**AUGUSTA TECH**
**School of**
**Health Sciences**

# Surgical Technology Program
# Student Handbook

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**AUGUSTA TECH**

**School of
Health Sciences**

## Letter from the Director of Surgical Technology

I would like to welcome you to the Surgical Technology Program at Augusta Technical College. The purpose of our school is to provide theoretical instruction and practical application in job skill fundamentals and give meaning to education by relating training to the specific occupational goals of job placement or advancement in present employment.

As your instructor, I plan to guide and instruct you in attaining your goals of acquiring more knowledge, greater skills and becoming an asset to the Surgical Technology Profession. By working as a part of this instructor/student team, you will have the opportunity to enjoy and profit from your training here. It will not be an easy road; but we will travel this road together, learning every step of the way.

The purpose of this Student Handbook is to acquaint you with the policies and procedures of the Surgical Technology Program. Remember this document is in addition to the policies and procedures of Augusta Technical College. You must become thoroughly familiar with the contents of both documents as these policies and procedures will apply to you, not only as a beginning student but also throughout your entire period at Augusta Technical College.

You have now become part of a large job-training college with an average enrollment of over 3,000 students. My door is always open for questions and for someone with the desire for higher learning.

If you would like to know more about our prestigious profession, please go to www.ast.org or www.nbstsa.org

Sincerely,

*Coretta Gothie*

Coretta Gothie, BA, CST, CRCST
Department Head, Surgical Technology and Central Sterile Supply Processing

**Augusta Technical College**
**Telephone Directory**

*All numbers are (706) unless otherwise specified.*

Department

| | |
|---|---|
| General Information | 771-4000 |
| Admissions | 771-4028/4029 |
| Bookstore | 771-4119 |
| Business Office / Administrative Services | 771-4011 |
| Career Services | 771-4146 |
| Continuing Education | 771-4090 |
| Counseling Center | 771-4854 |
| Distance Education | 771-5700 |
| Financial Aid | 771-4149 |
| HOPE Info Line | 1-800-546-HOPE |
| Library | 771-4164/4165 |
| Allied Health Sciences and Nursing Office | 771-4175 |
| Surgical Technology Program Fax | 771-4181 |
| Surgical Technology Program Director | 771-4757 |
| Surgical Technology Clinical Coordinator | 771-4053 |
| Registrar | 771-5708/4038 |
| Student Accounts | 771-4030 |

## Program Description

The surgical technology program prepares students for employment in a variety of positions in the surgical field. The surgical technology program provides learning opportunities, which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive an Associates of Applied Science Degree in Surgical Technology and are qualified for employment as surgical technologists. Students must sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) as a requirement of graduation.

## College Accreditation

The Southern Association of Colleges and Schools Commission on Colleges is the Accrediting Body for Augusta Technical College. Augusta Technical College has been approved to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credits. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, http://www.sacscoc.org for questions about the accreditation of Augusta Technical College.

## Program Accreditation

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, Phone 727-210-2350, www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) located at 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone 303-694-9262, www.arcsta.org.

## National Technical Standards

The following technical standards were adopted from the Association of Surgical Technology website. To obtain the entire document go to http://www.ast.org/educators/documents/Physical_Disabilities.pdf.

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of surgical technology technical functions. Therefore, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the surgical environment and for the observation necessary for patient assessment and care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people using monitoring devices (e.g., cardiac monitors, biomedical equipment, fire alarms, etc.).

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning, and lifting patients required in meeting health needs related to surgical technology.

4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel; and

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

## Policy: Discrimination

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any workforce innovation and opportunity act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

- For information on Title IX, contacts:
    - Shannon Patterson, Title IX Coordinator, (Employees), Augusta Campus-Building 100, (706) 771-4013, sbently@augustatech.edu
    - Brenda Norman, Deputy Title IX Coordinator, Columbia County Center, and Thomson Campus Library-Room #121, (706) 595-0166, bnorman@augustatech.edu
    - Joan Teresa Evans, Deputy Title IX Coordinator, Burke Campus Library-Room #103, (706) 437-6806, tevans@augustatech.edu
    - Dr. Nichole H. Kennedy, Vice President for Student Affairs, Title IX/Equity Coordinator (students), Augusta Campus-Building 1300-Records/Career Services Office, (706) 771-4035, nichole.kennedy@augustatech.edu
- For information on ADA/504, contact Karissa D. Wright, ADA/504 Coordinator, (706) 771-4067, Augusta Campus Counseling Center-Building 1300, kdavis@augustatech.edu.

## Advising

An advisor, usually the Program Director after being accepted into the SURG courses, is available on an appointment basis or during advisement hours only. Your advisor will assist you, the student, in meeting preliminary requirements, following curriculum sequence, and in planning schedules.

## Address, Phone and Name Change

Changes are to be reported in writing to the admissions department and the director of the program as soon as possible. The program is not responsible for inability to contact the student where changes have not been reported.

The State of Georgia and the college asks each student, upon graduation, to leave an address through which the student can be reached for the next three years. This is to assist in getting statistical data, which influences funding.

## Retention

To foster retention advisors, student services, and tutoring services are available for any student. The student must initiate the request for tutoring. **Do not wait until you are in over your head; get help when you need it.**

**Financial Aid**

The office of Student Financial Aid provides information pertaining to grants, loans, and work-study programs to those students who otherwise would be unable to attend college. The amount and type of aid a student may receive depends on availability of funds and the student's established financial need.

**Job Placement**

Augusta Technical College Career Services, as well as the Surgical Technology program, will post job employment advertisements and resources to assist you in finding a job. Even with this assistance, you are not guaranteed a job upon graduation. If you are interested in assistance with job seeking skills, contact the college Career Services department.

**Student Files**

Files are kept in the Surgical Technology Office and the Admissions/Record Office.

Confidentiality is a must. Students will not be allowed to examine other students' files. Family members will not be allowed access to the student's files. Grades from the surgical technology program instructors **will not** be provided over the telephone or by email.

**College Mission Statement**

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary academic institution that builds a skilled workforce and economically stronger communities through high-quality, innovative, and affordable career-advancing credentials.

**Strategic Priorities**

1. **Student Success with an Equity Focus.** Enhance academic programming to be recognized at the regional, state, and national levels for excellence.
2. **Organizational Culture.** Build organizational excellence through the growth and development of faculty, staff, and students.
3. **Engaging Learning Environments.** Build and modernize campuses, facilities, gathering spaces, grounds, technology, and infrastructure.
4. **Institutional Storytelling.** Enhance institutional branding, messaging, and reputation via storytelling.
5. **Community Engagement.** Expand academic, community, and industry partnerships to support recruitment, development, and student placements.

**Program Mission Statement**

The mission of this program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This will provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team. This is accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, as stated above and (2) meeting or exceeding the criteria set forth in the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology*.

**Program Goals**

Upon program completion, the graduate will be able to:
1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
2. Demonstrate a safe and professional level of practice and knowledge in their role as a Surgical Technologist.
3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
4. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
5. Implement safe practice techniques in regard to perioperative routines, patient transportation, positioning, and emergency procedures.
6. Integrate principles of surgical asepsis as part of the perioperative experience.
7. Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
8. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
9. Value the professional attributes of the Surgical Technologist.

**Student Goals**

Upon successful program completion, the graduate will:
1. Successfully pass the National Certified Surgical Technology exam, and.
2. Apply the skills necessary for successful employment as entry-level surgical technologists, and.
3. Gain employment and have employers who will be satisfied with their technical and general employability skills, and.
4. Rate satisfaction with their education and training as satisfactory or very satisfactory.

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*Please Note:*
**Periodically, it is necessary to revise existing program policies, or publish new policies, in order to meet the needs of the sponsoring institution (Augusta Technical College), the clinical affiliates, or to meet AST, NBSTSA and/or ARCSTSA Accreditation Standards.**

**Students will be notified of any and all changes (verbally and in writing) prior to implementation. Revised (or new) policies will be discussed, and students will have an opportunity to ask questions for clarification. Each student will be responsible for adding these changes to the current student handbook.**

The Code of Ethics shall serve as a guide by which Certified Surgical Technologists and student technologist may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. This Code is intended to assist Certified Surgical Technologist and student technologist in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

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

The Surgical Technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

## Surgical Technology Program Sequence

**PRE-ADMISSIOM COURSES-** Effective, Fall Semester 2011 the Surgical Technology program will use a competitive progression process. Applicants for these programs will be admitted directly to their preferred program and a progression process will be used to determine the designated number of students who will progress to courses bearing the major prefixes (SURG). The number of instructors and available clinical sites will influence the number of students selected to progress.

Students will be ranked for progression during the summer term/semester and notified on or before July 15. Students who are not selected to progress should consider a program change or resubmit an Allied Health Science and Nursing "Request for Ranking" form by the designated deadline for the next progression term.

There will be no provisional admission to the programs with a competitive progression process. Students who do not achieve the minimum scores on the COMPASS, ASSET, or ACCUPLACER will be admitted to the Technical Specialist program to take learning support courses.

Students must complete the prerequisite courses listed below with a grade of a "C" or higher and have a minimum of a 2.75 grade point average on a 4.0 scale in those courses to be eligible for progression evaluation to courses with the SURG prefix. The ranking procedure for progression will be grade point average of the BIOL2113/L, BIOL2114/L and MATH1101 classes. In the event of a tie, we will look at overall grade point average and date of application respectively for tie breakers.

A student must receive a grade of "C" or less to retake a course for ranking purposes. If a student retakes a class for a higher grade the first grade and the retake grade(s) will be averaged to determine the grade used for ranking purposes. This policy also applies to students with a transfer grade of a 'C'. The transfer grade of a "C" and the retake grade will be averaged to determine the ranking grade.

A grade of "C" or higher is required for all courses listed in the curriculum outline.

