

**SURGICAL TECHNOLOGY
PROGRAM**

Handbook

Savannah Technical College

Savannah Technical College
Surgical Technology Program

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INTRODUCTION

Surgical Technology is a program of study which is consistent with the philosophy and purpose of Savannah Technical College. The program provides academic foundations in communications, mathematics, human relations, and basic sciences as well as technical fundamentals. Program graduates are well trained in the underlying fundamentals of surgical technology and are well prepared for employment and subsequent upward mobility.

NOTE: The program does not discriminate on the basis of race, color, National origin, religion, sex, and handicapping conditions, academic or economic disadvantage.

Clinical Facilities:

Memorial Health University Medical Center

St. Joseph's Hospital

Candler Hospital

Surgical Technology

Accreditations

➤ Savannah Technical College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to award the Associate degree, Diplomas, and Technical Certificates of Credit.

➤ **Southern Association of Colleges and Schools Commission on Colleges**

1866 Southern Lane, Decatur, GA 30033-4097. (404)-679-4500

Additionally, The Surgical Technology Associate of Applied Science degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). www.arcstsa.org

ARC/STSA, 6 W. Dry Creek Circle, Suite 110 Littleton, CO, 80120.

Commission on Accreditation for Allied Health Education Programs (CAAHEP) can be reached by writing:

9355-113th St. N, #7709

Seminole, FL 33775

P: 727-210-2350

E: mail@caahep.org

Visit the CAAHEP website at www.caahep.org.

- STC is a unit of the [Technical College System of Georgia](#) (TCSG).

PROGRAM MISSION:

The mission of the Surgical Technology Program is to provide quality educational services to students from diverse backgrounds in the theory and practice of surgical technology in order to prepare them for a career as a PROFESSIONAL in the field.

Program Goals:

The goal of the Surgical Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills and attitudes necessary to succeed in the Surgical Technology field. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon completion of the required courses within the Surgical Technology program, the student will be able to:

1. Apply the principals of surgical asepsis. **(Psychomotor) (Cognitive).**
2. Interact professionally within the operating room environment, concerning all parties. **(Affective).**
3. Function in the role of the surgical technologist within the surgical team and the operating room environment. **(Psychomotor) (Cognitive).**
4. Identify the structures and functions of the human body and commonly found pathologies. **(Cognitive).**
5. Identify and prepare for the specific uses of the essential furnishings, equipment, and supplies used for surgical procedures. **(Psychomotor) (Cognitive).**
6. Protect and respect the patient's right to privacy and safety. **(Psychomotor) (Cognitive) (Affective).**
7. Prepare all sterile areas, instruments, and equipment required for an operative procedure. **(Psychomotor).**
8. Assist with the sterile draping, gowning, gloving, case management, and other preparations essential to surgical procedures. **(Psychomotor).**

9. Assist with the operative procedure including, passing of instruments, sutures, sponges, medications, as directed to the surgical first assistant, resident or surgeon, correctly handling all sterile equipment and supplies, and maintain instrument and sponge counts accurately throughout the procedure. **(Psychomotor) (Affective) (Cognitive).**

10. Dismantle an operating room set-up following a procedure including: preparation of specimens for delivery to the laboratory, disconnecting equipment, and caring for instruments according to hospital policy and procedure. **(Psychomotor) (Cognitive).**

SURGICAL TECHNOLOGY PROGRESSION POLICY

Evaluation of the health of the student continues throughout the program. The faculty and other professional staff at the school or clinical setting will conduct continuous surveillance of the health status of surgical technology students. If, at any time, they report an alteration of physical or emotional health, the faculty may require the surgical technology student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by a licensed practitioner documents that the surgical technology student is physically or mentally unhealthy to practice, Savannah Technical College reserves the right within its Due Process Policy to dismiss the student from the program.

PROGRESSION POLICY FOR SAFE CLINICAL PRACTICE

Evaluation of the student's performance in the lab and clinical setting continues throughout the program to ensure safe behavior. If, at any time, the faculty, instructors, and/or professional staff at the school or hospital report unacceptable behavior or failure to employ safe care, Savannah Technical College reserves the right within the college's Due Process Policy to dismiss the student from the program. When accommodation is made for disabilities, but safe clinical practice cannot be assured, then Savannah Technical College reserves the right within the college's Due Process Policy to dismiss the student from the program.

