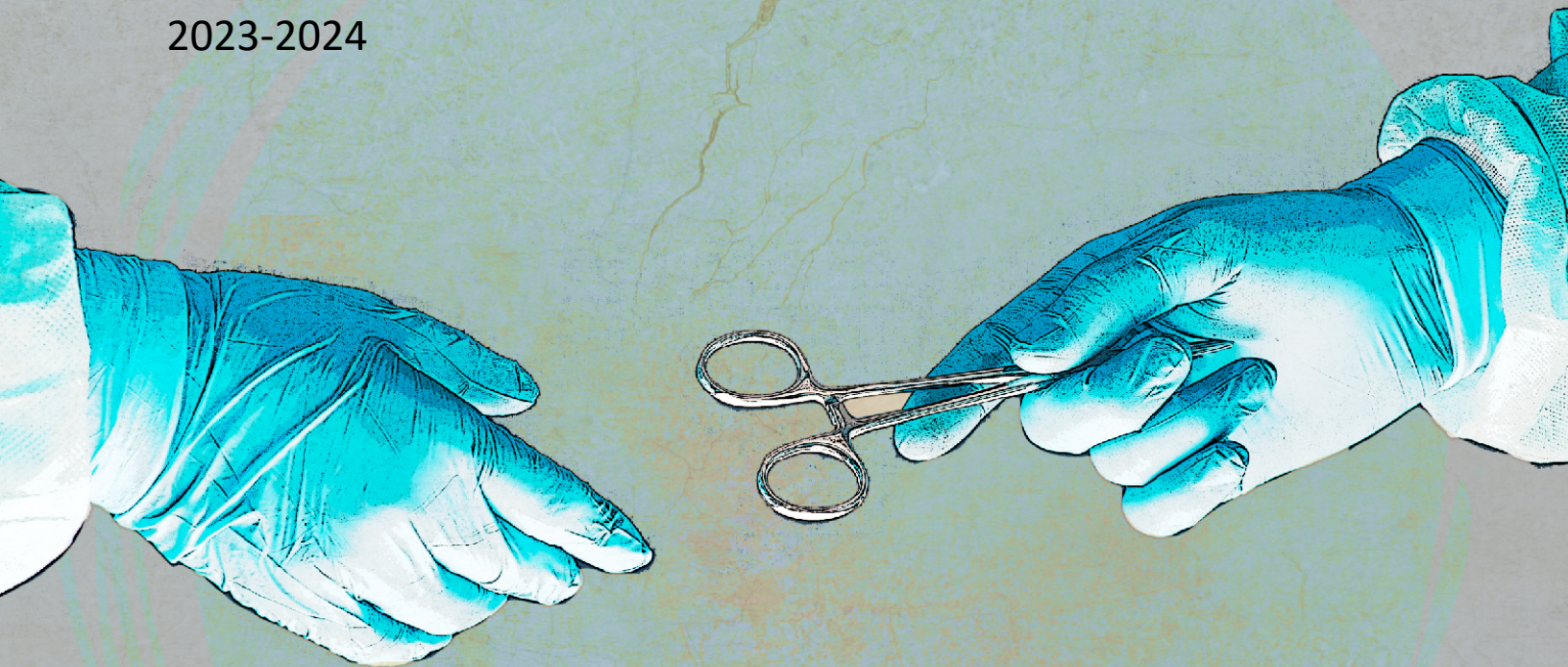


AAS IN SURGICAL TECHNOLOGY PROGRAM

Student Handbook
Policies and Procedures
2023-2024



MIDWESTERN
CAREER COLLEGE

Student Responsibility Statement

While enrolled in the program, the Surgical Technology students are responsible for reading the contents of this handbook and adhering to the policies and procedures. Any information contained herein is subject to modification, deletion, and change at the discretion of the Program Director and Administration. Any changes in the program or policy will be communicated to the student via the student's Midwestern Career College's email address, written correspondence, and/or Brightspace postings. This handbook is a supplement to, and not a replacement for, the Midwestern Career College's Student Handbook and Externship Handbook. This handbook does not include all the policies and procedures that need to be adhered to at the various clinical affiliates.