A student who receives a grade of less than a "C" in two or more prerequisite courses, same or different prerequisite course, is not eligible for program progression/admission. This includes courses taken under any program of study at Augusta Technical College and/or transfer courses submitted on formal transcripts from any previous college attended. Unsuccessful course attempts that led to ineligibility for competitive progression evaluation will expire after five years.

A student who receives a grade of less than a "C" in one course with the SURG prefix will be suspended from the program for one semester and will be considered for reentry on a space available basis at the next time that course is offered. The student should submit a "Program Readmission Form" to the Director of Surgical Technology by midterm of the semester prior to student wishing to return. A student who receives a grade of less than a "C" in two courses with the SURG prefix, same or different SURG course, will not be permitted to reenter the program.

**Recommended Sequence for Prerequisite Courses – Year 1-Semester 1-Fall**

| Course Prefix and Number | Course Title | Credit Hours |
|---|---|---|
| ENGL1101 | Composition & Rhetoric | 3 |
| MATH1111 **or** 1101 | College Algebra **or** Math Modeling | 3 |
| PSYC1101 | Introductory Psychology | 3 |
| ALHS1090 | Medical Terminology | 2 |
| BIOL2113 | Anatomy & Physiology I | 3 |
| BIOL2113L | Anatomy & Physiology I Lab | 1 |
| | | **15** |

**Recommended Sequence for SURG Courses – Year 1-Semester 2-Spring**

| Course Prefix and Number | Course Title | Credit Hours |
|---|---|---|
| BIOL2114 | Anatomy & Physiology II | 3 |
| BIOL2114L | Anatomy & Physiology II Lab | 1 |
| BIOL2117 | Introductory Microbiology | 3 |
| BIOL2117L | Introductory Microbiology Lab | 1 |
| PSYC2103 | Human Development (Guided Elective) | 3 |
| **One of the following: | | |
| ARTS1101 | Art Appreciation | 3 |
| ENGL2110 | World Literature | 3 |
| ENGL2130 | American Literature | 3 |
| ENGL2310 | English Literature from the Beginnings to 1700's | 3 |
| HUMN1101 | Introduction to Humanities | 3 |
| MUSC1101 | Music Appreciation | 3 |
| THEA1101 | Theater Appreciation | 3 |
| | | **14** |

**Year 2-Semester 3-Fall**

| Course Prefix and Number | Course Title | Credit Hours |
|---|---|---|
| SURG1010 | Introduction to Surgical Technology | 8 |
| SURG1020 | Principles of Surgical Technology | 7 |
| SURG1080 | Surgical Microbiology | 2 |
| | | **17** |

**Year 2-Semester 4-Spring**

| Course Prefix and Number | Course Title | Credit Hours |
|---|---|---|
| SURG1100 | Surgical Pharmacology | 2 |
| SURG2030 | Surgical Procedures I | 4 |
| SURG2110 | Surgical Technology Clinical I | 3 |
| SURG2120 | Surgical Technology Clinical II | 3 |
| | | **12** |

**Year 2-Semester 5-Summer**

| Course Prefix and Number | Course Title | Credit Hours |
|---|---|---|
| SURG2040 | Surgical Procedures II | 4 |
| SURG2130 | Surgical Technology Clinical III | 3 |
| SURG2140 | Surgical Technology Clinical IV | 3 |
| SURG2240 | Seminar in Surgical Technology | 2 |
| | | **12** |

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: **70**

# Augusta Technical College
## Surgical Technology Program
## Approved Clinical Sites

1. Piedmont Augusta Hospital
   1350 Walton Way
   Augusta, GA 30901
   (706)-774-5895

2. Doctors' Hospital
   3657 Wheeler Road
   Augusta, GA 30909
   (706)-651-4520

3. Augusta University Medical Center
   1120 15th Street
   Augusta, GA 30904
   (706) 721-3341

4. Children's Hospital of Georgia at Augusta University Medical Center
   1446 Harper St
   Augusta, GA 30904
   (706) 721-4457/5336

5. Surgery Center of Columbia County
   4300 University Pkwy
   Evans, GA 30809
   (706) 854-3000

6. Piedmont Augusta Hospital – McDuffie County Campus
   2460 Washington Road
   Thomson, GA, 30824
   (706) 595-1411

7. Veterans Administration
   950 15th Street
   Augusta, GA 30901
   (706) 733-0188 ext. 2715

# Institutional And Academic Policies

## Policy: Re-admission Criteria

**Purpose:** The purpose of this policy is to outline the policy for re-admission into the Surgical Technology program if a student must leave the program for any reason.

**Readmission Requirements:** Students may be readmitted to the Surgical Technology Program ONLY ONE time, regardless of the reason for leaving. A college application must be submitted to the admissions department for re-entry into the college. A Surgical Technology Application for Re-admission must be completed and submitted to the program director prior to the application deadline for the year in which you wish to be re-admitted to the program. A student must re-enter the Surgical Technology program within two years of withdrawal to be considered for advanced placement within the program.

Surgical Technology courses taken two or more years prior to re-admission will have to be repeated. In cases of significant curriculum revision, courses taken less than two years prior to re-admission may have to be repeated. Students, who are re-admitted, no matter how long they were out, will be tested in the basic skills, up to the withdrawal point in the program, and must obtain 80% on the exam and/or competency lab test to ensure competency in didactic information and practical skills.

Applicants for re-admission will be accepted on a space available basis. If there are more students applying for readmission than available space, the following criteria will be used as a guide for re-admission in the following order:

1. Students who dropped due to medical problems (personal or family).
2. Students who dropped due to financial problems.
3. Students who dropped due to academic failure of a class.

Any student being re-admitted to the Surgical Technology Program must meet the following admission criteria:

- Health Form Checklist:
  - Must be completely redone if the student is out of the Program two or more semesters.
  - A PPD skin test must be done annually (chest films are good for two years).
- CPR Certification:
  - Certification is good for two calendar years. The student must maintain a current CPR certification while enrolled in the Surgical Technology Program.
  - If the current certification expires prior to the anticipated graduation date, the student will be required to complete a CPR re-certification course, at their own expense, while in the program.
  - Failure to maintain a current CPR certification will result in immediate withdrawal from all clinical courses and expulsion from the program.

- Background Checks and 10 Panel Drug Screen:
  - Must be performed again.

**Re-admission after withdrawal during the first semester in the program:**
Any student who initiated taking courses in the Surgical Technology Program but withdrew within the first semester of the Surgical Technology Program, will not be eligible for advanced placement. This student will need to apply to the program and will be considered for admission with the pool of "new" applicants. Re-admission is on a space available basis and is not guaranteed.

**Re-admission with unsatisfactory grades:**
Any student who leaves the program because of unsatisfactory grades has the option to apply to re-enter the program and repeat the unsatisfactorily completed course(s) if the student left the program within 1 year, if it has been longer than 1 year the student will need to repeat the entire program. These students will be accepted on a space available basis and are subject to the guidelines. Readmission options can only be used once.

| Policy: Professional Conduct |
| --- |

It is the policy of the surgical technology program to expect each student to conduct him/herself in an appropriate, professional manner **always**. Failure to do so will result in the appropriate disciplinary action including program suspension, and/or expulsion. The disciplinary action taken will be at the discretion of the program director and will reflect the inappropriate behavior displayed by the student (*see also the program Insubordination policy*).

Hospital policies, procedures, and rules are to be always followed while at each clinical facility. Any questions regarding these rules should be directed to the designated clinical coordinator, the program clinical coordinator, or program director for clarification.

**See also Disruptive Clinical Behavior Policy**

| Policy: Honor Code |
| --- |

It is my honor to be an Augusta Technical College student. I pledge to do honor to myself, my classmates, and the College by doing my best and by following the College Honor Code. I will not dishonor myself or the College by lying, cheating, plagiarizing/collusion, stealing, or doing harm to another person or property. I understand that following an honor code reflects my work ethic which is important to my success on the job and in life. I understand that if I am caught breaking the College Honor Code, I will be expelled from the class/college.

| Policy: Grievance |
| --- |

The sponsoring institution and faculty respect everyone's rights. It also recognizes that student dissatisfaction/disagreements may occur. As a result, an open-door policy in the form of the following procedure has been established. This due process procedure provides the student an opportunity, without fear of penalty, to request a formal review of dissatisfactions through discussions with the faculty and higher supervision when necessary.

**Procedure:**

If dissatisfaction occurs, the following steps must be utilized:

1. As a first step with any dissatisfaction, the student should discuss the issue with the appropriate faculty member **before** proceeding to step two.
2. If resolution to the issue cannot be obtained through discussion with the faculty member, the student should submit a typewritten request to the program director **within 5 days** of completion of step one. The program director will schedule a meeting with the student and appropriate faculty members within one week of receipt.
3. If the issue is not satisfactorily resolved by the Program Director, the student should submit a typewritten request **within 5 days** requesting a formal hearing before the dean. A written statement outlining the basis for the request must accompany the written request.
4. Upon receipt of the written request for redress, the program director will schedule a hearing before the dean within one week.
5. At the scheduled hearing, the student will be given an opportunity to present relevant information concerning the issue/problem as well as call witnesses if necessary.
6. The student will be informed by the program director, in writing, of the dean's decision within three (3) school days.
7. The student may accept the decision of the Dean or request an appeal to the Vice President of Academic Affairs. The student would need to forward a written request **within three school days** after receiving the decision from the Dean. A meeting will be scheduled with the Vice President of Academic Affairs within two weeks from receipt of the written request.
8. After meeting with the Vice President for Academic Affairs, if the issue is still not resolved to the student's satisfaction, the matter would then go through the institutional appeals process, as in the Augusta Technical College catalog (academic issues). For non-academic issues, the procedure is also outlined in the Augusta Technical College catalog.

