AAS SURGICAL TECHNOLOGY STUDENT HANDBOOK

Reynolds Community College

REYNOLDS COMMUNITY COLLEGE AAS SURGICAL TECHNOLOGY PROGRAM

Dear Student,

Welcome to the Associate of Applied Science in Surgical Technology (AAS) Program at Reynolds Community College. We are happy to have you with us and hope we can help you fulfill your desire to become a surgical technologist. The Surgical Technology and other college faculty and counselors are here to assist you in meeting this goal.

You were selected for the program because we felt that you possessed the necessary qualities to successfully complete the program. To be successful in surgical technology, you must be willing to assume responsibility for your learning. In addition to preparing before attending class, and asking questions about content you do not understand, you should also take advantage of the multiple resources at the college such as the Learning Center, Student Success Office, visiting faculty during posted office hours, routinely visiting your academic advisor and scheduling appointments with a counselor for personal issues.

To familiarize you with our policies and procedures, we have prepared the Surgical Technology Student Handbook for you. The college Catalog and ST Student Handbook are available to you while you are enrolled in the ST Program. Please read and become familiar with these resources so that you may always remain in good standing with the program and college.

It should be noted that this ST Program Handbook is a general guide. The Dean, Associate Dean, Program Director, Clinical Coordinator, and all faculty of the School of Health Professions reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide. If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

Sincerely,

Lisa Day, MA BAS CST CSFA FAST

Reynolds Community College Surgical Technology Program Director

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Reynolds Mission and Surgical Technology Program Philosophy

College Mission

Reynolds Community College (Reynolds) provides an accessible, quality education that develops students for success in the workplace, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning. The Surgical Technology Program adopts the mission, vision, and values of Reynolds Community College.

Vision

Reynolds will be the preeminent pathway to the workforce and degree attainment for the greater Richmond region.

Values

Our Students
We promote high academic standards and innovative programs that enable our students to go further and faster in pursuit of their goals.

Our People
We promote a culture of collaboration, hire talented individuals, and invest in their professional and personal growth.

Our Community
We enrich our community through education, leadership, partnerships, and volunteerism.
Our Environment: We create and foster safe, healthy, and inclusive places for learning, teaching, and working.

Surgical Technology Program Mission, Philosophy, and Goals

Philosophy

We believe that surgical technologists are integral to the safety and success of any surgical procedure. The Surgical Technology program is grounded in the principles of patient safety, professional development, and interdisciplinary collaboration. We are committed to cultivating skilled technologists who are not only proficient in technical tasks but also understand the importance of communication, critical thinking, and ethical practice.

Our philosophy centers on a holistic education approach, blending rigorous theoretical instruction with hands-on, real-world experience. We value the patient-technologist relationship, emphasizing respect, compassion, and empathy in all interactions. As we prepare students for their professional journey, we champion continuous learning, adaptability to the ever-evolving surgical environment, and a strong ethical foundation.

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Mission:
Our commitment extends beyond the classroom; we envision a community of alumni who lead by example, constantly elevate the standards of surgical care, and advocate for the essential role of surgical technologists in healthcare teams.

Program Goals:
The AAS Surgical Technology Program at Reynolds Community College is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Graduates from the AAS Surgical Technology degree program will be required to exhibit the following program-specific learning outcomes in three learning domains:

Cognitive domain:
- Understand the importance of ethical principles and legal standards
- Integrate knowledge of anatomy, pathophysiology, and microbiology,
- Demonstrate effective verbal and written communication skills

Psychomotor domain:
- Discuss, demonstrate, and apply appropriate surgical technology procedures and protocols
- Display professionalism in the surgical environment, including proficiency in surgical procedures and protocols

Affective domain:
- Deliver patient care with ethical considerations
- Demonstrate compassionate interventions towards patients and healthcare team members Display professionalism

Additional Program Goals:

Educational Competence
- To ensure that students achieve competency in the cognitive, psychomotor, and affective learning domains required for entry-level Surgical Technologists.
- To provide evidence that all students have achieved these competencies prior to entry into the field.

Alignment with Institutional Mission
- To ensure that program goals are compatible with the mission of Reynolds Community College, meeting the expectations of the communities of interest, and adhering to the accepted standards of roles and functions of an entry-level Surgical Technologist.

Community and Employer Needs
- To base program goals on the substantiated needs of health care providers and employers.
- To address the educational needs of the students served by the program, preparing them effectively for their roles in the healthcare field.

Annual Assessment
The program will assess its goals at least annually. This assessment will include:
- Reviewing the achievement of educational competencies in cognitive, psychomotor, and affective domains.
- Evaluating alignment with the mission of the sponsoring institution(s) and the expectations of the communities of interest.
- Responding to changes in the needs and expectations of health care providers, employers, and students.

The program will adapt its goals and curriculum based on the assessment findings to ensure continuous improvement and relevance in the field of surgical technology.

Accreditation

The Reynolds Community College AAS Surgical Technology program has an initial site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Programs (www.caahep.org). This step in the process is neither a status of accreditation nor the guarantee that accreditation will be granted.

Non-Discrimination Policy

Reynolds Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Reynolds does not discriminate based on age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit-based factor. The College also prohibits sexual harassment including sexual violence or misconduct.

Notice of Potential Program Change Information

The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often-rapid changes in healthcare law, standards of practice, technology, clinical agency policies, and content of credentialing examinations increasingly necessitate changes in the program's policies, procedures, and course scheduling.

As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

Curriculum Plan- A.A.S. – Surgical Technology

Prerequisite Courses- All must be completed prior to start of program

- SDV 101 - Orientation to Health Science   1 cr.
- BIO 141 - Human Anatomy & Physiology I   4 cr.
- ENG 111 - College Composition I   3 cr.
- SUR 100 - Introduction to Surgical Technology   2 cr.
- HLT 143 - Introduction to Medical Terminology I   3 cr.
- HLT 105 - Cardiopulmonary Resuscitation (or certified) *   1 cr.*

*Students who enter the program certified with Cardiopulmonary Resuscitation (CPR) are not required to complete HLT 105 and will receive credit by able.   **Prerequisite -Totals: 14 Credits**

Semester One (Fall)

- BIO 142 - Human Anatomy & Physiology II   4 cr.
- SUR 140 - Surgical Care I   3 cr.
- SUR 145 - Surgical Care Skills I   3 cr.
- SUR 150 - Surgical Instrumentation   2 cr.

                                                      Semester Total: 12 Credits

Semester Two (Spring)

- SUR 135 - Infection Control   2 cr.
- SUR 240 - Surgical Care II   3 cr.
- SUR 245 - Surgical Care Skills II   3 cr.
- SUR 250 - Surgical Pharmacology   2 cr.
- PSY 230- Developmental Psychology   3 cr.

                                                      Semester Total: 13 Credits

Semester Three (Summer)

- SUR 210 - Surgical Procedures   3 cr.
- SUR 260 - Surgical Technology Clinical Practicum   8 cr.
- ENG 112- English Composition II   3 cr.

                                                      Semester Total: 14 Credits

Semester Four (Fall)

- SUR 254 - Professional Issues in Surgical Technology   2 cr.
- SUR 296 - On-site Training   5 cr.
- SUR 298 - Seminar and Project   3 cr.
- PHI 220-   Ethics   3 cr.

                                                      Semester Total: 13 Credits

                                                      Program Total: 66 Credits

Student Learning Outcomes with Competencies

Graduates from the AAS Surgical Technology degree program will be required to exhibit the following program-specific learning outcomes:

1. Exhibit professional behaviors and skills in surgical environments.
2. Utilize effective verbal and written communication.
3. Exhibit caring interventions to the patient and members of the health care team.
4. Engage in collaborative care practices.
5. Deliver patient care with ethical considerations.
6. Discuss, demonstrate, and apply appropriate surgical technology procedures and protocols in diverse healthcare settings and situations.
7. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a surgical technologist.
8. Professional practice, value directed actions based on didactic and clinical knowledge, ethical principles, and legal standards as members of the surgical team.
9. Correlate the elements, actions, and usage of medications and anesthetic agents during the perioperative experience.
10. Demonstrate safe practice techniques regarding perioperative routing.
11. Function safely and effectively in the role of a surgical technologist.
12. Develop a foundation of professional and personal growth, critical thinking, and leadership skills.

