1. Welcome

Welcome to the Northland Community Technical College Surgical Technology Program. You have chosen a career rich in opportunities and challenges. This program guide/manual/policies and procedures are intended to provide you the information you need to be successful in the program. Keep this handbook close as you will need to refer to it often.

Other sources of information include Faculty, the Northland Community Technical College Student Handbook,[ http://www.northlandcollege.edu/academics/student-handbook/], Course Syllabi, Student Services, Advisors and Counselors.

With Best Wishes as you begin your new career.

Ruth A. LeTexier CST, BSN Surgical Technology Program Director

Linda Deitz CST, Clinical Lab Instructor

2. Accreditation

The surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Mailing address: 25400 US Highway 19 North Suite 158, Clearwater, FL 33763 P:727-210-2350 F:727-210-2354 E: mail@caahep.org; in cooperation with the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting and sponsored by the American College of Surgeons and the American Hospital Association. Graduates of this program are eligible to sit for the national certification exam in the final week of the program once verification of program completion is confirmed. The Commission on Institutes of Higher Education of the North Central Association of Colleges and Schools accredits Northland Community & Technical College.

3. Program Information

3.1 Description

The Surgical Technology program prepares individuals to assist the surgeon, anesthesiologist and professional registered nurse as an integral member of the direct patient care team before, during and after surgical intervention.
About the Profession/Role of the Surgical Technologist
The Certified Surgical Technologist (CST) in the scrub role handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists have an understanding of the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure, while monitoring and preserving the sterile field.

The CST is responsible for three phases of surgical patient care, or surgical case management, with minimal direction or supervision from other surgical team members. Some duties of the CST in each phase of case management include:

Preoperative Surgical Case Management
Gathering necessary equipment and supplies
Opening sterile supplies
Donning personal protective equipment
Scrubbing and donning sterile gown and gloves
Organizing the sterile field for use
Counting necessary items
Assisting team members during entry to the sterile field
Exposing the operative site with sterile drapes

Intraoperative Surgical Case Management
Passing instrumentation, equipment and supplies to the surgeon and surgical assistant
Preparing and handling pharmaceuticals
Predicting needs of the patient and surgeon and preparing necessary items
Counting necessary items
Caring for specimens
Applying dressings

Postoperative Surgical Case Management
Maintaining the sterile field until the patient is transported to the post-anesthesia care unit (PACU)
Removing instruments, equipment and supplies from the operating room (OR) following use
Preparing the OR for the next patient

The proficient CST demonstrates a caring attitude towards the patient, other surgical team members and the patient-care environment. It is also necessary to understand normal anatomy and physiology, the pathological condition affecting the patient, the planned operative procedure, and consider any variations that may be necessary to accommodate a specific patient.
Program Goal: The Surgical Technology program will prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains.

3.2 Program Outcomes

The goal of Northland’s Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. The graduate will:

1) Perform skills necessary to safely fulfill the role of the Surgical Technologist, including the application of infection control practices. (Cognitive, Psychomotor)
2) Demonstrate professional behaviors consistent with the profession and employer expectations utilizing ethical and legal considerations relevant to the role of the surgical technologist. (Affective)
3) Evaluate information using problem-solving and critical thinking skills relevant to the surgical technologist position. (Cognitive)
4) Demonstrate proficiency in the application of aseptic technique in all aspects of the surgical care of patients. (Cognitive, Psychomotor)
5) Demonstrate basic competence in the use of surgical instruments, supplies, and equipment used to provide patient care. (Cognitive, Psychomotor)
6) Integrate/demonstrate a comprehensive understanding of anatomy, physiology, pathophysiology, pharmacology, medical terminology and microbiology when assisting with surgical procedures. (Cognitive, Psychomotor)
7) Communicate effectively with patients, physicians, and colleagues based upon respect for the dignity and worth of each person. (Affective, Cognitive)
8) Exhibit behaviors conducive to effective teamwork. (Affective)

3.3 Application for Admission

Individuals who intend to apply to the A.A.S. program must:

- Be accepted by Northland Community & Technical College for admission. Contact Student Services for the necessary requirements and forms.
- Maintain CPR certification from the American Heart Association Health Care Provider CPR or American Red Cross Professional Rescuer CPR. Provide a copy of the front and back of your CPR card to the program director. CPR certification must be current throughout the clinical experience.
- Complete all developmental/prep courses indicated by the Accuplacer exam before beginning the final program semester.
• Have all transfer credits approved by the College through application for Transfer of Credit before beginning the final program semester.

