



@ MSSU

Surgical Technology Student Handbook



Director's Note:

To be successful in the field of surgical technology, a sense of cooperation is critical. As students and eventually as hospital employees, you will be working with patients, teachers, fellow classmates, guest speakers, hospital staff and many others. If you enter this challenge with an attitude of cooperativeness with all, everyone will benefit, especially you!



@ MSSU

SURGICAL TECHNOLOGY STUDENT HANDBOOK

Class #12, 2011-2012

Administration

Dr. Mark Lynch, Assistant Director, Adult Education

Advisory Committee

The Surgical Technology Advisory Committee is comprised of operating room supervisors, Physicians, OR staff, clinical educators, past and present students, public member, nurse anesthetists and FTC staff.

Program Goals and Objective

Expectation Statement: FTC is dedicated to preparing competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

OUTCOME CRITERIA (LEARNING ACTIVITY GUIDES)

The following criteria formulate the basis for meeting the educational outcomes utilizing cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. We believe that a learner-centered, multi-sensory approach to education is necessary to accommodate the cognitive, psychomotor and affective domains, as well as the varied experiential, cultural and learning styles of students. Learning is most effective when new knowledge and skills are put to immediate use. Therefore, clinical experience and practice lab stations, from simple to complex assignments, are planned to correlate with theory throughout each course and the program. Program prepares students by providing clinical experiences at the "Standard Level" of preparation as defined by the Association of Surgical Technology Core Curriculum (2002). Every effort will be made to achieve the "Best Level" category, but students must attain the level defined as the "Standard Level" category to graduate from the program. Each student attains the following outcome criteria upon graduation:

- A. Identifies, discusses, and evaluates (self) the duties of the Surgical Technologist in the scrub role, circulating role, and second assisting. [*Cognitive – Knowledge, comprehension, and evaluation.*]
- B. Identifies, discusses and diagrams key elements related to anatomy and physiology, microbiology, and the mechanisms of wound healing and wound complications, as it relates to surgical care.[*Cognitive – Knowledge, comprehension, and analysis*]
- C. Identifies, discusses, and displays appropriate key elements of universal precautions and infection control measures. [*Cognitive – Knowledge, comprehension, and application. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision (independent performance)*]

- D. Identifies safety hazards. Discusses and selects appropriate interventions regarding patient and environmental safety including specimen care, counts, electrical, radiation and laser precautions, CDC (Infection Control measures), latex allergy, and OSHA (PPE) requirements. [*Cognitive – Knowledge, comprehension, and analysis.*]
- E. Identifies, discusses, and prepares pharmacology medications and solutions used in surgery correctly and safely. [*Cognitive-Knowledge, comprehension, and evaluation. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision independent performance.*]
- F. Identifies, discusses, and (self) evaluates the principles of surgical fundamentals such as aseptic technique, storage and handling of sterile supplies, sterilization, and disinfections efficiently and safely. [*Cognitive–Knowledge, comprehension, and evaluation*].
- G. Identifies and selects appropriate equipment for assigned procedure setup. Organizes a comprehensive pre-case supply and equipment check including orthopedic equipment, dermatomes, tourniquets, suction units, endoscopes, microscopes, cryotherapy units, electro-surgical units, irrigation/aspiration units, laser equipment, monitors, and emergency equipment. [*Cognitive–Knowledge. Psychomotor–Utilizing imitation, manipulation following oral or written directions, and finally precision independent performance.*]
- H. Identifies and selects appropriate action when confronted with equipment-related malfunctions or emergencies. Identifies and selects appropriate response to surgical complications and emergencies. Demonstrates appropriate response in lab or clinical setting. [*Cognitive- Knowledge, comprehension, and evaluation. Psychomotor – precision as appropriate in the lab setting; manipulation following verbal instructions in the clinical setting.*]
- I. Identifies basic step, discusses possible variations, and applies principles of surgical technique and planning to patients of all ages and physical conditions for a variety of procedures by formulating or modifying the patient’s case plan. [*Cognitive – Knowledge, comprehension, and application.*]
- J. Identifies procedural steps and demonstrates performance (independent) of patient care procedures correctly and safely such as skin preparation, positioning, draping, catheterization, vital signs, and cardiopulmonary resuscitation. [*Cognitive- Knowledge and application. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision (independent performance).*]
- K. Identifies, manipulates and manages instruments (classifications), sutures, needles, catheters, drains, surgical packing and dressings, and other types of specialty supplies and equipment with precision. [*Cognitive – knowledge, application. Psychomotor - Utilizing imitation, manipulation following oral or written directions, and finally precision (independent performance)*].
- L. Adapts skills and initiates modifications in knowledge, skills, and behavior as indicated by actively participating in continuous quality improvement using assessment ongoing evaluation, and self-evaluation. [*Cognitive – Evaluation. Psychomotor – Adaptation and origination. Affective – valuing.*]