Student Expectations and Responsibilities

Review Statement of Professionalism

The principles of respect, responsibility, accountability, honor, integrity, caring, compassion, communication, excellence, scholarship, leadership, knowledge, and skills are central to the profession of surgical technology. We expect each student to integrate these principles as they grow in the surgical technology profession. The Reynolds AAS Surgical Technology students will demonstrate professional behavior in all settings, following the legal and ethical codes of surgical technology and the Virginia Board of Medicine. Any violation of professional behavior standards may result in suspension or dismissal from the AAS Surgical Technology Program following a hearing with an "ad hoc" Faculty Committee established by the Surgical Technology Program Director for the program (review Behaviors of Professionalism in Appendix B).

Student Responsibilities

Each student is accountable for maintaining a level of competency based on their level of program progression. Recall of previous learning is expected in both the academic and clinical settings. Faculty will include previous program content in course unit and/or final exams.

Each student is responsible for their own transportation to all course assigned clinical learning experiences.

Each student is responsible for medical costs for any injury received while in any clinical setting, including injuries for which testing is required by clinical facilities.

Each student must monitor their progress toward completion of all Reynolds and Program courses to meet graduation requirements (Self-Service Student Center site through My Reynolds account).

Each student is accountable for all college/program policies identified in this student handbook as well as the Reynolds student handbook.

Academic Honesty

Each student has the responsibility to promote the highest standards of academic honesty. The faculty accepts and supports the Reynolds Academic Honesty Policy. Any student believed to be in violation of this policy will be treated according to the procedures described in this policy, this student handbook, and/or the course syllabus. Please refer to Appendix A: Definition of Terms and refer to Reynolds Policy: https://www.reynolds.edu/policy/instructional/2-07.pdf

Any student who violates the Academic Honesty Policy may not register (continue) in the next SUR course until a college or program outcome has been identified which includes:

- Plagiarizing course, or clinical assignments without correct citations
- Submitting documents used in a previous, or another course.
- Cheating during a quiz, test, or exam
- Altering graded exam forms and/or other test answer sheets
- Discussing assessment/evaluation items with other students in any manner which includes test or quiz questions, simulation, and/or clinical details for both giving information or asking for details from another student
- Other criteria identified in the College Student Handbook, or as applied to the clinical learning environment (i.e., false documentation)

Course Assignments

Each student assumes full responsibility for the content and integrity of the coursework they submit. Therefore, to assist each student in observing academic integrity, the following guidelines have been developed as follows:

- Each student must do their own work and submit only his/her own work unless otherwise permitted by the instructor
- American Psychological Association (A.P.A) current format and citation style is required for all written assignments as well as citation of references
- A student may collaborate or cooperate with other students on assignments or examinations only as directed by the faculty

- Each student must follow all written and/or oral instructions given by faculty member(s) or designated college representatives for taking exams, placement assessments, quizzes, and other evaluative instruments
- Each student must understand that to resubmit work completed for a previous course is a violation of the Reynolds Academic Honesty Policy

Surgical Technology Course Exams | Assessments | Reviews

All ST exams are confidential and the property of the surgical technology faculty and the AAS Surgical Technology Program. No student may divulge any question on an exam to any individual. The unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of exam questions, before, during, or after the exam, using any method, is in violation of the Academic Honesty Policy.

Each student must turn all cell phones and electronics are placed in the "off" position during an exam or assessment. The use of earbuds, headphones/sets, smartwatches, or other electronic devices other than the device used to take the exam or assessment is strictly prohibited during exams. **ALL ELECTRONIC DEVICES** will be placed in the student's book bag or placed on the desk of the faculty member during the exam or assessment or during an exam or assessment review. Each student will place all belongings brought to class in a designated area during an exam/assessment/review if directed. A student may not retrieve anything from these belongings while the exam/assessment/review is in process. *No food or beverages are permitted during the examination at any time.*

Confidentiality

Any violation of the Health Insurance Portability and Accountability Act (HIPAA), which protects the privacy of individually identifiable health information; including, but not limited to, a breach of confidentiality is grounds for dismissal from the Surgical Technology Program. In addition, additional charges may be filed against the student(s) by the healthcare agency.

Faculty/Student Communications

All faculty have telephone voicemail boxes, as well as email addresses, which are listed in the Reynolds Directory. All registered students have a Reynolds/VCCS student email account (@email.vccs.edu). Students are responsible for checking the applicable Canvas course website for each surgical technology course and their Reynolds/VCCS student email account at a minimum of every 48 hours.

Students are required to use their VCCS email accounts (@email.vccs.edu) to communicate with faculty members and other college personnel; students should check their email accounts regularly. In addition, important announcements will be made within each Canvas Level Shell.

Faculty response to emails: Faculty members will respond to questions or concerns within 24 to 48 hours during business hours (Monday through Friday), most of the time but responses may be delayed due to availability, such as clinical days.

Additional contact: Faculty members are happy to take phone calls, if they are unavailable, you can leave a message and they will respond as soon as possible. Remember, response times to questions or concerns about the course via a phone call may be delayed. Faculty members will not respond to questions or concerns about course materials via text, but an email is the best way to ask a question or comment using the VCCS email system.

Graded assignment response time: Faculty members will do their best to grade assignments and provide feedback within five business days of the due date as scheduling permits.

Chain of Command

Students are to follow the proper chain of command when bringing forth academic or programmatic concerns as follows:

The first line of communication is the student's didactic or clinical instructor. If the resolution is not achieved after discussing the issue with the individual faculty member, then the next step is to schedule an appointment with the Surgical Technology Program Director. If a resolution is not achieved after discussion with the individual faculty and Surgical Technology Program Director, the student should notify the individual faculty and the Surgical Technology Program Director of their desire to schedule a meeting with the Dean of the School of Health Professions. This meeting will include the student, individual faculty, the Surgical Technology Program Director, and the Dean of Health Professions.

Social Media Policy

The purpose of this policy is to provide guidelines for the appropriate use of and conduct on, social media sites. Once an individual becomes a student in a professional Surgical Technology Program, their public visibility options on social media are changed and they are subject to scrutiny by a wider audience, including future employers with the following below:

- Do not post confidential or sensitive information about Reynolds Community College or its community affiliates including patients, other students, faculty, or staff
- Do not post comments or use language that could reflect poorly on you, the college, or the Surgical Technology Program
- Understand that each student who participates in social networking is also representing Reynolds Community College and the Surgical Technology Program
- A student must always conduct themselves professionally in all social settings, virtual or otherwise.
- Use privacy settings when appropriate.
- A student in the AAS Surgical Technology Program does not have college permission to use the Reynolds Community College name.
- A student in the AAS Surgical Technology program does not have permission to discuss faculty members, clients, or other students.
- A student in the AAS Surgical Technology program does not have permission to use images of the program, the college, or any faculty or staff.

- Each student must understand that what the student writes/posts in any format print or online is their responsibility, and so are any repercussions
- The consequences of violating this policy may include disciplinary action up to and/or including dismissal from the Surgical Technology Program (see HIPPA statements later in this Student Handbook).

Campus Resources

Academic Advising

A program faculty advisor will be assigned to each student entering or re-entering the ST Program. Usually, this advisor will remain the same throughout the student's enrollment in the program and will assist the student with academic advising issues and other matriculation matters throughout the program's duration. It is the student's responsibility to contact the assigned advisor during their first semester in the program. Prior to each meeting, students must access and review their updated Academic Requirements which detail all requirements in their chosen degree plan. Academic advising generally takes place in November and April, but students are encouraged to meet with their advisor whenever needed.

Financial Assistance

There are several sources of financial aid available to students in the ST Program. Rather than seeking full-time employment, students are encouraged to utilize these sources as needed. Students may apply for assistance at any time while in the program. For further information, please visit the Reynolds Financial Aid website: https://www.reynolds.edu/pay_for_college/financial_aid/hours-of-operation.aspx.

Library Resources

The Reynolds Library maintains both print & online resources, including journal and professional articles, books, videos, and reference materials.

Electronic resources can be accessed through the Reynolds Library webpage, https://reynoldslibraries.org/, and specifically from the nursing research guide, https://libguides.reynolds.edu/nursing by using the MyReynolds Username & password to login.

Study rooms, quiet study areas, and computers are available on the second floor of the Downtown Campus.

Mandatory Library Orientation Sessions geared specifically to surgical technology students are offered to all incoming students as they enter the ST Program.

In addition, workshops and research consultations are available on an ongoing basis both in-person and online.

From the Library Webpage, students can access the Chat Service 24/7. The librarians are available onsite and virtually are excellent resources and are eager to assist you in seeking reference materials for your assignments.

Title IX

Title IX is a civil rights law that prohibits discrimination based on sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy with additional Information on Title IX can be located here: https://www.reynolds.edu/title-ix/misconduct.aspx

Student Support Services

Student Support Services coordinates and oversees the following student resources: Reynolds' food pantries, Great Expectations Program, mental health, wellness services, mentoring programs, and other services to help students. Reynolds understands that students must manage their personal lives while taking classes.