• Complete specific health student immunization requirements and submit the information online at Castlebranch Account. Student Health data proof of immunization documentation must be uploaded and approved, and on file before October 1 in the fall semester of the second year.

• Read and follow directions for background studies and immunization requirements at the following web address:
  http://www.northlandcollege.edu/healthprograms/immunization.php

• Provide proof of personal health insurance coverage during the clinical period

• Complete both a National Criminal Background Study and a MN Health and Human Services background study

• Meet with an advisor to discuss personal and expected program outcomes

Students achieving assessment scores below the established minimums must register and successfully complete (with a grade of C or better) the required developmental courses in order to meet graduation requirements.

All required courses for the program must be completed with a grade of C or better.

It is the student’s responsibility to confirm all requirements have been met.

3.4 Curriculum – Surgical Technology - AAS 60 Credits

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>*BIOL2252 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*MATH1110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*ENGL1111 Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HLTH1106 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>SURT1102 Introduction to Surgical Technology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*BIOL2254 Human Anatomy and Physiology II</td>
<td>3</td>
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<td></td>
<td>*BIOL2221 Microbiology</td>
<td>3</td>
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<tr>
<td></td>
<td>*PSYC1105 Intro to Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>HLTH1106 Pharmacology</td>
<td>2</td>
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<tr>
<td></td>
<td>SURT2204 Operating Room Theory</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SURT2206 Operating Room Practice</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HLTH2208 Pathophysiology</td>
<td>3</td>
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<tr>
<td></td>
<td>*PHIL2210 Morals in Medicine</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*PSYC2201 Developmental Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>SURT2212 Operative Procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SURT2216 Clinical I</td>
<td>6</td>
</tr>
</tbody>
</table>
3.5 Curriculum design

The didactic component of surgical technology is delivered through lecture and laboratory demonstration and practice. The lecture portion reinforces the theory involved in providing care to the surgical patient, i.e. sterile technique, draping, positioning etc. The laboratory portion of instruction is used to demonstrate proper methods of technique and allows the student to practice and demonstrate an acceptable level of technical skill and competency.

3.6 Transfer Credits

The program requires students to have current working knowledge of the required sciences. Courses older than 5 years may not be accepted for transfer into the program. Exceptions can be made for students currently working in the health field. A student appeal/petition may be filed to address issues concerning course transferability. The program director has the right to accept or decline the transfer.

3.7 Clinical Education Objectives

The main clinical objective is for the student to be able to develop entry-level competency in the performance of duties as a surgical technologist and effectively demonstrate technical skills in various clinical situations. Clinical objectives are listed in each syllabus as Course Goals for SURT2216 and SURT2220. The objectives are the measurement used to evaluate performance and competency.

4. Clinical Information

4.1 The Clinical Experience

The clinical experience is designed to ensure the students can acquire expertise and proficiency in a wide variety of surgical specialties and operative procedures by applying classroom theory to actual practice of technical skills in the clinical setting. The primary clinical affiliates of the program are:

Altru Hospital – Grand Forks, ND

Sanford Hospital (Meritcare) – Fargo, ND

Other clinical sites may be determined, based upon enrollment and student placement

The assignment for clinical sites will occur in the fall semester. A random drawing will occur to determine clinical site assignments.

- On the day of the drawing, students may swap or exchange assignments in agreement with the program director. All assignments are finalized on the day of the drawing.
• In the event of absenteeism on the day of the drawing, a number will be selected for the absent student and an assignment will be made in accordance with the procedure.

• The program director reserves the right to alter clinical assignments if it is the best interest of the student or clinical affiliate workload. Intern sites will be in North Dakota or Minnesota.

• All course work must be successfully completed and all lab material, including scrub attire, must be returned to the College before the student may begin his/her internship.