- M. Identifies, discusses, formulates a written composition, and performs within standards regarding the appropriate legal requirements as a Surgical Technologist/Operating Room Technician, accepting responsibility and accountability for his or her practice. [*Affective Domain – Receiving, responding, organization, and characterization. (Note- Cognitive aspects are integral aspects of the overall performance.)*]
- N. Identifies, discusses, formulates a written composition, and displays personal and professional integrity and the ability to interact on a professional level including effective listening skills, verbal and nonverbal methods of communication, and responses to psychosocial stress for patients and the surgical team. [*Affective Domain – Receiving, responding, organization, and characterization. (Note- Cognitive aspects are integral aspects of the overall performance.)*]
- O. Demonstrates ability to progress from the ability to imitate basic scrub skills in the lab setting, manipulate case setup according to oral or written instructions, and perform with precision a minimum of 125 procedures in the “first scrub solo” or “with assist” role in the required procedure categories. Demonstrates articulation (ability to perform procedure with competency) in 35 procedures in the “first scrub” role prior to graduation. [*Psychomotor – Utilizing imitation, manipulation following oral or written directions, and finally precision (independent performance) and articulation (ability to perform within a reasonable time frame and according to procedure). Note: (Cognitive and Affective aspects are integral aspects of the overall performance.)*]

Accreditation

North Central Accreditation. NCA CASI

The Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Clinical Affiliations

St. John’s Regional Medical Center	Joplin, MO
Freeman Hospital West	Joplin, MO.
Freeman East Specialty Hospital	Joplin, MO.
Regional Surgery Center	Joplin, MO.
McCune Brooks Hospital	Carthage, MO.
Freeman Neosho Hospital	Neosho, MO.
Four States Surgery Center	Joplin, MO.
Midwest Orthopedic Surgery	Joplin, MO.
Integris Baptist Regional Hospital	Miami, OK.
Integris Grove General Hospital	Grove, OK.

Curriculum

First Session

Surgical Techniques	60 hrs
Surgical Techniques Lab	104 hrs
Surgical Techniques Clinical	18 hrs
Anatomy & Physiology	60 hrs
Microbiology	20 hrs
The Surgical Patient	<u>20 hrs</u>
	282 hrs

Second Session

Intro to Surgical Technology		62 hrs
Class: Monday	0730-0840	28 hrs
Lab: Thursday	1200-1330	34 hrs
Pharmacology		
Class: Monday	0840-0950	29 hrs
The Surgical Patient		
Class: Monday	0950-1130	39 hrs (59 total hrs)
Surgical Procedures		
Class: Monday	1230-1630	96 hrs
Lab: Thursday	1330-1600	60 hrs
Clinical Practice		
Tuesday	0630-1530	
Wednesday	0630-1100	
Thursday	0630-1530	<u>521 hrs</u>
TOTAL HOURS		1090

Faculty

Gayla D. Roper, CST	Program Coordinator
Christy L. Guhr, RN, CNOR, CST	Clinical Coordinator
	Adjunct Faculty

Preceptors designated by clinical affiliations

Admission

The student must submit a completed application for admission to Franklin Technology Center for the surgical technology program and pay an application fee.