For a full list of available services, please visit the student support services webpage: https://www.reynolds.edu/student-support-services/default.aspx

Americans with Disabilities Act and Student Accommodations

Reynolds is committed to compliance with both the letter and spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of individuals with disabilities. Students requesting accommodations need to complete a Request for Accommodations form. Policies developed by the Office of Student Accommodations are applicable to a student receiving services through this department. Visit this website for more information: https://www.reynolds.edu/student_services/accommodations/default.aspx

A student, after meeting with the Office of Student Accommodations, is responsible for submitting the required paperwork to the instructor stating the need for special accommodation with appropriate documentation at the *beginning of the semester*. Any student granted testing accommodation will be permitted to complete course exams the day before, the day of, or the day after the scheduled course exams. Scheduling is to be coordinated with the course faculty member and the Accommodation Center. It is a program goal that no student receiving testing accommodation, has the testing time impact the student's participation in classroom activities.

Each student is responsible for participating in the scheduling of course exams at testing locations. A student who misses scheduled exam appointments will be unable to take the identified exam and will receive the grade identified in the course syllabus.

A student who arrives late for a scheduled exam appointment will have the exam time calculated from the beginning of the scheduled appointment as follows:

A student has time (60 minutes) + one-half (30 minutes) for the exam, therefore, the student has 90 minutes to complete an exam. The scheduled exam time is 9 am but the student arrives to begin the exam at 9:30 am. The 90-minute exam time is calculated based on the 9 am appointment and not the 9:30 am arrival time, thus, the student will only have 60 minutes to complete the scheduled exam.

Matriculation, Progression, and Re-admission to the ST Program

Students must meet all academic and clinical requirements as stated in this Policy to progress in the Surgical Technology Program. The admission/progression through the AAS Surgical Technology Program is conditional based upon a satisfactory background check, drug screen, health screen, immunizations to include influenza and COVID vaccinations, and any other such documentation that is acceptable by Reynolds, clinical agencies, and/or as required by legislation throughout the curriculum. In addition, students must recognize that requirements may change based on legislation or clinical agency requirements.

Online registration will be opened for a specific timeframe to be determined by the Surgical Technology Program Director. Each student is responsible for checking to make sure there are no "Holds" on their account prior to registration. Students will be instructed to register for specific courses and if the courses are registered out of sequence, the student will be instructed to "Drop" the course, or the course will be administratively dropped.

Program Duration

1. This is a full-time 4 semester program; students enroll with full-time credits as outlined in each semester of the program.

2. Students having a "Leave of Absence" greater than twelve (12) months and who are in good academic standing must complete standardized assessment(s) and skills competency as determined by faculty member before re-entering the Surgical Technology Program.

3. In accordance with the Virginia Community College System Policy (VCCS Policy No. 5.6.3), a student may not enroll in the same course more than **twice** (enrollment is defined as remaining in the course beyond the "Add/Drop" period.

Progression

1. The AAS Surgical Technology Program will identify the courses and sections for enrollment for each eligible student

2. All General Education Courses may be taken prior to acceptance into the AAS Surgical Technology program; however, All Surgical Technology courses must be taken in the sequence as outlined in the ST course progression plan:
   a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, SUR 100, HLT 143

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b. Semester I: SUR 140, SUR 145, SUR 150, BIO 142
    c. Semester II: SUR 240, SUR 245, SUR 250, SUR 135, PSY 230
    d. Semester III: SUR 210, ENG 112 SUR 260
    e. Semester IV: SUR 254, SUR 296, SUR 298, PHI 220

3. A final course grade must meet the following:
    a. Student must earn a **course grade** of a "C" to pass course and progress in the Surgical Technology Program for all SUR courses.

4. All required curricular general education (non-SUR courses) must receive a grade of "C" or better to progress through the AAS Surgical Technology Program. A student may not enroll in the same general education course more than twice.

5. A student who receives less than a "C" in a SUR course may not progress to the next level. If a student does self-enroll in a subsequent SUR course, the student will be administratively dropped.

6. A student must pass the clinical portion of a SUR course before progressing to the next semester.

7. A student must have a cumulative grade point average (GPA) of 2.0 or above to progress in the program.

Course Failures

    a. Students are limited to two (2) attempts in any SUR course. A student who "withdraws failing" (W-Failing), or who receives a "D" or an "F" must reapply for admission in the next cohort. Students failing the same SUR course will not continue in the AAS Program.

    b. Students who are unsuccessful in the clinical or lab component of the course will not be able to pass the course and will result in a grade of "D or F" in the course.

    c. A student who fails clinical, based on any aspect of Professional Behavior and/or Safety, *will not be eligible for re-admission to the AAS Surgical Technology Program* and the student will receive a grade of "F" for the course.

    d. A student who does not complete the entire curriculum is ineligible for graduation from the AAS Surgical Technology Program at Reynolds Community College.

Standards of Conduct

Each student within the Surgical Technology Curriculum automatically assumes responsibility and accountability for themselves, as well as professional judgments and actions.

These circumstances include (but are not limited to) the following:

1. Exhibiting behavior in the clinical area that a faculty member deems potentially life-threatening or may lead to client injury, which can include observations reported by professionals within a healthcare agency.

2. Failing to act in a responsible or prudent manner in fulfilling professional responsibilities.

3. Violation of Reynolds Policy 2-7 for Academic Honesty in any form, including remaining silent when involved.

4. Violation of Reynolds Policy 1-35 Student Conduct (classroom and/or clinical learning environment).

5. Violation of Reynolds Policy 4-17 Student Sexual Misconduct.

6. It is a student's responsibility to report any such misconduct. Failure to report such occurrences will result in suspension or dismissal from the program.

Disciplinary Process

1. Notification to the Surgical Technology Program Director of a student action that violates any standard of conduct listed above or demonstrates an action that potentially falls into one of the categories will require notification of the situation to the Dean of School of Health Professions.

2. Violation of College Policy 4-17 Title IX Sexual Misconduct will be managed with the submission of a Behavioral Intervention Team (B.I.T.) Form and the involvement of the Title IX Coordinator (V.P. of Student Affairs).

3. Violation of College Policy 1-35 Student Conduct will be managed with the submission of a Behavioral Intervention Team (B.I.T.) Form and the involvement of the Office of Student Affairs. (Policy 1-35 lists behaviors that fall into this policy).

4. The Dean of the School of Health Professions will manage any violations of the College Policy 2-7 Academic Honesty.

5. Violation of AAS Surgical Technology Program Policies, including acts that compromise patient safety, any portion of the AST Code of Ethics, Federal, State, or local laws, or Virginia Board of Medicine will be managed through the AAS Surgical Technology Program.

6. Faculty member is responsible for informing the student of the notification to the Surgical technology Program Director and/or submission of the Behavioral Intervention Team Form.

7. If the observed behavior involves direct patient care safety, the student will be unable to return to the clinical learning environment until the program or college review process is complete.

8. If this occurs within the AAS Surgical Technology Program, the ST Program Director will arrange a hearing date, time, and location within ten business days and provide notification to the following: (a) Student; (b) Witnesses to the event(s); (c) Dean of the School of Health Professions

9. A Hearing Panel will be composed of three faculty members selected by lottery, plus a facilitator.

10. Disciplinary Hearing outcomes:

    a. Dismissal from the AAS ST Program without the right to reapply
    b. Suspension, with conditions to be met prior to returning to the ST Program
    c. Changing the final course grade to an "F"
    d. Opportunity to remain in the program with specific behaviors outlined to be maintained.

11. Notification of the Hearing Outcome is to be addressed using the address in the SIS system and mailed to the student. If the student fails to provide an accurate address, this does not constitute a failure of the ST Program to inform the student of the Hearing Outcome.

Classroom Policies and Professional Behaviors

The teaching-learning process is collaborative and mutually respectful. Participative presence is necessary to facilitate the teaching-learning process. The delivery of healthcare and surgical technology practice is a participatory activity and cannot be done without individual and collective involvement and means that your absence affects the learning of others. Missing class and arriving late or not participating in class may affect your grade. It is important to understand that class participation means more than showing up for class.

- Professional communication, in English, is always expected, and in all course learning environments. Unprofessional language or actions while in the learning environment is unacceptable [See Reynolds Student Handbook – Code of Conduct].

- Each student is expected to arrive on time and prepared to be an active participant during the content identified in the Syllabus, and/or Canvas site. The student who arrives late may be unable to enter the classroom until there is a "Break," if one exists, and occurs; this decision is at the discretion of the faculty member.