• ALL immunization records, health data, CPR verification, proof of health insurance and the National Criminal Background Study and MN Health and Human Services Study must be on file in order for the student to begin the clinical internship. Failure to provide this information will result in non-compliance with program guidelines and probationary status will be in effect. The student will not be allowed to attend the clinical internship until such documentation is provided in consultation with the program director.

4.2 Clinical Internship

Clinical experience is viewed as a vital, integral part of the educational process. The facilities, which have agreed to accept students for clinicals, need to be recognized for the unique privilege provided. Without the cooperation and interest of the affiliate staff, it would be impossible for the student to complete the program. The student is a guest in the clinical site. It is the willingness of the staff to share time and talents in support of the profession, which is the sole reason for accepting students. Graciousness toward the staff and administration will serve to establish relationships that are mutually beneficial. Courtesy and respect are a basic expectation in all encounters.

The Surgical Technology internship is divided into 2 rotations: Clinical I AND Clinical II and is approximately 16 weeks in length. The student will spend approximately 32-40 hours per week at the clinical site.

Note – Student Work Policy

1. The clinical component shall be educational in nature and,

2. The student shall not be substituted for paid staff personnel during the clinical component of the program.

*PLEASE NOTE*

• Detailed internship responsibilities, shift start and stop times and dress requirements will be defined by the clinical instructor at the onset of the clinical rotation. Requirements will vary according to the clinical site necessity.
• The student is expected to arrive promptly at the clinical affiliation, able to function at the level appropriate to their status in the Surgical Technology Program. If the student arrives unprepared for the clinical experience (i.e. without a procedure report prepared) the student will be dismissed for the entire day and will be required to use banked hours or if no hours are available, make up the lost clinical time in arrangement with the clinical instructor. Assignments will be turned in on time or result in disciplinary measures.

• Time management: if a student arrives late or tardy (after the designated start time for the clinical site) one hour will be deducted from the bank of hours (see section 5.2 Time Management).

• Students must be prepared to furnish their own housing, telephone, meals, and transportation for the internship. Arrangements must be made prior to the start of Clinical I in the final spring semester.

• The student will adhere to all policies and procedures of the affiliate clinical sites.

• Students may request specific days for call assignments; all requests must be written and submitted in the first week of the clinical rotation. A schedule will be made after the first week of clinicals to include on-call, late, PM or other shifts as needed or indicated by the clinical site assignment.

• During Clinical I, the number of call hours will be equivalent to 2-call shift. Clinical II call hours will include 2 call shifts and a weekend call shift.

• Students will be expected to meet the identified level of Clinical Experience Record target set by the Program Director – failure to do so may result in probation or disciplinary action.

4.3 Clinical Preparation

Surgical procedure and patient assignments will be made by the clinical instructor before each experience and posted in the designated student area. The student is expected to prepare for the procedure by:

• Reviewing relevant anatomy and physiology for the surgical intervention.

• Reviewing and listing the specific procedural sequence (procedural report).

• Obtaining a copy of the surgeon’s preference list to review suture, draping, medications and scrub tips.

• Arriving prepared to perform the role of the surgical technologist; this assures an optimum clinical learning experience and competent care to each patient involved.
Any student arriving at the clinical site unprepared for the clinical day will be sent home from the site for the entire day and time will be deducted from the student's 32-Hour bank of designated hours. Incomplete procedure reports are an example of being unprepared. If no hours are available, the student will be required to perform extra hours in the clinical setting to make up for the time missed.

4.4 Student Clinical Case Guide

NCTC Student Clinical Case Guide

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.
2) Students must complete a minimum of 120 cases as delineated below. Our Program Goal is 140 cases.

Program Outcomes will be assessed based upon the student clinical experience. The quantifying measurement of the outcomes will be minimum case requirement of 120 cases our program goal is 140 cases. The students will be reporting and recording their clinical experiences in a:

Clinical record – a web-based database method for tracking overall progress. Instructors will verify the procedure and level of proficiency and then Students will access the database via the ST home page on the web.