The program requirements include; an official transcript of High School credits (or G.E.D.), background check, drug screen, TABE examination, ACT score and an agreement to meet program requirements. (i.e.: physical exam, health insurance, and required immunizations, etc.)

The program Advisory Committee in cooperation with the Program Coordinator and Franklin Technology Center Admissions Committee may assist in student selection. Advisory Committee members are representatives from affiliate institutions, program faculty, and area Surgeons. Personal interviews are optional.

Applicants must demonstrate evidence of physical fitness necessary for effective job perform-

ance. The individual must be capable of performing in routine and emergency situations. The ability to handle stress is essential. Speed and coordination are other important abilities.

Professional Behavior

The behavior of the surgical technologist should inspire patient confidence. Patients must be treated with kindness and their privacy insured.

A patient's history or information found on his/her reports must be respected and kept confidential. Patient's charts and all other records must not be shared with friends and relatives and must be kept out of the reach of unauthorized persons. Violation of confidentiality would result in dismissal from the program.

Matters pertaining to patient's care must not be discussed in corridors, elevators, or public areas in or outside the hospital. The student must respect the patient's right to privacy and limit conversations.

Hospital or business phones are not to be used for personal phone calls. Pay phones are available to be used on breaks. Instructors will assist students as needed.

Students must keep their families notified as to their clinical assignments in case there is a need to contact them in an emergency situation.

The students must always introduce and identify themselves by nametag. They only enter clinical areas as assigned by faculty.

Gum chewing or consumption of food or beverage is prohibited in any clinical area unless designated otherwise. All facilities are smoke-free.

Behavior that is considered professional dictates that we treat all clients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow classmates with the utmost respect.

Students are expected to be respectful of the instructor, each other, and themselves. This means that behavior violating this policy will not be tolerated. Examples of unacceptable behavior include: making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is unacceptable, you will be receive and verbal warning for the 1st offense, written warning for the 2nd offense and possible dismissal from the program.

A. Ethics and Confidentiality: Surgical cases may only be discussed as part of a classroom activity. Even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school or hospital lounge, or in any other setting. Personal integrity is expected of all Surgical Technology students that

includes maintaining a “Surgical Conscience” and adhering to the Code of Ethics of the AST and the Student Code of Professional Conduct.

- B. **Morale:** The clinical experience includes 535 hours of operating room experience. During this time you may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student’s absence and should not be taken personally.
- C. If you need someone to talk with about your concerns, it is imperative that you seek out your clinical instructor. She is your advocate and can assist you in adjusting to the many personalities in the operating room. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you.
- D. Your personal stress may be reduced by diligently preparing for your assigned cases the night before. Get a good night’s sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don’t get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the facility and are not there permanently. You are however being evaluated daily by the staff as potential employees and supervisors.

Professional appearance

Students may wear casual clothes to class. Attire in clinical area is scrub clothes provided by the hospital. **Scrubs are property of the clinical site and are not taken or worn off site.**

Students are required to be clean and have good personal hygiene.

1. Strong perfumes or shaving lotion must not be used.
2. Hair must be neat, clean, and well-groomed.
3. Beards and mustaches must be trimmed and neat in appearance.
4. Minimal makeup is allowed.
5. Fingernails must not extend beyond the tips of the fingers. Nail polish is not allowed.
6. Jewelry is not allowed in the lab or clinical areas. Leave it at home.
7. Scrub attire must be worn in the operating room. The student must change into fresh scrubs when arriving for clinical experience and change into personal clothes when leaving.
8. Lab coats must be worn over scrub clothes when leaving the surgery suite in some institutions.
9. Comfortable, low-heeled shoes should be worn and be kept clean. Open toe shoes or sandals are not allowed. Shoe covers must be worn. **NO BARE FEET.** Clinical shoes may not be worn outside of the OR.
10. Disposable hair covering must cover all hair. Males with beards must wear a hood-type covering.

