Division of Nursing and Allied Health

Associate of Science in Surgical Technology

Program
Policies, Procedures, and Guidelines

2020-2021

Imagine What You Can Do !

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ACCREDITATION STATUS

Baton Rouge Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council for Education in Surgical Technology and Surgical Assisting (www.arcstsa.org). If you have concerns regarding the surgical technology program accreditation, you may contact CAAHEP at 25400 U.S. Highway 19 North Suite 158, Clearwater, FL 33763 (727-210-2350) and/or ARC/STSA at 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120 (303-694-9262)

FACULTY OFFICE HOURS

Office hours are posted on each instructor's door for each semester. Although the faculty members have an open door policy when in their offices, student-faculty conferences should be scheduled by appointment.

INTRODUCTION

Welcome to the Associate of Science in Surgical Technology Program, which is designed to prepare surgical technologist students for the area health care community. The Surgical Technology faculty is prepared to help you assimilate the information that you will receive and to guide your incorporation of the sciences and humanities into your learning experiences. Your selection into this program will allow you to participate in three semesters of education and training designed to prepare you to function as a competent and confident surgical technologist. You are encouraged to bring your best study habits into the program, along with a desire to use all the resources that are available.

This handbook has been compiled to provide you with an overview of the program, its policies, procedures and guidelines. It is intended to supplement *Baton Rouge Community College Catalog* and the *BRCC Student Handbook*. Read this manual carefully and keep it for a reference. Please contact a faculty member with concerns not addressed in the catalog or handbooks.

COLLEGE MISSION STATEMENT

The mission of Baton Rouge Community College is to identify and meet the educational and workforce needs of the community through innovative, accessible, and dynamic programs.

SURGICAL TECHNOLOGY PROGRAM MISSION

The mission of Baton Rouge Community College's Surgical Technology Program is to offer a high quality, affordable, selective admission program which offers a collegiate surgical technology curriculum to prepare surgical technologist students for a diverse healthcare community. The Surgical Technology Program encourages lifelong learning and promotes the continuance of education at a four-year institution.

PURPOSE

The program promotes an integrated learning experience in the theory and clinical practice of surgical technology that will enable the students to provide the high standard of care consistent with the mission and values of Baton Rouge Community College.

PHILOSOPHY

Baton Rouge Community College Associate of Science Degree in Surgical Technology Program is committed to safe, competent, and ethical care for the surgical patient. The program is dedicated to promoting the growth and development of individuals who seek realization of their potential through education in surgical technology. It provides opportunities and the environment for engaged student learning in the cognitive, psychomotor, and affective domains. A broad base of general knowledge combined with clinical experiences facilitates student achievement of academic excellence and clinical competence. The holistic approach to education supports the Baton Rouge Community College Values and encourages lifelong learning.

STUDENT HONOR CODE

The Associate of Science in Surgical Technology Program at Baton Rouge Community College embraces the idea that honor is an intangible quality which, if it pervades all phases of academic life, tends to foster a spirit of dignity and personal integrity. Upon enrolling in the surgical technology program, students become part of the surgical technology honor system. Realizing that honor must be cultivated, its success depends upon the combined and cooperative efforts of the program's administration, faculty, and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the "Student Code of Conduct" published in the BRCC *Student Handbook*. As responsible members of the surgical technology community, each of us freely accepts and proudly endorses this, our code of honor.

STUDENT HONOR STATEMENT

"I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him/her immediately to the instructor and/or the appropriate division director"

Surgical Technology Student Code of Ethical and Professional Conduct

The Code of Professional Ethics of the Association of Surgical Technologists provides guidelines for the professional behavior of the surgical technologist. Students are expected to learn and practice these behaviors in all academic activities. These behaviors are inherent in the Core Performance Standards for the Surgical Technology Program and in all the Surgical Technology clinical course objectives. The demonstration of professional behaviors is included in the evaluation process required for progression in the Surgical Technology Program.

In the conduct of their learning activities the surgical technology students shall be bound by the following ethical and professional principles:

1. The student shall demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its practitioners.

2. The student shall actively maintain and continually improve his/her competence and represent it accurately.

3. The student shall perform only those procedures or functions in which she/he is individually competent and which are within the scope of accepted and responsible practice.

4. The student shall respect and protect the legal and personal rights of patients, including the right to informed consent and refusal of treatment.

5. The student shall divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty or required by law.

6. The student shall provide care without discrimination of any basis, with respect for the rights and dignity of all individuals.

7. The student shall promote disease prevention and wellness.

8. The student shall refuse to participate in illegal or unethical acts and refuse to conceal illegal, unethical or incompetent acts of others.

9. The student shall seek guidance from the instructor before participating in research at the clinical site (experimental implants, procedures, instrumentation, medications).

10. The student shall refrain from indiscriminate and unnecessary use of resources, both economic and natural, in her/his practice.

Surgical Technology (Associate of Science in Surgical Technology)

The Associate of Science in Surgical Technology (ASST) is a five semester, 69 credit-hour program which provides students with the necessary knowledge, skills, values, and competencies for a career in surgical technology. The curriculum is based on the Core Curriculum for Surgical Technology published by the Association of Surgical Technologists (AST). Graduates will receive an Associate of Science in Surgical Technology and will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination in Surgical Technology.

A selective admissions process is used to admit students to the program*: meeting the minimum requirements listed here does not guarantee admission.*

Admission Criteria

1. Applicants must have a high school diploma or GED and be admitted to BRCC (Enrollment Services Office)

2. Applicants must have a minimum cumulative GPA of 2.0 and GPA of at least 2.5 with a grade of "C" or better in the following 30 credit hours required for admission to the Surgical Technology Program

   Prerequisite Courses:

Course No.	Course Title	Credit Hours
ENGL 1013	English Composition I	3
ENGL 1023	English Composition II	3
MATH 1113 OR 1213/110	College Algebra	3
BIOL 2214	Human Anatomy and Physiology I	4
BIOL 2224	Human Anatomy and Physiology II	4
BIOL 2104	General Microbiology	4
HLSC 1012	Introduction to Health Professions	2
HLSC 1103	Medical Terminology	3
SURT 1023	Surgical Technology Fundamentals	3
SURT 1021	Skills Lab I Surgical Technology	1
		30

3. Successful completion of Surgical Technology Fundamentals Course (SURT 1023) and Surgical Technology Skills Lab I (SURT 1021) is required for all students applying to the Surgical Technology Program at BRCC and is one of the criteria used for admission into the program. The Surgical Technology Fundamentals course and Skills Lab is used to assess each student's basic skills and predict his or her success in the program.

   a. SURT 1023 and SURT 1021 are offered each spring semester.

b. If not admitted during the initial application period, a student will be allowed to (but is not required to) retake the SURT 1023 and 1021 courses during the following year. The most recent final grade will be used for admissions.

4. Additional priority is given to students who have completed all prerequisite coursework at BRCC and to those transfer students who have already completed advanced degrees from regionally accredited institutions.

5. **Health and Safety Requirements:** If accepted, students will receive additional instructions regarding program requirement that include but are not limited to: submission of a health history and physical examination, TB skin test, various immunizations, titers, a urine drug screen, and CPR certification. A positive urine drug screen or any attempt to tamper with the specimen may disqualify an applicant and/or result in dismissal from the surgical technology program. Costs for all requirements are borne by the student.

