
SURGICAL TECHNOLOGY

Student Handbook



2025-2026

Asheville, Atlanta, Dallas, Indianapolis, Knoxville, Marietta, Nashville, Orlando, Pittsburgh

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STUDENT HANDBOOK

Catalog Policy

Students enrolled in the South College Surgical Technology program are responsible for observing College rules and regulations as stated in the current South College Catalog, South College Student Handbook, and Surgical Technology Student Handbook. In addition to these, the rules and regulations of each clinical education center must be observed. These clinical education centers, while located at different venues, are considered an integral part of the College campus. The Surgical Technology faculty and South College reserve the right to change, delete, supplement, or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities determine and shall apply to both present and prospective students. It is the student's responsibility to secure the South College Catalog, the South College Student Handbook, and the Surgical Technology Student Handbook. Students entering the Surgical Technology program must complete the required curriculum as published in the South College Catalog in effect at the time of the program acceptance.

Revised SACSCOC Accreditation Statement

South College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the doctorate, educational specialist, master's, baccalaureate, and associate levels. South College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of South College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Pennsylvania Dept. Of Education Statement

General admission to South College does not guarantee admission to the AS-Surgical Technology program. Students who apply to the AS-Surgical Technology program fully meet the admission requirements but are not selected due to the unavailability of cohort spots may request to apply at another South College campus location.

Non-discrimination Policy

South College is an equal opportunity college open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, South College does not

discriminate against any of the protected categories of individuals in the administration of policies, programs, or activities. This non-discriminatory policy includes admission policies, loan programs, employment practices, and all other college-administered programs.

Associate of Science – Surgical Technology Curriculum

The Associate of Science in Surgical Technology program requires successful completion of 98.5 total quarter credit hours and is designed to be completed in six quarters over 18 months by full-time students. The curriculum requires a variety of general education courses, as well as foundational courses in anatomy and physiology, and medical terminology for the Surgical Technologist.

(See **Appendix A** for AS-Surg Tech Curriculum Sequencing)

CAAHEP Non-compliance Policy

The South College Surgical Technology Programs (Asheville, Atlanta, Indianapolis, Knoxville, Nashville, Orlando, and Pittsburgh) are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program is operated within the guidelines for, and in compliance with, the CAAHEP STANDARDS (www.caahep.org). Any alleged violation of CAAHEP STANDARDS or policies should be reported to the Surgical Technology Department Chair. The Department Chair will respond to the complaint within ten (10) working days. If the Department Chair's findings/resolutions are not satisfactory, the individual should follow the grievance procedures outlined in the South College Catalog. If the findings/resolutions are not satisfied at the institutional level, the individual should contact CAAHEP at:

Commission on Accreditation of Allied Health Education Programs
9355-113th ST. N, #7709
Seminole, FL 33775
Telephone: (727) 210-2350/Fax: (727) 210-2354
Website: www.caahep.org
Email: mail@caahep.org

Program Outcomes

The goal of the South College Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Graduates of this program of study will:

1. Demonstrate competency in the background information, content, and skills required for performance as a surgical technologist in the operating room.
2. Demonstrate the ability to communicate effectively with all members of the healthcare team in terms of staff and patient needs.
3. Exhibit conduct that reflects practice standards that are legal, ethical, and safe.

Upon completion of the program, graduates will be eligible to sit for the Certified Surgical Technologist (CST) Examination as administered by The National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program Accreditation

Beginning in the year 2000, only graduates of a surgical technology program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) may take the certification exam. Beginning in July 2006, surgical technologists practicing in the state of Tennessee must be certified or a graduate of a CAAHEP-accredited program. This accreditation is provided in collaboration with the American College of Surgeons (ACS) and the Association of Surgical Technologists (AST).

*Commission on Accreditation of Allied
Health Education
Programs (CAAHEP)
www.caahep.org

*Accreditation Review Council on
Education in Surgical Technology and
Surgical Assisting (ARC-STSA)
www.arcstsa.org

Program Policies and Procedures

AST Code of Ethics

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.

10. To adhere to the Code of Ethics at all times in relation to all members of the healthcare team.

Admission Requirements

Students applying for this program must:

1. Be generally admitted to South College.
2. Complete the application for the Surgical Technology Program
3. Attend one information session or meet with the campus program director prior to beginning STE courses.
4. Meet specific health and/or essential functional standards pertinent to the responsibilities performed by the Surgical Technologist.
5. Admission to the cohort is based on the successful completion or transfer of the following prerequisite courses or their equivalents with a grade of "C" or better in a maximum of two attempts. If a student is unsuccessful in two attempts of any of the listed courses at South College, they will no longer be eligible for the program. Withdrawal from the same course twice at South College will count as a failed attempt.
 - a. Successfully completed with a minimum grade of "C" or better BIO 1110 A&P I, 1120 A&P I Lab, 1130 A&P II, 1140 A&P II Lab, AHS 1010 Medical Terminology, AHS STE 1000 Introduction to Surgical Technology, STE 1100 Patient Care Concepts I, and STE 1101 Patient Care Concepts I Lab courses.
6. Students will be required to consent to a drug screening and background check and submit immunizations and/or positive titers, CPR certification, and a physical before beginning clinical rotations. Failure to pass the screenings will result in non-admission.
7. Be able to commit to full participation in a rigorous educational program that requires class participation (whether on ground or online), on campus lab participation, significant out-of-class preparation time, and clinical education assignments off-campus, which may require travel of 1-3 hours round trip. Some clinical rotations may occur in the evening and/or on the weekend.