The level of proficiency will be assessed with Staff and Instructor input on a daily, case by case basis as follows:

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 listed below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

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

**60 cases required distributed between a minimum of 5 surgical specialties. 15 is the max number of cases in any one specialty – that can be counted towards the 60 required cases in the first scrub role.

Second Scrub Role
The Second Scrub Role is defined as the student who is at the sterile field who has not met the criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

1. Sponging
2. Suctioning
3. Cutting suture
4. Holding retractors
5. Manipulating endoscopic camera

*Vaginal deliveries 5 maximum count

**Observation Role**

The Observation Role is defined as the student who is in the OR performing roles that do not meet the criteria for the first or second scrub role. (Assist circulator role) These observation cases are not included in the required case count, but will be documented by the program.

**SURGICAL ROTATION CASE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # of Cases Required</th>
<th>Minimum # of First Scrub Cases Required</th>
<th>Additional First or Second Scrub Role cases that can be applied towards minimum of 120 (Program goal – 140 case)</th>
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</thead>
<tbody>
<tr>
<td>General Surgery</td>
<td>30</td>
<td>20</td>
<td>10</td>
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<td>Surgical Specialties:</td>
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<td>CVT</td>
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<td>Neuro</td>
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<td>Ob-Gyn</td>
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<td>Oral/Maxillofacial</td>
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<td>Ortho</td>
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<td>PV</td>
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<td>Plastics</td>
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<td>90</td>
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<td>60</td>
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<td>Program Goal 110</td>
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<td>Diagnostic Endoscopy:</td>
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<td>Bronchoscopy</td>
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<td>Colonoscopy</td>
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<td>Cystoscopy</td>
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<td>EGD</td>
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<td>ERCP</td>
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<td>Esophagoscopy</td>
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<td>Laryngoscopy</td>
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<td>Panendoscopy</td>
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<td>Ureteroscopy</td>
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<tr>
<td>10 diagnostic endoscopy cases may be applied toward only toward the Second Scrub Role cases. *Objective II.C</td>
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<tr>
<td>Labor &amp; Delivery</td>
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<td>5 vaginal delivery cases may be applied only toward the</td>
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</table>
A case log summary sheet should also be used by the program to demonstrate the following for each student:

- Total number of cases performed (goal is 140)
- First Scrub cases in General Surgery (minimum of 20 cases, maximum of 30)
- Second Scrub cases in General Surgery (maximum of 10 counted)
- First Scrub cases in at least four (4) surgical specialties (minimum 60 cases in first scrub role counted towards the total)
- Second Scrub cases in at least four (4) surgical specialties
- Diagnostic Endoscopy cases in the Second Scrub Role (10 max counted)
- Vaginal Deliveries in the Second Scrub Role (5 max counted)

Once a student reaches these thresholds (for example 20 first scrub in General surgery) on the 21st first scrub case they enter in the database – the cells will be shaded. If a student chooses the print option – they will see some of the cells of the chart are shaded – this indicates the student has met the requirement in that area.

The program level of clinical proficiency will be determined based upon the overall composite of the entire clinical student group. The program director as clinical coordinator will be assessing the student progress towards the required goal during the clinical experience. The clinical instructors will daily assess the student clinical experience and assist in recording the scrub activity. The clinical instructor on a weekly basis will assess student progress in order to determine case assignments for the individual student. The student will record and assess their individual progression through the clinical experience.

**CASE ENTRY**

Cases will be entered into the Surgical Technology Program Database by logging into the tracking system. You may access the system by going to the program home page on the College website and clicking on Activities or use the following webpage:


Click on the link titled Surgical Procedure Database.