- Every student is to implement the principles of professionalism in all class activities.

- Any student who identifies a class/course concern is expected to discuss the concern with course faculty as an *initial action*.

- Audio and/or recording of any individual, without their permission is a violation of the law.

- Each student is expected to be honest (and sensitive) in reactions to class discussions.

- Every student is expected to demonstrate classroom courtesy always, which includes taking the closest available seat, not disrupting the class activities in progress, refraining from talking to others, or conducting non-classroom business while the lecture is in progress [this includes texting].

Use of Cell Phones/Recording Systems

- In accordance with Reynolds Community College Policy, cell phones must be "silenced" in classroom/campus lab settings [See Reynolds Student Handbook].

- Cellular (including cell phones and "smart watches") or recording devices cannot be physically on a student, on a desk, or tabletop during any exam or exam review. A student observed in violation of this policy will be considered in violation of the Reynolds Academic Honesty Policy and subject to dismissal from the AAS Surgical Technology Program.

Netiquette Statement

Throughout the progression of the AAS Surgical Technology Program, the following Netiquette rules will be followed:

Each student is expected to:

1. Show respect for the faculty member and for students in the class
2. Respect the privacy of other students
3. E-mail your faculty member if you have questions about the course material or matters

If you feel that a student is behaving inappropriately, please send the faculty member an e-mail message explaining the situation as soon as possible. The purpose is to allow the faculty member the opportunity to manage the situation appropriately without causing an interruption in the course.

A student should not:

1. Show disrespect for the faculty member or students in the class
2. Communicate or facilitate the sending of messages or comments that are threatening, harassing, offensive, or inappropriate in the context.
3. Use inappropriate or offensive language.

4. Use all uppercase letters in messages -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Failure to adhere to the Netiquette statement will result in a meeting between the student and faculty member of the course. Further action may be taken to the Surgical Technology Program Director, Associate Dean, Dean and, if necessary, the Office of Student Affairs. Ultimate resolution may result in the student being removed from the course and potentially removed from the program.

Alerts & Inclement Weather Communication

Any changes in the course schedule will be announced as determined by the faculty member(s). Announcements can be made using the following: Canvas Course Announcements, Canvas Emails, or text message.

Text Message Alerts: Students can sign up to receive text messages and email alerts about campus emergencies and inclement weather closing at alert.reynolds.edu.

Surgical Technology Student Assessment of Learning

Students in the ST Program are required to complete a variety of assignments, unit exams, quizzes, standardized exams, lab competency check off's, clinical assessments, and a final exam for the purposes of assessment of learning. These exams serve to help students identify the knowledge areas in which they have performed well and those areas in which they need to review and remediate to be successful in the curriculum.

Tests/Exams

Attendance is expected for all Tests/Exams/Quizzes (assessment)

1. To be excused from a test/exam/quiz, the student must notify the faculty member **before** the beginning of the scheduled test/exam/quiz to schedule a make-up time for that requirement. A student will be excused from a text/exam/quiz only for documented emergencies. If no documentation is provided, then the absence is "**unexcused**" and will receive a "**zero**." An unexcused test/exam/quiz absence is defined as a failure to notify a faculty member either on or before the start of the assessment or if the reason given is unexcused.

2. **No more than ONE (1) make-up assessment is permitted in any course**.

3. Make-up assessment, if permitted by the faculty member, must be completed within three to five (3-5) business days of the original assessment, unless stated differently in a course syllabus [make-up assessment may be formatted differently].

4. A student arriving after a test has started must complete the test by the designated timeframe allotted to the other students and will be graded based on the total point value for that assessment.

5. No quizzes, tests, exams, or standardized assessments can be re-taken.

6. A student who requires testing accommodations must provide faculty with documentation per each course of the requested accommodations and is not retroactive.

7. Course examinations are scheduled and weighted by faculty as stated in the course syllabus.

8. Submitted answers will be the only basis on which grades will be determined.

9. ST faculty reserve the right to determine test designs, content, and method as determined by regulatory agencies.

10. No test/exam/quiz or standardized assessment questions, answers, or exam review content may be recorded in any form.

Written Course Assignments

Each student is accountable for meeting identified deadlines for submission of individual assignments within a SUR course, including clinical assignments:

- Each student should proofread all written assignments before being submitted for grading. If a student has difficulty proofreading, then they should have someone else proofread the assignment. It is expected that all assignments will meet the standard for college-level written assignments. Spelling and grammar will be included within the grading rubric in addition to the appearance following American Psychological Association (APA) formatting guidelines using the current version.

Course Grades

Grading Scale

A = 92 – 100%
B = 84 – 91%
C = 80 – 83%
D = 70 – 79% (course failure)
F = 69.99% or below

Final Course Grades

- A student who received an incomplete grade must complete the course before progressing to the next level.

- No extra credit is permitted to improve a student's academic average to a passing grade.
- A final course grade must meet the following:
  - ✓ Student must earn a **course grade** of 80% or "C", in all SUR courses to pass the course and progress in the Surgical Technology Program.

Clinical Policies

Clinical Placements

This program requires clinical placements at a clinical facility. The facility has the right to dismiss any student for any reason. If a student is dismissed from a clinical facility and the student is unable to complete the clinical case numbers, then a failing grade is assigned.

The clinical site is where students participate in patient care. Students are to adhere to the policies and procedures of the clinical agency, including, but not limited to, confidentiality, client belongings, food and drink, cell phones/electronics, and safety.

Reynolds Community College does not represent or guarantee that a student will be eligible for placement in a specific clinical facility when a student is accepted into the AAS Surgical Technology Program. Clinical providers reserve the right to refuse and/or reject for clinical practice any student whose background, drug screening, health screening, immunization, and/or other required information does not meet the applicable guidelines and agency contract with the college.

Each student must follow published clinical facility policies and provide safe care. Clinical facilities have the right to dismiss a student from their facility at any time for due cause. This will be done with advance notice except in an emergency. If a student is dismissed from a clinical agency, alternate placement, if available will require disclosure of information related to the dismissal. The student must consent to disclosure through completion of a FERPA Form (see Student Privacy and Release of Information below). If a student is dismissed from a clinical site due to a violation of policies and procedures of the clinical site, the ST Program, Reynolds Community College, and/or the Virginia Board of Medicine, the student will be dismissed from the AAS Surgical Technology Program.

Clinical Case Requirements for completion of AAS Program

- Students must complete a minimum of 120 surgical cases

- All missed clinical absences must be made up at the discretion of the instructor and facility availability <u>within that semester</u>. Students must complete the required number of surgical cases as stated previously to successfully complete the program.

- Students are required to have documented completion of:
    - 30 cases in General Surgery
    - 20 of the cases **must** be in the **first scrub role.**

- Students are required have documented completion of:
    - 90 cases in various surgical specialties
    - 60 of the cases **MUST** be in the **first scrub role**
        - <u>Minimum of 10</u> surgical specialty cases in the first scrub role must be completed in the <u>required minimum of 4</u> surgical specialties.
        - <u>Additional 20</u> surgical specialty cases in first scrub role can be distributed amongst any one or multiple surgical specialties.
    - Surgical Specialties include:
        - Genitourinary
        - Obstetrics and Gynecology
        - Neurosurgery
        - Orthopedic
        - Ophthalmic
        - Plastic and Reconstructive
        - Cardiothoracic
        - Peripheral Vascular
        - Oral & Maxillofacial
        - Otorhinolaryngology

- The surgical technology faculty will verify through surgical rotation documentation each student's progression in the first and second scrub roles with increasing complexity as he/she moves toward entry level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory; up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases may count toward the maximum number for the <u>second scrub role.</u>
- Observation cases <u>must be documented but</u> will not count towards the 120 required cases. The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

- Counting cases
    - Cases will be counted according to surgical specialty. EXAMPLE:

- Trauma patient requires a splenectomy and repair of LeFort I fracture. Two cases can be counted and documented One General Surgery and one Oral-Maxillofacial surgical specialty.
- Patient requires a breast biopsy followed by a mastectomy. This is one pathology case, breast cancer, and the specialty is general surgery; therefore it is counted and documented as one procedure-one case. In the event that there is immediate reconstruction performed by a plastic surgeon, with a separate set-up, separate count, the case may be counted as two procedures, at the discretion of preceptors and faculty.