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Welcome students!

On behalf of the faculty and staff at Midwestern Career College, we would like to welcome you to MCC's Associates in Applied Science in Surgical Technology program.

Surgical technologists work alongside and assist surgeons, nurses, and other members of the health care team throughout a surgical procedure. The role of the surgical technologist is incredibly important because, they ensure a sterile and organized environment and provide optimal patient-centered care.

Upon completing our program and externship, you will also be eligible to take the National Board of Surgical Technology and Surgical Assisting's certification exam and earn the credential of Certified Surgical Technologist (CST). In addition to earning an Associate of Applied Science in Surgical Technology, MCC also offers you the opportunity to become a Certified Sterile Processing and Distribution Technologist (CSPDT) through the Certification Board of Sterile Processing and Distribution (CBSPD). Also, you will become a student member of the Association for Surgical Technologists (AST). This will afford you the opportunity to attend state and national surgical technology conferences at a discounted rate. You will renew your certification as a CST every 2 years. This is achieved through continuing education credits which can be accessed through AST at a discounted rate as well. We encourage you to read this handbook and refer to this as a helpful guide. It provides and displays in detail, the expectations, and dedication needed to be successful and complete our program. All our faculty and staff at Midwestern Career College are here to support and encourage you, as well as answer any questions that may arise along the way. Again, we welcome you and look forward to accompanying you on your journey to beginning a new career!

Sincerely,

Brittany A. Burgess, AAS, CSPDT, CST
Program Director Surgical Technology/Sterile Processing

Associates of Applied Science in Surgical Technology Program

Mission Statement

The mission statement of Midwestern Career College's Associate of Applied Science in Surgical Technology program is to provide premier career-focused education in surgical technology to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Goals

The Surgical Technology Program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Cognitive

- Prepare students to successfully complete the Surgical Technology Certifying Examination
- Correlate the knowledge of anatomy, physiology, and microbiology to the student's role as surgical technologists
- Prepare students to function in the role of an entry-level surgical technologist in a professional, caring, and ethical manner when providing patient care.

Psychomotor

- Discuss, demonstrate, and apply appropriate surgical technology protocols and procedures in various situations within the healthcare setting
- Demonstrate safe, practical techniques in perioperative routine, patient transportation, positioning, and emergency procedures
- Demonstrate, and apply principles of surgical asepsis as part of the perioperative setting
- Provide the community with professional, and competent employees in the role of entry-level surgical technologists.

Affective

- Promote life-long learning fostering the development of professional and personal growth, critical thinking, and leadership
- Practice professional, ethical principles, legal standards, value-directed actions based on didactic and clinical knowledge as members of the surgical team.

Accreditation Status

The Surgical Technology Program at Midwestern Career College is programmatically accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARC/STSA). You can also find the program status at:

<https://www.caahep.org/Students/Find-a-Program.aspx>

The AAS in Surgical Technology Program at Evergreen Park campus extension has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

ARC-STSA

6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
Phone: 303-694-9262
Fax: 303-741-3655

www.arcstsa.org
info@arcstsa.org

Midwestern Career College is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE) and accredited by the Commission of the Council on Occupational Education (COE). For more information on IBHE and COE, you may contact:

Private Business and Vocational Schools Division, Illinois Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
(217) 782-2551

www.ibhe.org
info@ibhe.org

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
Fax: 770-396-3790

www.council.org

Program Personnel

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Program Outcomes

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) has established the following thresholds for accreditation:

- | | |
|-------------------------------|--|
| • Student Graduation Rate | 70% of all graduates |
| • CST Exam Participation | 100% of all graduates |
| • CST Pass Rate | 70% of all graduates |
| • Graduate Job Placement | 80% of all graduates |
| • Employer Survey Return Rate | 50% of all surveys sent to employers |
| • Employer Satisfaction Rate | 85% of all employers who return survey |
| • Graduate Survey Return Rate | 50% of all surveys sent to graduates |
| • Graduate Satisfaction | 85% of all graduates who return survey |