Progression Policy

The following are examples of activities that a student in the health technology programs would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the program coordinator of each curriculum.

1. **Critical Thinking:** Students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; participate in development of nursing care plans, etc.
2. **Ethical Behavior:** Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
3. **Legal Behavior:** Students will provide care within the scope of practice as stated in the Liaison Council on Certification for the Surgical Technologist. Examples: Students will learn to assess the patient's physical and mental health.
4. **Interpersonal Skills:** Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: Students shall establish rapport with clients and health care team members.
5. **Communication Skills:** Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures to clients/family, document client responses, and report to others regarding nursing care.
6. **Mobility:** Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.
7. **Motor Skills:** Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer injections, etc.
8. **Hearing Skills:** Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Student shall be able to listen to other alarms, listen to heart and breath sounds, and hear a cry for help.
9. **Visual Skills:** Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read scale on a syringe.
10. **Tactile Skills:** Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
11. **Weight-Bearing:** Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment, position patients.

Academic Integrity

Students enrolled in Savannah Technical College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and presenting it to the instructor as one's own work, or giving, receiving, offering and/or soliciting information on a quiz, test, or examination.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

The student will receive a penalty of no less than zero on the work in question.

The instructor will submit a written report of the incident to the Director of Instruction.

The Director of Instruction will determine whether further disciplinary action will be taken.

All decisions may be appealed for review through the College's Student Due Process procedure.

FAILURES OR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM

Students from the Surgical Technology Program, regardless of scholastic or clinical standing may be immediately dismissed for any of the following reasons, and may or may not be granted re-admission according to the decision of the Program Director

- a. Cheating
- b. Leaving the clinical and lab area without permission of the clinical instructor or the OR designate.
- c. Reporting for duty with the odor of alcohol on breath and/or bringing alcoholic beverages to the College or hospital premises; or under the influence of other chemical substances.
- d. Bringing guns, knives or other weapons to the College or hospital premises.
- e. Falsifying or misrepresenting records in any manner.
- f. Behaving in a disrespectful manner towards supervisors and instructors.
- g. Fighting on the College or hospital premises.
- h. Neglecting to follow hospital or Surgical Technology policies after a written warning.
- i. Poor attendance or constantly late for clinical.
- j. Sub-standard classroom or clinical performance.
- k. Disregard for personal appearance, hygiene, or dress code.
- l. Stealing of any hospital property, and/or personal property of others.
- m. Calling a clinical Site and not following the Grievance Procedures.

Academic Status

Students attending Savannah Tech are expected to meet specific academic standards. These standards stress the importance of successful student performance. Students are considered to be in good standing if they are not on academic probation or academic dismissal.

Honors List

During any Semester a full-time student carrying 12 credit hours or more and earning a grade point average (GPA) of 3.5 or higher will be placed on the Honors List.

Academic Probation

A student is placed on academic probation when his /her quarterly GPA is below 2.0. Academic probation will be noted on the student's transcript.

Academic Suspension

A student who fails to maintain a GPA of 2.0 is placed on academic suspension. A student placed on academic suspension must stay out of school for one full semester before applying for readmission. A student who fails an AHS or program specific course (MAS, SUR, DEN, NSG, or NPT) in any Allied Health degree/diploma program may repeat the course once. However, if a second failure occurs in that course or any other AHS or program specific course, the student will be dropped from the program. The student must then wait for one (1) year before reapplying for re-entry into the program, or any other Allied Health Degree/Diploma program. Academic suspension will be noted on the student's transcript.

Appeal of Academic Suspension

Academic suspension may be appealed (in writing) to the Vice President of Academic Services. If the appeal is granted, the student will be permitted to enroll with a reduced course load as approved by the Vice President and the student's faculty advisor.

Attendance Rules

A student is dropped from the rolls when his/her absences exceed 10% of the total contact hours or 3 missed days. This rule does not apply to students enrolled in an internship. If a student is late to class three times the instructor will count it as one absence. Employment cannot be considered a basis for excused absences.

Excused Absences

Absences may be excused in specific situations. All situations require proof.

- Military duty/training or rescue unit training.
- Legal proceedings in which the student is called either as a jury member or a witness. A legal proceeding in which the student has been charged is not included.
- Attendance at a school sponsored events.

