Surgical Technology Program

Student Handbook

Minnesota State
Community and Technical College

Table of Contents

Governing Bodies……5
M State Mission, Vision, Values, Philosophy……6
Accreditations……8
M State Core Abilities……9
Program Description……10
Program Outcomes……10
Program Academic Plan……11
Surgical Technology Course Descriptions……13
General Program Requirements……14
- Program Eligibility and Acceptance……14
- Health Declaration Form/Immunizations……14
- North Dakota Unlicensed Assistive Personnel Registry……14
- Minnesota Department of Health Background Check……14
- National Background Study……15
- Federal Background Study……15
- American Heart Association CPR Requirements……15
- Laptop Requirement……15
- Certified Surgical Technologist Practice Exam……15

General Program Policies and Information……16
- Non-Discrimination……16
- Liability Insurance……16
- Health Insurance……16
- Blood Borne Pathogens……16
- Latex Exposure……16
- Legal Documents and Student Credentials……16
- Student Learning Outcomes……16
- Grading Policy……17
- Attendance……17
- Financial Aid, Academic and Advising Records……17
- Program Records Retention……17
- Complaints and Appeals……17
- Course Progression……17
- Academic Dishonesty……18
- Academic Integrity/Plagiarism……18
- Social Media……18
- Graduation Requirements……19
- Certified Surgical Technologist Examination……19

Laboratory, Service Learning, Job Shadowing, and Clinical Policies……20
- Student Work Policy……20
- Clinical Case and Role Requirements……20
- Uniforms……20
- Jewelry and Body Art……21

Personal Hygiene……21
Unacceptable Attire……21
Professional Boundaries……22
Confidentiality……22
Ethical Behavior……23
Disciplinary Action……23
Disciplinary Action Continued……24
Surgical Technology Program Probation……25
Surgical Technology Student Handbook Accountability Form……26

M State Surgical Technology Student Policy Handbook

The M State Surgical Technology Student Policy Handbook is intended to provide the student information necessary to be successful in the program, and provide guidance when concerns or questions arise. Additional resources include the Surgical Technology faculty, M State College Catalog, M State Student Handbook, Student Development Services, and the course syllabi.

The M State Surgical Technology faculty adhere to the policies and procedures contained in this handbook, and reserves the right to make changes at any time. Students will be notified of changes to the M State Surgical Technology Student Policy Handbook via the following means:

- M State student email (student_name@go.minnesota.edu)
- Program course BrightSpace/Desire 2 Learn (D2L) Learning Management System Course Newspage
- Classroom announcement

Governing Bodies

Minnesota State Colleges and Universities System

The Minnesota State Colleges and Universities (MnSCU) system is one of two systems of public higher education in the state of Minnesota (the other is the University of Minnesota). The MnSCU system has 31 institutions with 54 campuses conveniently located in 47 Minnesota communities that serve more than 430,000 students. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system.

- **System Mission**
  The Minnesota State Colleges and Universities system of distinct and collaborative institutions offers higher education that meets the personal and career goals of a wide range of individual learners, enhances the quality of life for all Minnesotans and sustains vibrant economies throughout the state.

- **System Vision**
  The Minnesota State Colleges and Universities system will enable the people of Minnesota to succeed by providing the most accessible, highest value education in the nation.

Minnesota State Community and Technical College

As a member of MnSCU, Minnesota State Community and Technical College (M State) is a public, non-profit community and technical college in four unique communities in west central Minnesota and offers a variety of online programs and courses. M State was created July 1, 2003, with the merger of Fergus Falls Community College and three campuses of Northwest Technical College. M State was developed to better serve the needs of the communities in west central Minnesota and the Red River Valley through the combination of strong technical programs and a comprehensive community college curriculum. The M State Campuses are located in the communities of:

Detroit Lakes (DL)
900 Highway 34 East
Detroit Lakes, MN 56501-2698

Fergus Falls (FF)
1414 College Way
Fergus Falls, MN
56537-1000

Moorhead (M)
1900 28th Avenue South
Moorhead, MN 56560-4899

Wadena (W)
405 Colfax Avenue Southwest
Wadena, MN 56482-1447

Mission, Vision, Values and Philosophy

M State Mission

Minnesota State Community and Technical College specializes in affordable exceptional education, service, and workforce training. We welcome all students and engage them in shaping their future and communities.

M State Vision

A success story for every student and stakeholder.

M State Values

M State is focused on excellence, integrity, respect and innovation.