***CST credential as administered by the National Board of Surgical Technology and Surgical Assisting*

Occupational Overview

Surgical Technologists are allied health professionals who assist with surgical care of patients. They are experts in the area of aseptic technique, and they function under the direct supervision of the surgeon. Their job responsibilities include, but are not limited to, scrubbing, gowning and gloving self and surgical team, establishment of the sterile field, verification of instrument and miscellaneous counts and the maintenance of the sterile field and the sterility of personnel and supplies during the pre, intra and post operational phases of surgery.

The Accreditation Review Committee on Education in Surgical Technology describes the Surgical Technologists as:

"... Possess[ing] expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures."

Please check the Department of Labor for statistics on current wages and occupational outlook for this profession.

<https://www.bls.gov/ooh/Healthcare/Surgical-technologists.htm>

Association of Surgical Technologists Code of Ethics

Adopted by the AST Board of Directors, 1985

Updated by AST Board of Directors January 2013

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral right to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.

- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- To adhere to the Code of Ethics at all times in relationship to all members of the health care team.
- Demonstrate knowledge of pre-operative, intra-operative, and post-operative surgical case management in the role of surgical technologist
- Incorporate learned competencies to assemble and operate instrumentation, equipment, and supplies for the delivery of effective patient care as an entry-level practitioner during basic surgical procedures
- Demonstrate the application of the principles of asepsis and surgical conscience in a knowledgeable manner that provides optimal patient care in the operating room.

Program Admission Requirements

- Complete the Selective Admissions Process
- Conduct a personal interview with program personnel

Background Check

Illinois statute prohibits healthcare employees from knowingly hiring, employing, or retaining any individuals who have been convicted of various criminal offenses (both felony and misdemeanor, and can also include traffic violations) in a position with duties involving direct patient care. Also prohibited is hiring these same individuals in positions that provides access to the medical, financial, or living quarters of a patient (*225 ILCS 46.25*).

Surgical Technology students must submit to a Criminal Background check. The following are times when a background check will be needed. These times will include, but are not limited to prior to program admission, and as deemed required for clinical placement and per clinical affiliation agreement guidelines. Students may not be able to participate in clinical experiences based on information obtained as a result of the criminal background information. If clinical placement is not able to be obtained, this will lead to a failing grade in the clinical course which will result in the dismissal of the student from the Surgical Technology program.

Health Insurance

Proof of health insurance must be submitted prior to clinical courses. Students may not be able to participate in clinical experiences if they do not maintain health insurance. If the student does not have health insurance at any point and time, they will be responsible for any cost incurred during the course of the program, to include the clinical experience. If clinical placement is not able to be obtained, this will lead to a failing grade in the clinical course which will result in the dismissal of the student from the Surgical Technology program.

Program Readmission

Students are allowed only two attempts for successful completion of the ST program. A student's reinstatement will be contingent on the following:

1. The student must meet all program admission requirements at the time reinstatement is sought.

2. There must be available space in the program at the time of reinstatement request.
3. Students must be able to complete the program within Maximum Time Frame (MTF) for the program completion as outlined in the college catalog.
4. Students may be required to repeat previously taken surgical technology and medical foundation courses. The determination will be made by the Program Director or designee.
5. If a student is found by the Program Director and/or faculty to not qualify for any reasons, the student will not be readmitted into the program.
6. Students who are dismissed for unprofessional behavior/conduct including attendance issues or a clinical violation/incident will not be readmitted in the program. This also includes, but is not limited to, any violations of the program policies and/or the following MCC Policies:
 - a. Academic Integrity
 - b. Standards of a Student Conduct
 - c. Smoke, Drug and Alcohol-Free Campus
 - d. Safety and Security
 - e. Responsible Computer Usage

The student who wishes to be readmitted into the program must also:

1. Re-apply to the program as a new student would and meet all admission requirements
2. Write letter stating the reason(s) for not successfully completing the program during their 1st enrollment attempt and outline their plan for successful completion during their 2nd attempt.
3. A re-entry student who only needs to complete clinical portion of the program, must pass a lab practicum assessment before the decision about the re-enrollment can be made. If the assessment results in a failing grade, the student will be required to repeat some of the surgical lab courses before being placed at their clinical assignment.