## Policy: Academic Dishonesty

Each student is responsible for producing his or her own work for a class. Plagiarism/Collusion (or submitting the work of others without proper reference to the source) and cheating are grounds for immediate expulsion from the college and/or program.

**Procedure:**
1. Students displaying behaviors consistent with academic dishonesty will be immediately referred to the Student Disciplinary Officer for a full investigation. Any member of the Technical College Community may file a complaint with the college's Student Disciplinary Officer. The individual initiating the action must complete a Student Code of Conduct Complaint Form and forward it to the Student Disciplinary Officer and his/her designee.
2. Within five days business days after the complaint is filed the Student Disciplinary Officer shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed to discuss the incident and charges.
3. After this meeting, the Student Disciplinary Officer shall determine whether the student is guilty of the alleged conduct and whether this alleged conduct constitutes a violation of the Student Code of Conduct.
   a. If a student fails to appear at his/her scheduled meeting with the Student Disciplinary Officer, he/she will be considered guilty and appropriate action taken.

4. If the Student Disciplinary Officer determines that the student is guilty of a violation of the Student Code of Conduct, then he/she will impose one or more disciplinary sanctions. If the Student Disciplinary Officer determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct, then no disciplinary sanctions will be imposed against the student and the investigation will be closed.

**Definitions**:

For clarification, academic dishonesty shall be defined as:
1. Cheating on a test, quiz, examination, or other assignment.
2. Falsifying attendance records or clocking in or out for another student at a clinical site.
3. Passing information about a test, quiz, or examination to a student absent the day of the exam.
4. Plagiarism and/or collusion.
5. Removing any test materials from the school without the permission of the instructor or Program Director.

## Policy: Program Grading Scale

The Program of Surgical Technology utilizes the grading scale as outlined by Augusta Technical College for all didactic and clinical courses (SURG prefix):

**College Grading Scale**

| Course final average | Letter Grade: |
|---|---|
| 90 % - 100 % | A |
| 80 % - 89 % | B |
| 70 % - 79 % | C |
| 60 % - 69 % | D |
| Below 60 % | F |
| W | Signifies the student withdrew before midterm. |
| WP | Signifies the student withdrew after midterm with a passing grade. |
| WF | Signifies the student withdrew after midterm with a failing grade. "WF" carries a grade point average of "0." |

1. Grades will be issued at the completion of each semester.

2. Students **must** maintain a cumulative course numerical grade average of **70 % or higher** in all courses with the SURG, ENGL, MATH, ALHS, and PSYC prefixes, as calculated at the end of each semester, to advance in the Surgical Technology Program.

3. A student who fails to attain a final course average of 70%, and is removed from the Surgical Technology Program, may re-apply the following year when the same course is offered. Due to

limited class size and clinical availability, students who must repeat a course will be enrolled on a space available basis at the first feasible opportunity. **The student is not guaranteed** a slot in the next class and must **re-apply for program admission** according to established enrollment guidelines.

4. If a student successfully re-enrolls and fails to meet the course numerical grade average of 70% in a **second** SURG course, the student **will not** be considered eligible to re-apply for admission into the Surgical Technology Program.

5. If a student does not repeat a failed course **within a 24-month period**, the student will be required to repeat **all** SURG courses taken, pending selection by the Office of Admissions.

## Policy: Special Learning Needs

It is the student's responsibility to notify the course instructor, in private, if they are having trouble in learning the material assigned in class, has a need for non-standard note taking, test taking, or other course modifications. The instructor will work with students individually to help overcome any obstacles that may impede the learning process. Students should contact the Disability Coordinator for approval of accommodation.

## Policy: Work Ethics Program

The principal mission of Augusta Technical College is to provide students with the necessary skills to become successful employees in the career field of choice. To be successful in this pursuit, students must possess both strong occupational skills and excellent work habits. Augusta Technical College is committed to incorporating these excellent work habits into every facet of its educational programs. The following ten areas of work ethics traits and performance standards will be presented in class and should be exhibited by the student: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. In addition to the academic grade received in each course. Students will also receive a Work Ethics grade that will document his or her adherence to these ten performance measures.

## Policy: Graduate Warranty

The Technical College System of Georgia has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each program of study and allow Augusta Technical College to offer its business partners this guarantee:

**"If one of our graduates, who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Augusta Technical College will retrain that employee at no instructional cost to employee or employer."**

This guarantee applies to graduates who are employed in their fields of training. It is in effect for a period of two years after graduation and includes those graduates who have failed to pass a State of Georgia required licensing examination within two years after graduation.

To inquire or to file a claim under this warranty, the employer in conjunction with the graduate should contact the Vice President for Academic Affairs at (706) 771-4020 to discuss the need for retraining. A letter from the employer on company letterhead must be submitted to the Vice President for Academic

Affairs noting that the graduate is deficient in one or more areas as defined by the Technical College System of Georgia.

**Policy: Job Placement**

Augusta Technical College provides career placement assistance for graduates through a team effort built on the involvement of the faculty and coordinated through the Office of Career Placement. Students are encouraged to contact the Office of Career Placement at the beginning of their last semester of enrollment. The Director of Career Placement will assist the student in preparing an appropriate strategy for finding the type of position for which the student is trained.

**Policy: Program Attendance**

It is the student's responsibility to attend classes on a good-faith basis, which demonstrates the student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Refer to the course participation requirements and make-up policies provided below. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness. Students enrolled in an online course who fail to attend any proctored course event will receive an F for the course.

- **Attendance Policy for Surgical Technology Program:** It is essential that students of the Surgical Technology Program meet requirements and standards necessary for success in each course. As stated above, student attendance will be monitored for the entire semester and in such, there are no excused absences from any course(s). Any work missed because of absence will follow under the make-up policy of the program and the earned course final grade will decide your continuance in the program.

If a student is absent from class, it is **the student's responsibility** to obtain all class notes and assignments upon their return to class from their fellow classmates. Students absent from class will be held responsible for the materials missed.

All hours missed during clinical rotations must be made up to ensure equitable learning opportunities. All make-up time must be completed by the end of the current SURG clinical course *(see also incomplete clinical grade policy).* Clinical make-up hours will be scheduled **in advance** with the clinical site, program director and clinical coordinator and will depend on staffing patterns and available levels of supervision. The clinical coordinator must receive an approved "Request for Makeup" form **prior to** making up hours.

Each clinical site will have in place a system for recording daily student attendance, using a time clock.

In view of the intensive nature of the educational programs, it is necessary for every student to be **present and on time every day** for all classes as is required in the "world of work." Therefore, **there are no excused absences** from any course(s).

Augusta Technical College's policy on tardiness is three tardies equals one absence. Tardiness for didactic portions of your education is described as arriving after the roll has been called. Tardiness for clinical is described as arriving to clinical site after the morning staff meeting has started. The term "arriving" in the clinical setting means that you are ready for work, i.e. changed out of uniform into scrubs, have hair cover, shoe covers, etc. as needed to start your day. If you arrive at the clinical site

after the start of the morning meeting, you will be instructed that you are unable to stay for clinical and that day **will** count against you for that week and for the time missed in clinical.

## Policy: Emergency Closing

If Augusta Technical College has an emergency closing or calls off classes for any reason the following protocol will be strictly adhered to:

- If the student is not already in class or clinical, then they will not have to report to class or clinical. This time will not be held against the student, nor will it count for the student, as far as absences or for points in clinical.
- If the student is already attending class or clinical and classes are cancelled, the student *MUST* leave class or clinical and go home. The time that is missed will not be counted for or against the student in any way.
- When classes resume to their regular schedule, if the student believes that they cannot make it to class or to the clinical site due to road conditions or other situations, this will be counted as an absence and all deductions and rules applicable to attendance will be applicable to the student.

## Policy: Leave of Absence (LOA) Procedure

It is the policy of the college that there is no leave of absence (LOA). If you must leave for an extended period, it is suggested that you drop the program until you can return to finish.

## Policy: Graduation Requirements

In addition to the graduation requirements published in the Augusta Technical College catalog, the following are **program-specific graduation requirements**. The full Augusta Technical College catalog can be found at www.augustatech.edu.

**Program-Specific Graduation Requirements:**
For the program director to certify program completion for Surgical Technology eligibility purposes, each student must successfully complete <u>all</u> of the following:

- All required courses with a final average of **70 or higher** *(see grading scale policy)*
- A **minimum of 590** required clinical rotation hours (state requirements)
- A **minimum of 120 cases**. See Surgical Rotation Case Requirements and/or Program Director for more information regarding Case Requirements.
- Students must take the Certified Surgical Technologist exam with their graduating class.

**A detailed discussion of each item will be presented during Clinical Orientation.**

## Policy:  Course/Program Withdrawal

It is the student's responsibility to initiate an official withdrawal from any course utilizing the SmartWeb Banner Registration portal.

**Institution Policy: Sexual Harassment**

Our college is committed to fostering a safe, productive learning environment. Title IX and our college policy prohibits discrimination based on sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

Our college encourages anyone experiencing sexual misconduct to talk to someone about what happened, so he/she can get the support he/she needs, and our college can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about college policies and procedures, please contact our Title IX Coordinator(s), which can be found on our college's website.

Our college is legally obligated to investigate reports of sexual misconduct, and therefore the college cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

As an instructor, **I am also required by our college to report incidents of sexual misconduct and thus cannot guarantee confidentiality**. I must provide our Title IX coordinator(s) with relevant details such as the names of those involved in the incident.

**Policy: Classroom and Lab Accessibility**

Students will have access to classrooms and labs during the class hours indicated on the semester schedule of classes, unless otherwise noted by the instructor. If a student desires access to the classroom or lab outside of these hours, prior arrangements should be made with the course instructor.

It is the student's responsibility to notify the instructor if they are having trouble in learning the material assigned in this class. The instructor will work with students individually to help overcome any obstacles that may impede the learning process.