- Excellence in teaching and service
- An environment conducive to learning and working
- A culture of diversity and inclusiveness
- Responsiveness to communities served
- Respect and civility in communications
- Openness to innovation and change
- Accountability and transparency in decision-making

M State Surgical Technology Program Mission

The M State Surgical Technology Program believes that every patient in the operating room should receive care from knowledgeable, competent care providers. It is our mission to train effective, ethical surgical technologists through supervised, hands-on practice, classroom and laboratory activities.

M State Surgical Technology Program Philosophy

The M State Surgical Technology Program is grounded in the biological, psychological and vocational sciences. Program faculty regard surgical technology as a noble profession and embrace core values of caring, integrity, diversity, excellence, ethics, patient-centeredness and holism. We believe graduates of the M State Surgical Technology Program will be prepared to practice in complex and changing clinical environments.

M State Surgical Technology Program faculty support an environment conducive to learning and working while being responsive to the communities served. The M State Surgical Technology Program prepares students to be accountable and skillful, in an education environment that promotes critical thinking, individual growth, and a holistic view of healthcare. Program faculty recognize diverse learning needs, individual strengths, and utilize a variety of teaching strategies to promote learning. Students are expected to be caring, conscientious, flexible, professional, and accountable for their actions. Varied learning opportunities are provided in classroom, laboratory and clinical experiences.

Perioperative consciousness is promoted as a fundamental part of the surgical technology student experience, demonstrated by care and consideration for patient safety in the operating room. Perioperative concepts are woven throughout the surgical technology curriculum through interactive activities that consider the needs of the patient, surgeon, and other perioperative team members and utilize standardized protocols.

A culture of integrity is promoted by respecting the dignity and moral wholeness of every person without condition or limitation. Surgical Technology faculty believe that expecting integrity is necessary to nurture professional identity, and promote quality and safety.

M State Surgical Technology faculty recognize uniqueness, and embrace diversity. Teamwork and collaboration are promoted by encouraging mutual acceptance and respect. Program faculty believe patient-centered care is best achieved by encompassing diversity throughout the Surgical Technology curriculum. Faculty prioritize the learning of students, patients, and families in culturally diverse settings, across the age continuum.

Accreditations

M State is accredited by The Higher Learning Commission: Member of the North Central Association More information can be found at www.minnesota.edu/accreditation/

The M State Surgical Technology Program is accredited through the Commission on Accreditation of Allied Health Programs (CAAHEP) and has demonstrated substantial compliance through 2029. The Accreditation Resource Committee for Surgical Technology and Surgical Assisting (ARC/STSA) recommended this accreditation. For more information please visit www.caahep.org

M State Core Abilities

Demonstrate effective communication

Indicators

1. Learner writes clearly, concisely, and accurately in appropriate context and format.
2. Learner speaks clearly, concisely, and accurately in a variety of context and formats.
3. Learner comprehends key concepts.

Demonstrate critical thinking

Indicators

1. Learner draws conclusions based on evidence.
2. Learner distinguishes between facts, fallacies, inferences and judgments.
3. Learner considers multiple perspectives in problem solving.

Demonstrate qualitative and logical reasoning

Indicators

1. Learner performs computations using appropriate methods.
2. Learner demonstrates numerical and logical reasoning.

Demonstrate personal and social responsibility

Indicators

1. Learner demonstrates personal integrity and professional ethical practices.
2. Learner demonstrates respect for the rights, views and work of others.
3. Learner demonstrates personal accountability.
4. Learner demonstrates multicultural and global awareness.
5. Learner demonstrates the ability to work in a team.

Demonstrate effective use of information technology

Indicators

1. Learner applies technology to create solutions.
2. Learner uses technology to communicate.

Surgical Technology Program

Program Description

The Surgical Technology program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will have the entry-level knowledge to assist the physician, anesthesiologist and registered nurse throughout the perioperative experience while demonstrating proficiency with sterile techniques and the preparation and use of surgical equipment, instruments and supplies, and demonstrating an understanding of anatomy, physiology, pathophysiology and microbiology.