1) Enter your StarID and password. Login
2) Once in the database you will select Location
3) Select Case Area [General, Diagnostic endoscopy, Labor & Delivery or Specialty] Next
4) Select Skill [Procedure] Next
5) Role [First Scrub, Second Scrub, Observe or Circulate] Next
6) Instructor Verification, Submit Entry

**To Print or View your Case log, use the same address above**

1) Click on the link titled Click here
2) Enter your StarID, click the Print Clinical Record button
3) You will be able to view/track your cases, assess your progress, print and share with your clinical instructor.
DATABASE Tracking Legend

General Surgery Cases Legend:

<table>
<thead>
<tr>
<th>General Surgery 1st Scrub reached 20</th>
<th>General Surgery 1st Scrub above 20</th>
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</thead>
<tbody>
<tr>
<td>General Surgery 2nd Scrub 10 and under</td>
<td>General Surgery 2nd Scrub above 10</td>
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</tbody>
</table>

Specialty Cases Legend:

<table>
<thead>
<tr>
<th>When any Specialty Case type 1st Scrub reaches 20</th>
<th>When the total Specialty 1st Scrub cases reach 110</th>
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<tbody>
<tr>
<td>When the total Specialty 1st Scrub cases are between 111 and 140</td>
<td>When the total Specialty 1st Scrub cases are at or above 140</td>
</tr>
</tbody>
</table>

5. Program Policy

5.1 Attendance Policy

The Surgical Technology program will adhere to the policies within the Northland Community & Technical College Student Handbook. A signed program agreement will be kept in each student file.

Students are expected to be present and punctual every scheduled day of the program. Class or clinical begins promptly at the time scheduled. Students are expected to arrive early, and assume their class or clinical responsibilities on time. Students arriving after scheduled times will be marked tardy for official clinical records; time will be deducted from the 32 hours of banked time. Attendance is critical to the success of this program. Poor attendance reflects on the student’s permanent record and will influence employment recommendations. Employers in the health industry demand good attendance; it is an attribute they seek in employees they hire.

When illness or emergency dictates a student’s absence, he/she will:

Call the clinical instructor or supervisor at his/her assigned clinical site, before the start of his/her shift to report absence from clinical. The absence will be documented at the clinical site.

5.2 Time Management: 32 hour bank

Students will be allowed 32 hours per clinical year as absent time or a “bank of hours”. The bank of hours will be used as a sick/personal leave time. Any hours absent outside of the 32 hours allotted, will result in probation and may result in program dismissal.

Clinical absence

All clinical time designated as missed clinical time (outside of the 32 hour bank) will be made up. Clinical time requirements must be met. If a student exceeds the number of banked hours available and the required clinical time remaining is too short to accommodate the student making up the required hours, the student may be placed on
If the student is absent from the clinical experience, he/she must follow the instructions noted by the instructor at the onset of the clinical rotation.

- The clinical instructor in consultation with the program director will make a reasonable effort to accommodate the student in making up any missed clinical time (beyond the 32 hour bank), unless the amount of time is deemed excessive and clinical objectives cannot be met.

- Failure of the student to follow the above policy for attendance will result in probation and/or termination. If satisfactory attendance is not demonstrated during a probationary period, the Program Director may suspend the student for a specified time or terminate the student from the program.

5.3 Class Policy

All students in the Surgical Technology Program will follow the class policy for class instruction:

1. Students will be expected to handle equipment and supplies responsibly in the laboratory. No equipment or supplies will leave the lab without permission from the instructor.

2. In the Fall semester all students must successfully complete each of the 2 practical skills examinations in a single attempt in order to progress in the program.

3. Each student will be required to wear scrubs (issued by instructor) in clinical lab classes. The scrubs must be cleaned and returned to prior to the start of spring semester.

4. Personal conferences will be scheduled at the program director or student request.

5. Didactic and clinical experience will follow the school calendar with holidays noted.

6. The faculty will be available during posted office hours fall semester M/W 10-11 am, spring semester M 10-12. Other appointments and messages may be requested via voice mail or email.

7. No eating and drinking will be allowed in the lab.

8. No smoking is allowed in the building or at the clinical sites.

All material to be made up due to any absences must be completed within 2 days of returning to school. This includes tests, assignments, and clinical lab procedures. If the student does not attempt to make up the missed work, during this time frame, they will receive a zero for all incomplete work.
6. Student Discipline - Dismissal

6.1 Criteria for Probation and Dismissal from the Program

A student enrolled in the Surgical Technology Program at Northland Community & Technical College who does not meet the following criteria will be placed on probation and subject to dismissal:

1. Those who do not meet the criteria established by the College Academic Progress Policy.

2. The instructor may place a student on probation if the student does not adhere to the attendance policy.

3. Punctuality and dependability are a necessity in the surgical technology profession. The Surgical Technology program encourages these characteristics as desirable to employers upon graduation. It is the belief of the faculty that no clinical hours required by the program can be missed. See Clinical Absence section of this handbook for further information.