6. **Criminal Background Check:** Applicants to the Surgical Technology Program must submit a criminal background check, with all costs incurred by the student. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may not be allowed to complete the practicum component of the program.

Non-Discrimination

It is the policy of Baton Rouge Community College not to discriminate on the basis of age, sex, race, color, religion, national origin or disability in its educational programs, activities or employment policies.

Application Process

The application for admission to the AS in Surgical Technology Program is available on the BRCC website once a year, during the spring semester for admission to the summer semester. Deadlines and detailed instructions for completing the admission application are included in the application packet. Students may apply for admission to the Surgical Technology Program while completing the required prerequisite classes during the spring semester; final acceptance will be determined at the end of the semester. Priority is given to applicants who have completed the prerequisite courses at a level which indicates potential for success in the program and who demonstrated understanding of the demands of the profession based on the criteria above.

PROGRAM OBJECTIVES

Upon successful completion of this course the student will be able to:

1. Display civic-minded values, acknowledging the dignity, equality and the value of every individual in order to practice ethically and legally in the role of the surgical technologist.

2. Demonstrate behavior that reflects integrity, supports objectivity and promotes trust in the profession and its practitioners.

3. Apply intercultural, diversity and developmental concepts in the delivery of perioperative patient care as the surgical technologist.

4. Integrate knowledge from biological and psychological sciences with concepts of surgical technology to perform the role of the surgical technologist.

5. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor and affective learning domains.

6. Communicate appropriately and interact effectively with patients, members of the surgical team, and the community with sensitivity and appreciation for individual differences.

7. Display responsible habits which lead to life-long professional and personal growth.

PROGRAM GOALS

1. Incorporate civic values of service, dignity, equality and value for every individual appropriate to Surgical Technology education.

2. Promote academic excellence in the Surgical Technology Program.

3. Promote continuation of professional and personal growth through further education and the pursuit of life-long learning.

4. Provide a student-centered academic environment that promotes a holistic approach to student growth and development.

5. Maintain Surgical Technology Program compliance with regard to accreditation, diversity, student qualifications, retention, and recruitment.

6. Meet community needs for surgical technologists in the surgical setting.

7. Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

8. Optimize resources of the Surgical Technology program.

9. Maintain program currency with the constantly changing and increasing technology in the surgical environment.

SURGICAL TECHNOLOGY PROGRAM CURRICULUM PLAN

The program curriculum is currently designed to sequence courses that focus the general education related to the practice of Surgical Technology on the foundation of basic arts and sciences. The curriculum is designed as a 1+1 curriculum with modifications, in that curriculum courses are divided into 31 credit hours in general education courses and 38 credit hours of courses in the program clinical sequence. There are two introductory level courses designated SURT (program curriculum) which are offered prior to enrollment in the program. The curriculum contains a total of 69 credit hours, which can be sequenced for completion within 5 semesters, including one summer.

The student is required to take courses that provide the foundation of basic science theory, understanding human behavior, basic communication skills and basic math skills. These courses include English Composition, College Algebra, Medical Terminology, Psychology, Ethics, Anatomy and Physiology lecture and laboratory courses, and Microbiology lecture and laboratory courses. Included in the pre-requisite course list are two additional courses, SURT 1023 and SURT 1021, a lecture and laboratory combination of Surgical Technology Fundamentals. These are the foundation for courses in the Surgical Technology Program.

During the first semester of enrollment in the program, students complete SURT 1103 (Surgical Procedures I), SURT 1113 (Surgical Procedures II), and SURT 1122 (Surgical Procedures Lab). SURT 1103 and SURT 1113, taught in sequence, build on concepts taught in the fundamentals course, SURT 1023 and focus on surgical procedures and modalities specific to most surgical specialties. In the lab course, SURT 1122, students' progress from learning surgical procedure instruments, supplies, and preoperative preparation in SURT 1021 to more advanced surgical procedure preparation and intraoperative techniques which include draping the patient, establishing the sterile field around the patient, handing sterile instruments and supplies appropriately to the surgeon, and performing closing counts and postoperative procedures.

During the second semester of enrollment, students take Surgical Procedures III, SURT 2103, a didactic course that concentrates on orthopedic, neurological, and cardiothoracic surgical procedures. In the first clinical course, SURT 2207, students rotate to surgical suites in area facilities and perform preoperative, intraoperative, and postoperative skills and techniques while participating in surgical procedures with the surgical team. They are under the direct supervision of a staff surgical technologist and registered nurse. This course provides for three (3) clinical days of seven (7) hours each.

The last semester, which consists of one clinical course, SURT 2259, concentrates on participation in more complex surgical procedures and on student demonstration of independent performance during surgical procedures. Students attend clinical rotations four (4) days per week for seven (7) hours per day.

For both clinical courses, the students prepare preoperative and postoperative reports for each assigned surgical procedure and complete a log of all procedures in each surgical specialty with their level of performance based on preceptor evaluations. These records are maintained for annual reporting to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. Students are evaluated weekly by an instructor.

Students graduate from the program at the completion of the third semester with the basic theoretical framework and laboratory and clinical experience that are considered entry-level for a practitioner in any clinical setting. They will sit for the National Certification Exam for Surgical Technology, which is currently not required for practice in the state of Louisiana, but is strongly recommended by the area facilities.

COURSE DESCRIPTIONS

The Surgical Technology Program Curriculum consists of three semesters with the following courses:

SUMMER

Course: SURT 1103
Course Description: Surgical Procedures I
Introduces routines needed to assist in basic surgical procedures for general, gynecologic, and genitourinary specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Course: SURT 1113
Course Description: Surgical Procedures II
Introduces routines needed to assist in surgical procedures for peripheral vascular, plastic/oral, ophthalmic and otolaryngological surgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Course: SURT 1122
Course Description: Skills Lab II, Surgical Technology
Provides fundamental concepts and skills related to surgical case management for the preoperative, intraoperative, and postoperative phases of surgery. Hands-on skills will be practiced in a simulation lab setting.

FALL
Course: SURT 2103
Course Description: Surgical Procedures III
Introduces routines needed to assist in common surgical procedures in cardiothoracic, orthopedic and neurosurgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Course: SURT 2207
Course Description: Surgical Procedures Practicum I
Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on increasing skills, independence and confidence in the first and second scrub role position for various surgical specialties. Clinical sessions take place in hospital surgical departments under the direct supervision of a BRCC faculty member. Students are required to complete a minimum of sixty (60) surgical cases in various surgical specialties in the first scrub and second scrub roles.

SPRING
Course: SURT 2259
Course Description: Surgical Procedures Practicum II
Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on validating competency in knowledge and skills of surgical technology for various surgical specialties. Clinical sessions take place in hospital and ambulatory surgical departments under the direct supervision of a BRCC faculty member or approved preceptor. Students are required to complete a minimum of eighty (80) surgical cases in various surgical specialties in the first scrub and second scrub roles. At the end of the semester, the student will sit for the National Board of Surgical Technology and Surgical Assisting certification exam.

CLINICAL CASE REQUIREMENTS

1. The minimum total number of cases the student must complete is 140.

2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.

3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed among a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.

4. The surgical technology program is required to verify through the surgical rotation documentation of the students' progression in the First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.

5. 10 Diagnostic endoscopic cases and 5 vaginal delivery cases may be counted towards the maximum number of Second Scrub Role cases if needed.