Program Outcomes/Learning Domains

1. Participate as an active member of the perioperative team.
   Learning domains: Cognitive, Psychomotor, and Affective

2. Demonstrate professional behaviors, communication and collaboration in providing safe patient care.
   Learning domains: Cognitive, Affective

3. Apply concepts of patient safety, asepsis and infection control throughout the patient's perioperative experience.
   Learning domains: Cognitive, Psychomotor

4. Demonstrate proficiency in the use of surgical equipment, supplies and instruments in providing patient care.
   Learning domains: Psychomotor

5. Demonstrate professional and ethical skills and behaviors consistent with the role of the surgical technologist.
   Learning domains: Cognitive, Psychomotor, and Affective

6. Demonstrate effective therapeutic communication with the patient and other members of the perioperative team.
   Learning domains: Cognitive, Affective

7. Demonstrate respect for the dignity, rights, beliefs and values of a diverse population of patients.
   Learning domains: Cognitive, Affective

8. Demonstrate efficient use of technology in the perioperative setting, including appropriate use of social media.
   Learning domains: Psychomotor, Affective

9. Demonstrate critical thinking and problem-solving.
   Learning domains: Cognitive

Surgical Technology Program Plan
Associate of Applied Science
60 Credits

First Spring Term (16 Credits)

BIOL2260	Human Anatomy and Physiology I	3 credits
BIOL2261	Human Anatomy and Physiology I Lab	1 credit
ENGL1100	College Writing I	3 credits
HLTH1116	Medical Terminology	3 credits
PSYC2222	Developmental Psychology	3 credits
SURT1200	Introduction to Surgical Technology (offered Spring/Fall Semesters)	3 credits

First Fall Term (13 Credits)

BIOL2262	Human Anatomy and Physiology II	3 credits
BIOL2263	Human Anatomy and Physiology II Lab	1 credit
PHIL1201	Applied Professional Ethics	3 credits
SURG1210	Surgical Technology	6 credits

Second Spring Term (16 Credits)

BIOL2267	Medical Microbiology	3 credits
BIOL2268	Medical Microbiology Lab	1 credit
SURT1225	Surgical Pathophysiology	3 credits
SURT1215	Surgical Pharmacology	3 credits
SURT1220	Surgical Technology II	5 credits

Second Fall Term (14 Credits)

SURT1230	Surgical Technology III	4 credits
SURT1250	Surgical Clinical I	6 credits
SURT1255	Surgical Clinical II	6 credits

Surgical Technology Course Descriptions

SURT 1200 Introduction to Surgical Technology (3 credits)
This course explores the role of the surgical technologist. Fundamental principles of asepsis, professionalism, communication, universal precautions, the surgical team, operating room environment and patient care concepts are introduced.
Prerequisites: None

SURT 1210 Surgical Technology I (6 credits)
This course introduces the student to the role of the surgical technologist in the operating room and introduces the foundation of patient care in the operating room.
Prerequisites: Admission to the Surgical Technology Program
Corequisites: SURT 1200

SURT 1215 Surgical Pharmacology (3 credits)
This course introduces basic surgical pharmacology. Topics include drug classification, therapeutic effects, side effects, interactions and dosage calculations.
Prerequisites: SURT 1200, SURT 1210
Corequisites: SURT 1220

SURT 1220 Surgical Technology II (5 credits)
This course expands the student's knowledge of the role of the surgical technologist in the operating room. The course considers procedures of the musculoskeletal, digestive, respiratory, reproductive, otic and ophthalmic systems, building on the foundation of patient care relating to these body systems in the different perioperative phases.
Prerequisites: SURT 1210
Corequisites: SURT 1215

SURT 1225 Surgical Pathophysiology (3 Credits)
This course introduces the learner to human disease processes that prompt surgical intervention. Relationships between cell pathology and disease will be examined. Disorders that disrupt homeostasis and surgical considerations will be presented. Surgical pathologies of the human body will be illustrated.
Prerequisites: SURT 1200, SURT 1210
Corequisites: SURT 1215, SURT 1220

SURT 1230 Surgical Technology III (4 credits)
This course continues to expand the student's knowledge of the role of the surgical technologist in the operating room. The course considers procedures of the lymphatic, circulatory, vascular and nervous systems, building on the foundation of patient care relating to these body systems in the different perioperative phases.
Prerequisites: SURT 1215, SURT 1220
Corequisites: SURT 1240

SURT 1250 Surgical Clinical I (5 Credits)

This course introduces the student to patient care in an operating room in the role of the surgical technologist.
Prerequisites: SURT 1215, SURT 1220
Corequisites: SURT 1230

SURT 1255 Surgical Clinical II (5 Credits)
This course introduces the student to patient care in an operating room in the role of the surgical technologist.
Prerequisites: Successful completion of all SURT courses with a C or better.
Corequisites: SURT 1230

General Program Requirements

**Submission of the following is required two (2) weeks prior to the start of classes. Students are strongly encouraged to keep a copy of the documentation for themselves.*

Program Eligibility and Acceptance

The Surgical Technology program has a selective admission process. Current eligibility requirements are found at www.minnesota.edu/surgtech/. Eligibility does not guarantee acceptance into the program. Eligible applicants are ranked according to points system. Candidates ranked 1-20 will be accepted into the program.