4. The following violations of ethical and professional conduct by any student may constitute reason for probation or immediate dismissal from the program at the discretion of the instructor in consultation with the program director: a breach of patient safety or confidentiality, lying cheating, insubordination, or discourteous inappropriate treatment of patients, the public, employees or fellow students.

5. The student disciplinary procedure will be initiated due to substandard, unethical or inappropriate conduct at the discretion of the Program Director. Immediate dismissal may result for any one of the following reasons:

   a. Possession or use of alcohol or any mood altering chemicals on the premises or reporting for class or clinicals intoxicated or under the influence.

   b. Repeated tardiness

   c. Unexcused absenteeism and/or falsification of sick time

   d. Excessive absenteeism

   e. Insubordination

   f. Grossly unethical or unprofessional conduct

   g. Gross carelessness in regard to safety of patients or colleagues

   h. Discourteous, unprofessional interaction with patients, public or staff

   i. Dishonesty, cheating, theft

   j. Release of confidential information regarding patients, and/or hospital or clinic personnel or activities
6.2 Disciplinary procedure – sequence for behavioral reasons:

1. Upon notification of a student’s inappropriate conduct the Program Director will meet or speak to the student to discuss the matter and inform the student of the specific conduct deemed inappropriate. The student will be given a verbal warning concerning continued inappropriate behavior.

2. If the student’s conduct and behavior does not improve, the Director will meet or speak a second time with the student, at which time a written warning will be given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file and the academic Dean will be notified. The student will be placed on probation for a specified period, during which time definite improvement must be demonstrated.

3. If satisfactory improvement is not demonstrated during the probationary period, the Program Director may terminate the student from the program.

6.3 Disciplinary procedure for academic reasons:

The student must meet the following academic criteria during the educational experience:

1. Must achieve a grade of 2.0 or letter grade C or above in each course required in the program in order to progress.

2. Must receive a minimum of a 2.0 rating on all student evaluations.

3. Must receive a minimum of a 2.0 rating and a satisfactory rating of each area on all clinical performance evaluations.

6.4 Academic/Faculty Grievance/Petitions

1. It is the policy of the Northland Community and Technical College’s Surgical Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues to the ST Program Director. If the student and ST Program Director are unable to come to an agreement, the student can write up their complaint/grievance on a Student Appeal form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees which will report their findings back to the student. Students may then appeal the decision or recommendation if desired.

2. A student may also appeal a final course grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date to the Registrar’s Office. The Registrar’s Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue.
as appropriate. The Dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean’s decision within 10 days, if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

3. Student complaints regarding the program or faculty should be first addressed to the ST Program Director. Unresolved complaints or complaints about the ST Program Director should be directed to the Dean of Health, Nursing, and Public Service. All complaints will be documented, including the projected outcome, and kept on file at the program facility. Complaints regarding Accreditation of this program should be addressed to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting.

   CAAHEP
   25400 US Highway 19 North
   Suite 158
   Clearwater, FL 33763
   P: 727-210-2350
   F: 727-210-2354
   E: mail@caahep.org

   ARC/STSA
   6 W. Dry Creek Circle
   Suite #110
   Littleton, CO 80120
   P: 303-694-9262
   F: 303-741-3655
   E: info@archstsa.org

   Any action under this section may be appealed as outlined in the NCTC Students Complaints and Grievances Policy (3240 and 3240P)

7. General Policy

7.1 Dress Code Policy

The student will follow these guidelines for the clinical experience:

1. The student must wear protective apparel and equipment in accordance with OSHA standards to protect themselves from exposure to blood and body fluids.

2. Casual dress clothes must be worn to all clinical sites off campus.

3. Name badges must be worn at all times when completing clinical work.

4. No jewelry or cologne will be worn when completing clinical work and make up must be kept to a minimum. No facial jewelry, tongue studs, brow or nose rings may be worn to the clinical site. No body ornamentation may be worn during the hours of clinicals or at the clinical site.