6. Observation cases must be **documented**, but do not count towards the 120 required cases.

7. **Counting Cases**

   a. Cases will be counted according to surgical specialty.

   b. Examples are provided in the clinical courses syllabi, 2207 and 2259.

ADMISSION AND PROGRESSION
CORE PERFORMANCE STANDARDS

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Physical ability sufficient to move from room to room, maneuver in small places, and physical health stamina needed to carry out surgical technology procedures; ability to stand for a prolonged period of time	• Move around in operating rooms, work spaces, and treatment areas • Administer CPR • Lift, move, position, and transport patients without causing harm, undue pain and/or discomfort to the patient or one's self • Transport and reach mobile equipment in a timely and safe manner
Sensory	Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (near and at a distance) in the classroom, skills lab and clinical setting	• Hear and see monitor alarms, emergency signals, ausculatory sounds, requests for assistance • Hear and understand patient and other healthcare providers • Observe conditions in operating rooms • Observe patient responses • Perform blood pressure, pulse, temperature, and respiration checks and other functions related to therapeutic intervention , e.g. insertion of urinary catheters
Health	Absence of blood borne infections	Students must be able to participate in exposure-prone procedures without risk of transmission of blood borne diseases to patients, operating room staff, or peers. • See CDC Guidelines and Louisiana Department of Health and Hospitals Board of Nursing Chapter 40.
Cognitive	Recall of previous learned material Comprehension of written and verbal information Application of learned materials in classroom, skills lab, and clinical settings. Ability to organize and synthesize facts and concepts	• Participate in discussion in the classroom, skills lab, and in the clinical setting with instructors, OR staff, and surgeons • Acquire information developed through classroom instruction and application in the laboratory setting • Complete reading assignments, research, and evaluate literature • Complete written assignments and maintain written records • Complete computer based assignments • Complete assessment examinations
Psychomotor skills	Gross and fine motor abilities sufficient to function as a member of the surgical team	• Calibrate, use and manipulate instruments and equipment in a timely fashion • Position patients

| Affective | In order to be successful in the Surgical Technology Program, a student must possess and exhibit the following affective behaviors:

1. Understanding and display of Civic-Minded Values

2. Dedication and Commitment to Learning and Continuing Education

3. Exhibition of a Surgical Conscience

4. Effective Communication Skills in written, verbal, and non-verbal forms using the English Language

5. Teamwork / Interpersonal Skills

6. Effective use of time and resources

7. Accept, apply and provide constructive feedback

8. Professionalism and a strong work ethic

9. Demonstration of Accountability and Responsibility in all actions, successes and mistakes

10. Organization and Prioritization Skills

11. Sufficient powers of intellect to acquire and apply information and solve problems through critical thinking.

12. Adequate emotional stability to manage stress and maintain professional demeanor in all situations | 1. Put others before yourself, recognize that all creation is deserving of your compassion and respect, be the calming presence for others, listen and display empathy. Acknowledge that all we have is a gift to share with others. Strive for equality and fairness with special concern for those most in need.

2. Show interest in surgical care, demonstrate self-direction, respect efforts of faculty and surgical team supporting educational opportunities, and contribute own ideas.

3. Puts the patients' needs first. Displays integrity by adhering to the highest levels of sterile technique within the sterile environment and ensuring others do as well.

4. Communicate appropriately and effectively with patients, members of the surgical team and the community.

5. Exhibits respect and pleasant demeanor, collaborates with surgical team to accomplish goals and assignments, provides necessary feedback. Acceptance of non-threatening close physical contact with instructors, peers, surgical team members and patients during lab and clinical practice.

6. Focuses on task at hand without dwelling on past, on time for all scheduled classes, labs and clinical rotations, plans ahead

7. Accepts and uses feedback for self-improvement; provides constructive feedback appropriately.

8. Projects a professional image, adheres to dress code, exhibits position of emotional and intellectual maturity

9. Accepts responsibility and does not blame others for mistakes

10. Keeps written records, assignments and work area neat and is able to assess and make decisions based on principles of priority

11. Identifies problems, describes known solutions and implement solutions

12. Accepts changes in schedule, maintains positive attitude and tolerates inconsistencies. |

PROGRESSION POLICY

The Surgical Technology faculty is committed to providing an enriched environment for the education of students in accordance with the tradition of excellence established by the College, and with standards set by the profession, and in support of the health care needs of the community. The curriculum is designed to reflect current surgical technology practices, the mission and values of the Division of Nursing and Allied Health, and the Statement of Philosophy of the Surgical Technology Program. In order to comply with those standards, the Progression Policy of the Surgical Technology Program has been established.

To progress in the Surgical Technology Program, the student must meet all academic and behavioral criteria listed in the BRCC Student Handbook each semester.

The student progresses in the Surgical Technology Program provided mastery of knowledge and skills is demonstrated in theory and clinical skills required for each course. Courses within the program are designed to build upon previous knowledge as identified in the curriculum plan. In order to achieve progression status, the following criteria must be achieved and maintained:

- A minimum cumulative grade point average of 2.5 in all college courses in the Surgical Technology curriculum

- A minimum grade of "C" in each of the Surgical Technology courses (SURT 1103, 1113, 1122, 2103, 2207, and 2259)

- Completion of all Surgical Technology courses in sequence with continuous enrollment

- Compliance with academic and behavioral criteria outlined in the BRCC Student Handbook

- Compliance with Surgical Technology Program attendance, classroom, skills lab, and clinical site policies

- Demonstration of professional behaviors consistent with those identified in the Core Performance Standards and the Surgical Technology Student Code of Ethical and Professional Conduct

- Program health requirements related to hepatitis vaccine series, annual tuberculin skin test, and random drug screens

- Criminal Background Check which meets criteria for participating in clinical practicum at area healthcare facilities.

- Current certification in CPR for Health Professionals.

NON-PROGRESSION POLICY

Failure to meet and maintain the following criteria will result in non-progression status:

- A minimum cumulative grade point average of 2.5 in all college courses in the Surgical Technology curriculum

- A minimum grade of "C" in each of the Surgical Technology courses (SURT 1103, 1113, 1122, 2103, 2207, and 2259)

- Completion of all Surgical Technology courses in sequence with continuous enrollment

- Compliance with academic and behavioral criteria outlined in the BRCC Student Handbook

- Compliance with Surgical Technology Program attendance, classroom, skills lab, and clinical site policies

- Demonstration of professional behaviors consistent with those identified in the Core Performance Standards and the Surgical Technology Student Code of Ethical and Professional Conduct

- Program health requirements related to hepatitis vaccine series, annual tuberculin skin test, and random drug screens

- Criminal Background Check which meets criteria for participating in clinical practicum at area healthcare facilities

- Current certification in CPR for Health Professionals

- Unsatisfactory behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the clinical education facility

Unsatisfactory behaviors include, but are not limited to:

1. Failure to adhere to the Code of Conduct described in the BRCC College Student Services Handbook.

2. Prohibited Behaviors as described in the BRCC Student Handbook, examples of these include:

   - Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in the College- related affairs.

   - Any form of verbal or physical abuse of any member or visitor of the College community, or conduct which threatens or endangers the health or safety of any such person.

   - Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property; or where the offense occurred on College owned or College controlled property or at College-sponsored or College supervised activities.

3. Failure to demonstrate the behaviors identified in the Core Performance Standards for the Surgical Technology Program and the Surgical Technology Student Code of Ethical and Professional Conduct.