Health Declaration Form/Immunizations

M State Surgical Technology students observe and provide care for a variety of patients in facilities offering clinical opportunities. As part of the contractual agreement with clinical facilities, M State Surgical Technology clinical partners require documentation of immunizations and health information. The Health Declaration Form, located at www.minnesota.edu/surgtech, is the form agreed upon by M State and the clinical affiliates and identifies required immunizations.

Students are required to submit supporting documentation and provide dates of current immunization against diseases preventable by vaccine, including influenza. Vaccines administered on or after September 1, 1991 must include the MM/DD/YY each vaccine was given. Students with a medical condition that prevents them from receiving required vaccinations must provide medical documentation from a physician. Such cases will be addressed on an individual basis.

M State recognizes that students may be conscientious objectors to immunizations/vaccinations, including influenza. Clinical affiliates determine whether students objecting to immunizations/vaccinations are allowed to care for patients in their facilities. M State students objecting to immunizations/vaccinations, including influenza, may find it impossible to participate in clinical courses, which will influence their ability to successfully complete the program.

The Health Declaration Form supporting documentation is due to the program designee two (2) weeks prior to the start of classes.

North Dakota Unlicensed Assistive Personnel Registry

Students participating in the Surgical Technology program are required to register as an unlicensed assistive personnel with the North Dakota Board of Nursing. Fees associated with registration are the responsibility of the student. Instructions, fees, and registration are found at: www.ndbon.org.

Minnesota Department of Health Background Study

Students participating in the M State Surgical Technology program are required to complete a Minnesota Department of Health Background Study. Students participating in any service learning, job shadowing or clinical experiences are required to have a clear background check. Fees for the background check are included in program/course fees.

National Background Study

Students participating in the M State Surgical Technology program are required to complete a National Background study. The background study completed with CastleBranch. Fees for the national background study are paid by the student at the time the study is submitted. Surgical Technology instructor will provide directions and timelines for completion during the program.

Contractual responsibilities with clinical facilities, require submission of national background studies to clinical facilities. Clinical facilities determine discoveries exclude students from practice opportunities.

Conscientious objectors may be denied opportunities for clinical practice by clinical facilities.

Federal Background Study

Students assigned at the Veteran's Administration will be required to participate in the VA security clearance procedures, which includes a federal background study.

American Heart Association Health Care Provider CPR

Students in the Surgical Technology program are required to provide proof of current American Heart Association Health Care Provider CPR two (2) weeks prior to the start of the program. Students are required to maintain currency throughout the program. It is the student's responsibility to submit current documentation as received.

Laptop Requirement

Surgical Technology program students are required to have laptops. Specific information regarding computers and support can be found at www.minnesota.edu/departments/its/ . Students with Macs or Apple products may need to purchase special software to submit assignments in a format the instructor can open, and should be installed prior to the start of classes. Use of computers in the classroom is guided by the course syllabus. The College policy does not provide for use of smartphones, iPads, or other tablet devices in the classroom.

Certified Surgical Technologist Exam

Students in the final semester of the program are required to take the National Certification Examination. The exam will be scheduled and proctored during class time. All fee's incurred for the examination are the student's responsibility. Fee schedules can be found at www.nbstsa.org. Fee schedules are subject to change periodically. Students should prepare for this examination ongoing throughout course. Purchase a good CST Exam Review Manual, and be an independent learner and an advocate for yourself. We will do CST exam review sessions, but ultimately it is your responsibility to be successful on this board exam which administers the CST credential to successful candidates.

General Program Policies and Information

Non-Discrimination

M State Surgical Technology program will not discriminate on the basis of age, sex, race, religion, color, sexual orientation, national or ethnic origin. M State follows the MnSCU 1.B.1 Discrimination and Harassment Policy: http://www.mnscu.edu/board/procedure.

Liability Insurance

Practice liability insurance covers situations pertaining to injury of others. Students are encouraged, but not required, to have their own personal liability insurance.

Health Insurance

M State and associated clinical facilities do not provide students general health insurance. While clinical facilities may make emergency medical care available to students in the event of injury, the costs associated with treatment of injury or illness during lab, classroom, service learning, job shadowing, or clinical experiences is the responsibility of the student. Students are encouraged to have their own adequate health insurance coverage.