Student Conduct

Surgical Technology Program students are expected to conduct themselves in a manner which respects the rights of others and will not violate the mission, vision, and values of Midwestern Career College (MCC). Misconduct will result in disciplinary action which may lead to dismissal from the ST program. The students are expected to follow the Standards of Student Conduct as outlined in the college catalog and the externship handbook.

Below are the examples of the unacceptable conduct can result in disciplinary action up to and including dismissal from the program:

1. Disrespectful behavior to Faculty, Staff, Administration, and/or any person, including but not limited to patient, surgeon, preceptor or nurse, or any person interacted with at any clinical site.
 - Elevating voice
 - Argumentative
 - Profanity or any inappropriate language expressed verbally or via email
 - Dissemination of negative written or social media correspondences
 - Defamation of character
2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person.
3. Possession of weapons, ammunition, and/or explosives
4. Obstruction or disruption of teaching, research, administration, and/or disciplinary proceedings

5. Dishonesty, stealing, or forgery

Classroom Dress Code

Students must wear MCC scrubs for all Surgical Technology classes. Students are allowed to purchase and wear a scrub jacket to be worn over the scrubs. No undershirts may be visible under scrubs. Only OSHA approved (closed heel and closed toe) shoes must be worn. In addition, no jewelry may be worn during lab. No artificial nails or polished nails are allowed. Nails must be cut to shorter lengths, or no longer than 1/8 inch above fingertips. Hair must be neat and pulled off of shoulders. Makeup should be moderate, and no perfume or body spray is allowed. Scrub tops should remain tucked. If the dress code is not followed appropriately, the student may be dismissed from class for the day by the faculty member and will be marked absent.

Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices in both the classroom and clinical sites. Students must adhere to the following:

1. Cell phones and mobile devices must be turned off completely during clinical experiences and are not to be brought into the operating room.

- Mobile devices may only be used in designated areas, and only when on a designated break/lunch. Any violation will result in the student being dismissed from the clinical site and will be marked absent for that day. A second violation will result in disciplinary action which can result in dismissal from the program.

2. Absolutely NO photos of patients or patient information may be taken by students.

- You must ALWAYS protect the confidentiality of patient information at all times in accordance with federal HIPAA laws.
- Students who violate patient privacy will be in direct violation of HIPAA. In the event the student is found to be in direct violation of HIPAA laws, this will result in immediate dismissal from the program.

3. Use of facility computers for personal use is prohibited.

4. Use of social media during classroom and lab time, and during your clinical rotation is strictly prohibited.

- Students are not to post confidential or proprietary information about Midwestern Career College or any of its students, faculty, and staff.
- Students are prohibited from posting, publishing, or distributing any class or course material (including exams, quizzes, notes, PowerPoint presentations, handouts, or recordings) without expressed written permission from the instructor of record.
- It is never appropriate to post photos or information about a patient. This includes but is not limited to pictures and/or live streaming from anywhere inside or in or around the facility to include the parking garage. Social media/network postings will be considered a violation of HIPAA and will be subject to disciplinary action which can include dismissal from the Surgical Technology Program.

Social Media

Students are not to post confidential or proprietary information about Midwestern Career College, its students, faculty, and staff or about their clinical site and their staff and patients. Students are prohibited from posting, publishing, or distributing any class or course material (including exams, quizzes, notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor. It is never appropriate to post photos or information about a patient. Social network postings may be subject to disciplinary action up to and including dismissal from the Surgical Technology Program.