First Scrub Role:

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile filed with instruments, supplies, equipment, medication (s) and solution needed for the procedure.
- Perform all counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role:

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role:

The observation role is defined as the student who is in the operating room performing roles that do not meet criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

Clinical Case Requirement Policy

- Students must complete 120 surgical cases by midterm, final semester.
- Students must show progression in case numbers and skills each semester.
- All missed clinical absences must be made up at the discretion of the instructor and facility availability within that semester. Students must complete the required number of surgical cases as stated previously to successfully complete the program.

- If a student is not obtaining the necessary number of cases needed for progression, the student will have to attend more clinical days each week in order to successfully complete the program, however, additional clinical days are up to the discretion of the assigned clinical facility.
- Student must meet the targeted case number by the end of each course. Failure to do so will result in the student being placed on program probation and an Incomplete grade will be given.

Contractual Agreements

Students must practice within the contractual agreements between Reynolds Community College and the affiliating agencies and the objectives of the specific course. Students must adhere to the uniform requirements outlined in this handbook and must always conduct themselves in a professional manner within the affiliating agencies.

Student Privacy and Release of Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. Each student should review Policy 1-26 (Student Privacy and Release of Student Information) at: https://www.reynolds.edu/policy/student-policy/student-procedures/1-26-student-privacy-release-student-information.aspx prior to or on the first day of class.

Before the program can place you in a healthcare facility for clinical experiences, a release of information form must be signed.

Prior to or on the first day of class, each student will be asked to complete a FERPA Form that will be posted to CastleBranch Document Manager®. This is a release of student information form that gives the Surgical Technology Program Director permission to share contact information with a facility and discuss legitimate educational and clinical issues with a clinical facility. A legitimate educational interest is defined as when a college official, such as the Program Director or Clinical Coordinator, needs to discuss the student's educational record to secure a clinical placement for a student. Only information that is relevant and necessary to complete the clinical placement will be discussed. Your signature on the release of information form gives the ST Program Director/ Clinical Coordinator permission to share information related to your clinical experience with the educational partner (clinical facility) for the sole purpose of securing a clinical placement (see College Policy 1-26: Student Privacy and Release of Student Information).

The ST Program Director will share student records with a clinical facility under the following conditions:

1. The student has been dismissed from another clinical site resulting from unprofessional behavior as witnessed by the clinical instructor or clinical staff member(s) or found so by the agency or school by other means.

2. The student has been dismissed from another clinical site due to misconduct or has committed misconduct at any school site or event according to Reynolds Policy 1-35, Student Conduct.
3. The student will be informed when information is shared with the clinical agency.

Clinical Documentation Requirements

Each student must complete certain health and other compliance requirements to attend clinical experiences. Each student must confirm that their CastleBranch Document Manager® account is active for viewing all clinical documents including social security numbers and remains active throughout the program. Each student must have the following documents approved by CastleBranch/Castlebridges. If a student *does not meet* the following criteria or deadlines set forth by the program, participation in direct patient care learning experiences will be *denied*.

The program requires the following based on clinical affiliation agreements with healthcare agencies:

1. Background check /re-check if required
2. Negative Drug screening/testing – is required for admission to the program and cost is the responsibility of the student
3. Physical Health Exam upon admission
4. Titers documenting immunity to measles, mumps, rubella, varicella, and Hepatitis B and/or evidence of re-vaccination (upon admission only)
5. Tetanus or Tdap vaccine within 10 years
6. QuantiFERON® Gold (good for two years) or Negative PPD (2-Step/Annual process) or Negative Chest x-ray (good for two years) **
7. Seasonal Influenza vaccination (annually) received within identified guidelines*
8. COVID-19 vaccination
9. American Heart Association Basic Life Support for Healthcare Providers (AHA-BLS) CPR
10. Assumption of Risk forms (general and COVID)
11. Social Security Card and/or Green Card
12. Driver's License or government-issued identification
13. Family Educational Rights and Privacy Act (FERPA) Form
14. HIPAA Certification
15. Confidentiality & Security Agreement
16. Any site-specific documents and/or orientation required by the site (Documents vary according to each healthcare facility)

*Note** that those receiving the seasonal influenza vaccine should not receive a live (nasal) form as healthcare agencies may bar the student from clinical for some period after the vaccine; students should receive the **inactive** form.

****TB test requirements will be explained in the Orientation upon acceptance into the ST Program.

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Documentation Requirements during Program Continuation

The student is responsible for being current in all documentation areas. A student must maintain the following to be eligible to remain enrolled in a Surgical Technology course or progress to the next course:

1. Background Checks update if requested
2. Completion of required clinical agency paperwork by the deadline established by the agency, or the AAS Surgical Technology Program
3. Document approval by CastleBranch®/Castlebridges. A student is responsible for monitoring emails from CastleBranch®/Castlebridges and responding as directed
4. Barrier Crimes Form update if requested
5. Health Insurance coverage

Student Failure to Submit Timely and Acceptable Documentation

A surgical technology student who is unable to complete the clinical portion of the program, due to failure to timely submit documents or failure to have approved documents, will receive an "F" for the clinical course.

Professional Behaviors to Implement while in a Clinical Learning Environment

Each student should consistently demonstrate those professional behaviors identified in the statement of Behaviors of Professionalism (Appendix B), following the legal and ethical codes with patients, family members, faculty, interdisciplinary team members, and peers. Each student must follow federal, state, and local laws, as well as Virginia Board of Medicine regulations.

1. Each student is to consistently implement principles of safety, accountability, and responsibility.

2. Each student is expected to demonstrate accountability by ensuring the safe transfer of patient care to another healthcare individual, under the direction of course faculty, and before leaving the assigned clinical facility. A student will not leave the clinical learning environment without notifying the faculty.

3. Professional communication, in English, is always expected, in all clinical learning environments.

4. The use of nicotine in any form is not permitted when in uniform, except for a nicotine patch. A student observed using nicotine by a faculty member or member of the staff will be dismissed from the event or facility.

5. Drinking alcoholic beverages while in uniform is not permitted.

6. Gum is not to be chewed during clinical experiences.

7. Food should not be eaten in patient care areas.

8. Use of any audio or visual recording device in a clinical area is prohibited.

9. A student will be provided with a unit contact number for emergencies.

Impaired Student

Each student is expected to attend clinical learning experiences unimpaired by potential side effects from alcohol and/or drugs, over-the-counter and/or prescription medications, and sleep deprivation. A student needs to be aware that even cold and cough medications can impact cognitive and psychomotor function which could impact self as well as patient safety. Any student demonstrating the effects of over-the-counter and/or prescription medications will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions which will be implemented.

Each student needs to recognize personal levels of stress and behavioral responses to the classroom and clinical environment that may impact patient safety or individual performance. Changes in cognitive and psychomotor function related to increased stress levels can impact patient safety. Any student demonstrating effects of altered cognitive and/or psychomotor function related to identified stress/anxiety levels will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions which should be implemented.

Each student is expected to adhere to the college's Substance Abuse Policy for Students. Every surgical technology student is to demonstrate effective patient care in every clinical learning environment unimpaired by the effects of drugs or alcohol. Any student whose performance is impaired by the effects of drugs or alcohol at the college or while representing the college at clinical or other sites may be subject to a random drug screen, disciplinary action, including dismissal, and/or referral to an assistance or rehabilitation program at the discretion of the program faculty. Notification regarding the situation to the Dean of Student Services is mandatory [See Reynolds Student Handbook, Code of Conduct].

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

A student working in a clinical setting is accountable for understanding HIPAA. Each student must read the information below and uphold the highest standard of HIPAA. Because of the complexity and importance of compliance with HIPAA legislation, healthcare institutions are required to set up a HIPAA team to provide education and oversee the implementation of HIPAA regulations. HIPAA legislation can be divided into three basic components: administrative simplification, protection of patient privacy, and security of patient data. This article will discuss each section and how it affects you.

Privacy Standards

Institutions and healthcare providers must ensure the privacy of protected health information. Protected health information (PHI) is any information that includes the patient's name or other identifiers, such as birth date or medical record number. PHI can be written, spoken, or electronic. HIPAA regulations support "minimal disclosure" which means disclosure of PHI only if it is directly related to treatment and the minimum necessary for the immediate purpose. If disclosure is needed or requested for any other purpose, prior authorization must be obtained from the patient (exceptions discussed below).

Healthcare institutions must provide clear written notice of the allowable use and disclosure of PHI and explain patients' rights to their medical records. Patients must be asked to acknowledge that they have seen this privacy notice. However, if they refuse to sign it, treatment may still be provided.

HIPAA allows exceptions to the requirement for this privacy notice and written acknowledgment:

1. In situations when privacy notices and acknowledgment might prevent or delay timely care. However, the institution must still provide the privacy notice and attempt to obtain written acknowledgment as soon as possible.