Surgical Laboratory Rules

1. No gum chewing
2. No food or beverages are allowed
3. All instruments and equipment must be returned to their proper place at the end of your laboratory class.
4. Instruments and equipment must be handled carefully.
5. No instruments or equipment are to be "borrowed" or removed from the lab.
6. All drapes, trash, etc., must be disposed of in proper container.
7. Each student is responsible for cleaning his/her own area.
8. OR furniture should be returned to its proper place.
9. Negligent use of needles, sharps, and etc. may result in injury.
10. Negligent use of equipment may result in dismissal from the program and/or payment for said equipment.

Smoking

Savannah's Hospitals are non-smoking facilities, students are not permitted to leave the OR Department and building to smoke during breaks and lunch time (break times are usually 10-15 minutes and lunch is usually 30 minutes).

“MUST” FOR SURGICAL TECHNOLOGIST STUDENT

1. Work rapidly under supervision.
2. Follow directions accurately to the smallest detail.
3. Carelessness and ignorance may cause a patient’s life.
4. Be able to quickly make changes sometimes without notice.
5. Anticipate the surgeon needs. Be one step ahead.
6. Learn to organize work.
7. Not assume that equipment is sterile. You must know.
8. Be patient to the impatient.
9. Be quiet, yet responsive, pleasing personality.
10. Be willing to work toward becoming the best possible surgical technologist.

JOB DESCRIPTION: CERTIFIED SURGICAL TECHNOLOGIST

DEFINITION

A primary function of the surgical technologist practitioner is as the “scrub technologist” in the surgical suite and other clinical areas. The surgical technologist practitioner may be assigned other functions as permitted by the hospital and/or employer policy. The performance of these functions should be according to the experience and scope of educational preparation of the individual surgical technologist and applicable legal guidelines.

JOB KNOWLEDGE

1. Principles of asepsis and sterile technique
2. Anatomy and physiology
3. Medical terminology
4. Microbiology
5. Pathology: care and handling of specimen/body fluids
6. Procedures in OR; special positioning of patients
7. Environmental safety (e.g., electrical hazards, radiation and laser precautions)
8. Manual dexterity
9. Professional ethics
10. Cost containment
11. Complications of surgical procedures
12. Pharmacology: anesthetics, drugs, and solutions used in surgery
13. Wound healing and wound complications
14. Preoperative preparation of patients: consents, appropriate attire, transportation, identification, etc.
15. Preoperative skin preparation

SAVANNAH TECHNICAL COLLEGE

SURGICAL TECHNOLOGY PROGRAM

SPECIFIC COMPETENCIES

1. Utilize concepts from the basic sciences to function within the role of a surgical technologist.

- 1a. Check doctors preference card.
- 1b. Assist staff in selecting proper supplies according to preference card.
- 1c. Assist staff with draping of back table.
- 1d. Assist staff with opening sterile supplies.
- 1e. correctly open gown and gloves for self.
- 1f. complete proper mechanical scrub within allotted time.

2. Demonstrate proper gowning and gloving utilizing sterile technique.

- 2a. Gown and glove self.
- 2b. Gown and glove others.
- 2c. Glove oneself if mid-case contamination occurs.
- 2d. Open gloving when only gloves required.

3. Demonstrate ability to set-up tables.

- 3a. Drape OR back table.
- 3b. Drape mayo stand
- 3c. Organize supplies and instruments on back table for minor case with ease.
- 3d. Select correct instruments needed on mayo stand with increased accuracy.
- 3e. Assist with setting up back table for major cases with progressive ease.

3f. Arrange suture in order of use according to preference card.

3g. Arrange and count sponges, needles, and instruments according to hospital policy.

4. Assist with draping the patient utilizing sterile technique.

4a. Pass drapes to surgeon correctly.

4b. Assist with proper placement of drapes.

4c. Recognize breaks in sterile technique and correct them.

4d. Assist with placement of cautery, suction, and light handles.

5. Demonstrate Dexterity and coordination skills during surgical procedure.

5a. Pass sharps safely.

5b. Pass instruments correctly.

5c. Prepare suture and ties for use with increased anticipation of needs.

5d. Pass sutures and ties to surgeon.

5e. Ready instruments and supplies for surgeons needs with increased anticipation.

5f. Prepare stick sponges, kittners and peanuts replacing used ones as needed.

5g. Keep instruments free of blood and tissue.