**Policy: Classroom and Lab Management Plan**

Many courses include hours designated as lab hours. During these hours, the student is expected to complete lab assignments as determined by the instructor. The instructor will monitor the lab, while providing directions and instruction.

While in the surgical technology lab area, students are expected to adhere to the following policies and procedures:
- No children are allowed in the lab area at any time.
- The student will not move any electrical equipment or connections. If a connection needs to be replaced or connected, it should be reported to the instructor.
- Each student is responsible for cleaning up the lab area after use.
- Students are allowed to attend lab sessions only during the designated lab time he/she is assigned. Lab groups will contain no more than 4 students at any given time.

**Policy: Cellular Telephones and Pagers**

Clinical Assignments:
**Cell phones are not allowed to be used in public at the clinical site.** The first infraction will result in dismissal from clinical for that day. The second infraction will result in a critical incident and the student will be referred to the Student Disciplinary Officer.

Classroom and Lab:
Cell phones are not allowed to be used during class at any time.
1. Cell phones will not ring or audibly vibrate during class.
2. Students will not answer or place a cell phone call or receive or send text messages during class.
3. Students will not exit the room during class to answer a cell phone call. You may make cell phone calls during your breaks only.
4. Students expecting a phone call that they must answer will remain outside the classroom until they have received and completed this expected call. What you miss from lecture is your responsibility. If this makes you late for class, you will be counted as tardy. Per student handbook, three tardies equal one absence.
5. Students will inform their family, friends, and other associates that in case of emergency they should call (706) 771-4175 and have the administrative assistant deliver the message to the student's instructor who will in turn give it to the student. This will avoid any infractions of cell phone guidelines above.

   **Cell Phone Policy during Exams (Unit or Final)**
   All above rules still apply but this one will be in addition:

6. All cell phones must be **off** during test/exam times. Any ring, vibration, etc., your test will immediately be turned in and you will receive a zero for that test. You will not be allowed to make up this test nor will you receive any credit for this test. This includes final exams, pop quizzes and/or unit exams.

**Policy: Jury Duty / Court Summons**

Students receiving a summons for Jury Duty, or a court appearance must provide the Program Director with appropriate notification **prior** to the date of appearance. The student must produce a copy of the summons to be excused for the time required. All work missed must be made up by the student immediately upon return.

**Procedure:**

1. Upon receipt of a summons for Jury Duty or court appearance, the student is required to immediately notify the Program Director. A copy of the summons will be made and maintained in the student's administrative file.

2. The Program Director and student will evaluate the lesson plans for the day (dates) the student is expected to be absent, and assignments will be made if applicable.

3. Upon return from Jury Duty or court appearance, the student is responsible for making up all missed assignments.

**Policy: Student Employment/Work Policy**

The Program recognizes the need for students to seek employment while enrolled. It is the recommendation of the program faculty that student employment does not exceed **twenty hours per week** to allow for sufficient study and class preparation time. It is also the policy of the program that a student cannot work third shift the night before a clinical day.

Employed students must accept responsibility for maintaining satisfactory attendance, academic and clinical performance while meeting established standards. **Employment is not to be used as an excuse for failure to meet expected standards of performance.**

*Student Work Policy – approved by the PAC in October 2013.*
*All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.*

**Policy: Insubordination / Inappropriate Behavior**

It is the policy of the Surgical Technology program to ensure the integrity of the learning environment and to take necessary action to make sure an appropriate environment conducive to learning is always maintained, with authority granted by the laws of the State of Georgia. Insubordinate and inappropriate behavior interferes with the daily operation of the program and adversely impacts the rights of other students by disrupting the learning process.

A student displaying inappropriate, disrespectful, or otherwise disruptive behavior will result in immediate referral to the Student Disciplinary Officer for appropriate action. Furthermore, the Augusta Technical College catalog outlines the appropriate "Student Code of Conduct". The full catalog may be obtained electronically on the school's website: www.augustatech.edu.

**Inappropriate behavior will not be tolerated, and appropriate action will be taken to ensure that an appropriate learning environment is maintained. See also Clinical Disruptive Behavior Policy.**

**Policy: Safety / Emergency Procedures:**

It is the policy of Augusta Technical College to maintain an aggressive safety program throughout all college departments to prevent personal injury and material damage. An effective safety program includes the dissemination of safety precautions that are known to be instrumental in preventing accidents, maintaining a safe working, and learning environment.

A copy of the Augusta Technical College Safety Manual is in the Surgical Technology Program lab. Students and faculty are expected to abide by these guidelines and to make suggestions and recommendations for improvement to the college's Health and Safety Committee.

**Policy: Drug and Alcohol Usage**

It is the policy of the Surgical Technology Program to observe a zero-tolerance policy relative to the use and/or possession of illicit drugs and alcohol. This policy will apply to all enrolled Surgical Technology students. Furthermore, it is the policy of the program to prohibit the unauthorized

possession or use of alcohol, controlled substances, or illegal drugs. Students are prohibited from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed healthcare provider. If a student is on prescribed drugs, they must have a statement from their physician stating they can perform all clinical/lab responsibilities.

Indicators for "reasonable suspicion" that a student may be under the influence of alcohol, unauthorized narcotics, or controlled substances or illegal drugs include (but are not limited to):
- Bizarre or unusual behavior
- Slurred speech, the smell of alcohol on the breath, irrational behavior
- Repeated mistakes or accidents not attributable to other factors
- Violation of safety rules / policies and procedures which potentially jeopardize the well being of patients, hospital employees, fellow students, and / or others.
- deteriorating clinical performance or attendance problems not attributable to other factors
- apparent physical state of intoxication or drug induced impairment of motor functions.

If it is determined that a drug or alcohol screen is necessary, the program director will:

1. Take the student to a quiet and private area and express concern that the student does not appear to be able to perform his/her duties at this time and that the student is suspected of being under the influence of some substance.

2. Depending on the student's condition, the presence of college/hospital security may be requested.

3. The student will be sent home after the program director has arranged transportation with the student's relatives, emergency contact individual or other responsible adult.

4. The program director will document the observed behavior, which will be maintained in the student's file.

5. A drug or alcohol screen will be required **within 24 hours at the student's expense**. **The burden of proof shall rest with the student.** If the student refuses to comply with the test within the 24-hour deadline or if the results are positive, unless the student can produce a medically acceptable prescription dated prior to the test, program expulsion will result. As with all disciplinary actions, the student has the right to appeal according to the published program due process policy.

**Title 20-1 of the Official Code of Georgia Annotated**: any *student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until later.*

**Definitions:**

Illicit drugs: any drug, medication or controlled substance not prescribed for the individual by a licensed healthcare practitioner. This definition is extended to include controlled substances, illegal drugs including, but not limited to, marijuana, methamphetamine, cocaine, and heroine.

| Policy: Communicable Diseases |
| --- |

A communicable disease policy is necessary to safeguard the health and safety of the student surgical technologist and patient alike. All students are required to report any communicable disease(s) contracted in or out of the hospital clinical site immediately to the Clinical Coordinator.

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Examples include but are not limited to influenza and conjunctivitis. Students with a suspected or confirmed communicable disease **will not be permitted to report to clinical sites or to class**, to ensure the health of others and compliance with infection control procedures. Upon confirmation, the student **will not** return until appropriate documentation clearing them is submitted. No exceptions to this policy will be made.

Prior to enrollment and participation in campus/clinical labs, students are required to submit completed medical examination forms. Academic advisors will distribute these forms. All required immunizations, including Hepatitis B, must be accompanied by documentation. Students who refuse to take the Hepatitis B vaccination series must sign a declination form and be aware that clinical practicum sites may refuse them an opportunity to gain clinical experience.

**For communicable disease exposure at clinical sites**
The student will complete an institutional incident report and forward it in accordance with clinical site policy. In addition, the clinical coordinator must be notified and complete an Augusta Technical College Incident Report. This incident report must be forwarded to the Program Director within 24 hours of the exposure.

The student must report to either their private physician (in which they will be responsible for the expenses), report to the program director for referral to the appropriate medical facility that Augusta Technical College is contracted with or clinical site emergency room (if life or limb is in danger) **the same day as the exposure** for evaluation and treatment (if necessary). Documentation of this visit must also be forwarded to the program director within 24 hours of exposure.

Payment for the medical attention received will be made from the student services accident insurance policy if the above procedure is followed. The premium for this policy is paid each semester as part of the "student services fee" at the time of registration.

The exposed student will be required to follow through on subsequent blood or medical treatment as deemed necessary by the healthcare provider. Documentation must be submitted to the program director. Failure of the student to follow through will release the school from liability.

**For communicable diseases acquired outside of school activities**
The student must submit documentation from their personal physician (or local health department) clearing them to return to didactic and clinical assignments. **The student** is responsible for all charges related to medical evaluation and treatment.

**Policy:  Late assignments**

The Surgical technology program expects each student to complete and submit all assignments by the date due, as found on the course syllabus/calendar. No late assignments will be accepted. **Assignments not completed and submitted by the due date will receive a score of "0".**

Extenuating circumstances will be handled on a case-by-case basis and will be at the discretion of the course instructor.

**Policy:  Calculators**

Calculators **may** be used during class work, tests, quizzes, and examinations. Cellular telephone calculators will not be permitted.

**Student Required Purchase List**

A student required purchase list will be given out during program orientation and must be followed. If there are any changes you will be notified verbally in the classroom. It is your responsibility to change the required purchase list in your possession.

# Clinical Policies

## Policy:  Student Work

**Purpose:** The purpose of this policy is to outline the restrictions that apply to compensation for work while students and faculty are utilizing the clinical sites for instructional objectives.