2. Disclosure of PHI may be permitted if the patient is given an opportunity to "object" before the disclosure is made, for example, disclosures made to family and friends. Often, family members or friends want to talk to healthcare providers about the patient's treatment or status. Before a healthcare provider can do this, they must ask the patient for permission to do so (or give them a chance to object). If the patient is unable to answer or is not there, the healthcare provider can use their judgment to decide whether to talk to the family member or friend.

3. Disclosures are viewed as "beneficial" to the public such as reporting vital statistics, communicable diseases, adverse reactions to drugs or medical devices, and information related to organ donation.

Security Standards

The healthcare institution must ensure data security. Data must be protected against unauthorized access and other breaches of confidentiality. Policies and procedures must guard passwords, change them frequently and make sure there is no password sharing among staff. Electronic signatures, when required by HIPAA, must comply with standards set by HIPAA. The healthcare institution must also ensure that procedures are in place to remove a student's access to the facility and electronic systems if they are terminated or reassigned, and audit student access to electronic systems that contain PHI.

Classroom, Clinical and Skills Lab Attendance

General Policy:

It is the philosophy of the college and the Surgical Technology department that students should attend all scheduled experiences and is punctual in doing so. Students must demonstrate their ability to be present and depended upon during their enrollment in the program. Being on time with perfect attendance, being prepared, and completing all assignments is necessary for MAXIMUM OPPORTUNITY FOR LEARNING. Attendance is necessary to meet course objectives and successfully pass the class.

Unusual or unforeseen circumstances will be evaluated on an individual basis by Instructors, faculty, and program director.

Medical or other documentation may be required for verification of sickness or unavoidable absence.

CLASSROOM /LAB ATTENDANCE

The student must notify the instructor by email _each day_ she/he is absent**.** Students are expected to be present when tests or exams are administered. All testing missed due to an absence must be completed in the testing center by the specified date given and at the discretion of the instructor. Any testing not completed will be awarded a grade of "0". Should extenuating circumstances arise, the student is responsible for contacting the instructor. Students who do not report to class or clinical for three (3) days and have not notified the instructor, will be considered withdrawn.

CLASSROOM, LAB AND CLINICAL TARDINESS

Students must notify instructor prior to class start time or, clinical arrival time that he/she will be late.

Classroom and Lab Tardiness: A student will be considered tardy (5) FIVE minute after the scheduled time of arrival. Being on time is defined as being in your seat a minimum of 3-5 minutes early and prepared to work. Please be courteous as late arrivals disturb the class and interrupt the classroom experience. Students arriving late on an exam day will not be admitted to the class until all students are finished. See above for policy on missed testing/exams.

Students must notify instructor via email prior to class start time or, clinical arrival time that he/she will be late.

Clinical Tardiness. Tardiness in the clinical setting is unacceptable. The student will not be allowed to scrub and will be counted as absent if more than 15 minutes after the scheduled start time. Students are expected notify their instructor upon arrival to the designated location (designated by the instructor), dressed in surgical scrubs and appropriate attire by 6:30am (unless otherwise noted).

1. Any student arriving more than 15 minutes late without directly notifying the faculty member may be sent home at the discretion of the faculty. If sent home, the student may be unable to make up the scheduled activity which will result in an unexcused absence.

2. If the student anticipates being late, the student must contact the clinical faculty member directly via text, phone call, or email no later than the clinical start time. It is unacceptable to contact a peer and have them relay the message to the faculty member. If the student is more than 15 minutes late without contacting the faculty member will result in dismissal from the clinical day and will constitute an unexcused absence.

NOTE: Students are not allowed to leave clinical or class for appointments and then return to the clinical or classroom setting. All appointments must be scheduled after class, lab or clinical time.

If student **must** leave the clinical site or classroom, the student must make arrangements with instructor **in advance**.

Clinical Absences

1. The student must notify the instructor by email or phone call of a clinical absence no less than 1 hour in advance of the scheduled start time, (ie: by 5:30am for a 6:30am start). The student is expected to be present for all clinical experiences.
   a. In the event of a clinical absence, the student will be required to submit the appropriate documentation regarding the reason for the absence. Reasons for a clinical absence include one's own sickness, death in the immediate family, military orders, or court subpoena. For the absence to be considered excused, the appropriate documentation must be submitted to the instructor. Appropriate documentation includes a prescribing practitioner note for illness, a copy of the funeral program for a death, a copy of the subpoena or military orders. If the student does not provide the appropriate documentation, then the absence will be considered "unexcused" and will not be eligible for a make-up, up to the discretion of the faculty member.
   b. A student who misses one clinical day due to an excused absence must meet with their clinical faculty within two (2) business days and may receive an assigned makeup date if available. If a student does not attend their scheduled makeup, they will not be able to meet course outcomes and will receive an "F" in the course unless there are extenuating circumstances.
   c. Following any absence, the instructor will complete a "**Clinical Make-up Plan**". A copy will be given to the student and discussed with the student. This form will be attached to the clinical evaluation for permanent documentation of the student's absence. A time to make-up the absence will be arranged at this time. The student will be required to make up any missed clinical time after the first missed day to successfully complete the course. Missed time will be made up at the instructor's discretion and must be made up in the same semester.
2. A "No Call/No Show" for a scheduled clinical day will result in an automatic dismissal from the course and course failure.

Patient Safety

Each student is expected to address and report to an appropriate official or supervisor, any individuals observed performing an act that risks patient safety, is viewed as dishonest or unethical, or stealing of supplies. Listed below are examples:

- Performing a skill that may adversely affect patient safety
- Performing in a dishonest/unethical manner in the classroom or clinical area
- Pilfering unauthorized clinical or academic materials (hospital or college supplies, exams, tutoring course textbooks, or electronic media)

If any healthcare agency should refuse to permit a student to continue to obtain clinical learning experiences at the facility, the program will seek student placement at another facility, based on availability. The program will activate the student's signed FERPA Form and share details related to the reason the first agency has refused to permit the student to remain at that healthcare agency. It may not be reasonably possible to find alternate placement, which the outcome of this event could be student dismissal from the program.

A student must always meet each criterion of the functional health abilities that are listed on the program health form. Examples that prevent a student from attending clinicals, a splint or cast, lifting restrictions, side effects or untoward effects of prescribed medications.

Exposure/Development of Communicable Disease

If a student has been exposed to a communicable disease, the student must immediately contact the Surgical Technology Program Director to report exposure. It will be left to the discretion of the Program Director, in conjunction with the faculty and agency staff, to determine if it is safe for the student to attend clinical assignments. Any student diagnosed with a communicable disease is required to present documentation to the ST Program Director indicating that they are no longer infectious before they will be allowed to participate in classroom/lab/clinical.

Incident/Infection Exposure Policy

While in the clinical setting, if the student is exposed to an infectious agent or becomes injured, they are to immediately report the incident to their clinical preceptor/educator. Exposure policies of the clinical affiliate are to be followed by the student at the time of the exposure, which may include testing of the student for Hepatitis B, Hepatitis C, HIV, and TB. Students will be required to pay for their own testing and may obtain these tests through their personal physician or other outpatient facilities. In the case of an incident/infectious exposure, the student must complete an Incident Report Form: https://intranet.reynolds.edu/forms-and-requests/all-forms/15/15-0003.pdf

Significant Health Event

If a student suffers a significant health event impacting their ability to continue in the program, completion, and submission of the Medical Release Form (Appendix C) is required before the student can return to the clinical/ lab setting. The form must indicate the student can fully participate in all aspects of clinical and lab. This documentation must be submitted to the Surgical Technology Program Director before the student will be permitted to return to the clinical setting.

NOTE: A student cannot participate in direct patient care with a splint, cast, or any appliance that can compromise patient safety and sterile technique.

Clinical Course Requirements

Daily/Weekly Evaluation

A daily evaluation will be completed by the facility preceptor, and a weekly clinical evaluation will be completed to ensure that the student is meeting the learning outcomes based on clinical performance. A student who receives a *Needs Improvement (*NI), or *Unsatisfactory* (U) mid-term performance rating will be expected to develop a written action plan indicating what the student will demonstrate to meet clinical outcomes over the remainder of the course.

Clinical Evaluation Tool

The Clinical Evaluation Tool includes the criteria used to evaluate the student's clinical performance. The outcomes on the tool are the standards that will be used to measure Satisfactory (S), Needs Improvement (NI), and Unsatisfactory (U) performance. A satisfactory performance indicates that the student has met all outcome standards, performs consistently at the expected level, and demonstrates growth (progress).

