique					
12	Student demonstrates knowledge of anatomy					
13	Student demonstrates knowledge of surgical procedure					
14	Student assists in patient transfer and positioning					
15	Student demonstrates knowledge of instrumentation and supplies					
16	Student assists in preparation of the OR for Surgery					
17	Student demonstrates how to check surgeon preference card					
18	Student opens sterile supplies and instrumentation correctly					
19	Student demonstrates how to scrub correctly					
20	Student performs gowning and gloving on self and others correctly					
21	Student accurately set up back table and mayo stand					
22	Student handles medications and specimens correctly /labels					
23	Student assists in draping					

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Surgical Technology Clinical Evaluation

24	Student demonstrates how to place cords and tubing on operative field					
25	Student participates in Time out					
26	Student participates in loading and passing sharps					
27	Student demonstrated the proper handling and passing of instruments					
28	Student demonstrated the ability to anticipate the surgeon's needs					
29	Student demonstrates how to perform surgical counts					
30	Student demonstrates how to prepare and apply dressings					
31	Student participates in room turn over.					
32	Student demonstrates a surgical conscience					

Students will be required to show clinical proficiency in all of the above measured assessments. Students who score in the 1s or 2s will not be considered proficient at that skill and will not be allowed to progress.

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- If a student scores a 1 at any time in their clinical rotation, they will be required to remediate on that skill.
- If a student scores a 1 for a second time on that same skill, they will be given a critical U and will be required to remediate on that skill. The student will not be allowed to return to clinical unless they have been checked off by 2 instructors.
- If that students scores a 1 on a skill that they have already remediated on twice, they will be removed from the program.
- If a student receives a 1 or 2 on any competency that involves professionalism, they will receive an automatic critical U and will be referred to HGTC counseling services.
- If a student received a second 1 or2 for professionalism, they will be removed from the program. (Attendance, Teamwork, and Attire are included in professional behavior)
- If a student scores a 2 on a skill at any time in the clinical rotation, they will be required to remediate on that skill and will not be allowed to return to clinical until they have shown proficiency at that skill and have been checked off by 2 instructors.
- Students performing at a level 2 may be allowed to proceed into the next semester as long as that is not the final semester.
- Students performing at a level 2 will not be allowed to proceed into the final semester and will be removed from the program.

Please list areas that need improvement: (Please provide feedback on any skill that should be remediated in the lab) (Please label the skill: remediation or practice. Practice does not require instructor supervision)

Please use the space below to provide positive feedback.

Does this student accept constructive criticism well and demonstrate a desire to improve on their skills: _____Yes _____No

Preceptor Signature:_____
Student Signature: _____

Students will receive feedback from their preceptors on this part of the form. Students will be graded on how well they receive constructive criticism. If a student receives a "NO" on this question it will be considered a professionalism violation.

Students will need to make sure that each preceptor signs the bottom of this page. If you have multiple preceptors, then you will need to have multiple signatures.   The student will need to sign this form before submitting to surgical counts.

If this form is not complete when submitted to surgical counts, then the student will not get credit for the procedures or for attendance and will be required to make up that clinical day.

If the form is not submitted within 24 hours of the clinical day, the student will be docked 10 points for late submission and an additional 10 points for each day that they are late after that.

Papers can not be turned in to an instructor. All papers must be uploaded to Surgical counts and placed in a surgical binder to be checked at the end of each semester.

 Ancillary Services:

Students are required to have a professionalism form filled out for days spend in ancillary services.

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Surgical Technology Clinical Evaluation
Professionalism

Student Name: _____ Date: _____
Preceptor: _____

Student exceeds expectations and needs no supervision 4 (100)
Student can perform tasks with very little supervision................3 (90)
Student can perform tasks but needs supervision....................2 (80)
Student cannot demonstrate task and needs lab skills remediation.....1 (70)
Student did not demonstrate task.............N/A

1. *Appearance and Attire:* Clean uniform and shoes, Notebook, pen, running. Hair correctly contained. Nails clean/short, no polish/jewelry etc..
     1 2 3 4 N/A
Comment:_____
2. *Attendance and Punctuality:* Makes required calls if absent or late. Appropriate time taken for break/lunch.
     1 2 3 4 N/A
Comment:_____
3. *Adheres to Facility HIPPA Policy:* Protects the privacy of the patient and their personal medical information.
     1 2 3 4 N/A
Comment:_____
4. *Interest and Initiative:* Seeks opportunities for increased learning. Eager and enthusiastic. Meets required clinical hours.
     1 2 3 4 N/A
Comment:_____

Evaluator Signature: _____ Date : _____
Students Signature: _____ Date: _____

- Central Processing:

Students are required to have the Student Evaluation filled out for Central Processing when rotating through that department.