Blood Borne Pathogen Exposure

Surgical Technology students will be exposed to blood, body fluids, blood borne pathogens and contaminated invasive sharp instruments. Student exposure will be addressed according to facility policy, at the student's expense.

Latex Exposure

Students with latex allergy are advised to consult with their health care provider prior to lab and clinical experiences. Students with latex allergy should alert the program faculty prior to beginning lab experiences to minimize exposure.

Legal Documents and Student Credentials

Surgical Technology students should not sign or witness any legal documents such as surgical permits, wills, advanced directives, power of attorney, code status, etc.

Unless otherwise directed, Surgical Technology students will use SST with their legal signature when signing patient care documentation.

Student Learning Outcomes

Program and courses student learning outcomes are based in the cognitive, psychomotor and affective learning domains to be successful entry-level surgical technologists. Students earn passing grades by meeting student learning outcomes for each course. Successful completion of the program is achieved, when students meet program learning outcomes, which are achieved by successful completion of each course in the program. Students repeating any courses in the program, are required to complete and submit all assignments as though they have not taken the course before.

Grading Policy

All required courses, including general education and program courses must be completed with a minimum grade of "C" or better for program progression. The grading scale for the core surgical technology program courses depicted by **SURT** in the course number will be 92%-100% "A", 91.99%-85% "B", 84.99%-78% "C". 77.99% and below is unsuccessful.

Attendance

Attendance at scheduled courses is crucial to the successful completion of the program, and that transfer to successful employment as a Surgical Technologist. Students are expected to be present, physically and mentally, and prepared for active participation for all experiences in the classroom, lab, clinical and service learning opportunities.

Unexcused absence policy: Patterns show that students not being dependable for class show the same behaviors in clinical, and continue to the job site. These patterns of absences WILL NOT BE TOLERATED. Graduates of the M State Surgical Technology program will be dependable and accountable, and present and on time when scheduled. Class and Clinical time is a student's proving ground that they are worthy of being a surgical technologist. Emergency absences will also be dealt with on an individual basis. Instructor will request a doctors' excuse for extended illnesses.

1 unexcused absence: Loss of points for day, no makeup work provided (includes test dates) Student must make up clinical day.

2 unexcused absences: Drop in one (1) letter grade. Student must make up clinical day(s)

3 unexcused absences: Drop in an additional 5% off final grade. Student must make up clinical day(s)

4 unexcused absences: Failing grade administered to student.

Financial Aid, Academic and Advising Records

Financial aid, enrollment, academic and advising records are kept in accordance with M State College Policy.

Program Records Retention

Health Declaration forms, immunization records, CPR and other records required at the start of the program are kept together as a cohort. Students who find themselves repeating courses may have to submit documentation at the time they resume the program, including any updated requirements. Documents submitted at the time start of the program will be destroyed upon cohort graduation. Students should not expect to be able to retrieve records from the program. Students are strongly encouraged to keep personal copies of all documentation submitted for their own records.

Complaints and Appeals

The Surgical Technology program strives to resolve complaints at the lowest possible level according to College policy. Complaints should first be addressed with the party with whom disagreement exists. The chain of command should be followed when resolution cannot be met. The student should address concerns with the faculty, program director, and then the program academic dean.

Appeals of program and College policies follow the College Appeal policies and procedures.

Course Progression

The Surgical Technology program is a selective program. Students must be accepted into the program to take SURT courses. Students must follow the program planner in order to graduate in a timely manner. Students must also follow established course prerequisites.

If a student is unsuccessful in program courses, a seat in the next course offering is not guaranteed. Laboratory and clinical course maximum enrollment is determined by accreditation standards. Seats will be available on a space available basis. Students who are unsuccessful in program courses should communicate with the program director to determine seat availability, which may not be determined until the end of the academic term. Seats will be granted on a first come first served basis, determined by communication by school email with the program director.

Students who are unsuccessful in any combination of two program courses (SURT), are not eligible to continue in the Surgical Technology program, and will be required to reapply.

Academic Dishonesty

Academic dishonesty may include, but is not limited to, making false claims or statements, submitting false information, altering official documents or records, or promoting others to attempt any of the above. Any action that may mislead an instructor, clinical preceptor, or classmates with false information would be included. All forms of academic dishonesty will result in program probation. All reports of academic dishonesty or misconduct will treated under the College Code of Conduct policy.