- Each student is expected to perform safely in **all** areas of patient care on a consistent basis.
- Unsafe practice in the clinical area will result in documented unsatisfactory performance for the clinical experience.
- Mid-term evaluations may include acknowledgement of "Needs Improvement" evaluation for clinical outcomes.
- It is expected that the student, with faculty support, will continue to demonstrate growth to a satisfactory level of performance to successfully meet all clinical outcomes for the course.
- If the instructor observes, or learns of, serious compromise of client safety, it will result in clinical failure and subsequent course failure.
- If a healthcare agency, or other learning experience requests that a student be removed from the facility because of compromised patient safety, or has exhibited unprofessional

behavior, the student will receive a failing grade for the clinical course and will not continue in the Surgical Technology Program.

- **All clinical outcomes must be rated at a minimum of a "C" by the conclusion of the course**

Clinical Grades

Clinical performance must be at a satisfactory level to continue or to receive credit for the course and to progress.

Clinical Evaluation

Each student is accountable for meeting identified clinical learning experience outcomes. A student who is not demonstrating progression toward mastery of the clinical outcomes will be notified both verbally and in writing by the student's clinical faculty member.

Clinical performance will be evaluated using "Criteria for Clinical Evaluation" and Course Outcome Standards as criteria

Personal qualities, attitudes, skills, and clinical skills of the student in the clinical area will be evaluated based on anecdotal notes maintained by both faculty member, preceptors and student. These notes will be discussed in individual conferences and used for guidance purposes. Guidelines for grading may vary slightly in different clinical courses, and are dependent on the procedure in which students are being evaluated on. These variations will be clearly outlined in the syllabi of those courses.

Final Evaluation of Achievement of Clinical Outcomes

At the conclusion of the clinical course in the surgical technology program, a comprehensive clinical evaluation of each student will be conducted. This evaluation is a critical component of the program, designed to assess the student's proficiency and competence in various aspects of surgical technology. To successfully complete the course and progress in the program, each student must achieve a minimum grade of 'C' or be deemed 'Satisfactory' in their evaluation.

This assessment will cover a range of competencies, including technical skills, adherence to safety and sterilization protocols, ability to work effectively as part of a surgical team, and demonstration of professional behavior in a clinical setting. The evaluation will also consider the student's ability to apply theoretical knowledge in practical scenarios, their communication skills, and their overall performance in handling the demands of a real-world surgical environment.

Achieving a 'Satisfactory' or a minimum grade of 'C' is essential, as it indicates that the student possesses the foundational knowledge and skills required to move forward in the field of surgical technology. This evaluation is not only a measure of the student's current abilities but also a determinant of their readiness to undertake more advanced responsibilities in surgical settings. It is crucial for students to approach their clinical experiences with dedication and a commitment to learning, as this evaluation plays a significant role in shaping their future career as surgical technologists.

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Clinical Warning

Clinical Warning is a formal process which provides a student an opportunity to focus on learning experiences which demonstrate growth toward clinical outcomes.

1. A "Plan for Success" will be initiated by the clinical faculty member and will identify the specific areas of concern observed.
2. The student is expected to sign the "Plan for Success" indicating that they had the opportunity to read and discuss the observed behaviors.
3. The student will develop a written plan for clinical growth that focuses on the identified areas or outcomes of concerns.
4. The clinical faculty member and student will communicate weekly through completion of the student's daily preceptor evaluations and clinical logs. The student and faculty member will review/revise and document clinical growth that includes identified areas or outcomes of concern.
5. "Plan for Success" status will end with the achievement of the clinical outcomes of the course.
6. A student who withdraws from the course with an active "Plan for Success," and is eligible to return to the program, will have the "Plan for Success" re-activated, regardless of the course, or clinical faculty member, unless specifically documented as resolved by all parties. The "Plan for Success" will remain until a Final Clinical Evaluation demonstrates "S*atisfactory"* achievement of clinical outcomes.
7. The student who fails to demonstrate achievement of the clinical outcomes will receive a failing grade for the clinical learning experience.

Dress Code Policy

Patients and hospital staff have the right to know the identity of the people caring for them and who is on their unit. A student's appearance reflects professionalism and is representative of the Reynolds AAS Surgical Technology Program. Each student will wear the school uniform to and from the clinical setting, and in lab. Any specific adaptations will be written in course syllabi or communicated by the individual clinical instructor. Each student must also adhere to any additional dress codes required by the clinical agencies. Any student who does not meet the standards identified below will be asked to leave the clinical agency and be required to make up missed learning experiences if available, based on the stated clinical attendance policy.

Each student in uniform must meet the following standards:
Uniform
- Uniform dress must be consistent in all clinical areas and facilities.
- Color of uniform must match the uniform identified by the AAS Surgical Technology Program.
- The program patch must be sewn, glued or iron fused to the left arm of the uniform top. Patch must remain completely *secured*.

- A Reynolds Student Picture ID, which states "Surgical Technology Student" is to be always worn on the uniform top.
- The uniform must be clean, pressed, and be in good repair with no obvious stains.
- The uniform must fit appropriately without evidence of being tight-fitting, such as creases, rolling or pulling, or with pant leg extending beyond the top of the shoe.
- Underwear should not be visible through the uniform, or over the top of the scrub bottoms of the uniform.
- No Lab Coats in the clinical environment.
- A solid white or black, short-sleeved, or long-sleeved tee shirt may be worn under uniform top. Course and/or clinical preceptors will identify any exceptions to this standard.

Foot and Leg Wear
- Students will need to have one pair of leather or other wipeable material (no mesh) Operating room shoes to dedicate for being in the OR.
- Shoes must be closed toe and closed heel, puncture resistant, and impervious to fluids.
- Socks must correspond to shoe color, such as black shoe color/black socks or white shoe color/white socks.

Hair
- Hairstyles must be clean, well kept, conservative, and neatly arranged above the uniform collar. It must be able to be completely contained within a surgical cap.
- Beards, mustaches, and sideburns must be neatly trimmed and will be completely covered when entering the surgical suite.
- No outside caps, bows, hairbands, bandanas, or ribbons are to be worn in the hair.
- Hair color must be a natural color i.e., black, brown, silver/gray, blonde or natural looking reds. Unnatural dye colors, tips, and/or streaks are prohibited.
- No artificial eyelashes or eyelash extensions allowed in the surgical setting

Jewelry/Body Modifications
- Jewelry will be limited to ONLY two pairs of small stud earrings, and must be contained/covered by the surgical cap.
- Gauges are not permitted. Ear spacers must be flesh tone.
- A student may not wear facial or oral jewelry of any kind.
- Loop/dangling earrings, bracelets, necklaces, wristwatches, and rings of any kind are prohibited.
- Students must be bare from elbow down, with exception of personal protective equipment, when working directly with clinical patients.
- Tattoos must be covered. Course and/or clinical faculty member will identify specific healthcare agency policies.

Nails
- Fingernails must be clean, groomed, and no longer than the ends of the fingertips.
- All fingernail polishes, artificial nails, acrylic overlays, nail tattoos, etc. are prohibited due to the related patient infection risk.
- If you were not born with it, it is artificial and therefore prohibited.

Miscellaneous

- Cell phones may only be used for academic purposes and will not be allowed unless on a break or at mealtime. Phones must be locked in lockers at the clinical facility.
- No perfume, cologne, or after-shave is to be worn in the classroom, clinical, or lab settings.
- Make-up must be discreet and of limited quantity.
- A student must be clean, neat, and free of odor, including cigarette smoke
- Use of clipboards/large notebooks may provide a means to spread organisms and should not be carried into the operating room. Only Small notepads that fit into your scrub pocket for note taking are appropriate.
- Smoking, use of smokeless tobacco, or alternative forms of "smoking" (i.e., electronic cigarette) is prohibited when in uniform. Any form of "smoking" is nationally prohibited within a healthcare agency.

<div align="center">

Recognition Ceremony and Graduation

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Recognition/Pinning Ceremony

The Surgical Technology Program at Reynolds Community College has determined this ceremony will be scheduled in December. Graduates are encouraged to return to participate in the official Commencement events the following Spring. Students must meet the following to participate in the Professional Recognition Pinning Ceremony and/or Commencement:

- Completed all program requirements with a grade of C or better
- File application for graduation with Central Records and Admissions by the College's deadline date
- Meet all graduation requirements
- Be in good standing with the Surgical Technology Program
- Follow the Dress Code for Pinning Ceremony
- Faculty has the discretion to deny student participation in the Pinning Ceremony, if a student is not following policies and procedures of the ST Program

Graduation

- Each student is responsible and accountable to meet all college expectations for graduation.
- Each student must complete an application for graduation as dictated by the college.
- A student who does not complete the applicable program coursework is ineligible for graduation from the Reynolds Community College AAS Surgical Technology Program.
- Each student is responsible to participate in the Graduate Follow up Survey six months after graduation.