11. Visible tattoos must be covered prior to entry into the clinical facility.

Health Care

Each student is responsible for his/her own health care during enrollment in the surgical technology program:

1. It is mandatory that the student be responsible for his or her own health-care insurance.
2. The student assumes full responsibility for any emergency care administered during any injury sustained while in laboratory and/or clinical practice.
3. A completed physical exam form must be submitted one week prior to the beginning of clinical practice.
4. In the event of exposure to a contagious disease, the student is encouraged to seek proper health care from his/her own physician.
5. Students who become pregnant at any time during the course may continue in the course provided:
 - a. The affiliated institution approves
 - b. Attending physician's written approval
 - c. Pregnancy does not interfere with the student's performance

Students must be capable of participating fully in all classroom and clinical activities and perform the essential functions inherent in the role of the surgical technologist. Physical requirements include but are not limited to:

Ability to lift up to 50 pounds and carry up to 25 pounds frequently, but, weights may occasionally exceed these limits; standing for long periods of time, pushing, and pulling, Manual dexterity with ability to perceive size, shape, temperature, or texture; auditory and visual activity with attention to verbal abilities and color discrimination.

The following must be reported to the Program Coordinator or faculty:

- a. Temperature-** if body temperature is 100 degrees F or above, the student will automatically be sent home from school or must remain home
- b. Vomiting-** if vomiting occurs (unless pregnant), the student will be sent home or must remain at home.
- c. Diarrhea-**if the student has diarrhea and body temperature of 100 degrees F, the student will be sent home or must remain home.
- d. "Strep"throat-**the student must be on antibiotics for 24 hours before coming back to school and obtain a written release from physician to be given to faculty.
- e. Herpes simplex-**the student must cover lesions with Vaseline or wear mask, and must be completely free of drainage and lesion crusted during clinicals.
- f. "Pink Eye"-**the student must be on 24 hours of antibiotic treatment and obtain a written release from physician.
- g. Coughing-**the student must wear a mask and will be evaluated if cough is productive
- h. Rashes-**rashes will be assessed to rule out scabies, streptococcus infections, and chicken pox.

- i. **Open wounds**-the student may not scrub in to surgical cases with open skin. (See Healthcare facility policy and procedures manual)

If the student misses three or more consecutive days, a physician release must be turned in to faculty.

Communicable Disease Policy

The Surgical Technology Program adheres to the Joplin R-VIII Board of Education policy guidelines addressing communicable disease among students. Faculty and students adhere to the guidelines for infection control in clinical settings as set forth by the Center for Disease Control and the clinical facilities to which students and faculty are assigned.

Student Exposure Policy

In the event a student is exposed to body fluids by needle stick, other puncture wounds, or by other means such as splashes, it is the responsibility of the student surgical technologist to:

- a. Report the incident immediately to a clinical instructor.
- b. Report the incident to the appropriate person at the health care facility immediately after the exposure occurs
- c. Report the incident to the Surgical Technology Program Coordinator and complete a student accident report.

The Coordinator will:

- a. Review information recorded on the accident report and consult infection control
- b. Determine the risk of exposure
- c. Counsel the student as to the risks
- d. Should it be determined that the student requires HBIG injection, the injection may be obtained from the student's personal physician, at the student's expense. HIV testing is available at no cost through the Joplin City Health Department.
- e. Students who do not wish further treatment must sign a release form following counseling.