5h. Request from circulating person additional supplies, sponges, suture, instruments as needed.

5i. Count Sponges, needles, and instruments at appropriate times, beginning at the surgical site.

5j. Prepare wet and dry sponges for cleaning of incision area.

5k. Prepare and place dressings on incision area.

5l. Remove instruments, cautery and suction from drapes.

5m. Assist in removal of drapes

5n. Place instruments in appropriate tray or basin.

5o. Dispose of sharps and fluids.

5p. Assist with cleaning of OR suite according to hospital policy.

6. Demonstrate knowledge of circulating duties.

6a. Assist with checking supplies for surgical procedures and supplying missing items.

6b. Assist with patient identification and transporting of patient to OR suite.

6c. Assist with safe transferring of patient to OR table and positioning.

6d. Place safety strap properly.

6e. correctly place ground pad.

6f. correctly prep operative site.

6g. correctly pour solutions into sterile basins.

6h. Observe initial sponge, needle, sharps, and instrument count.

6i. (Once draping is complete) assist with moving back table into place, maintaining sterile technique.

6j. Connect cautery and suction.

6k. Connect cautery and suction.

6l. Assist with recording of sponges and needles added during procedure.

6m. Assist with weighing and recording of blood loss.

6n. Open and give an extra sterile supplies to scrub person.

6o. Assist with labeling and care of specimens.

6p. Assist with transferring patient onto cart or bed after case.

7. Demonstrate knowledge of surgical procedures and communications skills.

7a. Keep log up-to-date (maintaining a record of cases).

7b. Writing preference/procedure cards.

7c. writing procedure papers utilizing appropriate references and medical terminology.

- 7d. Utilize good communication skills with peers and hospital staff.
- 7e. Use therapeutic communication skills when conversing with patients.
- 7f. Recognize blocks of communication.
- 7g. Recognize the individuality of each patient.

8. Utilize concepts of Social Sciences, awareness of medical, moral, legal ethics, patients' rights and basic needs.

- 8a. Report on time each day.
- 8b. Hand in written work completed and on time.
- 8c. Ask questions at appropriate times.
- 8d. Seek out learning situations.
- 8e. Follow and retain directions.
- 8f. readily help others.
- 8g. Show respect for co-workers (peers and hospital staff).
- 8h. Seek help from staff or instructor when needed.
- 8i. Accept constructive criticism.
- 8j. Show a professional attitude by not discussing personal problem in the presence of patients or staff.
- 8k. Recognize the individuality of each patient.
- 8l. Demonstrate awareness of legal responsibilities and medical ethics.
- 8m. Adhere to hospital policies.
- 8n. Respect patient confidentiality.
- 8o. Respect the patients' emotional stress and concerns.
- 8p. Accountable for sponges, sharps, and instruments.

9. Recognize the relationship between the instrument room and the operating room.

- 9a. set up cart by using doctor's preference card.
- 9b. Pick instruments for sets by using instrument card.
- 9c. Put away sterilized supplies and instruments in their proper place.
- 9d. Put away clean instruments returned from OR room or CSR in their proper places.
- 9e. locate extra instruments and supplies needed during a case and deliver them promptly to the ORS.
- 9f. Differentiate between sterile and outdated supplies and instruments by using principles learned in microbiology.
- 9g. Identify and perform various other duties by the instrument room personnel.

10. Properly prepare instrument trays, basins, etc. for sterilization.

11. Assist staff with stocking, restocking, and distributing of supplies.

12. Assist staff with cleaning of cabinets.

13. Show progressive ability to work as "part of the team".

14. Recognize the relationship between central supply room (CSR) and the operating room.

14a. Assist with procedures for recall, disposal and/or reprocessing of outdated sterile supplies.

14b. Assist with cleaning of contaminated instruments and equipment.

14c. Assist with the preparation of instruments and supplies for sterilization.

14d. Observe the methods of sterilization.

- 1. steam
- 2. ethylene oxide gas
- 3. washer sterilizer

14e. Assist with preventive maintenance of CSR equipment.

14f. Assist with inventory of supplies and equipment.

14g. Work as part of the team.