1.  The time spent in the clinical area is by design an instructional exercise to provide the students with learning experiences that will expand their surgical technology knowledge base.
2.  During the period of clinical instruction, the student/college faculty will not be used as a substitute for any staff member regardless of the urgency of the work conditions.
3.  Students who are paid employees of hospitals that are used as clinical sites will not be considered staff during their clinical rotations.
4.  Students will not receive any type of payment for any services rendered while in the clinical area receiving clinical instruction.
5.  Any faculty while serving in the capacity of clinical coordinator at any clinical site will not receive any type of payment for services rendered during the instructional day.
6.  Any breach of the above stated guidelines may result in immediate suspension for the students and termination for faculty members.

## Policy:  Requirements to Attend Clinical

Prior to students attending clinical students must satisfactorily complete all pre-requisite courses AND have on file prior to the hospital clinical experiences:

1.  Student liability insurance (Fee: $5 per semester)
2.  Physical exam documentation (no older than 3 months).
3.  Immunization record (including Hepatitis B vaccine documentation).
4.  You will be **required** to have a background check AND 10 panel drug screens with the company Pre-Check.  If the clinical facility finds your background check or drug screen unsatisfactory, you will be prohibited from participating in clinical activities and will be unable to complete the program.  Your instructor will give you the information on how to obtain this background check and drug screen.
5.  Current Health Insurance, documented by giving a copy of the Insurance Card to the Program Director for filing in student record.
6.  Current BCLS Healthcare Provider CPR card from the American Heart Association.
7.  Students Uniforms.

## Procedure:  Health/Drug Screening and Background Check

All students assigned clinical must have a Health Screening conducted prior to their entering the clinical assignment. This packet can be received by attending program orientation. All health screens will be reviewed for accuracy by the program director. If discrepancies are found the Health Screen will be returned to the student and the student will not be allowed to attend clinical until all discrepancies are fixed. If the days of clinical are missed all rules regarding missed clinical days will apply.

The hospitals associated with our clinical education program require background checks and drug screens on incoming students to ensure the safety of the patients treated by students in the program.

You will be required to order your background check and drug screen by the first day of the semester you are scheduled to start clinical so there is sufficient time for it to be reviewed by the hospital. A background check typically takes 7-10 normal business days to complete, and a drug screen typically takes 10-14 days to complete.

The background checks and drug screens are conducted by PreCheck, Inc., a firm specializing in background checks and drug screens for healthcare workers. Your instructor will give you the information on how to obtain this background check and drug screen.

The payment of **$95.50** can be made securely online with a credit or debit card. You can also pay by money order, but that **will delay processing your background check and drug screen** until the money order is received by mail at the PreCheck office. For your records, you will be provided a receipt and confirmation page of your background check and drug screen order placed through PreCheck, Inc.

## Policy: Hepatitis B Vaccination Policy

In accordance with the Technical College System of Georgia Blood Borne Pathogens Plan (created in 1993), all students enrolled in the clinical portion of the Surgical Technology Program must complete the Hepatitis B vaccination (HBV) series or sign a Technical College System of Georgia waiver. Students failing to comply with this requirement **will not be permitted** to continue with clinical rotation.

Students refusing the HBV series will be supplied with appropriate counseling prior to signing an official Technical College System of Georgia waiver. After signing the waiver, the student will release the sponsoring institution and clinical affiliates of liability for Hepatitis B exposure.

After signing a waiver, the student may decide to begin the HBV series at any point in the future. If this decision is made, the student will also be required to submit documentation after each dose is received.

## Policy: Criminal Convictions

Conviction of a felony or gross misdemeanor **may** prohibit employment in field and may make a student ineligible to take licensing/certification exam(s) required for the profession. A background check and drug screen are required by all agencies before a student attends a clinical practicum. For more information, contact the appropriate program advisor.

## Policy:  Liability Insurance

All Surgical Technology students are suggested to obtain professional liability insurance for coverage in the clinical education part of this program.

## Policy:  Cardiopulmonary Resuscitation Certification

All Surgical Technology students are required to obtain Cardiopulmonary Resuscitation Certification through the American Heart Association. It is the student's responsibility to provide the program director with a copy of an *American Heart Association BCLS for Healthcare Provider* CPR card. All students are required to maintain this certification throughout the program. If for any reason this certification lapses the student will be removed immediately from the clinical site until the certification is acquired.  All policies requiring Attendance will apply.

**Policy: Clinical Rotation Assignments**

To ensure that all clinical activities are educationally sound, and to ensure equitable learning opportunities, it is the policy of the surgical technology program to assign student rotations through clinical areas and facilities on a rotating basis.

A clinical rotation schedule will be distributed to each student and clinical coordinator for each facility prior to the commencement of clinical activities. Rotation schedules will define the start and end dates, facility, and specific areas for each rotation period. **Students are never to be utilized to supplement paid, technical staff. Students are responsible for all charges incurred during clinical rotations.**

In the event of decreased workload in the assigned area, a site clinical coordinator may reassign the student to another similar area to maximize clinical learning experiences. Furthermore, students are not permitted to "visit" in areas other than their assigned area.

**Procedure**:
1. The program director/clinical coordinator will prepare the clinical rotation schedule.
2. Schedules will be distributed to each student at the beginning of the clinical rotation.
3. Program officials and faculty will ensure distribution of schedules to facility supervisors and clinical coordinators.
4. No changes to the rotation schedule will be made.

**Policy: Clinical Make-Up Time (for missed clinical assignments)**

**Program Expectation:**

All student technology students are expected to maintain acceptable attendance patterns during scheduled clinical rotations. Students are required to attend all clinical assignments. All hours missed during clinical rotations must be made up prior to the end of the semester or the student will receive an "I" and will not be able to start the following semester. All make-up time must be completed by the end of the current semester.

❑ **Arranging make-up time:**

1. Clinical make-up time must be scheduled <u>in advance</u> with the program director, clinical coordinator, and clinical site. The student will complete and sign a "Clinical Make Up" form and submit it to the clinical coordinator <u>prior to</u> the makeup hours. Make-up time authorization will ultimately depend on staffing patterns and available levels of supervision. If makeup time is not arranged in advance, with approval by the clinical site **and** clinical coordinator, the time <u>will not be counted toward hours owed</u>.

2. A timecard must be turned in and signed by the student indicating the hours recorded are accurate. <u>Failure to do so will result in the hours not counting toward those owed.</u>

**Attendance policy exceptions:**

The following will be considered on a "case-by-case" basis and are at the discretion of the program director. Documentation will be requested to substantiate the following:

❑ Extreme personal hardship, including bereavement.

**Make-up Time Restrictions**
- **Lunch Breaks**: Students may not skip lunch breaks, continue to work, and count that time toward time owed (make-up)
- **Minimum Time Block**: Students will not make up time in shorter increments.
- **Holidays**: Due to the departmental reduction in staffing on holidays, and the available level of adequate supervision and school closure, no make-up time is permitted to be scheduled for any holidays and/or school closings.
- **Students employed by clinical affiliate sites**: It is the position of the program that students employed by the clinical facility will not act in the capacity of "student" while they are being compensated (on the clock). No time can be made up while the student is being paid for the hours. Furthermore, no case requirements can be completed while the student is being compensated for hospital work.

## Policy: Clocking in and out for clinical assignments

Each clinical affiliate site will have a method for tracking student attendance during regularly scheduled clinical rotation days. Facilities will have time clocks and students will be given timecards to punch in and out on.

Each student will only clock in and out for themselves. Any student caught signing or punching in or out for another student will immediately be referred to the Student Disciplinary Officer with the recommendation for immediate program expulsion.

At the start of each clinical day, students will clock in (only). Students will clock out and back in for lunch. At the completion of the clinical day, students will clock out. Any student caught clocking in and out simultaneously will be dismissed for falsification of time records.

It is the responsibility of the student to clock in at the start of each clinic day, out for lunch, in at the conclusion of lunch and out at the end of each clinic day.

**If a student fails to sign in and out, they will be counted as absent, no exception.**

## Policy: Lunch Breaks

**Purpose:**
To establish a meal period during regularly scheduled clinical rotation days.

**Definitions:**
A lunch break means a period during which the student is not in a patient care area and is relieved of all clinical and clerical responsibilities.

Students enrolled in the Surgical Technology Program will be allocated **30 minutes** regardless of how long the clinical site takes, for lunch each clinical day. The designated site clinical preceptor will schedule the actual meal period with consideration being given to the workload in the assigned area.

1. Designated clinical representatives in each area will assign lunch breaks. Lunch times may vary according to patient workload.

2. Students are expected to closely observe the time of their meal period in consideration of other students and staff technologists in their assigned area. Tardiness in returning from the meal period will result in disciplinary action.
3. If for extreme circumstances, you do not get lunch, you must have your mentor state that on your timecard and sign it for that day.

## Policy: Uniform Requirements, Grooming Standards and Uniform Restrictions

It is the policy of the surgical technology program that all student surgical technologists conform to uniform requirements at all times. The uniform requirements are as follows:

1. Uniform top and scrub pants/skirts in designated color. **Black** uniform shoes or **black** athletic shoes. Canvas shoes are not permitted. No open toe or backless shoes.
2. Socks or hose must be worn each day.
3. Clothing should fit properly. Clothing that is too tight or transparent is not acceptable and a student will be dismissed from clinical if caught in clothing that does not fit properly.
4. If a student wishes to wear an undershirt beneath the uniform top, it must be plain white in color with no writing or image printed on it.
5. The uniform shirt will be always tucked in while wearing uniform.
6. The school uniform must be clean and pressed.
7. A lab coat must be worn, and it must have a program patch sewn on the left shoulder.