Attendance Policies

Students are expected to attend all classes in which they are enrolled. Absence and tardiness contribute to academic failure and interfere with the instructional process. Absences and late arrivals will be recorded on a daily and weekly basis via Midwestern Career College's attendance management system. The course instructor can best judge the effect of any absence and its impact on the student's progress. It is the instructor's prerogative to report excessive absences and recommend withdrawal from the program, in the instructor's judgment, such problems, seriously interfere with learning. All personal appointments and obligations must be met during unassigned class hours.

Clinical Guidelines and Policies

Students must be able to provide direct patient care without restrictions. Students will be required to lift patients, stand in one place continuously for an extended period of time, sometimes from three to five hours, and to stay on task without taking breaks for several continuous hours. Additionally, the clinical experience may place the student in stressful situations as they undertake responsibilities and duties that have a major impact on patients and their family lives. Students must be able to demonstrate rational and appropriate professional behavior under these potential stressful situations.

First, second, or third shift clinical assignments may be available. Clinical assignments are designated by the Clinical Coordinator in consultation with faculty and the Program Director. Students must be available to accept clinical assignments at any location within the city of Chicago and surrounding suburbs. Transportation, to and from clinical sites, are the responsibility of the student. Students can be placed up to 75 miles from the school. **Refusal to accept a clinical rotation assignment for any reason will result in dismissal from the program.**

Health Requirement and Verification

Prior to being cleared for the clinical rotation, students must complete their Externship Packet and submit proof of vaccination and other clearance documents as outlined in the Externship Handbook. Failure to comply with providing required and updated documents may result in the program dismissal due to failure to start clinical rotation. Students may be required to re-submit an up-to-date health record throughout the program. The health requirements are necessary to meet the expectations of each clinical site.

The list of health clearance requirements listed in the externship handbook may not be inclusive due to varying site requirements so a student may have to submit extra documentation, which may not be

listed in the handbook. It is the responsibility of the student to ensure that the college receives all information. Students are required to keep copies of all information submitted.

Health Requirements During Clinical Rotation.

For the duration of their clinical rotation, all students must continuously meet all health and safety requirements outlined by the externship handbook and the clinical site health and safety protocols.

1. If a student incurs an illness, injury, or other health limitations, both the externship department and the Program Director must be notified. The clinical site may have to be notified as well depending on the circumstances.
2. Changes in student health status may require additional medical clearance to ensure safety in the clinical setting.
3. A physician's note or other documentation will not surpass the health and safety documentation requirements requested by the program or the site as patient safety is paramount.
4. The Surgical Technology Program Director or faculty member and/or clinical representatives will determine a student's ability to perform required functions regardless of a physician's approval for return.
5. Students who are not physically fit to perform their student surgical technologist duties in a safe manner or require utilization of assistive devices, such as crutches, braces or boots, and casts of any type that would prevent them from adhering to the principles of asepsis or in being able to scrub in will not be allowed to participate in clinical experiences; therefore, the student will have to withdraw from the course. Upon the student's clearance from their medical doctor, the student will need to go through the re-entry process if they wish to complete the program.
6. If a student fails to provide requested documentation their clinical assignment will be terminated.

Vaccinations/Titers

ALL Surgical Technology and Sterile Processing students are required to have and maintain a CURRENT record of immunization (vaccines) and vaccinations. Titers are NOT the same as immunization (vaccines). Titers are tests (blood draws) that determine if your body is producing sufficient antibodies to immunizations given in the past. (Most of the required immunizations are given in childhood). If the levels of antibodies against a certain illness are found to be insufficient, you will likely require a booster immunization from your healthcare provider. This booster immunization alone does not guarantee immunity, however. Follow-up titers will be drawn again later after your health care provider determines that your body would have had enough time to produce sufficient antibodies.

Titers are required to verify immunity

- Measles
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Two-step PPD skin test or QuantiFERON Gold, or chest x-ray is required to verify student tested negative for tuberculosis (TB).
- Tetanus diphtheria vaccination/booster received within previous nine years.
- COVID Vaccine
- Current season's Influenza vaccination (usually released in late August, early September)

Students should also refer to the Externship Handbook for the full list of immunization records that may be required.