4. Failure to maintain proof of current health and CPR requirements.

5. Failure to follow Surgical Technology Program attendance, classroom, skills Lab, and clinical site policies.

6. Failure to maintain satisfactory and harmonious working relationships with the public, staff, patients, and fellow students.

7. Insubordination to clinical or academic instructors.

8. Any action that intimidates, humiliates, or demeans persons or groups or that undermines their security or self-esteem.

9. Possession of a test or part of a test and any communication regarding test questions or content to other students in the program.

Program Probation

A student may be placed on probation for either academic or non-academic reasons. The student may progress in the program, but will be given a designated period of time, not to exceed one semester, during which evidence of remediation must be documented. A student may not be placed on program probation more than one time. A student is placed on program probation:

- Students placed on program probation for non-academic reasons are ineligible for end of year awards.

- For any unsatisfactory behavior. When an unsatisfactory behavior is identified, the student will be counseled by the instructor. An Unsatisfactory Behavior form will be completed with a plan for remediation, signed by the instructor, student and program director, and placed in the student record file.

- Upon enrollment to a Surgical Technology course following program suspension

Program Suspension

A student may be suspended from progression in the Surgical Technology Program for either academic or non-academic reasons. The student may re-apply for enrollment in the program at the point at which the curriculum progression can commence, following a minimum of one semester absence from the program. Upon return to the program sequence, the student will be placed on academic probation. The student will also be required to demonstrate competency in previously learned clinical skills before being allowed to participate in the clinical education courses.

- A student is placed on program suspension when he/she fails to make a grade of "C" or better in one course in the technical sequence of the curriculum plan, and the course is not offered in the subsequent semester. Upon successful completion of the course, the student may continue in the curriculum sequence.

- A student is placed on program suspension when he/she fails to attend 80% of classes (excused or unexcused) before the course withdrawal deadline and is required to resign from the course.
- A student is placed on program suspension when he/she exhibits documented unsatisfactory behavior that has not been remediated.

In the event of personal or medical crisis, a student may voluntarily request suspension of progression in the program. The request must be submitted in writing to the program director for consideration. All students must submit an application for re-admittance to the program following suspension and must enroll in the next available course in the curriculum. Re-admission to the program is not guaranteed, and is subject to review by the Admissions Committee and clinical site availability.

Withdrawal and Dismissal Policy

A student may be dismissed from the Surgical Technology Program for either academic or non-academic reasons, which include:

- Failure to pass two Surgical Technology courses in the curriculum plan sequence, or failure of a repeated course in the curriculum plan sequence
- Academic dishonesty
- Failure of continued remediation to affect undesirable student behaviors
- First offense of an unsatisfactory behavior, based upon the intent and severity of the incident
- Behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the clinical education facility

Readmission Policy

1. Students who withdraw or fail a surgical technology course will not be automatically accepted into the next class. Students who wish to return will be considered based upon available faculty resources, the number of available seats in the course and the academic standing of the student.

2. The student should submit an "Intent to Return to Surgical Technology Courses" form to the Program Director. Submission of the form does not guarantee automatic re-entry into the program. This form is available from the Surgical Technology Program Director.

A student who has been dismissed from the program may not be re-admitted to the program at a later date.

PROGRAM POLICIES

DRESS CODE FOR CLASSROOM AND SKILLS LAB

The guiding norms for campus dress are neatness, cleanliness, and good taste. Students are to be attired in appropriate street clothes at all times in the classrooms and college offices. Dresses, walking shorts, slacks, and neat jeans are acceptable. **Short shorts and tank shirts are not to be worn by male or female students.** Bare midriffs, exposed undergarments, and **observable body piercings are also unacceptable**.

For SURT 1103, 1113, & 1122 students must follow the Clinical Dress Code.

FOOD AND DRINKS

No food or drinks, except for capped bottled water, will be allowed in the classroom.

CONFIDENTIALITY POLICY

The professional relationship guarantees each patient and student the right to privacy and confidentiality regarding his/her personal information. Students are required to maintain confidentiality of **all** information related to patient or clinical site activity. Failure to comply with this policy will result in immediate disciplinary action for the student and potential dismissal from the Surgical Technology Program.

Examples of breach of confidentiality include, but are not limited to the following:

- Discussion of personal or medical information related to any patient or clinical activity in public areas where that information may be overheard.

- Discussion with non-clinical or unauthorized persons (including other students) information regarding patient treatment, status, or participation in clinical activities.

- Discussion of the patient in a disrespectful manner.

- Repetition of personal patient information not pertinent to his/her medical status or treatment.

Students must comply with each clinical facility's HIPAA (Health Information and Portability and Accountability Act) policies and campus FERPA (Family Educational Rights and Privacy Act), which are federally mandated, addressing confidentiality issues.

ATTENDANCE POLICIES

Attendance is mandatory. Regular attendance in the classroom, skills lab, and clinical sites provide the student with the opportunity and environment to develop and practice necessary cognitive, psychomotor and affective skills required for course completion. Students are advised to take advantage of every learning opportunity. Reliability is one of the top work ethics most valued by employers and is required for success in the Surgical Technology Program. Students are expected to attend all scheduled sessions and be prepared for the prompt beginning of class, lab, or clinic. A student who does not attend class for any reason receives a zero (0) for class participation on that day.

Students are responsible for all the course information, materials, skills lab modules, assignments, and announcements made during all classes. Any work missed due to failure to attend class or leaving early may not be made up.

Lack of attendance whether due to injury, illness, or other reason, will be interpreted as a lack of interest in the course.   It is understood that emergencies and illnesses do occur, so each student will be given Personal Time Off (PTO) days to help ease the burden. The following policy on (PTO) days and attendance are listed below:

Students are allowed five **(5) PTO days** to be used throughout the duration of the Surgical Technology Program.

An **absence** occurs when a student misses more than three hours of class within a normal class or clinical session.   **Each absence** is considered one **occurrence**.

A **tardy arrival**, **early departure** or other session interruption is considered a one-half occurrence. Arrival and departure times will be determined by the time recorded on sign in sheets. A student is considered late if he or she reports to class more than five minutes after the scheduled session starting time; an early departure is one in which the student leaves before the scheduled end of the session.

Once a student has used all of their PTO days allowed for the program a student-instructor coaching session will be held to make the student aware that he or she has been absent or tardy enough to draw attention and to be certain the student understands this policy and the consequences of violation. The coaching session will be documented in the student's personnel file.

An additional absence or tardiness beyond the allowed PTO days indicated above is cause for verbal warning with documentation in the student's file. The verbal warning, delivered by the clinical coordinator, serves to notify the student he or she is in violation with the program policy, points have been deducted from the professional behavior grade in the respective course and additional occurrences will result in further disciplinary action.

A second occurrence beyond the allowed PTO will result a Student Conference delivered by the program director and documented in the student's file. The written warning along with a plan for remediation will be documented and the

student will be placed on program probation.

A third occurrence beyond the allowed PTO will result in a one day suspension and the student will be ineligible to make up any course requirements missed on that day.

A fourth occurrence beyond the allowed PTO will result in failure of the course and inability to progress in the program.