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Surgical Technology Clinical Evaluation
Central Supply and Decontam

Clinical Site: _____ Date: _____

Student: _____

Student exceeds expectations and needs no supervision 4 (100)
Student can perform tasks with very little supervision 3 (90)
Student is able to perform tasks but needs supervision 2 (80)
Student cannot demonstrate task and needs lab skill remediation 1 (70)
Student did not demonstrate task ...... N/A

	Measured Assessment	1	2	3	4	N/A
1	Student is on Time and eager to begin					
2	Student demonstrates good verbal and communication Skills					
3	Student demonstrates professional behavior.					
4	Student demonstrates positive staff interaction					
5	Student performs tasks quietly with attention to detail					
6	Student asks appropriate questions at appropriate times					
7	Student displays adaptability					
8	Student is appropriately assertive and confident					
9	Student works with speed and accuracy staying organized					
10	Student demonstrates knowledge of aseptic technique					
11	Student demonstrates how to use the washer sterilizer					
12	Student is eager to learn and accepts constructive criticism					
13	Student assists in pulling cases					
14	Student demonstrates knowledge of instrumentation and supplies					
15	Student assists in preparation of Surgical Trays					
16	Student demonstrates how to check surgeon preference card					
17	Student is able to clean and decontaminate instruments					
18	Student is able to demonstrate operation of the autoclave					
19	Student understand how to test the autoclave					
20	Student understand the difference between a biological indicator and a Chemical indicator					
21	Student demonstrates how to load a autoclave					

Subtotal: _____
/21
Total: _____

- Make up day forms:

Make up day forms must be uploaded with the clinical evaluation form to Surgical Counts.

Make Up Day Form

I _____ would like to make up the Lab/Clinical day
_____ on _____.

Clinical Approval: _____ (OR Supervisor)

Instructor Approval: _____

Student Signature: _____

Student made up the Clinical Day as stated above. Yes _____ No _____
Instructor / Clinical Supervisor Signature _____

Student Policy 14: Clinical/ Laboratory Safety Guidelines:

Purpose: To inform students of possible safety hazards within the lab/clinical setting, and to assure student safety when in the lab/clinical setting

Policy:

1. While in lab, students shall wear scrubs as approved by HGTC, closed toe shoes such as nursing shoes or leather athletic shoes and all visible piercings will be removed.
2. **All laboratory/OR equipment is the property of the College and is available for students to use as a learning tool. Instruments, supplies, etc. should remain in the laboratory and not removed without faculty permission. Instruments and sharp items should be handled with care in the lab and clinical setting.**
3. The laboratory is utilized for practice and performance of surgical techniques. The laboratory storeroom and instrument cabinets are kept locked when not in use; therefore, students who wish to practice their skills may utilize the laboratory by scheduling time while the clinical/lab instructor or tutor is available on campus.
4. Students are responsible for restoring the laboratory to its original state after lab and after practice is completed. For the protection of the student, all sharps used during practice of skills

must be disposed of according to Universal Precautions. ABUSE OF LABORATORY EQUIPMENT WILL RESULT IN DISCIPLINARY ACTION.

5. All items used during lab and practice must be charged for using the Surgical Counts inventory.
6. Students undergoing any treatment/procedure requiring a recuperation period must submit a written statement from their physician stating the date they may safely resume classroom, lab, and clinical activities. (See policy on required attendance in SUR course syllabus.)
7. There are hazards, such as chemicals (anesthetic gases, pharmaceutical agents) and radiation (x-ray, nuclear medicine) in the health care facilities. Therefore, the student who believes she may be pregnant, or pregnancy has been confirmed, is encouraged to notify her instructor and clinical preceptor prior to engaging in experiences which may be hazardous.
8. The student with immune deficiency is cautioned that surgical technology clinical experiences may require assisting with individuals who have infectious processes.
9. Students with a known allergy to LATEX materials should report to the SUR faculty prior to first SUR course.
10. Any change in health status requires a physician statement regarding the student's capabilities to return to class/lab/clinical.
11. Students must be capable of handling sharp items safely in the clinical lab and surgical setting. More than two exposures while improperly handling sharps will result in unsatisfactory performance and withdrawal from the Surgical Technology Program.

Student Policy 15: Student Injury Follow-up:

Purpose: To provide guidelines for prompt and appropriate follow up of all incidents involving personal injury of a student during lab or clinical setting while participating in learning experiences.