Substance Abuse and Drug Testing Policy

The Surgical Technology Program adheres to Missouri Southern State University's Drug and Alcohol Prevention Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The MSSU Catalog states: "Students are prohibited from using alcoholic beverages and illegal drugs on University-owned or controlled property and at University sponsored or supervised activities. Irresponsible alcohol or other drug use off campus resulting in disorderly conduct on campus also is not acceptable. Any student of MSSU found to have

manufactured, dispensed, possessed or used a controlled substance in violation of the Substance Abuse Policy of the University will be subject to discipline in accordance with University policy and reported to local, state or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to a conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary or both” (Missouri Southern State University 2006-2008 Catalog, p. 27)

All offers of acceptance into the Surgical Technology Program are made as conditional offers. The conditions include satisfactory background check and a negative drug screen. Acceptance into the Program will be denied if there is refusal to read and sign the drug screen consent form, if applicant is found in possession of specimen altering devices, if applicant is unable to provide a specimen in a timely manner, or submitting altered or substituted specimen.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, surgical technology students will be tested as a condition of admission to the Surgical Technology Program, upon reasonable suspicion, and post-accident or post-injury. Random drug screens will be performed.

Students must abide by the terms of the above policy and must report and conviction under a criminal drug statute for violation occurring on or off University premises. A conviction must be reported within five (5) days of the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the surgical technology program.

Change of Name or Address

Students are responsible for notifying the Registrar’s office and the program director of any change of address or phone number.

Attendance

Students are expected to attend classes regularly. Students are responsible for materials covered during their absences and it is the student’s responsibility to consult with the instructor for make-up assignments. Class attendance is checked daily. The instructor has full authority to drop a student for excessive absences. Absences of 3 days require a note from a physician.

Students **must** contact their instructor and clinical facility if they are going to be absent from class or clinicals for any reason.

Unexcused absences in class or the clinical area are grounds for dismissal from the program. A list of contact numbers will be provided to the student. It is the student responsibility to keep this contact list.

Students are expected to attend clinical sessions on a regular basis and to remain in the assigned area. Lab and Clinical absences cannot be made up. **If a student is going to be tardy or absent, he/she must notify their instructor and the OR. charge nurse where assigned.**

Students leaving the assigned area at a time other than at the completion of shift must notify the instructor and the OR charge nurse.

Absences: A student who has three absences may be administratively withdrawn. Any exception to the above stated rule will be handled on an individual basis. The Program Coordinator and faculty will determine if the student should appear before the Attendance Review Committee for excessive absences or tardies.

Tardy: Students who are not in their assigned area at the beginning of the shift are considered tardy. Three tardies equal one 8-hour absence. Students who are tardy more than 5 minutes are counted as absent hourly.

Attendance Probation will be issued on the 32nd hour of absence/tardy. The student will be provided a written reminder of the attendance policy. If absences/tardies reach 50 hours, which includes both class and clinical together, the student must appear before the Attendance Review Board. If the student fails to appear before this Board at the scheduled time, automatic dismissal will result. This is federally mandated.

Attendance Review Board shall meet to consider appeal to the excessive absence/tardy policy and program dismissal pursuant to such policy. The Board shall include, but is not limited to the following: a member of the FTC Administration, Program Coordinator, designated faculty, class representative, program Advisory Committee members and Registrar. Students will appear before the Attendance Review Board for the purpose of requesting one or more of the following:

- a. an exception the excessive absence/tardy policy for unavoidable absence/tardiness due to an illness or other good cause.
- b. an extension of number of absences/tardies that shall be allowed to accrue before program dismissal.

The Board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. Relevant factors may include, but are not limited to the following:

- a. the reason for the accrued or anticipated absences/tardies
- b. the distribution of absences/tardies during the semester
- c. the duration of each period of absence
- d. the pattern of attendance prior to the accrual of absences/tardies at issue
- e. whether all class work has been satisfactorily completed
- f. the extent to which the class or clinical objectives have been met

Clinical absences are to be avoided, as a designated amount of surgical cases must be completed during the Program in order to meet the requirements of the Accrediting Agency. If a student misses 3 clinical days, he/she must appear before the Attendance Review Board and present a physician's note.

Academic Policies

In order for a student to progress in the Surgical Technology Program, he/she must complete

all the courses offered with a minimum grade of “C” in all courses and maintain a satisfactory clinical and lab performance.