Used the allowed PTO time	Coaching session documented in file
First (1st) additional absence or tardiness	Verbal warning documented in student personnel file • Points deducted from Professional Behavior Grade
Second (2nd) additional absence or tardiness	Student Conference Report with written warning and plans for remediation documented in student personnel file and student is placed on program probation status. • Student placed on Program Probation • Points deducted from Professional Behavior Grade • Ineligible for end of year awards
Third (3rd) additional absence or tardiness	Unsatisfactory Behavior Form will be completed indicating failure to remediate behavior documented in student personnel file and student is placed on a one-day suspension. • Student remains on Program Probation • Points deducted from Professional Behavior Grade • Ineligible for end of year awards • Ineligible to make-up days to meet course requirements
Fourth (4th) or more additional absence or tardiness	Failure of course and inability to progress in the program • Points deducted from Professional Behavior Grade • Ineligible for end of year awards • Ineligible to make-up days to meet case requirements

The faculty committee will only consider extenuating circumstances submitted in writing from the student.

NO CALL NO SHOW

In the event of an absence or use of a PTO day. Students must contact the instructor before the start of the class/lab/clinical session directly. It is unacceptable to send message via classmate. Students who do not contact the instructor properly will not be allowed to use a PTO and will be counseled as an absence or tardiness occurrence.

Faculty has the right to lock the door at the beginning of class. Any student who arrives after the beginning of class, and who has not contacted faculty in advance, may not be admitted.

Students placed on program probation are ineligible for end of year awards.

SKILLS LAB POLICIES

1. Students are **NOT** to practice in the skills lab without faculty permission.
2. If faculty is not present in lab with student(s), no blades or needles can be handled.
3. Goggles or shield must be worn when surgical hygiene (scrub) is performed and anytime when sharps (needles, blades) are handled.
4. Broken blades and needles must be placed in the red sharps container.
5. The skills lab must be returned to its original condition at the end of each lab session.
6. All trash must be placed in the proper receptacles.
7. For any injuries, an incident report must be completed and appropriate action taken.
    a. If a student is injured, such as a cut or needle stick by a sharp instrument, blade, or needle, then appropriate first aid must be administered and if necessary, blood spill precautions initiated and clean-up completed. A college incident report must be completed. For a small cut or wound, apply pressure until bleeding is controlled, wash with soap and running water, and apply sterile dressing and bandage. (A band-aid may be sufficient.)
    b. For larger cut or wound for which bleeding cannot be controlled with pressure and/or for which stitches may be required, transport student to private physician, medical clinical or emergency room of student's choice.
    c. If blood is evident on the furniture or floor, the person cleaning it should don gloves, spray the area with a bleach 10% solution, and wipe with paper towels. Dispose in trash. For larger spills, an instructor will clean using a spill kit (located in first aid kit.)
    d. For eye splash with surgical scrub products, the eye should be rinsed immediately with saline in the first aid kit; then at an eye wash station in the Clinical Lab Science Lab on the 2nd floor for a minimum of 15 minutes. Contact lens must be removed before eye wash. If irritation persists, the student should seek medical attention. A college incident report must be completed.
    e. For eye wounds, such as a laceration, seek medical attention immediately. A college incidence report must be completed.

CLINICAL SITE POLICIES

CLINICAL ATTIRE

1. Any breaks in the skin integrity (cuts, abrasions, burns, punctures) and/or rashes on the fingers, hands, or arms must be reported to the clinical instructor or coordinator.

2. Students must wear BRCC Surgical Technology uniforms (scrubs) to and from clinical sites.

3. Solid red scrub jackets or sweatshirts with BRCC logo.

4. Student nametags must be worn at all times at the clinical sites.

5. White, completely enclosed leather shoes are required. It is recommended that shoes be secured around the back of the foot. Shoes with holes are not allowed, toes must be enclosed.

6. White socks or hosiery must be worn.

7. If a tee shirt is worn under the scrub top, it must be white and the sleeves cannot be longer than the sleeves of the top.

8. No rings, bracelets, necklaces, earrings, studs, or visible piercings are allowed. A watch may be worn, but it is highly recommended that it be left at home or in your vehicle. (A locker is provided at some clinical sites, but DO NOT bring more cash than is needed for lunch.)

9. All tattoos must be covered when possible.

10. Goggles or shields must be worn when surgical hygiene (scrub) is performed and anytime sharps (needles, blades) are handled.

11. Students are to practice good personal hygiene. Minimal cosmetics are permitted. **Students should avoid any cosmetics or lotions with strong scents. Perfume/cologne should not be worn.** Hair should be clean. Long hair should be secured with a clip or barrette to ensure that it will stay confined under surgical hats. A full beard must be shaved.

12. Fingernails must be short (cannot be seen over end of the fingers when the palm of the hand is held at eye level). Artificial eyelashes, polish and artificial nails are not allowed.

13. Facility policy on surgical attire must be followed. Surgical hats, masks, and shoe covers must be discarded before leaving the surgical suite.

CLINICAL REGULATIONS

1. No cell phones are allowed in the OR.

2. The student must arrive at clinical site at 6:00 A.M. to assure adequate time to change into scrub attire, review assignment, and arrive in surgical department at the appropriate time: 6:30 at OLOLRMC, 6:20 at BRGMC and at other sites according to OR policies. Participation in more complex procedures may require an earlier arrival time.

3. The student must sign in each morning and out each afternoon on the Clinical Site Attendance Form with the instructor or designated clinical coordinator who should sign the form at time of student signature. No student is allowed to sign another student in or out.

4. ***The student must notify instructor and clinical site by 4:00 A.M., if the student will be late or absent***.

5. The student must prepare for the daily assignments by completing the Preoperative Reports for each case. These forms must be submitted each day. The corresponding Variance Reports must be completed and submitted weekly. The Clinical Reports must be placed in the designated area each morning at the clinical site.

6. The students must be prepared to discuss/answer questions at any time with the instructor, preceptor, or surgeon relating to the procedure and anatomy.

7. Students leaving a procedure before its completion **must give an oral report** which should include where they are in the procedure, any complications that may have occurred, any medications on the field, any specimens that are on the field, location of any instruments out of place (off of field), and soft and sharp counts to the preceptor and circulating nurse.

8. The student must report to instructor or clinical coordinator if assignments are completed before the end of the clinical day. Visiting with other students during their assigned procedures is inappropriate.

9. The student must never leave the clinical site before the end of the clinical day without permission from the instructor or clinical coordinator.

10. At facilities where instructors are not present, students must contact one of the clinical instructors for permission to leave before 1:00 pm.

11. Before leaving at the end of the clinical day, the student must report to the instructor or clinical coordinator.

12. The student must follow all safety and fire precautions.

13. Students are allowed a lunch break of 30 minutes and are expected to return to their assigned procedure/room after the lunch break. Lunch breaks are assigned by the preceptor or instructor. Lunch breaks begin at the time student's scrub out of the surgical procedure.

14. The student should remember that her/his reputation as a student at the clinical sites may affect employment in the future. The staff, managers, and/or educators will be observing and evaluating skills, attitude, and professional behavior.

15. The student must adhere to all clinical site policies.

16. The student must demonstrate professional behavior at all times.

17. The student must perform procedures only under direct supervision of instructor or preceptor. The student is not allowed to open sterile supplies or set up sterile field without supervision. The preceptor must stay scrubbed during procedures. (During the senior semester at the discretion of the instructor and preceptor, according to facility policy, the student may be allowed to scrub alone on certain procedures with the assigned preceptor remaining in the room during the entire procedure.)