15. Operate Flash Sterilizers.

16. Realize contamination.

17. Maintain aseptic technique when appropriate.

18. Establish good rapport with staff, patient, and peers.

19. Identify the various types of incisions used in abdominal surgery.

20. Identify basic instruments for the following:

20a. General Surgery

20b. Gynecology

20c. Urology

20d. Ears, Nose, and Throat

20e. Orthopedics

20f. Plastic and Reconstruction

20g. Endoscopy procedures

20h. Ophthalmology

20i. Thoracic Surgery

Standard I

Teamwork is essential for perioperative patient care and is contingent upon interpersonal skills.

Interpretative Statement

Good interpersonal skills and surgical conscience provide an atmosphere to enhance the job performance of the surgical technologist.

Criteria

1. Interpersonal skills are measured by observation of behavior.
2. Interpersonal relationships should be characterized by trust, honesty, confidence, and respect.
3. The ability to meet expectations and to function may be dependent upon communication with team members.
4. The surgical technologist practitioner recognizes limits of individual responsibility with framework of job description, while working toward mutual goals of the organization.
5. The surgical technologist practitioner adheres to the AST Code of Ethics at all times in relationship to all members of the health care team.
6. The surgical technologist practitioner develops a professional attitude that will promote responsibility as an individual and as a member of the health care team.

Standard II

Preoperative planning and preparation for surgical intervention are individualized to meet needs of each patient and his or her surgeon.

Interpretative Statement

The process of formulating in advance the direction the surgical technologist practitioner must follow in preparing for the surgical procedure involves the collection of data concerning the patient and the surgeon's preferences for the procedure.

Criteria

1. The data collection may be accomplished through diversified means such as interview, review of records, assessment, or consultation with other members of the team.
2. Current health status deviations and/or problems are identified.
3. Preoperative diagnosis, common complications, and operative pathology relating to specific surgical procedures are understood through fundamental knowledge of basic sciences and procedures applicable to the surgeon's plan for surgical intervention.
4. Surgical procedure manuals or cards that enumerate surgeon's preferences are current.

Standard III

The preparation of the surgical suite/clinical area and all supplies and equipment will ensure environmental safety for patients and personnel.

Interpretative Statement

Environmental safety and infection control are achieved by adhering to sound technical scientific principles and guidelines to minimize hazards.

Criteria

Wear required attire correctly.

Select and prepare necessary supplies and equipment.

Check all equipment for working order and report or correct unsafe conditions. Inspect emergency equipment and supplies for condition and quantity.

Assure physical preparation of clinical area. i.e., damp dust and place furniture.

Verify exposure to a sterilization process and integrity of sterile packaging. Open supplies aseptically.

Establish and maintain sterile field.

Identify and report to designated personnel conditions that may exist and could negatively affect the health, safety, and well-being of patients or personnel.

- a. Adhere to recommended isolation precautions.
- b. Check electrical, laser, and radiation equipment in the operating room.

Demonstrate correct body mechanics.

Comply with all policies, procedures, and recommended practices pertaining to the use, care, and maintenance of supplies and equipment.

Identify principles and demonstrate techniques of disinfection, sterilization, and environmental control.

Standard IV

Application of basic and current knowledge is necessary for a proficient performance of assigned functions.

Interpretative Statement

Knowledge of and assistance with a surgical procedure are demonstrated by meeting the anticipated needs of the surgeon and other team members.

Criteria

Identify breaks in aseptic technique and correct and/or report same to the proper authority.

Display dexterity in the use of surgical instruments throughout the procedure.

Prepare and know the specific uses of all needed equipment and supplies, including solutions and drugs.

Continually maintain a neat and orderly sterile field as dictated by the sequence of the procedure.

Use economy in time, motion, and material in assisting the surgical team.

Differentiate between contaminated and clean/sterile areas.

Participate in counting procedures per established policy.

Appropriately prepare all specimens for laboratory analysis.

Identify unusual or emergency situations and use sound judgment in instituting established procedures to correct them in a calm and efficient manner.

Standard V

Each patient's rights to privacy, dignity, safety, and comfort are respected and protected.

Interpretative Statement

Professional behavior of the surgical technologist practitioner reflects a surgical conscience that includes the legal, ethical, and moral responsibilities to each individual patient. Every practitioner is accountable for his or her acts of commission and omission that contribute to outcomes of surgical intervention.

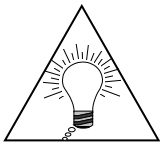
Criteria

The patient is transported, positioned, and restrained without bodily injury.