Academic Integrity/Plagiarism

All academic work, written or otherwise, submitted by students to their instructor or clinical preceptor, is expected to be of their own thought, research, or self-expression. In cases where students are unsure of plagiarism, they are obligated to consult with the instructor prior to the submission and submission deadline.

Plagiarism occurs when students submit work purporting to be their own, but is actually borrowed ideas, organization, wording, etc. from another source without appropriate acknowledgement. Plagiarism include reproducing someone else's work, whether it is a published article, chapter of a book, paper from a friend or purchased from the internet, course notes, etc. Plagiarism also includes practice of employing or allowing another person to alter or revise the work a student submits as his or her own. Student may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and student alone.

When a student's assignment involves research, the student must carefully acknowledge exactly what, where and how this research is employed. If the words of someone else are used, the student must use quotation marks around the passage, and add appropriate indication of the origin.

Plagiarism includes making slight or simple changes in test while leaving the organization, content and phraseology intact. Resources to avoid plagiarism include:

- APA Handbook
- OWL website https://owl.english.purdue.edu/

Social Media

The use of social media sites such as Facebook, YouTube, MySpace, Twitter, blogs, etc. provide the ability for students to communicate and receive support from peers. Students need to be aware that publishing information on these sites is public, even if the site is considered private (can someone take a screen shot or photograph of that content and post it elsewhere?)

Students must refrain from discussing clinical sites, patients or clinical rotations in any online forum or webpage.

Graduation Requirements

Students must submit a graduation application according to M State policy for completed degrees to be conferred. Failure to complete a graduation application by the announced deadline may result in delayed graduation and ability to take certification exams. M State confers degrees three times per year at the conclusion of the fall, spring and summer terms.

Minimum level of expectation for satisfactory achievement of program outcomes shall be a cumulative GPA of 2.0, with an earned grade of "C" in all required course work for degree completion.

Laboratory, Service Learning, Job Shadowing and Clinical Policies

Infraction of the following policies will result in the student being dismissed from the experience. This will result in an unexcused absence and grades of zero for the day, which may influence a student's ability to successfully complete the program. The student may be placed on program probation.

Student Work Policy

Surgical Technology students are assigned to clinical rotations in a learning capacity, therefore, students are not expected to perform independently as paid staff. Students will not be utilized as a substitute operating room staff for any procedures. Should students feel they are put into this position, they should immediately contact the clinical instructor.

Students assigned to clinical rotations in a learning capacity as part of the Surgical Technology program will not receive payment for clinical rotations. Paid experiences may not substitute for clinical experiences.

Clinical Case and Role Requirements

Surgical Technology students are required to keep a Case Log during clinical courses to demonstrate that they meet the required number of cases, performing in first and second scrub roles.

- First Scrub Role: Participate in set up; hand instruments to surgeon during procedure
- Second Scrub Role: Suction, retract, and support first scrub role during procedure
- Observational role: Present, but not active participant in procedure. Does not count toward case total

It is the student's responsibility to document active participation in the following case requirements:

- 120 cases required
    - Minimum of 80 cases in first scrub role

    - Maximum of 40 cases in second scrub role
- General Surgery – 30 cases required
    - Minimum of 20 cases in first scrub role
    - Maximum of 10 cases in second scrub role
- Specialty – 90 cases required
    - Minimum of 60 in first scrub role
    - Maximum of 30 in second scrub role

Uniforms

M State Surgical Technology uniforms will be worn during laboratory, service learning, job shadowing and clinical experiences. Fleece, sweatshirts, and/or hoodies are not appropriate when student are required to be in uniform.

When engaged in laboratory, service learning, job shadowing, or clinical experiences, student are expect to adhere to the following dress code:

- Clean, wrinkle free uniform, in good repair.
- Uniform should fit loosely, but cover the body with movement. Pants should be hemmed to a length that does not drag on the floor.
- White or black socks; white or black, quiet-soled, closed toe shoes. Crocks and clogs are not appropriate.
- Shirts should not be worn under the scrub top. If needed, the white lab jacket should be worn under the scrub top for warmth. Some clinical facilities do not allow long sleeved shirts for infection control purposes. Shirts should not hang below the scrub top, or should be tucked in.
- M State photo name tag or facility issued name tag, should be worn on the chest area of the uniform.
- Hijabs and scarves are left to the discretion of the clinical facility. These garments are appropriate for M State lab usage provided the color scheme matches the scrub uniform.
- Attire for non-direct patient care activities may be required at the discretion of the faculty.