EMPLOYMENT WHILE IN THE SURGICAL TECHNOLOGY PROGRAM POLICY

If a student is employed in a surgical setting, the student may only participate in a surgical procedure in the second scrub position. First scrubbing or first assisting is NOT permitted while the student is enrolled in the Surgical Technology Program. Such behavior will subject the student to immediate dismissal from the program.

It is highly recommended that students not work past 9:00 PM when scheduled for SURT classes, skills lab, or clinical rotations the following day.

HEALTH AND SAFETY
HEALTH AND CPR REQUIREMENTS

Before enrollment in the Surgical Technology Program, the student will receive a Health Packet, which **MUST** be completed before participation in clinical rotations. Requirements are:

> Physical exam
> Immunizations
> Hepatitis B vaccine
> Influenza
> TB test
> CPR
> Drug screening
> Criminal Background Check

Students are required to submit evidence of compliance with all health and CPR requirements to the Program Clinical Coordinator. Students will not be allowed to attend the clinical portion of their courses until evidence of compliance is submitted to the Program Clinical Coordinator. Students will not be allowed to enroll in semester course work if coverage has lapsed. If the student comes due for one of the requirements during a semester, he/she must comply before the semester coursework begins. Students who test positive for illicit drugs during the admission process will NOT be accepted into the program. Students who fail a drug screen while in the program will be dismissed from the program. See "Non-academic reasons for dismissal" policy. All students are encouraged to carry health insurance and to provide proof of coverage to the Clinical Coordinator. Any questions should be addressed with the Clinical Coordinator of the Surgical Technology Program.

INCIDENT REPORTS

A College Incident Report Form must be completed for any injury or unusual occurrence involving a student on the college campus or at a clinical facility. If the incident occurs at a clinical site, the student will complete two incident report forms: the College Incident Report Form and the clinical facility incident report form. The clinical incident form is to be submitted to the clinical instructor, educator, or manager, and procedure must be followed according to the policy of the clinical facility. The College Incident Report Form is to be returned to the Surgical Technology Program Director. The student may choose to be examined at Emergency Care Unit, at the clinical facility where the incident occurred, or by a private physician. It is strongly recommended that all students carry personal medical insurance. Incident forms may be obtained from the Nursing and Allied Health Division Coordinator or Department Chair 225-216-8044.

PREGNANCY

Students in the 2000 level courses must notify the Program Director and Clinical Coordinator of the Surgical Technology Program as soon as a pregnancy is confirmed. A written report from the student's doctor stating she may continue in the program is necessary.   The student's daily assignments will not include procedures with c-arm fluoroscopy or other procedures during which the student could not exit the OR room into the sterile core, if intraoperative x-rays were taken. It is the student's responsibility during clinical rotations to monitor assignments and request an alternate assignment should a change of the x-ray status of a procedure become evident after the initial assignment was made.

EXPOSURE TO BLOOD OR BODY FLUIDS

If the student has an exposure to blood or body fluids, the student must immediately inform the preceptor and the instructor/clinical coordinator.

The facility procedure for exposure must be implemented as soon as possible. The student must have blood drawn and necessary forms completed before leaving the clinical site.   The BRCC College incident report must be completed and returned to the Surgical Technology Program Director.

EMERGENCY SITUATION ON CAMPUS

Pick up any red phone on campus, or the following number may be used:

Campus Security   225-216-8888

Student name, location of class and nature of emergency must be given at the time of notification.

Failure to comply with all of the above requirements will result in <u>dismissal</u> from the program.

EVALUATION/GRADES

Students are expected to complete **all** assignments before attending class, skills lab or clinical.

Information included in the reading assignments, as well as that presented in class (by instructors and guest speakers) and skills lab, will be included on tests and quizzes.

Active class, skills lab and clinical participation is expected.

Use of tape recorders in the classroom, skills lab or clinical will only be allowed with documentation from Student Support Services and must receive permission from instructor.

GRADING SCALE

Lab and Clinical Courses:	Didactic Courses:
A = 94-100 (4.0 quality points)	A = 90-100 (4.0 quality points)
B = 87-93 (3.0 quality points)	B = 80-89 (3.0 quality points)
C = 80-86 (2.0 quality points)	C = 70-79 (2.0 quality points)
D = 73-79 (1.0 quality points)	D = 60-69 (1.0 quality points)
F = 0-72 (0 quality points)	F = 0-59 (0 quality points)

GRADE ACCESS

Students may obtain unit quiz and exam grades and/or review quizzes and exams during scheduled faculty office hours or during class, depending on instructor preference. All grades will be posted on Canvas. Students and faculty will sign all lab and clinical performance grade forms.

GRADE APPEAL

Graded tests and skill competency evaluations are filed in the instructor's office and available for review. Tests and evaluations not returned to the instructor immediately following review are recorded as a "0". Questions regarding test items or skill assessments must be made in writing within 48 hours of review of the test or competency.

BRCC Surgical Technology Program recognizes that grades should represent a fair and equitable evaluation of how well students have achieved the expected learning outcomes of a course, an assignment, an exam, or an activity. The intent of this policy is to provide a process for students to appeal a grade that they consider unfair or inaccurate. It is important to adhere to the timeframes addressed in this policy.

Students' Rights

Students have the right to know how their work in a course will be evaluated and how those evaluations will determine the course grade. The following information should be available to students in every course, from the first class day:

- In the course syllabus/instructor's supplement to the syllabus:
  - o Explanation of how the final course grade will be determined
  - o Due dates for any work that will be evaluated
  - o Explanation of how and when graded work will be returned to students and how students can monitor their course performance
  - o Guidelines for discussing a grade if the student thinks it is inaccurate
- In the course syllabus/instructor's supplement and/or as part of the assignment or activity that will be evaluated:
  - o The criteria that will be used to evaluate the assigned work

If you feel your grade is inaccurate, follow the steps below to resolve the concern:

Appeal a grade on an exam, assignment, or class activity:

Speak with your instructor

If you think that you have received an unfair or incorrect grade on an individual exam, assignment or activity, you should discuss the grade with the course instructor immediately after the grade is posted on the course management system or returned to you, unless the course syllabus stipulates different guidelines. If consultation with the instructor does not resolve the issue, you should initiate the formal appeal process by submitting an appeal in writing to the appropriate program director, department chair, or dean. This step in the grade appeal process must be initiated **within one (1) week after grades are posted.**

Appeal a final grade for a course:

Speak with your instructor

If you think that you received an incorrect final grade for a course, you should discuss the grade with the course instructor immediately. If consultation with the instructor does not resolve the issue, or if you can demonstrate that repeated attempts to contact the instructor have failed, you should initiate the formal appeal process by completing an appeal form and submitting it to the appropriate program director, department chair or assistant dean (see below). This step in the grade appeal process must be initiated **within one (1) week after grades are posted.**

TESTS and ASSIGNMENTS

Students must confine all books, hats, cell phones and other electronic devices, and beverage bottles in backpacks or under the table while tests are being administered.

Students will not be allowed to leave the testing room once the test has been distributed. Seats for the test may be assigned by the instructor.

Students may not share or document any of the information regarding any written, quiz or practical test with any other person. This is considered academic dishonesty, and will result in a grade of 'F' for the test.

Testing will be administered in the form of unit exams, quizzes, and a comprehensive course final exam.

Students may seek guidance/clarification for any graded test, assignment, or assessment **before** the time that these are due or administered. Once submitted for grading, the assigned grade will not be changed.