Every surgical technologist practitioner is morally and ethically responsible and legally accountable to patients for performance.

Physical psychological, and spiritual needs of the patients are met.

The patient is respected as an individual.



The surgical technologist practitioner should be familiar with the Patient's Bill of Rights and statutes governing allied health practice.

The patient is monitored to identify deviations from expected responses requiring immediate action.

Events must be factually documented and records legible.

Patient records are verified as complete.

Records verify that patient care has been rendered in accordance with policy and procedure.

The surgical technologist practitioner should recognize the limits of individual responsibility to self, profession, and employer.

Standard VI

Every patient is entitled to the same application of aseptic techniques within the physical facilities.

Interpretative Statement

The surgical suite/clinical area is restored to a safe environment for subsequent patient care following completion of a surgical procedure.

Savannah Tech
Surgical Technology Program

STUDENT AGREEMENT

I, _____, have
Received, read, and agree to abide by the policies and guidelines related to Surgical Technology

DATE: _____ SIGNATURE: _____

MY HEALTH INSURANCE IS COVERED BY _____

_____ (Please attach a copy of your Health
Insurance card.

HEALTH HAZARD WAIVER:

I, _____, hereby acknowledge that I have
Been informed of the hazards associated with my training for Surgical Technology (infectious
Diseases, including Hepatitis-B and HIV, exposure to radiation, laser, sharp instruments, and
Blood) and relinquish all liabilities of the School and of the Training Affiliates, in the event that
Personal harm occurs.

DATE: _____

STUDENT SIGNATURE _____

INSTRUCTOR SIGNATURE _____

NOTE: This Agreement will be placed in your file and kept for length of your training.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary pay during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical facility, in the role of a Surgical Technologist.

A student may continue to work outside the program as long as a satisfactory average is maintained, there are no delays in the submission of required homework assignments and there are no demonstrable symptoms such as lack of sleep, inappropriate requests to leave early or undue lateness.

If a student is working full-time during the clinical semester, they are not allowed to go to the clinical area after working a full-time shift in order to protect the safety of both the student and patient.

STUDENT SIGNATURE _____
INSTRUCTOR SIGNATURE _____

NOTE: This Agreement will be placed in your file and kept for length of your training.

CLINICAL GUIDELINES

ATTIRE – School uniform, white clinic shoes with white sox/hose and white monogrammed lab coat are to be worn to and from the hospital.

NAME PIN OR IDENTIFICATION BADGE – to be worn on your scrub top and lab coats at all times while in the clinical area. Assure that it is pinned to an undergarment to avoid sending to laundry.

LAB COAT – to be worn when leaving the OR suite in scrubs and must be completely buttoned.

JEWELRY – LEAVE AT HOME WHERE IT IS SAFE.

PERFUMES, etc. – avoid highly scented agents during clinical.

PERSONAL HYGIENE – includes daily bath, frequent shampoo, oral hygiene and antiperspirant.

CLINICAL HOURS – 6:00 a.m. (Dressed out) to 6:30 p.m. Lunch breaks will be assigned.

CLINICAL CONFERENCE – will generally be held from 6:00 to 6:30 p.m. unless otherwise notified. Place to be announced.

HOSPITAL RULES, POLICIES, PROCEDURES – To be followed!

ABSENCES – All absences will have to be made up prior to the end of the semester in order for clinical grades to be turned in, and before one can either graduate or sit for the National Certifying Examination. Absences must be made up at the convenience of the instructor.

NOTIFY INSTRUCTOR – If, for any reason, you must be tardy or absent from clinical, call your instructor prior to 6:00 a.m. **NO SHOW, NO CALL = WARNING FIRST TIME, RECOMMENDATION FOR DISMISSAL THE SECOND TIME.** Telephone numbers are listed on your rotation schedule.

A REQUEST FROM THE HOSPITAL TO REMOVE A STUDENT DUE TO VIOLATIONS OF EMPLOYABILITY SKILLS, ATTITUDE CONFLICTS, OR FAILURE TO PROGRESS IN SKILL ACQUISITION WILL RESULT IN AN “F” FOR THE COURSE AND RECOMMENDATION FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM.

CLINICAL LIBRARY FACILITIES – Library facilities at the hospitals can be accessed with the School Identification badge.