A Certificate of Completion is awarded to students who successfully complete the prescribed curriculum for the program with a minimum grade of “C” in all courses.

Grading scale: 90% - 100% = A
80% - 90% = B
70% - 80% = C
Below 76% = **Fail**

All students are required to maintain a minimum of a “C” grade point average in all courses offered within the Surgical Technology Program before they progress to the following level.

Curriculum

A. INTRODUCTION AND DESCRIPTION

Clinical assignments are designed to acquaint the student with procedures, policies, techniques, and problems encountered in the practice of surgical technology and represent the minimum foundation for education.

The clinical practicums are progressive in that each one provides fundamentals needed to advance to a higher level. Even with this progressive sequence, there is a built-in amount of repetition intended to strengthen the competency.

The student, by actual performance of clinical assignments based on instructional objectives, gains confidence and proficiency. The clinical facilities may have their own standard method of practice. Students are given basic instruction in class/lab.

Introduction to Surgical Technology introduces the student to the operating room environment.

Introduction to Surgical Technology is the initial contact phase between student, surgeon, operating room staff and the patient. During this course, the student is assigned to each of the following areas:

1. **CENTRAL STERILE:** Includes instrument processing, preparing supplies, sterilization, and becoming familiar with the support service.
2. **PATIENT HOLDING/OUT PATIENT:** Includes transportation of patients to the operating room and observation of patient care and preparation for a surgical procedure.
3. **OBSERVATION:** The student will begin to become familiar with the operating room environment. Observation of a variety of surgical procedures will take place. The student will be assigned to different areas within the operating room suite for observa-

- tion and will assist in these areas as directed.
4. **SCRUBBING:** This process allows the learner to become at ease in the sterile field. Experience scrubbing, gowning, and gloving, as well as moving within the sterile field, will strengthen newly learned skills.
 5. **POST ANESTHESIA CARE UNIT:** Allows students to become familiar with immediate care of the patient following surgical procedure.
 6. **HOUSEKEEPING:** Allows students to observe different types of cleaning done in the operating room.

Surgical Techniques will provide the student with the knowledge and theory on which to base his/her practice. Lab practice will allow them to put their new skills to work before using them in the clinical area. This will include sterilization, disinfection, preparation and care of surgical supplies and equipment. Aseptic technique, sutures, needles, instrument identification, setting up backtable and mayo, dispensing of supplies, scrubbing, gowning, gloving, draping and passing instruments.

During the second session, the student will continue to expand his/her theory base and gain more expertise in the clinical area with a focus on his/her own practice.

The Surgical Patient will introduce the student to patient care principles including pre-operative preparation, positioning and prepping, surgical consent, and emergency procedures in the operating room. During the course study will shift to the reinforcement of previously acquired knowledge and provide a more in depth view of preparing the surgical patient for procedures. Focus moves to surgical specialties with emphasis on particular surgeries within those specialties. This will enhance their knowledge during the time they are actively involved in first scrubbing in these Specialties.

Anatomy and Physiology will assist the students in building a medical vocabulary. It will serve as an introduction to anatomy and physiology for the beginning surgical technologist.

Pharmacology will introduce the students to drugs used in the operating room with a basic

math review, proper handling of drug preparations using aseptic technique and provide an overview of anesthesia, focusing on the surgical technologist's role in care and safety of the patient.

Microbiology will introduce the students to microbiology focusing on the process of and prevention of infection using standard precautions, sanitation, sterilization and disinfection.

Surgical Procedures will enhance the students' knowledge base by focusing on selected surgical procedures and anatomy involved, presenting them in detail. Students will be

actively involved in procedures in the operating room. At the completion of this course and

clinical practice, the students should be able to scrub for procedures in all surgical specialties. The graduate will prepare the room for a designated procedure, scrub and handle sterile instrumentation and supplies. At the completion of the procedure, assist with application of dressings and disposition of all materials used during the case. He/she will be able to assist the registered nurse in the care of the patient in the immediate postoperative period.