5. Shoes must be designated for operating room use only, and must be clean with covered toes. NO artificial nails or nail polish are allowed in the clinical setting.
7.2 Safety & Security

1. All classroom and lab equipment is property of Northland Community and Technical College and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment. The use of sharps (needles, scalpel blades) must be supervised in order to prevent a sharps injury. Personal Protective Equipment must be worn at all times when practicing or performing skills in the lab.

2. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill were earned.

3. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab Practice.

4. All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.

6. Students will follow college policies in the event of a building evacuation. These policies can be found in the NCTC Emergency Procedures Manual and is found online at www.northlandcollege.edu/safety/emergency-procedures.

7. ST Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s), injury and/or medication(s) taken that could potentially impair or alter the student’s safe and effective performance or function of all program educational experiences. Student’s contracting an infectious disease during the time they are enrolled in the ST program must report that fact to the program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

7.3 Student Health Policy

The student must be free of all communicable diseases which do not respond to medical treatment or pose a potential risk to the patient or student in the OR. Examples would be a positive result for HepA, HepB, HepC etc or Tb. Issues related to pregnancy or injury will be handled on an individual basis. The pregnant student is encouraged to notify the instructor as soon as possible if attendance may be affected. The health and welfare of the student will always be of first consideration. Students who do not comply with the required health and immunization requirements may not be permitted to attend clinical which WILL affect program progression and completion.

All accidents occurring at a clinical facility which results in patient, hospital personnel, personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may also be required to fill out a facility incident report. Students are required to understand the safest methods of properly performing procedures and operation of equipment before undertaking them.
Students are responsible for the cost of their individual medical care that may result from an accident while at clinicals.

### 7.3 Health Requirements

Please refer to the following College webpage for detailed information for health requirements and documentation: [http://www.northlandcollege.edu/healthprograms/immunization.php](http://www.northlandcollege.edu/healthprograms/immunization.php)

The following must be completed by October 1st, prior to the beginning of the first clinical course:

- Submit all immunizations to the student personal CASTLEBRANCH account online.
- HBV Immunization completed
- Tetanus – Diphtheria booster within the last 10 years. Tdap must have one immunization after Age 18 for pertussis
- Verification of non-susceptibility to rubella (MMR)
- Documentation of varicella status (Chicken Pox) – immunization dates or serology results
- Proof of health insurance coverage for the length of the internship. Card will be verified with the program director
- Yearly seasonal flu immunization
- Tb test (2-step) prior to the start of the final school year
- Completion of the Health and Human Services Immunization Record for Clinical and Fieldwork Participation Form
- CPR proof uploaded

### 7.4 Confidentiality

The patient has the legal right to confidentiality of all aspects of his/her care and you as a health care provider have a legal responsibility to safeguard the patient’s confidential information. No student is to give information concerning a patient or occurrence to the newspaper, lawyer, patrol officer, or anyone not on hospital staff. Information pertaining to confidential patient information will be shared on a “need to know” basis.

Conversation related to patients is permitted only in the clinical conference areas and the classroom. Patients or any clinical occurrences are not to be discussed in public places such as the cafeteria, student lounge or at home. Any information received from the clinical site or computer must be carefully scrutinized to remove any identifying information relating to the patient before it is removed from the hospital building. Failure to respect patient confidentiality
may result in immediate dismissal from the program at the instructor’s discretion in consultation with the facility staff and program director.

**HIPAA Training** will occur in the fall semester of the second year (completing year) of the program and is required to be completed through the local hospital education department as part of the student’s preparations to enter the clinical setting. The learning module and test will be performed online and certificate of completion will be accepted or declined from the clinical partner. Program Director will be notified of students successfully completing the training and student eligibility for clinical participation will be granted.

### 7.5 Evaluation - Clinical

Evaluation is a continuous process during the clinical experience done through direct supervision, required assignment studies and individual conferences. Each clinical instructor will schedule periodic, individual conferences at which time the student’s evaluation and progress will be discussed. The clinical performance evaluation form identifies the criteria for the evaluation. Students are encouraged to request a conference with the clinical instructor at their discretion. The following outlines the evaluation process:

1. A written evaluation of clinical performance will be completed by the clinical instructor and will be reviewed with the student. The student must achieve a passing grade of “C” or better to successfully complete the course.