**In addition, students will be required to adhere to the following dress code standards:**

- Hair must be clean, neat, and **off the collar**.
- Male students must be clean-shaven or maintain a well-groomed mustache or beard.
- Hands must be clean with nails trimmed (no longer than the tip of your finger). No nail polish or artificial nails permitted.
- Undergarments must be worn and should not be visible through the uniform.
- Conservative make up, no perfume or cologne, and no offensive odor. Students should eliminate offensive body odors by bathing and using deodorants.
- Oral hygiene, including brushing, flossing, and the use of mouthwash, is to be practiced.
- No earrings of any kind permitted.
- No studs or posts are to be worn on the tongue or worn where they are visible on the face or body while in the clinical area. This is the policy of many healthcare agencies due to infection control guidelines.
- Necklaces are not permitted while in clinical or uniform.
- Wedding and engagement rings may **not** be worn while in clinical. No jewelry is acceptable.

**Students not conforming to uniform requirements will be sent home and counted as absent for the clinical day. Subsequent occurrences may result in program expulsion, and/or a letter grade deduction for the clinical course for repeat offenses**. *(See also clinical make-up time & attendance policies).*

## Policy: HIPPA

Health Insurance Portability and Accountability Act of 1996 – Summary of Final Regulation

Introduction:

HIPPA is a federal law that requires special training for health occupations students on policies and procedures with respect to protected health information. It is important that you understand the concepts, especially as they apply to your position and responsibilities as a student.

The **Privacy Regulations** require clinical sites to create a fair set of practices that:
- Inform people about how their information is used and disclosed.
- Ensure that people have access to their own information.
- Maintain administrative and physical safeguard to protected health information (PHI)

It is important that you are mindful of these regulations, even if you do not routinely encounter protected health information as part of your job responsibilities.

**Protected health information (PHI)** is any information that relates to the past, present, or future physical or mental health condition of an individual.

HIPPA is the first federal law establishing privacy standards that define and limit the circumstances in which an individual's PHI may be used or disclosed by others. The law provides patients with more control over how their personal health information is used and disclosed.

Policies have been developed on the use and access to information you need to perform your job duties. The use of PHI should always be kept to what is relevant to the circumstances.
Breaches and Sanctions
HIPPA is a federal law and individuals are personally accountable for compliance. Violators will be subjected to sanctions and penalties including:
- Civil Liability
- Civil money penalties are $100.00 per violation, up to $25,000.00 per year.
- Criminal penalties for certain actions could include up to 10 years in jail.

Civil penalties are imposed for unintentional violations, which can be just sloppy private practices.

The Health and Human Service's Office for Civil Rights is charged with investigating and reviewing HIPAA Compliance. For further information, visit their website at www.hhs.gov/ocr/hippa.

## Policy: Disruptive Clinical Behavior

It is the policy of the Surgical Technology Program to ensure the integrity of the learning environment and to take necessary action to make sure an appropriate environment conducive to learning is always maintained, with authority granted by the laws of the State of Georgia. Behavior that either directly or indirectly impacts the smooth operation within a clinical department will not be tolerated.

Immediate referral to the Student Disciplinary Officer with a recommendation for program expulsion if:

1. A department requests that a student be removed for disruptive behavior. Or

2. A department requests that a student not return because of disruptive behavior. Or

3. A patient lodges a complaint against a student. Or

4. Grossly negligent behavior that, in any way, jeopardizes the safety/life of a patient. Or

5. A clinical site submits a request to discontinue their affiliation with the college as a direct result of a student's behavior. Or

6. Any other behaviors that adversely impact the day-to-day operation of a department, patient care, intimidate or harass another student, technologist, or department staff member. Or

7. A student has been removed from a clinical rotation due to lack of proficiency in performing required competencies/skills for clinical area after remediation has occurred from being removed from a previous clinical site (i.e. a clinical site asks that a student be removed due to a lack of proficiency, the student is remediated and then another site ask for the student to be removed due to a lack of proficiency).

An expelled student has the right to due process, as outlined in the program's Due Process Policy, which will also include a full investigation and hearing. In the event the expulsion is not upheld, the student will be required to make up any clinical hours missed during the expulsion in addition to all academic assignments.

Furthermore, the Augusta Technical College catalog outlines the appropriate "Student Code of Conduct." The full catalog may be viewed online at www.augustatech.edu.

Inappropriate behavior will not be tolerated, and appropriate action will be taken to ensure patient safety, the integrity of the program, and the preservation of clinical affiliation agreements.

## Policy: Leaving Assigned Clinical Rotation Areas

Students are not permitted to leave their assigned clinical area during a scheduled clinical day without the permission of the program director, clinical coordinator, and clinical preceptor. The designated preceptor will assign each student a lunch period according to the rotation area workload *(see Lunch Break policy)*.

If a student leaves an assigned area without the permission of the program director, clinical coordinator, and preceptor, disciplinary action will result including program expulsion.

Students are not to leave their clinical areas at the end of the day until all work in progress is completed including necessary clerical functions.

## Policy: Travel Requirements

Students will be expected to attend surgical rotation off campus to maximize educational opportunities. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete surgical rotation. Augusta Technical College and/or the Surgical Technology Program are not liable for any accidents during the off campus surgical rotation.

## Policy: Clinical Logs

It is the policy of the Surgical Technology Program to comply with all program accreditation requirements published by AST, the ARCSTSA and/or NBSTSA.

As one method for documenting compliance, students during clinical rotations will maintain clinical logs as a record of the volume and variety of procedures performed and to document that clinical activities are indeed educationally valid.

**Procedure:**

1. Clinical Logs are provided within the classroom and on the appropriate Learning Management System of the college.
2. The clinical logs must accompany each student during clinical rotation activities. **It is the student's responsibility to update these logs daily by documenting the procedures they have observed, assisted with, or performed.**
3. These clinical logs will be turned in on a weekly basis. Each student is responsible for making a copy of their records. These logs will be considered as a part of the student's permanent record and any falsification of these forms will result in immediate expulsion from the program with no opportunity for future enrollment into the program.

The clinical coordinator and clinical faculty members will inspect student clinical logs to ensure policy compliance. A documented verbal warning will be issued if the log is either left home, or not being updated as required for the first offense.

Failure to submit a completed clinical log by the end of the semester will result in the student receiving a grade of "F" for the course no matter what the numeric grade is. The student will not be allowed to continue in the program due to Accreditation Standards.

| Policy: Clinical Warnings (reprimands) |
| --- |

Each time a clinical policy is violated, the student will receive a documented verbal or formal written warning. Specific clinical policies have been outlined and described throughout the Student Handbook. Accompanying each policy is the penalty for violation. As with all disciplinary issues, the student may appeal in accordance with the program Due Process Policy. Clinical warnings (reprimands) will adversely impact the student's clinical grade.

**Procedure:**

1. If a clinical policy is violated, the student will either receive a written reprimand or other action (up to and including expulsion from the program) depending on the severity of the issue involved.

2. If the student receives two reprimands in the same semester, the final clinical grade will be reduced by one letter grade.

3. The student will be subject to program expulsion if a third reprimand is received.

The program director will be involved once the student receives a reprimand. A formal meeting will be held with the student and Clinical Coordinator to discuss the student's educational goals and the feasibility of continued program enrollment.

The site clinical coordinator will perform primary clinical supervision and policy adherence monitoring. The clinical coordinator will coordinate and oversee student supervision. Each site clinical coordinator has the authority to issue reprimands to students for violating clinical policies, in accordance with specific program policy governing the violation.

## Policy: Student Supervision

The clinical education portion of the curriculum consists of a structured, competency-based system interrelated with the didactic portion of the program. Through the interaction between students, the clinical coordinators and staff, and surgical patients, students have an opportunity to complete mandatory and elective competencies (as required by the ARCSTSA) and achieve the program's mission and goals.

The presence of students in the clinical areas is <u>not</u> intended to supplement or replace paid technical staff. Clinical education opportunities are provided under the supervision of qualified surgical technologists, clinical coordinators, clinical supervisors, and adjunct clinical faculty.

## Policy:  Incomplete clinical courses

Below, the Augusta Technical College policy regarding grades of "incomplete" for courses can be found. This policy can also be found in the College catalog:

> "I" Incomplete - assigned **_by special arrangement with the instructor_** to a student who has not completed all required course work by the end of the semester. This grade turns into an "F" if another grade is not assigned by midterm of the next semester."

Incomplete clinical courses continue to be an ongoing issue. On the first day of each semester a course syllabus is distributed to each student that outlines the <u>minimum</u> requirements for successful completion of the clinical course.  In addition, a specific number of clinical hours must be completed, as defined by the Technical College System of Georgia for each clinical course.

In accordance with the Augusta Technical College policy referenced above, an incomplete "I" grade will be assigned <u>only</u> in the event the student has made arrangements with the appropriate faculty member(s).  For clarification, the surgical technology program policy will require arrangements to be made with <u>both</u> the clinical coordinator <u>and</u> program director. Assignment of a grade of "I" will be at the discretion of the program director.

For the purposes of good record keeping, any student wishing to make special arrangements must request a formal meeting with the clinical coordinator and program director <u>in writing</u>.  Once the request is received, a meeting will be <u>scheduled</u> during which time all of the student's clinical records will be evaluated and a determination made if the student is genuinely able to benefit from continued enrollment in the program.

Students not requesting special arrangements **at least <u>three weeks</u> prior to the completion of a clinical course** will receive a grade of "**F**" in accordance with Augusta Technical College policy.

**<u>It is each student's responsibility</u>** to make up time missed and to have regular, acceptable levels of attendance.

**<u>It is the student's responsibility</u>** to complete clinical case logs at an appropriate rate. Failure to do so demonstrates a lack of clinical progress. If the student is experiencing difficulties with clinical performance, **<u>it is their responsibility</u>** to notify the clinical coordinator <u>and</u> the program director to arrange for remedial instruction.