Students will be accepted on a conditional basis until all admission requirements are met. Readmission is subject to completing all the specified admission requirements.

*Cohort sizes are campus-specific and based on clinical rotation slots.

(See **Appendix B** – Surg Tech Ranking Policy)

Functional Standards

A candidate for the Associate of Science in Surgical Technology program must have abilities and skills in five categories: sensory, motor, cognitive, communication, and behavioral/social. Students must demonstrate the following functional capacities. Students

who believe that they will not be able to meet one or more of these requirements without accommodation or modification must notify the Surgical Technology Program Director, and a determination will be made on a case-by-case basis whether reasonable accommodation may be made. In no instance will accommodation be made which will compromise sterile technique, or that will put patients or other students at risk. Accommodation granted when a student is generally admitted to South College does not guarantee that this modification will apply to admission to the surgical technology program.

Function	Requirement	Examples of Tasks for
Vision	Adequate to ensure the safety of self and others in the classroom and clinical settings.	<p>Students must be able to identify fine-tipped instrumentation from two feet.</p> <p>Demonstrate sufficient visual ability to load a fine suture onto needles with or without corrective lenses and while wearing protective eyewear.</p>
Hearing	Adequate to allow effective communication with patients and others in person and by electronic means, and to ensure the safety of self and patients.	<p>Students must be able to differentiate demands from the surgical team while there are background monitors, equipment, and other conversations within the operating room without the use of reading lips due to PPE mask requirements.</p> <p>Hear and understand muffled or low-pitched communication without visualization of the communicator's mouth/lips and within 20 feet.</p> <p>Hear activation/warning signals on equipment.</p>
Tactile Sensory	Adequate to allow effective evaluation and therapeutic intervention related to patient care, and to ensure the safety of self and others in providing care.	Students must be able to pick up, attach, and deliver instrumentation single-handedly. Surgical implants and delicate tissue must be carefully handled using a sterile technique. Surgical

		<p>technology requires students to become ambidextrous and use their non-dominant hand without breaks in asepsis.</p> <p>Detecting odors sufficient to maintain environmental safety and patient needs.</p> <p>Be free of reportable communicable diseases and chemical abuse.</p> <p>Demonstrate immunity to measles, rubella, rubeola, tuberculosis, and hepatitis A/B, or be vaccinated against these diseases, including the influenza vaccination during the season.</p>
<p>Gross Motor Strength and Coordination</p>	<p>Adequate to ensure the safety of self and others in class, lab sessions and clinical activities.</p>	<p>Pass the assessment test of donning surgical attire, understand the requirements for such attire in a surgery suite, is tolerable of the attire for 15 minutes while standing.</p> <p>Students must be able to stand without breaks or use assistive devices for 6-hour increments or longer without breaking sterile technique during surgical procedures. Students must also be able to lift and hold instrument trays that can weigh up to 30 pounds over a ten-foot area.</p> <p>Stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.</p> <p>Lift a minimum of 30 pounds.</p>

		<p>Refrain from nourishment or restroom breaks for up to 6 hours.</p> <p>Ambulate/move around without assistive devices.</p> <p>Assist with, and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious.</p>
Fine Motor Strength and Coordination	Adequate to allow mastery of activities requiring detailed movements.	<p>Students must be capable of holding laparoscopic cameras without movement for long periods of time to aid the surgeon in visualizing anatomy.</p> <p>Surgical technologists also retract the anatomy of patients requiring a delicate touch to not harm the patient. Intraocular lens, suture, donor tissue, etc. all require coordination.</p> <p>Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.</p>
Critical Thinking Ability	Adequate to allow mastery of basic course content and to demonstrate sound judgment in simulated and real-life surgical situations.	<p>Demonstrate physical dexterity using surgical tools.</p> <p>Students must think quickly when a procedure converts from a minimally invasive approach to an open procedure. Surgical technologists must anticipate the needs of the surgical team and have the ability to act quickly in times of emergent patient care.</p> <p>Students must also understand the required equipment, supplies and instrumentation necessary to</p>

		<p>gather for surgical procedures they are assigned.</p> <p>Demonstrate the ability to anticipate and function while in stressful situations.</p> <p>Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies, and performing anticipation skills intraoperative.</p> <p>Make appropriate judgment decisions.</p>
Interpersonal Skills	Adequate to allow establishment of effective working and/or therapeutic relationships with patients, surgeons, and professionals.	<p>Surgical technologists cannot abandon a patient in the operating room and must be able to negotiate stressful and critical conversations in times of stress without losing focus on the needs of the patient and surgical team.</p> <p>Demonstrate the use of positive coping skills under stress.</p> <p>Demonstrate calm and effective responses, especially in emergency situations.</p> <p>Exhibit positive interpersonal skills in inpatient, staff, and faculty interactions.</p>
Communication	Adequate to allow completion of coursework and effective verbal and written communication with patients, families, communities, peers, and others.	Students must have the ability to communicate quickly and professionally with the surgical team to relay needed items and procedural steps for effective and safe patient care.

		Communicate and understand fluent English both verbally and in writing.
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(See **Appendix C** - Health Requirements)

Screening Requirements

Each student will be required to take a multiple-panel drug screen before beginning the clinical portion of the program. Each student will have 5 days to provide physician prescriptions upon request. Testing positive for illegal drugs or refusing to take the test when assigned will result in dismissal from the Surgical Technology program. If any suspension of drug use is noted by the faculty the student will be required to participate in another drug screen at the cost of the student. If a student denies a drug screen or tests positive, it will result in automatic dismissal from the Surgical Technology program.