10-Panel Drug Screen

All clinical affiliates and the Surgical Technology program are drug free environments. The Surgical Technology program enforces a zero-tolerance policy with regards to student impairment from drugs or alcohol at the clinical site or any Midwestern Career College's/ST facility and institution. Students who fail to comply or are tested positive for drugs will be immediately dismissed from the program. Students may be required to obtain a 10-Panel substance abuse drug screening, at their own expense, as indicated if required by clinical facilities.

Healthcare Provider Basic Life Support (BLS)

A student must possess a valid Healthcare Provider Basic Life Support (BLS) certification from the American Heart Association prior to enrollment in clinical courses. No lapse in certification is allowed; therefore, renewal of Healthcare Provider BLS certification must be completed prior to the expiration date on the BLS card. If a student fails to comply with this requirement they will not be allowed to report to clinical. Currently BLS certification is offered free of charge to the students when registering for the course via Brightspace. If clinical is missed due to an expired BLS card the student will not be provided a clinical make-up opportunity. Please review clinical attendance policy.

Clinical Dress Code

- No tank tops, very short skirts, shorts, or other clothing and /or attire that may be construed as unethical, immoral or unprofessional, may be worn when reporting to clinical sites.
- Scrubs will be provided by the clinical site. The student must follow the facility procedures for obtaining and returning scrubs. No scrubs may be taken home or worn in transit to and from the clinical site. Removing scrubs from a clinical site is considered theft and will result in dismissal from the program.
- No visible undergarments or undershirts may show while wearing the scrubs. Only closed heel and closed toe shoes are to be worn. You may also have hospital designated shoes which can be kept at the clinical site and will be in accordance with clinical site policy.
- Hair must be neat and tied back and makeup should be moderate (no extreme colors)
- No jewelry of any kind may be worn.
- No nail polish, nail wraps or artificial nails of any kind may be worn. Nails cannot be longer than 1/8 inch above fingertips.
- No false eyelashes are to be worn.
- Caps and masks are to be worn as required.
- A hooded covering must be worn over facial hair on the neck and sides of face including beards, goatees, or long stubble. A knee length lab coat or cover gown must be worn over scrubs outside of the operating room.
- No food or drink, not even water, may be brought into the operating room. Check with your clinical site regarding an appropriate place to store a packed lunch. 14
- All valuable items should be left at home. Midwestern Career College is not responsible for any goods lost or stolen from clinical sites.

Personal Protective Equipment Policy

Personal protective equipment (PPE) must be worn at ALL times to be considered compliant with Standard Precautions. All blood and bodily fluids are to be treated as if infectious. All students must wear protective eyewear while scrubbing. Lead vests, gowns and/or aprons and a thyroid shield must be worn during cases involving radiography or radiation exposure. Any student found not in compliance with PPE policies will be dismissed from clinical for the day, which will count as an absence. Absences are recorded, and excessive absences will result in disciplinary action, and can lead to dismissal of the program.

Surgical Tech Clinical Attendance Policy

Students are required to attend their clinical rotations in their 4th and 5th terms. The typical clinical hours include three eight-hour days to equal 24 hours per week. These days will be attended outside of scheduled class times. Students are required to call at least 60 minutes prior to their assigned start time when absent or late for any reason. No call, no shows are unacceptable, and can be grounds for dismissal from clinical rotation and/or the program. Even though consideration may be given to extenuating circumstances, *there are no excused absences*.

As covered earlier, excessive instances of leaving early, tardiness, and absences that exceed two occurrences while completing clinical rotation may result in dismissal from the program.

- An absence is defined by not being physically present, no matter the reason.
- If you were present and left the premise for any reason you must notify your clinical site educator, MCC clinical coordinator, and/or MCC Program Director right away.
- All clinical time missed will be made up at the discretion/convenience of the clinical site and faculty instructor. *The student will not be allowed to miss class, laboratory or another clinical rotation in order to make up the missed clinical time.* The missed day must be coordinated with the clinical site educator and MCC clinical coordinator.