If an "I" is granted, once the completed hours or competencies are completed, the clinical course grade will be reduced by one letter. Also, if an "I" is granted the student will not be allowed to enter the next semester until all previous requirements are fulfilled.   If they have not completed the previous

semester's requirements within seven days of the new semester they will be dismissed from the program and will have to re-apply for admission the following year.

**Policy:  Personal Medical Emergencies and Incomplete Course Work**

In the event a student experiences a significant personal medical emergency, which necessitates a brief interruption in attendance, a grade of "I" (incomplete) will be awarded for the course(s) if work is not made up by the end of the current semester. If an extended period off is necessary, the student will be encouraged to drop the program until they can return and complete the course. This policy should <u>not</u> be construed as a "blanket" policy, as each case will be considered individually and shall be managed at the discretion of the program director.

**<u>Procedure:</u>**

If a student experiences a significant medical emergency that necessitates a brief interruption in attendance, the following procedure should be followed:

1. The program director is to be notified as soon as possible of the nature of the emergency and the estimated length of recuperation specified by the student's physician.

2. Documentation will be requested from the student's physician outlining the date the student may return to class and clinical activities, with appropriate accommodation/duty restrictions if applicable.

3. If all clinical time missed is not made up by the end of the semester, a grade "I" will be submitted. In accordance with Augusta Technical College's policy regarding incomplete grades, the student will be required to complete any missed hours by mid-term of the following semester.

4. The student and clinical coordinator will develop a written schedule of make-up time upon return to clinical activities.

5. Failure to make up missed clinical hours by mid-term of the next semester will result in the "I" being converted to a final course grade of "F".

**Policy:  Program Definition of "Clinical Competence"/Clinical Competency Requirements**

In accordance with the ARC-STSA position regarding "clinical competence", the following guidelines are in place:

**Association of Surgical Technologists Clinical Guideline**

| Surgical Specialty | Total # of Cases Required | Minimum First Scrub Cases | Maximum Second Scrub Cases that can be Applied Towards 120 Cases |
|---|---|---|---|
| General Surgery | 30 | 20 | 10 |
| Surgical Specialties:<br>• Cardiothoracic<br>• ENT<br>• Eye<br>• GU<br>• Neuro<br>• Ob-Gyn<br>• Oral/Maxillofacial<br>• Orthopedics<br>• Peripheral Vascular<br>• Plastics<br>• Procurement/Transplant | 90 | 60 | 30 |
| Diagnostic Endoscopy:<br>• Bronchoscopy<br>• Colonoscopy<br>• Cystoscopy<br>• EGD<br>• ERCP<br>• Esophagoscopy<br>• Laryngoscopy<br>• Panendoscopy<br>• Sinoscopy<br>• Ureteroscopy | Not Mandatory | Not Mandatory | 10 Diagnostic Endoscopy Cases may be applied toward the second scrub cases. |
| Labor & Delivery | Not Mandatory | Not Mandatory | 5 Vaginal Delivery cases may be applied toward the second scrub cases. |
| **Totals** | **120** | **80** | **40** |

Notes:
1. Observation cases **must be documented**, but do not count towards the 120 minimum required cases.

2. Counting Cases:
    a. Cases will be counted according to surgical specialty. Examples below:
        i. A trauma patient requires a Splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the Splenectomy is general surgery and repair of Lefort I is oral-maxillofacial surgical specialty.
        ii. Patient requires a breast biopsy followed immediately by a mastectomy. It is one pathology, breast cancer, and the specialty are general surgery; therefore,

it is counted and documented as one procedure – one case.

## DEFINITION OF CLINICAL CASE ROLES

*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 field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform 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 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.

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**Policy: Pregnancy and Voluntary Disclosure**

**Purpose:**
To provide the pregnant Surgical Technology student with necessary protection in accordance with all standards and regulations while assuring the performing assigned clinical tasks throughout the pregnancy.

**Policy:**
It is the policy of the Surgical Technology program to comply with all federal and state regulations regarding disclosure of pregnancy by student surgical technologist and to protect the unborn child from harm including but not limited to radiation exposure.

If a female student becomes pregnant (or suspects she may be pregnant), it is **recommended** that she notify the program director immediately in writing. Disclosure of pregnancy status is **voluntary**. Every effort will be made to protect the health of the student and developing fetus.

**Procedure:**

1. If the student chooses to disclose the pregnancy, the notification must be <u>in writing</u> and will include the estimated date of conception and projected due date (a form is attached for convenience purposes).

2. The program director will immediately notify the OR supervisor to coordinate a safe environment for the developing fetus relative to the student's clinical activities. At no time will a pregnant student be permitted to perform clinical activities deemed unsuitable by her physician. The determination of her ability to engage in didactic and clinical education will be determined by her physician. Input from the program director, clinical coordinator, and OR supervisor should also be considered.

3. Following written documentation from her physician that she is permitted to continue clinical activities, the student will meet with the program director and clinical coordinator to discuss educational options. Each pregnant student will be managed on a case-by-case basis. Options include, but are not limited to, the following:

   a. Continuation in both the didactic and clinical portions of the program without altering clinical rotation schedules.

   b. Program officials will closely monitor both student and fetal exposures. Any radiation exposure shown on monitoring reports will result in a conference between the student, program director, and clinical coordinator to re-evaluate continuation with clinical activities relative to the risk of radiation exposure.

4. Following delivery, the student will be assigned to missed clinical areas to ensure completion of all necessary competency evaluations and equitable learning opportunities.

**Additional Guidelines will be followed:**

- During all x-ray exposures, the pregnant student must remain behind fixed protective barriers or outside of the Operating Room.

- No declared pregnant student surgical technologist will be terminated from the program or forced to take a leave of absence (unless specifically ordered to do so by her physician).

- The ultimate decision on what educational option to be taken will be made by the student and will depend primarily on physician recommendation, remaining length of the pregnancy, remaining program length, and input from the program director and clinical coordinator.

- **The Obstetrician's recommendations will be followed in all cases.**

- Time missed from the program must be made up in terms of clinical hours before certification of graduation will be awarded. Make-up hours will be completed in the specific rotation area(s) missed *(see clinical make-up policy).*

5. Upon completion of a leave of absence, the student will be allowed to resume her studies without prejudice. Regardless of the educational option the student chooses, all academic and clinical standards must be met; including attendance requirements *(see also attendance policy).*

6. Any declared pregnant student may "undeclare" her pregnancy at any time.  In order to "undeclare" pregnancy, the student must submit a written statement to the program director *(a form is attached for convenience).*

**Program Responsibilities:**

1. The program shall coordinate a safe working environment for the pregnant student.

2. The OR Supervisor shall be advised of any declared pregnant student.

3. The program director and/or clinical coordinator shall review with the student:

   ❑ The nature of potential radiation exposure and injury associated with *in utero* exposure.

   ❑ The required measures to be taken throughout the term of the pregnancy.

**Student Responsibilities:**

1. Strictly adhere to all safety precautions for protection purposes. Any breach of these policies will be met with corrective action.

2. Continue in designated enrollment status (pending physician approval) performing normal duties. Using established protective measures, the student should be able to perform normal duties throughout the pregnancy without fear.

3. Immediately report to the program director and/or clinical coordinator when the pregnant student feels that she is working in an unsafe area or under conditions that may be detrimental to herself or the unborn child.

**Policy: Telephone Calls**

No personal calls will be made or received in the clinical areas by students. All personal telephone calls must be made during the students' lunch break.  The school office will relay telephone messages of an emergency nature to instructors who will then notify the student. Disciplinary action for policy violation includes program suspension and program expulsion for repeat offenses.

**Policy: Allied Health Sciences & Nursing Clinical Guidelines**

**Student Uniform:**

The individual program uniform should be worn with pride and professionalism. It identifies the wearer as a student in the Surgical Technology program from Augusta Technical College. The following policies are in addition to the program policies already mentioned. If there is a difference within the policies, the most stringent policy will be adhered to. The following policies must be adhered to:

1. The Augusta Tech student's name must be always visible. The name pin should be worn when you are in hospital scrubs unless otherwise directed by the clinical site.

2. The student should arrive early at the scheduled clinical facility in a clean, well-pressed uniform.

3. No printed under-garments or "String bikinis."  There will be a **"Uniform Inspection"** prior to you attending clinical. If you fail this, you will be required to purchase new uniforms.

4.  Females: Only white/black hosiery with no design, runs, or holes, should be worn. Support stockings are recommended. Knee-high stockings or plain socks are allowed under pants.

    Males: should also wear plain white or black socks.

5.  Shoes must be black in color and be kept clean and polished. Shoestrings should be clean or replaced as needed.

6.  Hair must be clean, neat, and styled to give a professional image. It must be off the collar. Minimal hairpins, barrettes, etc. should be used. Buns, braids, and secure ponytails work best for long hair.

7.  No perfume, perfumed lotion or cologne can be worn. Effective deodorants are **mandatory** to assure no body odors are present. The student must also practice excellent oral hygiene and exhibit a clean, healthy mouth with no hint of halitosis. Gum chewing is not permitted at any time during clinical rotations. Breath mints should be kept discreetly. Visible "passion marks" or "hickies" are prohibited. If you are seen with one, you will be dismissed from clinical until this "mark" is no longer visible.

8.  Make-up should not be excessive.

9.  There should be no electronics (i.e. I-pods, beepers, or cell phones) in the clinical area. Interruptions from such devices can cause a disturbance during procedures/treatments or they may interfere with the functioning of some medical equipment. Please advise your family members to call the Allied Health Administrative assistant at 706-771-4175 for emergencies during clinical rotations.

10. Proper tools must be brought to the clinical area: black ink pen, Surgical Pocket Guide, notepad, Daily Surgical Log. It is recommended to carry a small coin purse (instead of a pocketbook/purse) that would fit in the uniform pocket for incidentals and for safekeeping purposes.