Each student will be required to consent to a multiple-year background check. Students may be denied clinical placement by the clinical affiliate based on the background check results. As such, students will be dismissed from the Surgical Technology program.

A learner will not be permitted entry into the clinical facility while under the influence of a prescription, medication, or herbs that alter the learner's motor skills and cognitive reasoning, regardless of being prescribed or not. The learner will be sent home with absence time recorded and professional points deducted.

Students may be required to obtain a respiratory fit test before attending clinical rotation.

In addition, each student must provide proof of the ability to perform the skills needed to practice surgical technology effectively. Healthcare facilities must meet federal guidelines, and students must also meet these requirements to be allowed to gain clinical experience. All surgical technology students must comply with communicable diseases/blood-borne pathogen requirements that the clinical agencies require.

Therefore, each student must provide proof of current immunization, which may include the need of positive titers to prove immunity, of the following before cohort admission.

Students are responsible for the cost of immunizations and titers.

1. Hepatitis B series
2. TDAP or TDAP Booster within the last 10 years
3. Measles after first birthday
4. Mumps
5. Rubella
6. Covid vaccination or documented exemption (facility based)
7. Varicella (Chicken Pox) series of two doses or Immunity by positive titer
8. Two step Tuberculin (PPD) test within 12 months; If positive PPD, a chest x-ray is needed or QuantiFERON Gold (facility based)

9. Flu shot within the current flu season (as dictated by Program Director) unless a doctor-provided “proof of allergy” is provided.
10. Complete a physical health form signed by medical provider clearing student for clinical rotations. (see **Appendix C** – physical form)
11. Proof of health insurance coverage throughout the entire surgical technology program is preferred. However, students can sign a waiver if they do not have one. (see **Appendix C** – Insurance Waiver)
12. Annual training on blood-borne pathogens. (See **Appendix D** – bloodborne pathogen exposure policy)
13. Valid American Heart Association Basic Life Support (BLS) for Healthcare Providers Course Completion Card or Certificate.

Students who do not comply with all communicable disease/bloodborne pathogen requirements and accurately maintain their records in the institution's clinical tracking portal will be canceled or withdrawn.

*Immunization and Clinical Clearance Records may vary from campus to campus due to state and clinical site requirements. *

Associated Program Costs

Surgical Technology students are responsible for costs associated with required physical examinations, immunizations, purchase of required uniforms (if applicable), and transportation to and from clinical assignments.

Program Completion Requirements

To receive a degree, a student must satisfy the following requirements:

1. The student must complete the course requirements in the catalog in effect when the student enrolled. However, academic programs are subject to change at the discretion of the institution. Students who leave the college will be required to meet catalog requirements at the time of their return. Deviation from any program requirements must be approved by the Dean of Academic Affairs and/or the Campus President.
2. The student must receive a C or better in all surgical technology courses.
3. Students are required to earn a minimum grade of “C” in all core and major courses.
4. Upon successful completion of the program, the student is required to take the Certified Surgical Technologist (CST) exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting).
5. The student must abide by all college rules and regulations and settle any financial obligations to the college before graduation.

South College recognizes that students complete degree/certificate requirements on a term basis; however, degrees/certificates are publicly conferred only during the annual June commencement ceremony.

Satisfactory Academic Progress Policy

Students are required to meet the minimum standards for Satisfactory Academic Progress. Please refer to the South College Catalog (Academic Section) for minimum standards of satisfactory progress policies.

South College Student Email

Learners must utilize the my.south.edu e-mail for all South College email communication. Learner's South College email is the primary e-mail account and will be used by campus officials to notify learners of upcoming events, registration information, graduation information, and any other official campus business. The learner is expected to check and respond to their email in a timely fashion (within 24hrs during the week, and within 48 hours over the weekend).

Attendance Policy

Professionalism Points

Due to the importance of the laboratory and clinical practice in this program, the Surgical Technology faculty has developed the following attendance policy for all program-specific courses:

Professional Points

Offense & Point Value
Tardy = 2 Point Deduction
Unexcused Absence = 3 Point Deduction
Student Handbook Violation (other than tardy/absence) = 3 Point Deduction
Unprofessional Behavior (Instructor Discretion) = 4 Point Deduction
Failure to Check-In from grounds of clinical site arrival/departure = 2 Point Deduction
No Call, No Show at Clinical = 10 Point Deduction
Failure to maintain clinical requirements/paperwork = 2 Point Deduction
Coming Unprepared to Lab/Clinical = 2 Point Deduction
Failure to Input Cases into Online Clinical Mgmt. System = 2 Point Deduction

South Policy:

EA: Excused Absence

Use EA for South-excused absences. Excused absences are limited to missing class on South business (like a field trip approved by a dean) or missing class in observance of a holy day

(this absence is only excused if the student notifies the instructor in writing at the beginning of the semester).

UA: Unexcused Absence

Use UA for all South-unexcused absences, including illness and bereavement.

Additional Guidelines

Tardies:
1 Tardy = 1st Warning
2 Tardies = 2nd Warning (Official Write-up)
3+ Tardies = 3rd Warning (Official Write-up)
(2 Tardies = 1 Absence)
Absences: (Official Write-up)
1 Absence = 1st Warning
2 Absences = 2nd Warning
3+ Absences = 3rd Warning Eligible for Dismissal from the Program at Program Chair's Discretion

*No Call, No Show = Eligible for Dismissal from the Program at Program Chair's Discretion

The Program Chair's reserves the right to proceed with/or postpone disciplinary action on a case-by-case basis due to extenuating circumstances. Consecutive sick days, with a Dr. note, may be counted as 1 absence at the Program Chair's Discretion. All absences due to sickness will require a note from your doctor. Point Values are reset every quarter.