LIABILITY INSURANCE – All Allied Health Students are required to carry Liability Insurance. The school subscribes to Student Insurance Programs resulting in substantial savings.

Cost for Liability Insurance is \$16.00 for one year. Additional insurance will be necessary if the clinical rotation exceeds one year.

HEALTH INSURANCE – to use clinical facilities, students are required to show evidence of a health insurance policy. This is not available through the School.

HEALTH POLICIES –A physical examination signed by a physician is required prior to clinical assignments. Immunizations must be up-to-date with the possible exception of the second and third Hepatitis B. Any injury occurring at School or in a clinical affiliate should be reported to the Instructor immediately and an Accident Report completed. Each student is responsible for the expense of any treatment resulting from an injury. The student may be treated in the Emergency room of the Hospital to which one is assigned or by a private physician.

STUDENTS IN THIS PROGRAM ARE ADULTS AND ARE RESPONSIBLE FOR THEIR OWN HEALTH CARE!

A student who is ill at home is responsible for notifying the Instructor prior to class or clinical assignment. A student with an infectious disease is not permitted in the clinical area. Any

INFECTIOUS DISEASE must be reported to your Instructor or Clinical Coordinator so that adjustments to the schedule may be made. Insuring safety to patients, peers, and self is part of one's professional responsibility.

While PREGNANCY is considered a natural state of health for a nine month period, there are certain problems associated with this condition such as nausea, vomiting, weight gain, lethargy, fatigue and varicose veins. The various clinical rotation sites require their employees in the OR to have “no restrictions” to their performance on the job; therefore, as students, you will be expected to follow these guidelines also. The OR rotation requires working with radiation, HIV Positive patients, patients with hepatitis B and the use of methyl methacrylate and other substances. If you are pregnant, you **must** make the instructor aware, and if your physician advises that you avoid these exposures, you will be expected to withdraw from the program until your pregnancy is completed. The students will be required to submit a doctor's note at regular intervals to determine if the pregnancy limits participation in the program.

GENERAL SAFETY PRECAUTIONS

1. Maintain professional conduct.
2. Be knowledgeable of the use of all equipment, supplies, and procedures before attempting use.
3. Check all equipment and supplies for proper function before use and report any malfunction or damage immediately.
4. Handle equipment properly and carefully to prevent damage or injury to yourself or others.
5. Clean and/or care for all equipment or supplies as instructed by your assigned instructor/preceptor.
6. Store all equipment and supplies in proper place.
7. Use the principles of correct body mechanics when lifting, pulling, or pushing.

8. Remove any hazardous objects or spills from floors or hallways immediately or notify your instructor/supervisor.
9. Minimize distractions to prevent accidents.
10. Never run in rooms or hallways.
11. Do not enter RESTRICTED/ISOLATED areas unless instructed to do so in the course of clinical activities.
12. When assigned to a restricted area, as with use of laser or x-ray, follow hospital policy regarding personal safety precautions.
13. Report fire to person in charge if immediate area and follow designated procedure.
14. Discuss any question concerning a procedure or equipment with faculty instructor.
15. Students are REQUIRED to wear instructor approved protective eyewear when participating as a member of the sterile surgical team.

ACCIDENTS AND ERRORS – if accidents or errors occur, they should be reported immediately to the instructor, preceptor or supervisor. This is your ethical and legal responsibility. The patient’s physician will be notified for appropriate action to be taken in regard to the error or accident if deemed necessary by the OR Supervisor. An incident and/or variance report will be filled out. This report is retained by the hospital risk manager. The faculty will also fill out a separated report for the School. Infection Control is always notified and appropriate action will be taken. Students are responsible for their own injuries and all costs incurred.

CLINICAL CASE REQUIREMENTS

Clinical case requirements are outlined below and consist of 120 cases as the standard load recognized by CAAHEP and ARC/STSA. Please refer to the Surgical Rotation Case Requirements handout insert from the CORE CURRICULUM FOR SURGICAL TECHNOLOGIST, 6th edition.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases Required
General Surgery	30	20	10
Surgical Specialties	90	60	30
Totals	120	80	40

GENERAL GUIDELINES

Savannah Technical College is a unit of the State Department of Technical and Adult Education and is under the policy and administrative control of the state Board of Technical and Adult Education. This Board was established to govern all state supported post-secondary technical colleges.