B. CLINICAL ASSIGNMENT AND ROTATIONS

During his clinical practicum, the student will be assigned to affiliated hospitals for specific experience. Some hospitals provide specific surgical specialties such as cardiovascular, neurosurgery, etc., therefore, the student may have to rotate to these Institutions for those specialties. The clinical site assignments are made at the discretion of the clinical coordinator.

A list of surgical procedures the student has scrubbed must be submitted (on designated form) to be placed in his file. This list may be used in interviewing for employment to demonstrate capabilities.

C. POLICIES, RULES AND REGULATIONS

Each affiliated institution has its own policy and procedure manuals the student must become familiar with to assure a safe environment for the patient and the student.

When rotating in each of these institutions, the student is subject to the rules and regulations of the specific institution. Failure to comply may result in dismissal.

D. INJURIES AND INCIDENT REPORTS

All injuries and accidents incurred during clinical performance must be reported to the immediate supervisor and an incident report completed per policy. A copy of the report will be placed in the student's file.

If the incident involves a patient, the report must be completed immediately following the incident, and a copy must be given to the program coordinator.

Evaluation and Examination

During the first session, the student is closely assessed for adjustment to the operating room environment. Laboratory experience is evaluated for technical capabilities. At completion of the pre-clinical phase, the student is evaluated for entrance into the next

phase. Written evaluations are performed if the student is deficient in performance.

Examinations, written and practical, will be administered periodically to evaluate progress. A final examination will be administered at the end of each session for each course offered.

During clinical practice rotation, the student is evaluated by the operating room staff and instructor. This is a written evaluation reflecting attitudes and performance ability.

Academic Progress

Grades and attendance are monitored very closely in the program. This is done also for the purpose of awarding financial aid. To ensure continued eligibility to receive federal aid assistance, the periodic checks of grades and attendance are made frequently.

Satisfactory academic progress is mandated by the U.S. Department of Education, which oversees the Pell Grant System and the student loan program as well as being the policy of FTC.

Any student whose overall grade point average in any course falls to 75% or below will be notified by the course instructor. The student will be counseled and the instructor will recommend strategies to improve grades.

Students must demonstrate their ability and aptitude for surgical technology by maintaining a 76% average in all courses in which they have written at least three examinations. Students not meeting the required level or failing any subject at any time during the program will be withdrawn from school. **Failed students must reapply and begin the entire program over in order to graduate.** Students will receive a rating of Satisfactory or Unsatisfactory on clinical and lab performance.

A clinical or lab failure will result in dismissal from the program regardless of academic performance. Students will be apprized of criteria necessary for improvement prior to dismissal.

Dismissals

A student may be subject to dismissal for any of the following reasons:

1. Excessive or unexcused absences or tardiness in the classroom or clinical areas.
2. Unprofessional, unethical and/or dishonest behavior (lying, stealing, cheating, drinking alcohol, unauthorized use of drugs, lack of concern for patient care or confidentiality, untidy appearance). Student Code of Professional Conduct must be adhered to. Students in the Surgical Technology Program have certain

rights and responsibilities. Included in the student's responsibilities is an awareness of the standards of appropriate behavior. The FTC Surgical Technology Program expects students to exercise self-discipline, and be self-directed in activities that will enhance the individual's educational experience and the total learning environment of FTC@MSSU.

3. Failure to maintain academic grades in theory and satisfactory clinical performance. (Disorganization or insecurity in work performance).
4. Insubordination (not submitting to authority).
5. Poor peer and staff relationships (actions which display poor attitude, agitator, troublemaker, laziness).
6. Wearing or removing OR attire outside the hospital may result in dismissal from the program.

Readmission

If a student withdraws, he/she must submit a letter to the Advisory Committee 60 days prior to the semester in which he/she wishes to re-enter. Permission to re-enroll will be decided by the Admissions Committee.