Jewelry and Body Art

M State Surgical Technology program follows the policies of clinical partners. General guidelines are:

- Hand jewelry is discouraged. Wedding and engagement rings may be acceptable. No other hand jewelry is acceptable. Gloves, hand sanitizer, and repetitive movements can be very hard on jewelry. M State and clinical facilities are not responsible for loss of or damage to engagement or wedding rings. Hand and arm jewelry cannot be worn while in the scrub role.
- One pair of stud earrings, worn in the ear lobes is the only acceptable piercing. Other forms of visible piercings are not acceptable. This include nose piercings because of infection control purposes.
- Necklaces and neckchains not appropriate for the surgical setting are not allowed in the lab or at clinical facilities. Students wearing them will be asked to take them off.
- Students may not have artificial nails or nail polish on when at the clinical site or during test out scenarios.

Personal Hygiene and Tobacco Use (continued on page 21)

- Surgical Technology is a scent free program. Fragrances, including but not limited to, cigarette smoke, body spray, perfume, etc. are not acceptable. Students are expected to be scent/odor free before and during all laboratory, job shadow, service learning and clinical experiences.
- Tobacco use is not allowed on clinical facility property.
- Fingernails will extend no further than ¼ inch beyond the tip of the finger, and should be clean. Nail art, nail polish, artificial nails, tips, wraps, enhancements, appliques or adornments are not permitted during job shadowing, test outs, or clinical situations.
- Hair color should be a natural hue. Examples of unacceptable colors include: blue, pink, purple, yellow, green, etc.
- Hair should be off the shoulders or pulled back in a professional manner. Bangs must be trimmed to allow good visual perception, or controlled off the face. Headbands should be small, of neutral color, with no logos.
- Beards and moustaches must be neatly trimmed, and must be covered.

Unacceptable attire

Students represent themselves, the surgical technology program, M State, and the surgical technology profession. Professionalism, including attire, is expected. The M State Surgical Technology Uniform is to be worn in the lab and at clinical sites. In the classroom, students are to wear casual, comfortable attire.

Professional Boundaries

Surgical technology students are expected to maintain appropriate professional boundaries. Boundaries are defined as limits that protect the space between the professional's power and the client's vulnerability, creating a safe connection between professional and patient. Boundary violations occur when a professional exploits the professional-patient relationship to meet personal needs, rather than patient needs. This violation breaches the fundamental nature of care that obligates the professional to place the patient's needs first. Patients expect surgical technologist students, and other health care professionals, to act in their best interest and refrain from inappropriate involvement.

Health care professionals, including surgical technology students, are expected to demonstrate respect of all surgical team members. This includes addressing surgeons and physicians as "Doctor" and their last name while at clinical, even if a personal acquaintance is maintained outside of the clinical practice.

During surgical procedures, conversation is to remain patient centered and professional at all times.

The surgical technology student is not employed by the clinical facility, and is therefore a guest. Clinical facilities have the right to exclude surgical technology students from participating in clinical experience if professional boundary violations are **perceived**. Failure to maintain professional boundaries may result in immediate dismissal from the clinical site, program probation, suspension or dismissal.

Confidentiality

Patient confidentiality cannot be over emphasized. The patient has the legal right to expect confidentiality of his/her care. The surgical technologist/surgical technology student has the responsibility to protect patient confidentiality. Students may not give information about a patient or patient occurrence to anyone who is not affiliated with the patient's care. Patient information is even protected from family members, without proper consent. Conversation relating to patients is permitted in the clinical areal only. Patients or patient care occurrences are not to be discussed in public places,

such as elevators, cafeterias, student lounge, at home or other public places, including social media sites.

Students may not photocopy, or electronically transmit any private health information or any part of the patient medical record. Students are responsible to follow all HIPAA guidelines and facility policies. Students are required to attend HIPAA training and sign HIPAA agreement with clinical facilities. All patient assignments must be stripped of all patient identifiers, including room numbers, prior to submission. Failure to maintain patient confidentiality may result in fines, program probation, suspension or dismissal.

Use of personal cellphones at clinical facilities is strictly prohibited for personal use or social media. Do not bring your personal device into the operating rooms at clinical sites. Please use these devices if needed during breaks. Please consult course syllabi for policies in specific SURT courses. Failure to adhere to this policy will result in program probation, suspension or dismissal. Student may be subject to College Code of Conduct policies.

Ethical Behavior

Surgical technology is a helping profession which requires adherence to high standards of ethical conduct. The surgical technology student embracing this code of ethics accepts the trust and responsibility invested in him/her by the patient, the patient's family and the surgical team. It follows that responsibility for honesty is an integral part of a surgical technology program.