Missed Quizzes/Exams/Psychomotor Assessment:

An automatic zero (0) will be given for missed exams.
Students may be allowed to make up one (1) missed exam in the event of an emergency or illness if the following criteria are met:

- Faculty must be notified by phone or e-mail **before** the test is administered.
- Written documentation of the emergency by a physician or an accident report must be submitted to the faculty upon return to class.
- It is the STUDENT'S RESPONSIBILITY to communicate with the instructor concerning missed exams, if notification has not been given, the automatic grade of "0" will remain.

A missed exam that meets the above criteria may be made up on the scheduled final exam day.

Late Assignments

Assignments are projects, activities and papers that provide the opportunity for the student to engage in self-directed learning; to integrate material presented in class; and, to develop critical thinking skills, communication skills, time management skills and research skills for personal growth and development. Assignments provide instructors the opportunity to assess acquisition of student learning and development of professional behaviors. Failure to complete assigned work on time indicates poor time management, poor motivation, poor attention to task, and lack of respect for self and others. Assignments submitted late will not receive full credit.

DOMAINS

Students enrolled in SURT courses will be expected to demonstrate specific knowledge, perform entry level skills, and exhibit professional behaviors upon graduation. Evaluations will be conducted in three areas or domains: cognitive (knowledge), psychomotor (skill performance) and affective (behaviors and attitudes). Clinical faculty will assist student growth in all three domains by defining acceptable performance and behaviors and encouraging attitudes that will result in professional development as well as adaptive coping skills to intense or stressful environments and situations. Descriptions of acceptable actions, behaviors and attitudes are included in this Program Plan.

Cognitive Evaluations

Students will be evaluated in the ability to critically and logically "think through" problems and situations unique to the surgical environment, recommend and/or deliver appropriate actions, and effectively evaluate outcomes. This process will be accomplished through the employment of several modalities including, but not limited to, exams, quizzes, discussion, written assignments, preoperative case research, and post-operative case evaluations. Development of critical thinking skills is essential for successful fulfillment of the psychomotor domain.

Psychomotor Evaluations

The major objective of this program is to prepare the student to perform entry-level instrument handling and surgical technology skills. A detailed description of each skill can be found in the student competency assessment forms and evaluation tools for the surgical technology program. Students must demonstrate competency in each of the following areas:

Performance in the skills laboratory is an integral part of the program. Critical elements for designated operating room skills must be satisfactorily demonstrated and competency checklists must be completed in the skills lab before performance in the clinical area. Failure to pass the competency skills checklists will jeopardize the student's progression in the Surgical Technology Program and can result in probation or suspension. Each of the skills will be presented in a module format. The faculty will present lecture and demonstrations as outlined in the course syllabus. Procedures guides for the Skills Lab will be provided for each student. Return demonstrations and/or quizzes will be used to evaluate the skills presented.

Affective Evaluations

The affective domain deals with attitudes, behaviors and feelings that are associated with professional practice. Faculty will evaluate students during each class, skills lab and clinical rotation in the following areas:

Civic-Minded Values
Put others before yourself, recognize that all creation is deserving of your compassion and respect, be the calming presence for others, listen and display empathy. Acknowledge that all we have is a gift to share with others. Strive for equality and fairness with special concern for those most in need.

Dedication and Commitment to Learning and Continuing Education
Show interest in surgical care, demonstrate self-direction, respect efforts of faculty and surgical team supporting educational opportunities, and contribute own ideas.

Surgical Conscience
Puts the patients' needs first. Displays integrity by adhering to the highest levels of sterile technique within the sterile environment and ensuring others do as well.

Communication Skills
Communicate appropriately and effectively with patients, members of the surgical team and the community using written, verbal and non-verbal forms of the English Language.

Teamwork and Interpersonal Skills
Exhibits respect and pleasant demeanor. Collaborates with surgical team to accomplish goals and assignments. Acceptance of non-threatening close physical contact with instructors, peers, surgical team members and patients during lab and clinical practice.

Effective use of Time and Resources
Focuses on task at hand without dwelling on past, on time for all scheduled classes, labs and clinical rotations, plans ahead.

Constructive Feedback
Accepts and uses feedback for self-improvement and provides constructive feedback appropriately.

Professionalism and Work Ethic
Projects a professional image, adheres to dress code, and exhibits position of emotional and intellectual maturity.

Accountability and Responsibility
Assumes full responsibility for outcomes of actions, does not blame others for mistakes. Demonstrates trustworthiness and reliability throughout all aspects of the program.

Organization and Prioritization Skills
Keeps written records, assignments and work area neat and is able to assess and make decisions based on principles of priority.

Problem Solving and Critical Thinking
Possess sufficient powers of intellect to acquire and apply information and solve problems through critical thinking. Ability to identify problems, describe known solutions and implement solutions.

Stress Management
Accepts changes in schedule, maintains positive attitude and tolerates inconsistencies.

REQUIREMENTS FOR GRADUATION

The Associate of Science Degree in Surgical Technology is conferred upon students when the following conditions have been met:

1. Completion of 69 semester credit hours in the required courses, with the SURT courses completed in the published curriculum sequence.

2. Follow the graduation requirement guidelines outlined in the *BRCC College Catalog* published at time of acceptance into the program.
   a. Achievement of a minimum cumulative grade point average of 2.0 in all college courses.
   b. Clearance of all indebtedness to the college including the return of all materials borrowed from the BRCC Library.

3. Meet the deadlines for graduation applications as posted in the *Academic Calendar* found in the *BRCC College Catalog*.

4. Pay graduation fees to the Bursar's Office. This fee is good for one year from the time the graduation application is submitted.

5. Achievement of a minimum of "C" in all SURT courses.

6. Fulfillment of the residency requirements of at least 24 credit hours earned at BRCC applicable to the Associate of Science Degree in Surgical Technology.

7. Attendance at graduation is voluntary, however permission from the Department Chair of Allied Health is required in the event of inability to attend.

NOTE: If the student is unable to complete all required co requisite Arts and Sciences courses due to course scheduling conflicts, the student must complete these courses by the next graduation date.

CERTIFICATION

Students are **required** to sit for the National Certification Exam for Surgical Technology, given by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA), during the last semester in the Surgical Technology Program. There will be a student incurred fee, established by NBSTSA, for this mandatory certification exam by the beginning of the final semester of the program. Information about the exam and additional costs will be distributed and discussed during the clinical component of the program.

Other Degree Opportunities

In addition to the Associate of Science in Surgical Technology Degree, the student may take courses to achieve a Bachelor of Science in Health Science at College or a Bachelor of Applied Science at Northwestern University. Refer to college catalogs or ask a Surgical Technology faculty member.

Associate of Science in Surgical Technology

Student Name				Date		
Student ID Number				Advisor		
Student Email						
Place "T" in front of any grade that is transfer credit. Place "IP" for any course currently in progress.						