Didactic/Lab

The Surgical Technology students will receive the breaks and holidays as published in the South College Academic Calendar. Students are expected to attend and participate in all curriculum requirements. Failure to attend class regularly will affect the student's grade and possibly their financial aid.

Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance. In academic courses, grades are earned based on the student's attainment of the course objectives; as such, regular and punctual attendance is expected. Guidelines for missed days are established as follows and failure to comply may result in dismissal from the program:

1. When a student foresees an absence, then they must notify the instructor of the class by 8:00 a.m. that day.

- It is the responsibility of the student to get all notes from other class members. Students should make an appointment with their didactic instructor to receive instruction on lecture material missed when absent.*

- *There will be no makeup test/work available for absence unless extenuating circumstances apply, and the student has communicated with the instructor/program director.*

- *Students are responsible for all assignments and material covered in their absence. Students need to schedule a 1:1 appointment to make up any missed instruction when absent from lab course dates.*

2. Medical or other documentation is required for verification due to extenuating circumstances.

3. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Department Chair and/or Clinical Coordinator.

4. A student may submit a request thirty (30) days in advance to obtain leave for a Holy day.

5. Student is required to bring a laptop to each class; students must be logged into Canvas at the start of each class.

6. If the student arrives after class/lab has begun, they will receive a reduction for attendance/professionalism points for that day. If the student arrives late on a test day without notifying the instructor, the student will not be permitted to take the test/quiz and will receive a "0" with no makeup.

7. If the student leaves class early, they will be given a reduction in attendance/professionalism points for that day.

** Students with three or more unexcused absences from the lab component of the Surgical Technology program (both STE1101 and STE1201) may be dismissed from the program at the department chair's discretion.*

Clinical

Attendance is mandatory. The student is required to have a total of 210 clinical hours upon completion of clinical courses. Students must be on time and not leave early. In the event of anticipated late arrival, the student MUST notify the Clinical Coordinator as well as the clinical site by 6:30 a.m. NO EXCEPTIONS! Failure to follow this policy may result in termination from the program. A voice message can be left if a Clinical Coordinator cannot be reached. The penalty for clinical absenteeism is as follows:

1. First absence will result in a verbal warning – No exceptions and a reduction in professional points.

2. A second absence will result in an official write-up – No exceptions and a reduction in professional points. The student will be placed on probation.

3. *Students with three or more unexcused absences from the clinical component of the Surgical Technology program (STE1105, STE1305 and STE1405) may be dismissed from the program at the department chair's discretion.*

Clinical experience is limited according to scheduled hours. No student can alter their clinical schedule unless approved by the Clinical Instructor, the Clinical Coordinator, or the Department Chair of the Surgical Technology Department. In the event a student has an emergency and must leave the clinical area prior to the scheduled time, the student must notify the clinical site, Clinical Instructor and Clinical Coordinator – No Exceptions.

Clinical Tardiness is NOT accepted, if a student arrives late at the clinical site, they must notify the clinical instructor and may be sent home receiving an absence for the day and a reduction in professionalism points.

If you're unable to attend clinical:

Prior to the assigned arrival time, you must CALL your Instructor and the Point of Contact at your clinical facility.

Time to call: 1 hour prior to arrival time. NO TEXTING! You MUST speak with your instructor or leave a voice message if they do not answer. If you fail to contact your Clinical Instructor, you will be considered a No Call, No Show, and may be subject to immediate dismissal from the program.

Clinical Make-up Hours Policy

If students are absent from clinical rotation, those hours are to be made up. Clinical course completion requires 210 contact hours per quarter. Students who are absent will need to communicate with the clinical facility to schedule days/time to make up hours absent at the convenience of the clinical site and with verification that an instructor is available in case of emergency/oversight of the student. Students are to email the clinical instructor to ensure that permission for the approved make-up days/times are acceptable prior to going to the clinical site.

Clinical Disruption Policy

Situations may arise that result in a disruption of clinical scheduling for students. In the event of such an incident, students may have to attend clinical on an alternate date/time or at a different facility. Students may also be assigned to rotate to the sterile processing or endoscopy departments within a facility should surgical cases be completed prior to the clinical end time.

In unforeseen circumstances, where clinical rotations may pause for more than one day, students will be given alternative case reports and/or required lab time to participate in mock procedures or skill activities.

In any situation, students will be notified as soon as possible by the clinical coordinator or program faculty as to the necessary changes/schedule adjustments.

(See **Appendix E** - AS-Surg Tech Policy for Continuing During Pandemic Disruptions)

Hospital Superseding Policy

In addition to the policies listed within this ST handbook as well as the South College student handbook, learners attending clinical rotations, seminars, classes, or any other activity sponsored by outside organizations are subject to that organization's policies and decisions. Violation or disregard of these policies or decisions could affect your continued enrollment in this program.

Major Contamination Without Recognition

Any break in sterile technique without recognition could lead to a serious post-operative wound infection and possible death of a patient. A student/program director meeting will review the contamination errors and determine if the learner should be dropped from the program or receive a lowered grade in following the learner due process. Excessive contamination may result in immediate and permanent expulsion from the program.

The Clinical Agencies reserve the right to dismiss a student from the clinical site at any time for any reason. In the event a student is dismissed from a clinical site, they may be dismissed from the South College Surgical Technology Program.