*****Students unable to achieve the student learning objectives of the clinical course due to absences will not successfully complete the rotation or the clinical course.***

Student Removed from Clinical Site

If for ANY reason a student is removed or dismissed from the clinical site by any of the clinical site staff (which includes but is not limited to; site clinical educator, OR staff and/or personnel) depending on the circumstance, the student may be terminated from the program or required to complete remediation on campus in the lab for before being eligible for another clinical assignment. However, the college or program is not required to find additional clinical sites for a student that demonstrates poor performance (attendance, skills, poor attitude or lack of professionalism, and poor performance). The student may be terminated from the program for failure to perform or demonstrate acceptable clinical performance. If the student is offered a second rotation site after completing lab remediation, the next occurrence will result in immediate dismissal from the program.

Clinical Site Visits

Visitation at clinical sites will be conducted by the Clinical Coordinator and/or Program Director. At that time, they will be observing the student in the OR/Sterile Processing departments. In addition, MCC staff and faculty will be speaking with any OR staff involved in the training of the Surgical Technology student(s).

Program Curriculum

Program length: 80 weeks (8–16-week terms)

Clock Hours: 1380

Semester Credit Hours: 69

Complete list of the program courses and course descriptions can be found in the college catalog.

Program Specific Graduation Requirements

In addition to meeting college's graduation requirements, students enrolled in AAS in Surgical Technology program must complete a **minimum** of 120 clinical cases as outlined in the Surgical Technology Student Handbook. If a student does not meet the clinical case requirements, the student will be withdrawn from the program. The mandated case requirement is as follows:

Surgical Rotation Case Requirements - 2014 REVISED CORE CURRICULUM FOR SURGICAL TECHNOLOGY, 6th edition

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. **Minimum** Expectations: "To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

OBJECTIVES:

- 1) The surgical technology program is required to verify through the surgical rotation documentation, the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
 - a) While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
 - b) No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.
- 2) Students must complete a minimum of 120 cases as delineated below.
 - a) General Surgery cases
 - i) Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - b) Specialty cases
 - i) Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60, which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
 - (1) A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
 - (a) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
 - (b) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - (2) The remaining 30 surgical specialty cases may be performed in any surgical specialty in either the First or Second Scrub Role.

- c) Optional surgical specialties
 - i) Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
 - (1) Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.
 - (2) Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty
- d) Case experience in the Second Scrub Role is **not** mandatory.
- e) Observation cases must be documented, but do not count towards the 120 required cases.
- f) Counting cases
 - i) Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to 2. c. i. 1. above).
 - ii) Examples of counting cases
 - (1) 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 specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - (2) Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure - one case.
 - (3) Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and document as 1 procedure – one case.

Designated Roles of 1st Scrub, 2nd Scrub, and Observation

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 in order 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 by performing one or more 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 on the clinical case log.

WORK POLICY

Students cannot be substituted for paid staff during a clinical rotation. To address the workforce shortage, ARC/STSA adopted a new policy on February 8, 2023 which allows students to participate in a paid clinical experience. The complete updated policy can be referenced here: <https://arcstsa.org/st-workforce-shortage/>

Essential Functions

Surgical Technology students and professionals should be able to perform the essential functions in the chart below or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to demonstrate the ability to become proficient in these essential functions. The failure of an ST to perform an essential function can result in the student committing an act of negligence or harm to a patient. Therefore, an inability to perform any standard may result in the inability of the student to complete clinical course performance objectives which would then lead to a failure in the course and program termination.