Policy:

1. Any incidence of personal injury should be reported to Clinical Instructor/Facility/College Human Resources immediately after occurrence.
2. Any incident in which personal injury may or may not be manifested by immediate signs and symptoms requires that an incident report be filed according to specific institutional policy. The student will be advised to seek medical attention for development of signs and symptoms which they believe may be related to the incident.
3. Students will be provided with the necessary paperwork and instructions prior to entering the clinical rotation.

Student Policy 16: Student Blood and/or Body Fluid Exposure Follow-up:

Purpose: To provide guidelines for prompt and appropriate follow-up of all blood/body fluid exposure.

Policy:

1. Clinical Instructor should be notified of any blood/body fluid exposure while in the clinical setting. Students should practice and follow Universal Precautions with all blood/body fluids. Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to be reported immediately to the Employee Health Coordinator or other individual as designated by

the specific institution in which the student is exposed. The student will receive follow-up care (first aid, evaluation, and prophylaxis as indicated). Post Exposure Protocols will be implemented within one hour following exposure to known or highly suspected HIV positive patients.

2. An incident report will be filed according to the specific institution's policy. A copy will be provided to the student exposed and the original will be maintained in the HGTC Human Resources Office and forms for student coverage (Workman's Compensation) will be completed. Students in clinical curriculums pay for Workman's Compensation Insurance with their tuition each semester.

3. Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to assure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.

Student Policy 17: Student Travel:

Purpose: To clarify the student's responsibility for travel related to the Surgical Technology Associates Degree Program.

Policy:

1. Students can expect to travel to a variety of clinical sites within a 100-mile radius of HGTC.
2. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip.
3. When the College closes for inclement weather, clinical experience will be rescheduled and /or the student will be dismissed from the clinical facility and encouraged to travel directly home. If you miss due to inclement weather and the college was not closed, this is an absence, and you are required to make it up. It is your responsibility to notify the Program Director and Clinical site a minimum of 30 minutes prior to your scheduled start.
4. Students may be required to travel to Clinical facility orientations, additional clinical assignments and conferences relating to surgical technology.

Student Policy 18: Children/Visitors in Class/Lab/Clinical:

Purpose: To provide an optimal learning environment for all students.

Policy:

1. There are currently no facilities on any Campus of Horry-Georgetown Technical College to provide care for children.
2. Children and visitors are not allowed in the classroom, lab, or clinical setting.
3. Children may not be left unattended in the halls or empty classrooms.
4. Students who bring children will be dismissed from class/lab/clinical to care for them. The dismissal will be counted as a class/lab/clinical absence.

Student policy 19: HIPAA Rules and Regulations:

Horry-Georgetown Technical College

Purpose: To provide the student with information regarding patient confidentiality in accordance with HIPPA rules and regulations.

Policy: STUDENT CONFIDENTIALITY AGREEMENT

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Surgical Technology student at HGTC. The diagnosis, treatment and all other information concerning patients is confidential and may not be copied, recorded, photographed, or released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning:

1. A patient

2. A patient's family or significant other

3. An employee or job applicant

4. A physician or another practitioner

5. Peer review or quality of care with HGTC.

6. The sensitive business plans or finances of or a clinical facility

7. Computer passwords

8. Other students and instructors or any other persons who may make use of clinical facilities or services

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, Horry-Georgetown Technical College, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Surgical Technology Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below, I certify that I have read this Student Confidentiality Agreement, have had a chance to ask any questions I might have, and that I understand this Agreement and agree to be bound by its terms.

Horry-Georgetown Technical College

HIPAA Rules and Regulations

Signature Page

By my signature below, I certify that I have read this Student Confidentiality Agreement, have had a chance to ask any questions I might have, and that I understand this Agreement and agree to be bound by its terms.

_____ _____

Student Signature Date

_____

Print Name

Surgical Technology Associates Degree Program

Allied Health Department

Policies Signature Sheet

I have read the Departmental Policies and Regulations for the Surgical Technology Associate Degree Program and agree to adhere to them.

_____ _____

Student Signature Date

_____

Print Name

Horry-Georgetown Technical College

Surgical Technology Withdrawal Form

Name: _____ H#: _____

Requested withdrawal date: _____

How would you classify your reason for withdrawal?

      A. Personal _____
      B. Health Related: _____
      C. Other: _____

Explain:

_____
_____
_____
_____
_____
_____
_____
_____

Have you informed your instructor of your intent to withdrawal? _____
Have you set a meeting with instructor to discuss options? _____

Student Signature: _____ Date: _____

Instructors Signature: _____ Date: _____