Grading System

The following grades are used in the determination of a student's grade point average:

Grade	Quality Points	Range	Interpretation
A	4.0	90-100	Excellent
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Below Standard for Continuance in the Program
F	0.0	0-59	Failing

Students must have a final grade of "C" or above in all core and major curriculum courses in the Surgical Technology to advance to the next quarter.

If a student makes below a grade of 75% on any test in STE 1100, 1200, 1205, 1300, and 2100, test corrections are mandatory, if a student scores above 75% corrections are optional. Test corrections must be submitted before the next scheduled class. Test corrections must be

handwritten, each incorrect answer must include the question number, the question stated in full, the correct answer, and an explanation for the correct answer.

Additional policies specific to each course can be found in the course syllabus.

STE 1101 and 1201 Practicum

A Practicum Competency Exam will be administered in STE1101 and STE1201 and must be accomplished with a score of 75% or above to continue in the program. 75% proficiency demonstrates the basic skills required to enter the hospital operating room. The practicum evaluation is an assessment of a sterile conscience in the maintenance of a sterile field as well as technical competence including dexterity, organizational skills, efficiency of movements, and adherence to safety regulations. The practicum will be performed in the presence of surgical technology faculty and video recorded and filed.

The learner must pass this practicum with no less than 75% to continue within the program, regardless of class GPA standing.

Note: two or more non-recognized contaminations equate to failure of the practicum with NO retake. The learner will be dismissed from the Surgical Technology Program and the learner must reapply for admittance into the program should they choose.

Policy for Late and Missing Work

Late work is NOT accepted in any course within the Surgical Technology Program.

Smart Device Policy

During all assessment periods, including lab, lecture, and clinical classes, using smart devices (e.g. smartphones, tablets, smartwatches, laptops, or any other internet-enabled/communication devices) is strictly prohibited.

- **Before the Assessment:** All smart devices must be powered off and stored away, either in personal bags or a designated area, before the start of the assessment.
- **During the Assessment:** At no point should smart devices be accessed or visible during the assessment period. This includes breaks or restroom visits. Any interaction with these devices will be considered a violation of the smart device policy.
- **Consequences of Violation:** Any student found possessing or using a smart device during an assessment will face academic penalties, at the discretion of the program director per institutional academic integrity policies and program handbook guidelines.

Exceptions to this policy will only be granted to students with documented accommodation from the institution's disability services office.

Electronic/Social Media Policy

Learners should conduct themselves in a professional manner when utilizing electronic media. This includes, but is not limited to email, social media, video recordings, and audio recordings. Learners are not to have personal relationships with instructors, preceptors, hospital staff or patients through electronic media. This includes but is not limited to communicating through personal email accounts, text messages not directly related to school or clinic, “friending” or “following” one another on social media.

Learners are not to share or post any photographs, videos, audio recordings, or personal information of fellow learners, instructors, or patients without their permission. This violates the Health Insurance and Portability and Accountability Act (HIPAA) which may be punishable by \$50,000 and up to 10 years in jail. This also violates the Family Education Rights and Privacy Act (FERPA), which results in expulsion from South College.

Calendar/Curriculum Policy

Didactic and clinical courses complement each other's educational objectives and are designed to afford knowledge for the student in a structured and timely fashion. Therefore, if a student in any program chooses to eliminate any part of a program's curriculum, that student will be terminated from the program immediately.

Surgical Technology students must complete the program of study within the period as published in the current college catalog at the date of program enrollment. Upon approval of program faculty and college administration, the curriculum is subject to change as needs dictate.

Occasionally, assignments may need to be modified for the best success of the student. If adjustments to the course syllabi and/or calendar are necessary, the instructor will notify students through the Canvas announcement section and by email.

Program Termination/Grievance

Student Conference

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and students. Feedback comes in the form of grades, practical exams, clinical instruction, and/or student conferences. Student conferences may be scheduled by the faculty for the following: (1) a student experiencing academic, attendance, or behavioral issues; and (2) a student experiencing difficulties in the clinical setting.

Voluntary Withdrawal

Students will be considered for readmission to the Surgical Technology program only once on a space-available basis. Students withdrawing from the program due to pregnancy may

reapply for program readmission as delineated by the pregnancy policy in the Surgical Technology Student Handbook.

Termination/Probation

Students accepted into the Surgical Technology program are expected to demonstrate professional behavior and demeanor. Professional behavior encompasses a broad range of expectations, always including the expectation of trustworthiness and keeping the welfare of the individual receiving care a priority. To this end, any instance of student misconduct may result in immediate termination from the program, or the student may be placed on probation until further notice. Student misconduct includes but is NOT LIMITED to the following situations:

1. Bribery
2. Deliberate withholding of information about a patient, patient care, and/or self
3. Plagiarism
4. Cheating in any form
5. Forgery or falsification in any form
6. Sleeping while clocked in during clinical training.
7. Use of abrasive or obscene language or acting disrespectfully to any faculty member, patient, visitor, staff member, supervisor, or classmate (hospital or school)
8. Illegal conduct of any nature
9. Smoking in unauthorized areas or while at clinical sites
10. Use of or unauthorized possession of intoxicating beverages in school or hospital
11. premises or reporting to school or hospital under the influence of drugs. (For cause drug screens can be performed at any time during the program)
12. Threatening, intimidating, or coercing a classmate, co-worker, or other employee of the school or the hospital.
13. Fighting, horseplay, harassment, or other disorderly conduct on school or hospital premises.
14. Possession of a weapon such as a firearm, knife or any other object commonly considered to be a "weapon" on hospital or school premises.
15. Gambling or conducting games of chance, or possession of gambling devices on hospital or school premises.
16. Creating unsafe or unsanitary conditions.
17. Unauthorized posting or removal of notices in the hospital or school at any time.
18. Unauthorized possession, use, copying, or reading of patient hospital records or disclosure of information contained in such records to unauthorized persons.
19. Disregard one's appearance, uniforms, dress, or personal hygiene.
20. Larceny, misappropriation, or unauthorized possession or use of property including food, books, and supplies of all kinds belonging to the school, hospital or to any patient, visitor, coworker, classmate, etc.