PARKING – Students will be issued a parking decal and **MUST** park in the student parking lot in back of the School. Designated parking areas will be assigned for each clinical site.

GRADING POLICY – policies for grading will be in accordance with School policies as printed in the current School Catalog. Any student who maintains a 3/5 GPA will be placed on the Honor Roll, receive special recognition at graduation, and be invited to join the National Honor Society. A grade of “C (2.0) is required for progression from one course to the next level.

TRANSCRIPTS – All students enrolled may receive, upon request, a copy of their transcript. The Registrar must receive **WRITTEN** permission from the student before a transcript can be released to the student or another agency.

CONFERENCES – Individual conferences will be scheduled for all students by their instructor at least twice each quarter and/or as necessary. Students may request additional conferences with an instructor as necessary. Office hours will be posted on each instructor’s door.

WITHDRAWAL – In order to maintain good standing, which may be used for transfer or reentry, a student who finds it necessary to withdraw from the Program should first schedule a conference with the Instructor or Program Director.

SAFETY – Safety must be maintained at all times. Procedure Manual and First Aid Kits for students use are strategically located in each classroom.

UNIVERSAL PRECAUTIONS – All students will participate in a 4-hour universal precautions workshop, follow appropriate recommended standards of practice of hygiene and sanitation while practicing universal precautions, and keep confidential any information and records regarding patients who are HIV positive.

CHEMICAL SPILLS/HAZARDOUS MATERIALS – Any spillage of a hazardous chemical material is considered an emergency and should be reported immediately to your instructor or supervisor. Chemicals coming in contact with the body should be washed off immediately with copious amounts of water.

ELECTRICAL ACCIDENTS – If an electrical accident is observed, locate the live wire (machine) and disconnect it (**DO NOT TOUCH**). If the victim is unconscious, call 911 to report and begin CPR.

BASIC LIFE SUPPORT – All students, faculty, and Support staff involved with direct patient care must be trained in basic life support procedures. You must be certified in CPR prior to beginning your clinical experience.

FIRE SAFETY – Fire drills are scheduled periodically and fire evacuation routes posted in each classroom and in each clinical facility. Should a fire occur, you should **ASSESS THE SITUATION**. Rescue and person in danger, Activate the alarm, contain the fire, Extinguish (R.A.C.E). To extinguish the fire, Pull the alarm, Aim towards base of fire, Squeeze handle, and Sweep from side to side. (P.A.S.S). Each student will be required to read each facility's Safety Procedure Manuals and pass a test with 90 or above before going to the clinical site.

SEXUAL HARASSMENT – Sexual harassment is a form of sex discrimination and is in violation to State and Federal law. It is the intent of the School to provide academic and work environment free of any type of harassment including sexual harassment for all students and employees.

STUDENT RIGHT TO KNOW – CAMPUS SECURITY – The Student Right to Know = Campus Security Act (Public Law 101-542) is a consumer protection measure that requires the disclosure of certain campus statistics to students and employees.

CONDUCT – Each student is expected to conduct himself/herself in a professional and adult-like manner. Disrespect to instructors, School staff, patients, and/or employees of the various clinical facilities will not be tolerated.

DISHONESTY/CHEATING/STEALING – The School assumes that all students will be truthful to each other and to members of the community. A student who furnishes false information on Official School documents is subject to dismissal. Any form of dishonesty (includes stealing) in academic laboratory or clinical area will be grounds for disciplinary action. Since **ABSOLUTE HONESTY** is the basis of a strong surgical conscience and is of utmost importance to the overall good of the patient, any student found guilty of dishonesty, cheating, or stealing will be subject to disciplinary measures and expulsion.

LETHAL WEAPONS, DRUGS AND ALCOHOL – Firearms, knives, and other lethal devices made unlawful by Local, State, or Federal laws are prohibited on Campus. Drinking or possession of alcoholic beverages is not permitted on campus at any time during any School-sponsored function. **SMOKING IS NOT PERMITTED ON CAMPUS OR DURING CLINICAL ROTATION AT THE VARIOUS HEALTH CARE FACILITIES AND IS CAUSE FOR A NEGATIVE WORK ETHIC EVALUATION.**

HOUSEKEEPING –Each student is responsible for the cleanliness of the classroom. Foods, beverages, and chewing gum have no place in the classroom or operating room.