2. The student must present completed daily procedure reports for assigned cases, at the end of the shift on each clinical day. Call will affect the procedure report expectations and the clinical instructor at the onset of the clinical rotation will explain changes.

3. The student will maintain an electronic student experience record. All entries made into the Surgical Case Database must be verified by the instructor prior to entry. The clinical instructor will verify the procedure and role of the student for each procedure. The student will enter their unique identifier and select the correct specialty, procedure and role. The goal of the program is 140 cases.

4. All staff working with the student at the clinical affiliate site will be randomly solicited for information regarding student daily performance.

### 7.5 Graduation Policy

The student must complete an application for graduation form and have it submitted at the beginning of the final spring semester. The graduation date will be defined as the month of graduation commencement. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

Students must have completed all general education requirements, SURT1102, SURT2204, SURT2206 courses prior to registering for the final spring semester courses. **ALL candidates** must complete SURT2212, SURT2216 and SURT2220 from NCTC in East Grand Forks in the same semester sequence to meet A.A.S. requirements.
8. Additional Information

8.1 Certification

Completing the application for licensure is the responsibility of the graduate. The National Board of Surgical Technology and Surgical Assisting, the credential organization, requires a fee for certification, this fee is part of the final semester fees collected by the college. Students will be given information for the examination application during the final fall semester. Additional information may be found directly from the NBSTSA organization: **800 707 0057 or 303 694 9264** or email address: [www.nbstsa.org](http://www.nbstsa.org). **Our school code: 2264**, you may need this code in order to reference the examination. The certification exam will be conducted on the final day of the program, in a secure testing facility on campus. Individuals will register for the exam and will test as a group at the college.

Students are encouraged to join the Association of Surgical Technologist. Application should be made in the fall semester of the graduation year. Benefits to the student include current information affecting practice, continuing education, and discounted membership and certification fees. The phone number for the association is **800 637 7433** web address: [www.ast.org](http://www.ast.org)

8.2 Background Check

Minnesota Statutes, Section 245A.04 require all health care institutions to provide supportive or health supervision services in Minnesota to obtain a Health and Human Services background study on all employees, volunteers and contractors who may provide direct patient contact services with patients. Failure to qualify by the Department of Human Services background check may make it impossible for the program to provide a clinical site for required courses.

A National Criminal Background Study is required by the affiliate health systems in order to participate in the clinical experience. Failure to qualify may result in the student being denied access to the clinical site, which would make it impossible for the program to provide a clinical site for required experience.

8.3 Grading Standards

1. The student must achieve a minimum grade of 2.0 in each required course.

2. Grades are based on percentage of total points of quizzes, assignments and exams. In the event a student is absent the day of a quiz, “0” points will be awarded. Quizzes may not be made up. The student must perform basic technical skills and be evaluated according to the course syllabi. Students must maintain 80% to satisfy requirements of the Surgical Technology Program. A passing grade would require a minimum of 80% on each of the following
a. Lab/Instrument Exam Total Score
b. Practical Skills Exam Score (75% is passing score)
c. Lecture Total Score

These skill levels are mandatory to progress to the clinical experience.

3. Grading Criteria for all course work:
   a. 94% - 100% ..........A
   b. 87% - 93%........B
   c. 80% - 86%.......C
   d. Below 80%.......F

4. During clinical training, certain skills are designated as crucial skills; ALL students must meet the passing criteria on a crucial skill in order to advance in the program. Any student who fails to achieve the minimum point value in each section of the clinical evaluation will fail the course, regardless of the final total scores.
NCTC – Surgical Technology Policy Agreement

Date:_______________________

I have reviewed the Surgical Technology Program Handbook, and understand the terms of the policies and agree to abide by the standards established therein.

I expect that any violation I commit of said policies would result in administrative action.

____________________________________ Student Signature

____________________________________ Faculty Signature

This copy will be retained in the student’s permanent surgical technology file.