General Education Courses:	Course Rubric	Course Taken	Semester/ Year Taken	Grade Earned	Grade Req.	Hours
English Composition I	ENGL 1013 (ENGL 101)				>=C	3
English Composition II	ENGL 1023 (ENGL 102)				>=C	3
College Algebra	MATH 1113 or 1213 (MATH 101 or 110)				>=C	3
Elementary Statistics	MATH 1303 (MATH 204)				>=C	3
Anatomy and Physiology I	BIOL 2214 (BIOL 203)				>=C	4
Anatomy and Physiology II	BIOL 2224 (BIOL 231)				>=C	4
Introduction to Psychology	PSYC 2013 (PSYC 201)				>=C	3
Biomedical Ethics	PHIL 2253 (PHIL 225)				>=C	3
Fine Arts Elective*					>=C	3

Other required	Course Rubric	Course Taken	Semester/ Year Taken	Grade Earned	Grade Req.	Hours
General Microbiology	BIOL 2104 (BIOL 210)				>=C	4
Introduction to Health Professions	HLSC 1012 (HLSC 101)				>=C	2
Medical Terminology	HLSC 1103 (HLSC 110)				>=C	3
Surgical Technology Fundamentals	SURT 1023 (SURT 102)				>=C	3
Skills Lab I Surgical Technology	SURT 1021 (SURT 1021)				>=C	1

Required Courses	Course Rubric	Course Taken	Semester/ Year Taken	Grade Earned	Grade Req.	Hours
Surgical Procedures I	SURT 1103 (SURT 110)				>=C	3
Surgical Procedures II	SURT 1113 (SURT 111)				>=C	3
Skills Lab II Surgical Technology	SURT 1122 (SURT 112)				>=C	2
Surgical Procedures III	SURT 2103 (SURT 210)				>=C	3

Practicum I Surgical Procedures	SURT 2207 (SURT 220)				>=C	7
Practicum II Surgical Procedures	SURT 2259 (SURT 225)				>=C	9
	Surgical Technology AS - 69 Hours					

*Fine Arts elective may be selected from the following: ARTS 1013 (101), 1023 (102), 1033 (102); MUSC 1013 (101), 1023(102); or THTR 1003 (100)

Advisor Notes

Approved	Dean's Signature:	Date:
Conditional	*Typing your name serves as your electronic signature.*	
Disapproved		

7.28.15

BATON ROUGE COMMUNITY COLLEGE
Department of Allied Health
UNSATISFACTORY CLINICAL PERFORMANCE FORM

Student: _____   Date: _____
                                                          (Incident)
Course: _____   Semester: _____

Description of Incident/Problem:

_____
_____
_____
_____

Assessment data:

_____
_____
_____
_____

Student's response:

_____
_____
_____
_____

Clinical Coordinator's signature: _____**Date:**_____

Student's signature: _____ **Date:**_____

Evaluation Of Action Plan:

_____
_____
_____

Clinical Coordinator's Signature: _____**Date:** _____

Student's Signature: _____ **Date:** _____

Baton Rouge Community College
Surgical Technology Program
Skills Lab

Student Referral

_____ is being referred to the Surgical Technology Skills
             (Student)

Lab for additional practice in_____

_____

The student will complete the practice by _____. The student will
                                                 (Date)

schedule an appointment with the Surgical Technology Lab Instructor for individual
assistance with this skill.

Instructor's signature: _____Date:_____

Student's signature: _____ Date:_____

Appointment(s):

Date: _____Time:_____

Date: _____Time:_____

Date: _____Time:_____

Date: _____Time:_____

Date: _____Time:_____

BATON ROUGE COMMUNITY COLLEGE
DEPARTMENT OF ALLIED HEALTH
Change of Health Status Form

Any change in health status while enrolled in a surgical technology course must be reported to the program director. Medical clearance from a healthcare provider is required to continue class and clinical coursework. It is the right of the program director and / or clinical coordinator to determine if a student demonstrates the ability to achieve course and clinical objectives, and provide safe patient care.

TO BE COMPLETED BY STUDENT		
Student Last Name	First Name	Middle Name
Banner #	Date of Birth (Month / Day / Year)	Gender: ☐ Male ☐ Female
Mailing Address	City / State	Zip Code
E-Mail Address	Home Phone Number ( )	Cell Phone Number ( )
Emergency Contact (Name / Relationship)		Phone Number ( )
Describe change in health status (Diagnosis)		
Are you taking any medications? ☐ Yes ☐ No If yes, list Medication (Name, Dosage and Frequency)		
I understand it is my responsibility throughout the program of study to inform my course coordinator and clinical instructor(s) of any change in my health status. I understand that this disclosure is necessary to protect my health and well-being, as well as, the health and well-being of patients for whom I may provide care. I acknowledge that the information contained in this form is accurate, current and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the surgical technology program. Student Signature _____ Date:_____		

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BATON ROUGE COMMUNITY COLLEGE
DEPARTMENT OF ALLIED HEALTH
Change of Health Status Form

TO BE COMPLETED BY HEALTHCARE PROVIDER		

Student Last Name	First Name	Middle Name

Diagnosis

Medication (Name, Dosage and Frequency)

CORE STANDARD	PERFORMANCE ACTIVITY / ATTRIBUTE / TASK (Not all inclusive)	CAN STUDENT PERFORM TASKS ?	
		YES	NO
Critical Thinking	▪ Use relevant data to support the decision-making process ▪ Identify priorities of care based on data analysis ▪ Analyze and use assessment findings assist the physician in arriving at a diagnosis ▪ Evaluate the plan of care and revise as appropriate ▪ Solve problems and make valid, rational decisions using logic, creativity, and reasoning		
Communication Skills	▪ Communicate with clients, families, and groups in a variety of settings ▪ Communicate pertinent information verbally and in writing to appropriate persons ▪ Document client data and exam findings completely and accurately using appropriate terminology		
Motor Skills	▪ Ability to calibrate and manipulate medical equipment ▪ Ability to perform procedures requiring the use of both hands ▪ Ability to use a computer keyboard		
Hearing	▪ Ability to hear alarms, emergency signals, cries for help, and answer phones ▪ Distinguish changes in tone and pitch such as in listening to patient's breathing characteristics ▪ Ability to hear and interpret verbal communication		
Mobility	▪ Ability to move around in patient's rooms, work space, and treatment area ▪ Perform physical activities required for basic surgical technology skills (i.e. surgical scrub, don gown and glove, stand for long periods of time, hand instruments and equipment) ▪ Physical ability to perform cardiopulmonary resuscitation ▪ Ability to transport and transfer patients using equipment such as stretchers, wheelchairs and walkers ▪ Ability to lift at least 50 lbs. of weight ▪ Respond quickly in an emergency ▪ Assist with patient ambulation		
Visual	▪ Ability to read numbers on dials, thermometers, gauges, measuring cups, syringes etc. ▪ Distinguish changes in color, size, continuity of body parts and fluids ▪ Distinguish alterations in normal body functions (i.e. breathing patterns, level of consciousness) ▪ Observe environmental safety hazards ▪ Observe nonverbal responses of patient, families or coworkers ▪ Visualize written words on paper, computer screen		
Tactile	▪ Palpate for pulses, temperature, texture, landmarks, etc. ▪ Handle medical equipment		

☐ This student **does** possess the ability to perform his / her duties as a student surgical technologist and **has** been cleared to participate in course and clinical related activities.
Comments

☐ This student **does not** possess the ability to perform his / her duties as a student surgical technologist and **has not** been cleared to participate in course and clinical related activities.
Comments

Health Care Provider _____ Date:_____

Address_____ Phone: (_____)_____

Surgical Technology Program Handbook
Acknowledgement Statement

I _____on this date _____
have read the *Surgical Technology Policies, Procedures, and Guidelines* and agree
to comply with all of the stated policies.

_____   _____

Student   Date

_____   _____

Instructor   Date