The surgical technology faculty believe in the integrity of the role of the surgical technologist. This includes student's behavior in all aspects of community and service. The M State Surgical Technology student is held to the highest standard of academic honesty in the classroom, lab, service learning and clinical setting.

The following resources identify legal and ethical behaviors expected of surgical technologists. M State faculty expect students to adhere to the same standards.

- www.ast.org
- www.nbstsa.org

Disciplinary Action

M State Surgical Technology program officials reserve the right to discipline students for unsatisfactory performance and/or personal conduct and infarctions of the Hospital's policies and/or program policies; actions occurring at clinical or college.

Reasons for which program probation are issues include but are not limited to, the following:

1. Unsatisfactory performance of duties
2. Infraction of hospital policy
3. Infraction of M State ST Program Guidelines
4. Improper safety practices
5. Repeated tardiness
6. Leaving early without permission or communication
7. Excessive Excused and Unexcused Absences

8. Unprofessional or unethical conduct
9. Insubordination
10. Violation of hospital infection control policies
11. Inconsiderate, rude, or abusive treatment of patients, visitors, staff, students, or faculty members
12. Badmouthing or negative talk about patient, visitor, staff, students, or faculty members
13. Consistent negative attitude
14. Cheating in school courses
15. Failure to accomplish clinical assignments, objectives and skills
16. Failure to attend scheduled classes or assigned clinical duty
17. Lying, fabricating or deceiving
18. Endangerment of others
19. Violation of program dress code

Immediate Termination/Dismissal

The program reserves the right to immediate dismissal for unsatisfactory actions of any of its students. Reasons that any student can be discharged from duties or class include, but are not limited to:

1. Inconsiderate, rude, or abusive treatment of patients, visitors, staff, students, or faculty members
2. Gross misuse of time, equipment, or recognized routine
3. Theft
4. Violation of patient confidentiality
5. Insubordination (this means arguing or inappropriate interaction with someone in a position of authority, these people include surgeons, OR staff, and program faculty)
6. The conviction, known use of, distribution of and possession of an illegal controlled substance
7. Intoxication at school or clinical
8. Three days consecutive unexcused absences
9. Cheating in school course
10. Unsafe Practice during patient care
11. Inability to perform required skills
12. Request of the surgical or clinical supervisor
13. Failure to cooperate with remedial instruction
14. Failure to improve after probationary proceedings

Surgical Technology Program Probation

Program probation is disciplinary action taken when a student breaches policies of the Surgical Technology Program course syllabi, program student handbook, industry standard, safety procedures, or College standards. The severity of consequences increases with each infraction.

Probation Procedure:

1. Instructor promptly discusses each incident with student or students privately. The student will be provided the opportunity to provide their side of the story. The instructor determines if the student will be
    a. Placed on probation. The student will be made aware promptly if they will be placed on program probation.
    b. Permitted to remain in the classroom, lab, clinical, service learning or job shadow setting.
    c. The instructor will document the conversation with the student
2. Instructor will document the incident, performance improvement plan, and related communication using the Notice of Probation form.
3. The instructor and student will meet to discuss the Notice of Probation, with in one (1) week of the incident. The student will be provided the opportunity to document their side of the story. Instructor and student sign the form.
   (Note, this step may be omitted if the Notice of Probation is used as documentation in step 1)
4. The Notice of Probation is maintained in program records and remains in effect until the student graduates.

Probation Consequences:

1. Unsafe practice may require dismissal from the program immediately. Examples of incidents requiring immediate dismissal include but are not limited to: Theft from the classroom, laboratory, service learning, job shadow or clinical site; putting the patient at risk for catastrophic injury or sentinel event.

2. First incident
    a. Notice of Probation completed.
    b. The student will be assigned a failing grade (F) on the exam, assignment, or evaluation, which may determine the student's ability to be successful in the course.

3. Second incident
    a. Notice of Probation completed.
    b. The student will be assigned a failing grade (F) for the course.

4. Third incident
    a. Notice of Probation completed.
    b. The student will be assigned a failing grade (F) for the course.
    c. The student will be dismissed from the program.

Surgical Technology Program
Student Handbook Accountability Form

I, _____, have received and reviewed the Surgical Technology Student handbook.
(Print name legibly)

I understand that I am responsible for compliance with all statements and policies within, and am able to meet technical standards identified in the Surgical Technology Student Handbook. I understand that adherence to the policies and procedures within this handbook are required for successful program completion.

Student signature Date