Appendix A: Definition of Terms

Terms	Examples include but are not limited to:
Plagiarism is the representation of the words and/or ideas of another as one's own in any academic assignment	Stealing or downloading the entire text of a paper, cutting, and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material
Cheating is using or attempting to use unauthorized materials, information, or study aids in any graded assignment	Copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other cellular devices during exams or other assignments
Fabrication is the falsification of any information or citation in any academic assignment	Inventing sources, data, or citations for a paper or assignment.
Facilitation is knowingly aiding or abetting acts of academic dishonesty	Assisting others to cheat or plagiarize or participating in a conspiracy to cheat
Misrepresentation is engaging in acts of deception or forgery in an academic context	Misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level

Appendix B: Behaviors of Professionalism

The ability to demonstrate professionalism is part of the pursuit of becoming an excellent practitioner that displays compassion, empathy, and commitment regardless of their skill level. In addition, the exceptional surgical technology student is committed to personal growth and professional development throughout their education and career.

Professionalism in Surgical Technology

Professionalism for students in the field of surgical technology is a critical aspect of their education and training, forming the foundation for their future careers. As students, it is essential to approach the learning process with dedication, enthusiasm, and a commitment to excellence. This involves actively engaging in both theoretical and practical aspects of the curriculum, showing a keen interest in understanding the complexities of surgical procedures and the role of technology in modern medicine.

Maintaining a high standard of academic integrity and ethical conduct is crucial. This includes honesty in examinations, respect for instructors and peers, and adherence to the rules and regulations of the educational institution. Professionalism also means developing effective communication skills and the ability to work collaboratively in teams, as these are key components of successful surgical outcomes.

Students should also demonstrate a commitment to patient safety, understanding the importance of confidentiality, and showing empathy and respect towards patients, even in a learning environment. Time management and the ability to handle stress effectively are important skills, as they prepare students for the demanding and fast-paced nature of surgical settings. Professionalism includes a responsibility to oneself—maintaining personal health and well-being and pursuing continuous learning and self-improvement. This mindset not only benefits the student's educational journey but also sets the stage for a responsible, ethical, and patient-focused approach to their future role as surgical technologists.

Appendix C: Medical Release Form

Surgical Technology Return to Program Medical Release Form

Term/Year: _____

Student Name: _____ I.D. #: _____

Street Address: _____

Course: _____

Functional Skills Requirement

A student in the Surgical Technology Program must be able to demonstrate the following functional skills:

- Sufficient eyesight to observe the field, read medication labels, load and handle blades, suture and
- keep track of needles, manipulate equipment, etc.
- Satisfactory speaking skills to effectively communicate in English in a timely manner and to effectively interact with patients and healthcare team members
- Accurate writing skills. Correct spelling and grammar are mandatory
- Ability to read, understand, and implement written directions
- Sufficient bilateral finger and hand dexterity to manipulate equipment
- Sufficient strength and mobility to lift, stoop or bend.
- Satisfactory physical strength and endurance to stand for extended periods and to move immobile patients (70 pounds)
- Intellectual ability and emotional function to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks

This student able to meet the functional requirements listed above and to return to the clinical setting without restrictions.

Name (printed):
_____

Signature:
_____

Date: _____

Appendix D: Surgical Technology Skills/Lab Safety Rules

- No eating or drinking in the lab except for bottled water.
- All furniture and equipment should be used in the manner intended by the manufacturer.
- Horseplay or practical jokes cause accidents and, therefore, have no place in the laboratory.
- Always use proper body mechanics.
- Maintain a broad base of support by keeping the feet 6-8 inches apart.
- Use the stronger and larger muscles of your body, which are in the shoulders, upper arms, thighs, and hips.
- Bend from the hips and knees to get close to an object.
- Use the weight of the body to help push or pull an object.
- Whenever possible, push or pull rather than lift.
- Carry heavy objects close to the body.
- Avoid twisting the body as you work; turn feet and entire body and face the direction in which you are working.
- Avoid unnecessary bending and reaching and bending for prolonged periods of time.
- Get help from a co-worker to move heavy objects or patients when necessary.
- While collaborating with a partner in patient simulations, observe all safety precautions taught in caring for a patient.
- Do not operate or use any equipment until instructed how to use it.
- Report any injury to the instructor immediately.
- Know the location of and how to operate the fire alarm and the fire extinguishers; all exits must be marked clearly with exit signs.
- Wear closed toe flat shoes only
- If a latex allergy or betadine allergy exists or is expected, please notify your instructor ASAP.
- Identify all personal items with your name; keep all personal items in classroom
- All needles and sharps should be safety capped and disposed of in the red sharps containers; all syringe boxes, syringes and needles must remain in the lab.
- At the end of the lab, students and instructors should leave the lab area neat.
- All equipment should be put back in boxes and on the carts.
- Students will not be allowed in the lab without direct supervision by a faculty member.
- No lab equipment is to be removed from the lab without completion of the proper form.
- Cell phones must be turned off in the lab, unless prior permission to take photos of set-ups, instruments, etc.
- All other handheld technological devices are to be used only when instructed by the faculty member.

Appendix E: Clinical Policies

CLINICAL EXPERIENCE

- Room turnover is important. Students are expected to communicate location with designated preceptor/charge nurse before, during, and after each case to gain as much experience as possible and participate in all aspects of the case.
- Students should show consideration for all staff and personnel working in the clinical area. Always notify preceptor of your whereabouts. *Wait for cases in the assigned room,* staff will not hunt for you. Keep your voice low, conversation to a minimum, and always follow policy. Make sure RN and CST in the room knows your full name. Place name cards on computer screen first thing in the morning.
- Students cannot change own assignments. Instructor, Educator, or preceptor must approve any changes. Student remains in the instructor assigned room/cases unless there is a major change in the schedule. The student who fails to follow objectives and assignments will be subject to the disciplinary process. Students may not change room assignments or leave the assigned room prior to the designated release time unless approved by instructor.
- Students are expected to conduct themselves in a professional manner. Be on time – be in assigned room as close to 6:45 AM as possible. No profanity, conversation appropriate to circumstances, eating and drinking are limited to designated areas at affiliating health care facilities. No smoking at any time, or anywhere on the campus.
- Protective eyewear is required while in any operating room or, during any activity that may have splashes or possible spray of dangerous chemicals or biohazardous materials. EYEWARE IS MANDATORY. Personal eyeglasses are not considered PPE. Must wear approved eyewear.
- Breaks and lunch will be taken at the same time as your preceptor, or as instructed by your preceptor.
- Students are not permitted to be in any clinical area unless specifically assigned by faculty. Students are not permitted to leave the clinical site during a clinical assignment without notifying preceptor, instructor, and charge nurse.
- Any and all information related to patients, clinical sites and staff is to be kept strictly confidential. Thus, students are not permitted to Xerox any portion of patients' charts. Schedules must be left on site. A student violating this policy of confidentiality may be dismissed from the program.
- Students are required to undergo drug and alcohol screening as a condition of their clinical experience and must be prepared to comply with this requirement at any time during clinical per agency protocol at the student's expense.
- If clinical cases are not adequate at the scheduled clinical site, an alternative clinical assignment will be completed per directions of the instructor and/or as specified in the course syllabus.
- Students must follow parking policies at all clinical sites. When a student is on-site at a clinical facility in the student role, i.e.: to obtain pre-clinical assignments or to attend a scheduled clinical experience, he/she is expected to park in the clinical facilities' designated parking areas for students only. If you are an employee of a facility, you are not allowed to

park in the employee's parking area(s) when you are at the clinical site in the student role (exception: employees/students are to park in same area).

- <u>Faculty reserves the right to remove students from clinical or lab</u> for reasons such as unsafe preparation, illness, inappropriate behavior, insubordination, improper dress, or tardiness.
- <u>Student schedule</u>: Students may be scheduled for clinical rotations at different times and will be given a rotation schedule with sufficient notice. Review rotation schedule for any conflicts with known holidays or other concerns.
- <u>Students will establish an emergency contact person</u> and phone number (other than the college) for Day Care Staff, etc. to call if needed while you are at clinical. A current number must be always on record for emergencies for the school to contact you. (If you change numbers/phone/move, notify instructor of new address, email changes, or phone number.) Family should be given emergency contact information to reach Instructors at the college. The instructor will then contact the student. Family member should not go to or call the clinical site.