21. Unauthorized solicitation or distribution on hospital property or property of another classmate, co-worker, patient, visitor, etc.
22. Deliberate destruction or misuse of school or hospital property or property of another classmate, co-worker, patient, visitor, etc.
23. Any negligence involving patient care.
24. Soliciting or accepting gratuities from patients, visitors, or staff.
25. Inducing another to commit any breach of the foregoing rules and regulations.
26. Disruptive behavior or intentional creation of distractions, disruptions, or interference with the attention of instructors or other students in the classroom, or of staff, families, or patients in the clinical sites.
27. Wearing earrings, nail polish, jewelry of any kind on the body or face, perfume or cologne, or heavy makeup at the clinical site.
28. Not adhering to the approved dress code in the classroom and clinical setting.
29. Allowing hair, mustache, and/or beard to be exposed in the clinical setting.
30. Not wearing a nametag or badge is required on campus or at clinical sites.
31. Parking in unauthorized areas

The Clinical Agencies reserve the right to dismiss a student from the clinical site at any time for any reason. In the event a student is dismissed from a clinical site, they may be dismissed from the South College Surgical Technology Program.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the course instructor. Students are expected to respect and follow the South College Universal Course Policies and Information.

Grounds for immediate termination from the Surgical Technology program include:

1. Receiving a grade of "D" or "F" in any core or major course listed in the curriculum.
2. Failure to make a "C" on required skill checkoffs and practicums in laboratory courses.
3. Unprofessional, unsafe, and/or unethical conduct.
4. Academic dishonesty in related or professional courses.
5. South College Surgical Technology Program Handbook violations.

Readmission Criteria

Students who do not successfully achieve admission during the first attempt may reapply. Readmission is subject to completing all the specified admission requirements. Cohort sizes are campus-specific and based on clinical rotation slots. Students must reapply to the quarter appropriate for reentering the curriculum at the point they departed. A student who failed must repeat any course where a grade of "C" or better was not obtained. Students who were in good standing and did not make the cohort only due to outranking will be given priority over those who did not make cohort due to failing core and major coursework.

Students who are applying for readmission and have not taken STE1101 or STE1201 for one year, must retake the lab courses. Students who are applying for readmission and have not taken STE1101 or STE1201 for six months must complete skill checkoffs to prove aseptic technique competency prior to acceptance into the program. All admission criteria required for first time applicants are also required for any reapplication to the Surgical Technology program.

Grievance Procedures

Several avenues exist within the framework of the college by which students may express grievances. Student grievances regarding final course grades will be handled in the manner described in the Academic Information/Challenging of Grades section of the catalog.

Student concerns regarding other academic issues should be brought to the attention of the appropriate instructor, dean, department chairperson, Dean of Academic and Student Services, and/or Campus President.

Concerns regarding non-academic issues should be brought to the attention of the appropriate program/department head, the Dean of Academic and Student Services, and/or Campus President.

Concerns regarding disability issues should be directed to the Dean of Academic and Student Services.

Concerns from members of the public should be directed at the Executive/HR Assistant. Those wishing to make a formal, written complaint should do so utilizing the South College Complaint Form. This form is available to students under the Student Services Tab in the Portal. Members of the public wishing to make a formal, written complaint should contact the South College main number to request a Complaint Form.

Every attempt will be made to resolve concerns at the lowest level possible in the chain of command. Refer to the Complaint and Grievances section under the Student Services tab of the Academic Catalog for the Institutional Grievance procedures.

Clinical Policies

Insurance

The student is urged to maintain personal health insurance. Liability insurance for the student is provided by the college for the student.

Meals/Breaks

Meal and break times are included in the scheduled clinical education practice and are in addition to the required hours per program of daily clinical experience. Meals and breaks are to be taken when you are instructed by your clinical preceptor, you will receive a 30-

minute lunch break and no more than two 15-minute breaks if your case assignments for the day allow. If there are no more cases before 2:30 p.m. the student should offer to help with other responsibilities within the department (such as SPD, circulator duties, room turnovers, pulling cases. etc...)

Clinical Dress Code

Medical professions require personal grooming to be neat, professional, and conservative. Each student must wear a Surgical Technology identification badge while on campus and at clinical sites. Students must be easily identifiable as a student.