Essential Function	Technical Standard	Some Examples of Necessary Activities (Not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Ability to identify cause-effect relationships in clinical situations: evaluate patient or instrument responses; synthesize data; draw sound conclusions.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Ability to establish rapport with patients and colleagues. Use therapeutic communication (attending, clarifying, coaching, facilitating, and teaching. Function (consult, negotiate, share) as a part of a team.
Communication Ability	Communication abilities sufficient for effective interaction with others in spoken and written English.	Ability to explain treatment procedures; initiate health teaching; document and interpret instructions. Listen attentively. In an emergency two-way communication cannot be impaired due to patient safety.
Physical Endurance	Remain continuously on task for several hours while standing, sitting, moving, lifting and/or bending.	Ability to manually resuscitate patients in emergency situations or stand/walk for extended periods of time. Turn, position, and transfer patients. Must be able to lift 25 lbs. standing erect, using only upper body strength for at least 30 seconds.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces while maintaining	Ability to move around in work area and treatment areas. Position oneself in

	environmental and patient safety; full range of motion; manual and finger dexterity; and hand-eye coordination.	environment to render care without obstructing the position of other team members or equipment. Assembling and passing instruments in the surgical field of operation.
Motor Skills	Gross and fine motor skills sufficient to provide safe patient care and operate equipment.	Ability to use equipment and instruments with necessary dexterity.
Hearing Acuity	Auditory ability sufficient to monitor and assess health needs.	Ability to detect alarms, emergency signals, muffled voices, auscultatory sounds and cries for help.
Visual Ability	Normal or corrected visual ability sufficient to discriminate between subtle changes in density (black and grey) or a color at low light. Ability to see micro-instrumentation and supplies	Ability to observe patient responses, secretions, color. Read thermometer, chart, computer screen, digital printouts, labels and gauges. Ability to manipulate suture materials the size of a human eyelash.
Tactile Ability	Tactile ability sufficient for physical assessment.	Ability to perform palpation, functions of physical examination and/or those related to therapeutic intervention.
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental and patient safety.	Ability to distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety.
Professional Attitude and Demeanor	Ability to present professional appearance and implement measures to maintain one's own physical and mental health and emotional stability.	Ability to work under stressful conditions. Be exposed to communicable diseases and contaminated body fluids. React calmly in emergency situations. Demonstrate flexibility. Show concern for others.

Libby McNaron, 2015

Adapted from Red Alert: The Americans with Disabilities Act - Implications for Nursing Education (March '93) 11/96 ada.frm

Program Progress and Completion

Students are expected to complete a program and clinical site evaluation at the end of the program. This information will be used to improve the quality of education.

Evaluation of student performance will include, but is not limited to the following:

- Quizzes, Exams, Mid-Term, Final.
- Completion of assignments.
- Didactic and clinical absences, tardiness.
- Successful completion of laboratory competency objectives.
- Successful completion of clinical performance objectives.

- Successful completion of clinical case requirements.
- Exit Exam and National Certification Exam

Minimum Expectations/Unsatisfactory Performance

If a student's performance in any didactic or clinical course is below the acceptable competence level, the faculty and the Program Director will counsel the student. Written evaluation of academic progress is done at midterm and final. All students must maintain a grade of "C" or better in Surgical Technology classes. If a student's performance in any given area at the clinical site is below the acceptable competence level, the Program Director and/or Program Faculty will counsel the student. Every attempt is made to resolve all violations of program and/or clinical agency rules. If the clinical instructor or a clinical agency representative terminates the student from the clinical site, the program **does not** have any responsibility for reassigning a student to another site during that rotation.

Termination from the clinical site will result in failing the current clinical course. Subsequently, the student cannot enroll in the next term and must withdraw from the program.

National Certification Exam Eligibility

ARC/STSA standards require a 100% participation rate in certification exams therefore, all Surgical Technology students who have passed the program exit exam and completed clinical case requirements must sit for the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) as part of program completion. The program will arrange for On-Campus Web Based Testing (WBT) and submit student qualifications to NBSTSA. The college is responsible for payment of exam fees and providing items required for the exam application for the first attempt only. If the student fails the national certification exam, they will be personally responsible for any costs incurred due to failure of that exam.

Program Termination Process

The violation of any program or college policies may result in an administrative withdrawal of the student from Surgical Technology classes and the program. Unsatisfactory performance, or a grade below "C", in any Surgical Technology or Allied Health course will also result in program withdrawal.

Student Complaints Procedure

Student complaints policy and procedure can be found in the college catalog.