11. When visiting the clinical facilities for workshops or orientations, students should present themselves in school uniforms.

"Less is best" to achieve a professional image. Your uniform does not need enhancement with accessories. Wear it with pride and remember you represent your school, your profession, and each other.

**Conduct While In Clinical:**
Students will obey the rules and regulations of the clinical facility where they are assigned. A review of hospital policy will be provided during orientation. Familiarity with hospital safety and emergency codes and infection control practices will be followed by all students for each facility.

Students should arrive at the assigned clinical facility at least 15 minutes early. Any tardiness or absence should be reported to the clinical area and to the instructor. You should also plan to eat something prior to arriving at your clinical site to prevent nausea or dizziness.

Students are not allowed in the clinical area unless assigned. Visiting classmates should be limited to after clinical hours—not during the course of the day.  Also, visitors picking you up from the clinical should meet you in the lobby. They are not allowed in the clinical area.

If a student should experience an exposure to blood or airborne pathogens, please refer to the Bloodborne Policy within this handbook.

Obtain and obey all parking regulations for students at clinical facilities.

If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area. A meeting will be set up the next day with the clinical coordinator and Dean. If you are asked to be removed from two clinical sites, you will be expelled from the program.

Students will not be allowed in clinical without required health forms being complete. Students who are pregnant must have a signed physician's statement regarding their ability to function in class and clinical activities.

Any hours missed from clinical will be made up according to the policies of the program area and at the discretion of your clinical coordinator. All clinical days missed for <u>whatever reason</u> must be made up prior to the next semester to stay on the SURG path. Punctuality is a requirement. Any student arriving late, more than 15 minutes late, will be sent home. Leaving the clinical site early, more than 15 minutes, will be counted as a missed day. The missed day must be made up prior to the next semester at the convenience of the instructor.

It is not recommended that you leave the clinical for lunch.  Most areas do not allow enough time to leave and return you your area with being late. You may bring your lunch or eat in the hospital cafeteria.

Smoking is not allowed in any clinical facility. **<u>Do not ask to take a smoke break. Do this only at lunch or if a regular break is scheduled.</u>** Most areas do not have regular breaks other than lunch.

Workplace interaction will be reflected in work ethics grade and clinical evaluation.

# Health and Safety

**Policy: Clinical Area Responsibilities**

Students are required to maintain a clean environment in their assigned clinical area. This will also include stocking of rooms with supplies and replenishment of the room linen. The supervising technologist and/or designated facility clinical coordinator will assign specific duties to student techs relative to maintaining adequately stocked and clean operating rooms.

**Under no circumstances will a student eat or drink in patient areas. Doing so violates OSHA Blood-borne Pathogens policy.** Food and beverage consumption must be done only in designated areas within the hospital. Each clinical coordinator will inform students of the designated area.

**Policy:  Student Injury During Clinical Assignments**

In the event a student is injured while performing the tasks associated with a clinical assignment, the student/clinical staff should:

Life/Limb Threatening - If a major incident (bleeding or unconscious) has occurred the clinical site will immediately transport the student to the emergency department for assessment and initial treatment. They will also notify the program director or clinical coordinator. **The student must be evaluated the same day as the injury. It is the student's responsibility to comply with follow-up care and treatment. Failure to do so will release the college, program, and clinical facility from liability.**

Non-Life/Limb Threatening or Blood/Airborne Exposure – If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical coordinator immediately. You will be instructed to go to Augusta Technical College Surgical Technology Program Directors office to fill out paperwork and then be sent to the appropriate medical facility for blood testing and/or other medical care as needed. This follows the Augusta Tech Exposure Control Plan protocol. The program director will call the appropriate facility to ensure you are given a prompt appointment. Upon arriving, identify yourself as an Augusta Tech student. Fees for services provided here should be covered by the student accident insurance policy. If another facility is used, the student will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy.

**Accident forms must completed out and turned in to the business office at Augusta Technical College within 24 hours.**

The injured student **will not** be permitted to return to program activities until cleared (in writing) by a licensed physician. All time missed from clinical rotation and course work must be made up in accordance with current program policies.

## Policy: Hospital Equipment & Supplies

Hospital equipment and supplies are to be used only for the purpose intended. Students are not permitted to remove any hospital equipment or supplies from the hospital premises. Students in violation of this policy are subject to immediate expulsion from the program.

Hospital equipment and supplies should be cleaned and returned to the proper location following completion of each surgical procedure.

## Helpful Internet Websites

| | |
|---|---|
| www.augustatech.edu | Augusta Technical College |
| www.google.com | Google |
| www.yahoo.com | Yahoo |
| www.orlive.com | Live Surgeries |
| www.osap.org/resources/cdcwb | Office Safety and Asepsis |
| http://cdc.gov/wonder | Center for Disease Control |
| www.ast.org | Association of Surgical Technology |
| www.arcstsa.org | Accreditation Review Council on ST & SA |
| www.caahep.org | CAAHEP |
| www.nbstsa.org | NBSTSA |
| www.myhspa.org | Central Sterile Processing |
| www.SynthesSimulation.com | Synthes Instrumentation |
| www.Jnjgate.com | Ethicon |
| www.webMD.com | Pharmacy Search Engine |
| www.edheads.org | Practice Surgeries |

# Program Forms

**AUGUSTA TECH**
# School of
# Health Sciences

Surgical Technology Program
**Student Voluntary Pregnancy Declaration Form**

Student name: _____ Date of declaration: _____

In accordance with current State regulations, I _____ wish to voluntarily declare that I am pregnant.

- ❑ My estimated date of conception was: _____

- ❑ Me estimated expected due date is: _____

In making this declaration, I wish to be afforded the protection that is specified under this regulation. I am also aware of the Surgical Technology program's policy on pregnancy and will abide by all rules and regulations presented in this policy.

Student signature: _____

Student ID number: _____

Acknowledgement of Receipt of Declaration:

_____       _____
Program Director signature:                                                   date of receipt:

_____       _____
Clinical Coordinator signature:                                               date of receipt:

Note: the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.

**AUGUSTA TECH**
**School of**
**Health Sciences**

Surgical Technology Program
**Withdrawal of Declaration of Pregnancy**

I, _____, wish to withdraw my declaration of pregnancy. If pregnant, but formally withdrawing declaration of pregnancy, I hereby release Augusta Technical College, the Surgical Technology program, and any clinical facility of any responsibility for embryo/fetal demise.

_____        _____
Student signature:                                                                    date:

Acknowledgement of Receipt of Withdrawal of Pregnancy Declaration:

_____        _____
Program Director signature:                                                      date of receipt:

_____        _____
Clinical Coordinator signature:                                                 date of receipt:

I, _____, witnessed the above signatures being affixed to this document.

_____        _____
Witness Signature                                                                    Date

Note:  the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.

# AUGUSTA TECH
## School of Health Sciences

### Surgical Technology Program
### **Application for Re-Admission**

Name _____
                 (Last)                         (First)            (Middle)

Address _____

              _____

              _____

Student ID# 900_____    Telephone _____

Email _____

Date of Withdrawal:  Semester _____  Year _____

Desired Reentry:  Semester _____  Year _____

Reason for Withdrawing:

    □ Academic Failure                        □ Medical

    □ Financial                                 □ Other (explain)

_____

_____

_____

_____

I certify that all information on this application is correct.

_____
             (Signature)                                     (Date)

Complete and return to the Program Director of the Surgical Technology Program in Bldg 900, Room 913.

Augusta Technical College is an Equal Access/Equal Opportunity/Affirmative Action Institution.
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

For Administrative Use Only:
    □ Accepted for Re-admission for _____ Semester
    □ Not Accepted

Program Director _____ Date _____

**AUGUSTA TECH**
## School of
## Health Sciences

Surgical Technology Program
**Clinical Make up Form**

Student name: _____ Student ID Number: _____

Student address: _____ Student Telephone: _____

I request to make up clinical on the following days/dates:

Date: _____   Day: _____

Date: _____   Day: _____

Date: _____   Day: _____

Date: _____   Day: _____

Student signature: _____

| | |
|---|---|
| ❑ Approved<br><br>❑ Not Approved | Clinical Site Manager |
| ❑ Approved<br><br>❑ Not Approved | Program Director |

Note:  The student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.

**AUGUSTA TECH**
# School of
# Health Sciences

Augusta Technical College
**Surgical Technology Student Handbook Acknowledgement Form**

I, _____ acknowledge by signing this sheet that:
<span style="font-size:small">Print Name</span>

1. I have read and understood the Surgical Technology Student Handbook.
2. I have been given the opportunity to ask questions pertaining to the student handbook and these questions were answered to my satisfaction.
3. I will abide by the policies contained in the student handbook and understand that all policies and procedures will be enforced at any time that they are not followed.
4. I understand and will abide by the Student Work Policy. I understand that I cannot receive any compensation for the clinical experience.
5. I understand that before I attend clinical, I will have to get a background check and a 10-panel drug screen.
6. I acknowledge that I have read the National Technical Standards contained in the handbook and I certify that I am able to meet all the standards with or without accommodation.


Signed this _____ day of _____ , 20 _____.


_____
Student Signature

**AUGUSTA TECH**
**School of
Health Sciences**

**Surgical Technology**

**New Student/Emergency Information Form**

*Print the following information legibly.*

Name: _____

           (Last)                (First)          (MI)       (Prefer to be called)

Student ID#: 900-_____

Mailing Address: _____

_____

  (City)                   (State)          (Zip code)

 Phone: _____

Email Address: _____

*In case of emergency:*

Hospital Preference: _____

Primary Care Physician: _____

*The following emergency contacts must be able to make decisions if you are incapacitated.*

Emergency Contact #1: _____

                (Full Name)       (Contact Number)      (Relationship)

Emergency Contact #2: _____

                (Full Name)       (Contact Number)      (Relationship)