Student Counseling Form

The student counseling form is used to protect students and instructors. This form will be completed whenever a disciplinary action is deemed unavoidable. The form is also used to make record of counseling with students about other matters: i.e., academic problems, observed health problems or advice concerning desired behavior changes, etc.).

Disciplinary

actions may be recommended for major violation of either the program rules and regulations,

chronic tardiness, multiple absences, or significant misconduct. The student is encouraged to record his/her comments and sign the form and is given a copy.

Grievance

Problems within a class should be resolved at the level on which the problem originated. Occasionally this is impossible. In order to provide a channel for problem solving, the following procedure should be followed:

1. In the event that a student believes there is a basis for a grievance, the student will first discuss the grievance with his instructor, within five (5) days following the occurrence.

2. If after informal discussion with the instructor, the grievance still exists, the student may meet with the program coordinator within three (3) days after meeting with the instructor.
3. If the student is not satisfied with the program coordinator's response, the student may schedule a conference with the Director of Allied Health at Franklin Technology Ctr.

Graduation and Certificates

Franklin Technology Center offers a "Certificate of Completion" to students completing course requirements.

A recognition ceremony will be planned by students and faculty prior to the date of graduation.

National Certification

Upon satisfactory completion of the Surgical Technology Program, the student may sit for the National Certification Examination. The student submits an application to the Liaison Council on Certification, Association of Surgical Technologists, 128 South Tejon Street: Suite 301, Colorado Springs, CO 80903. A copy of the certificate of completion from an accredited program must be submitted with the application.

Library Facilities

The following library facilities may be used to facilitate your learning experience. The librarian in each facility will help you in checking out books, etc.

1. St. John's Regional Medical Center, Media Center, 2nd floor
Joplin, Mo.
2. Freeman Hospital West Medical Library
Rosemary Titus Educational Center
Joplin, Mo.
3. Missouri Southern State University
Joplin, Mo.

Textbooks

Student textbooks are issued through the Bookstore located on the MSSU campus.

A list of required and preferred books will be issued at the beginning of each session.

Financial Assistance

Students must contact the FTC Financial Aid Coordinator located at FTC @ the MSSU campus.

Liability Insurance

All students are required to have liability insurance when working in the clinical area. The policy is good for twelve (12) months as long as the student is enrolled in the ST program. The cost of the liability insurance is included in tuition.

Refund Policy

This program follows the refund policy of FTC, policy located in the Franklin Technology Handbook. Failure to attend class does not meet the formal withdrawal requirements. Students who receive federal financial aid under Title IV and who totally withdraw from all classes may receive a pro-rata refund based on a federally mandated schedule. Copies of the refund schedule are available in the Franklin Technology Handbook.



@ MSSU

Surgical Technology Program

GUIDELINES FOR CLINICAL TRAINING AND ELIGIBILITY FOR EXAMINATION AND CERTIFICATION

1. It is the hospital, not the university, that determines who will be accepted for clinical training, so it is important that the student meet their requirements.
2. A good record of academic and employment experience is the student's best recommendation, but many are accepted who have had problems. It all depends on individual circumstances. Our advice to the student is that of honesty in reporting any problems that have occurred. The hospital will check the student's record, and if they find that the student has not been honest with them; they may eliminate the student without further notice. **REPORT THE FACTS.**
3. If there have been problems involving arrests and/or convictions or misdemeanor charges, there is reasonable probability of acceptance provided the student gives them as much information as possible. **BE HONEST.**
4. If the student has been convicted of a felony or convicted of drug abuse, there is very little chance of acceptance, and the student is advised to find a more suitable training program. Contact a counselor to assist in making the change.



@ MSSU

I _____ have read the Surgical Technology Student Handbook. The contents of this handbook were reviewed and explained by the program Coordinator. I understand what I read and what was explained. I agree to follow all policies as stated or implied in the handbook and by the coordinator and instructors of the Surgical Technology program.

Student signature: _____ date: _____