Dress code expectations are:

1. Each student must wear appropriate (per hospital policy) and professional dress to and from the clinical site.
2. Shoes for clinical/lab must be closed-toed and heel and impervious: synthetic, or leather. No clogs or similar shoes are allowed for students. Students will always wear shoe covers when in the clinical area. NO CANVAS TENNIS SHOES OR SHOES WITH HOLES.
3. Nails must be clean, short (not pass fingertips), well-manicured. Nail polish (clear or colored), extensions, or artificial nails are not allowed in the clinical or lab area.
4. Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover.
5. Good personal hygiene is mandatory for the surgical technologist.
6. All jewelry from the face, ears and body are to be removed. Clear spacers are not allowed.
7. No perfume, cologne, or aftershave may be worn. Deodorant is required.
8. Visible tattoos must be covered while in the clinical area, either with a sterile gown and gloves or with a long-sleeved hospital-issued warm-up jacket. Students with fresh, non-healed tattoos are not allowed to scrub due to infection control policies; this may cause an unsatisfactory grade for that day.
9. The clothes worn to and from the clinical site will be uniform. Students must wear school-assigned scrubs.
10. Chewing gum and hard candy is not allowed.
11. If a T-shirt (no turtlenecks) is to be worn underneath it must be white, short-sleeved, V-neck with no logos or designs, t-shirt sleeves cannot extend beyond the scrub sleeves. The collar of the T-shirt is not to be visible above the collar of the hospital scrub top. The scrub pants may be elastic or drawstring at the waist. Pant legs must be neither too long nor too short when secured at the normal-anatomic waist level. Scrubs that fall below the heel and drag on the floor are not allowed; these are OSHA violations.
12. Approved OSHA/ANSI eye protection will be always worn during patient care.
13. Cosmetics must be natural-looking. No heavy makeup, artificial eyelashes, or eyelash extensions.

14. Undergarments must be worn and not visible.
15. Beard or mustache must be kept neatly trimmed and close to the face. Should not extend past a surgical mask.
16. Smart devices may not be worn/utilized in the operating rooms or outside of breakrooms/locker rooms without permission from the Program Director/Clinical Coordinator.

Individual clinical agencies may have additional stipulations which must be adhered to by all students in their facility. All students must adhere to the college, program, and clinical facility dress codes.

Student Work

At no time shall a student be used as a substitute for a qualified surgical technologist. All students must be supervised during clinical assignments. Clinical rotations are regarded as educational experiences. Students will not substitute for or replace hospital facility personnel or be deemed Hospital/ Facility employees during their scheduled clinical rotation hours. Students will not get paid for clinical rotations while attending as South College students.

Internship Policy

Students participating in an internship must understand that they cannot be substituted for a Certified Surgical Technologist (CST) or employee during scheduled clinical hours. Additionally, any cases performed outside of the designated clinical hours cannot be counted toward the required number of cases for the program. All clinical experience must align with the established guidelines and hours.

Pregnancy Policy

South College does not discriminate based on pregnancy. Studies have shown that the risk of leukemia and other cancers in children increases if the mother is exposed to a significant amount of radiation during pregnancy. To comply with radiation protection monitoring practices for students with the Nuclear Regulatory Commission and state laws, the Surgical Technology student upon pregnancy verification should declare such with the Department Chair and the College's Radiation Safety Officer as soon as possible. A declaration is voluntary. Upon declaration, the Department Chair and or the College's Radiation Safety Officer will counsel the student on PRENATAL RADIATION EXPOSURE. All parties will sign appropriate documentation, and the student will receive a copy of NRC form 8.13. After counseling, the student has three options:

Option 1

The student may elect to withdraw from the academic program of study and return later.

Option 2

The student may elect to continue in the academic program fulfilling all program requirements as contained within the curriculum and adhering to all radiation protection guidelines and recommendations as follows:

- Wear an additional dosimeter to monitor fetal exposure.
- Adhere to all ALARA provisions and acknowledge the risks to the embryo/fetus.
- Sign a RELEASE TO WORK IN HIGH EXPOSURE AREAS. Copies of this form will be placed in the student's program and clinical files.

No more than 500 mrem of exposure may be received by a student during the pregnancy. If 300 mrem is exceeded during the first six months, the student will be counseled. The equivalent dose limit in a month to the embryo-fetus cannot exceed 50 mrem.

Option 3

The student may withdraw the declaration of pregnancy in writing at any time. Retraction of the declaration will require the student to abide by the general guidelines for radiation workers.

By accepting program admission into the Surgical Technology program, the student confirms their understanding that ionizing radiation may be harmful to an unborn child. Furthermore, fetal radiosensitivity is greatest during the first trimester (3 months) at which time the expectant mother can potentially receive a substantial exposure before she is aware of her condition. Accepting this risk, the student will not hold the college or clinical facility responsible for possible genetic damage or any situation or condition that may be connected to low-level radiation exposure.

Students withdrawing from the program must follow the readmission policy as stated in the Surgical Technology Student Handbook.

Clinical Attendance

Clinical: Travel to assigned clinical sites may exceed 75 miles from South College. It is the responsibility of the student to allow for the proper travel time to ensure prompt arrival at the clinical facility. Clinical attendance policies will vary by campus and will be communicated within clinical course syllabus.

Surgical Procedure Documentation

First Scrub Role: As defined by the Association of Surgical Technology: Core Curriculum, Seventh edition. 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 to document a case in the first scrub role. A student not

meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medications, and solutions needed for the procedure.
- Perform counts with the circulator before the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile techniques as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role: As defined by the Association of Surgical Technology: Core Curriculum. Seventh edition. The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role: As defined by the Association of Surgical Technology: Core Curriculum. Seventh edition. The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

Surgical Rotation Case Requirements: Each student must complete a minimum of 120 surgical cases. 30 cases are required in General Surgery, 20 of which must be in the First Scrub Role. 90 cases are required in various surgical specialties. 60 of these cases must be in the First Scrub Role. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required). An additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role. A maximum of 10 diagnostic endoscopy procedures and 5 vaginal deliveries may be counted in the Second Scrub Role. All observation cases are to be documented.

Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases that can be applied toward 120 cases
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • OMF • Orthopedic • Peripheral Vascular • Plastics 	90	60	30
Optional: Diagnostic Endoscopy <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Ureteroscopy 	0	0	10 Diagnostic Endoscopy cases may be applied only toward the second scrub role cases.
Optional: Labor & Delivery	0	0	5 Vaginal delivery cases may be applied only toward the second scrub role cases.
Totals	120	80	40

Adopted from the Association of Surgical Technology, Core Curriculum for Surgical Technology, Seventh Edition

Counting Cases:

- Cases will be counted according to surgical specialty. Examples:
 - Trauma patients require a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since splenectomy is a general surgery specialty and the repair of the LeFort I is an oral-maxillofacial surgical specialty.
 - The patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty are general surgery; therefore, it is counted and documented as one procedure case.

Documentation: will vary by campus and be detailed in the clinical course syllabus.

Student Clinical Evaluation

Students will receive weekly feedback and support from Instructors while in clinical through verbal and written communication. The instructor will complete a mid-term evaluation of the student's performance during a surgical procedure during week 5 and an end-of-term evaluation during week 10. The instructor and student will discuss the results of each evaluation and preceptor feedback for focused performance improvement strategies.

Clinical Education Evaluation Appeal Policy

A system of due process is available to all students enrolled at South College. For the appeal of final course grades, academic dishonesty, readmission to academic programs, academic status, and academic requirements refer to the South College Student Catalog.

The Surgical Technology program has established a system of due process to appeal an unfavorable evaluation received from clinical personnel. If a student reviews a clinical evaluation and disagrees, the following protocol shall be followed:

1. The student must meet with the clinical instructor and review the complete evaluation.
2. If the clinical instructor deems the evaluation valid and the student disagrees, the student may request a meeting with the Clinical Coordinator within five (5) days. The Clinical Coordinator has the authority to review the evaluation and reflect any warranted revisions if they verify the evaluation was completed arbitrarily, capriciously, or prejudicially. The Clinical Coordinator's decision will be communicated to the student within five (5) business days.
3. If the student is not satisfied with the decision of the Clinical Coordinator, they may request a meeting with the Department Chair within five (5) days of the Clinical Coordinator's decision. The Department Chair's decision is final.

Clinical Competency Education

The student will demonstrate entry-level clinical proficiency in general surgical procedures and commonly performed specialty procedures. Emphasis will be on the first scrub role; however, the student will have experience with the second scrub role and assisting circulating role.

2nd Quarter - Declared: The students are in didactic and lab courses. During this time the students learn how to surgically scrub, gown, and glove. Students will also begin to learn the basic mayo stand and back table setup. They learn asepsis, the importance of sterile technique, and the use of standard precautions. The students are becoming familiar with different types of instrumentation as well as sterilization /disinfection processes.

3rd Quarter – Admitted: The students are in didactic and lab courses. Students are taught a full surgical procedure setup, additional specialty instruments, and increased education in critical thinking through breaks in sterile technique. Student(s) continue to enhance the educational lessons from quarter 2 as all aspects are reinforced throughout the program.

4th Quarter: The students(s) are in didactic courses and begin their first clinical rotations. At a minimum, each student is to begin observing and scrubbing minor cases and may assist in passing instrumentation. Students should begin setting up and scrubbing minor cases with assistance as they proceed into the next quarter's clinical experience. They may also be assigned to Sterile Processing to gain knowledge and experience in sterilization and instrumentation.

5th Quarter: The students continue clinical rotations to include specialties and are also in didactic courses. Student(s) continue to scrub cases with some assistance, moving into setting up and scrubbing cases solo. More complex procedures are expected to be added to the students' clinical experience during this quarter.

6th Quarter: The students complete their final clinical rotations to include specialties and CST review/prep. Students at this point are expected to be able to set up and scrub cases solo. Emphasis during this quarter is placed on learning to scrub and set up complex and specialty procedures with little to no assistance by the end of the quarter and preparing for the NBSTSA certification exam.

Injuries/Incidents

The Surgical Technology program attempts to maintain a safe environment for enrolled students. The Program faculty and the Operating Room Supervisor must be immediately contacted if any student is responsible for or involved in any unusual incident in the clinical area. Examples may include, but are not limited to incidents or injuries involving:

1. Self, patient, staff, or visitor.
2. Formal complaints lodged against a student.
3. Major equipment damage attributed to student misuse.
4. Misadministration of procedures to correct patients.
5. Any activities that may or may not result in adverse consequences for patients or personnel.

The student and Clinical Coordinator must submit a completed incident report to the Program Director/Chair within 24 hours. The clinical facility incident protocol procedures must be strictly followed, and the necessary reports completed.

Students who are excused from clinical assignments due to any injury or illness may have to meet additional requirements before re-entry to the clinic will be permitted.

Students may not be permitted to attend clinic if any injury or illness poses a risk to patients, personnel, or self. This includes but is not limited to:

1. Extremity restrictions due to casts, crutches, walking boots, canes, walkers, etc.
2. Spinal injuries.
3. Infectious diseases.

Students are responsible for seeking treatment and financially responsible for any medical treatment required.

Student and Occupational Safety

The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students. All activities required in the program must be educational and students must not be substituted for staff. The career of Surgical Technology is not without occupational safety and hazard concerns and the applicant should be aware the following potential exposures and situations: Latex allergies, ionizing radiation, chemical fumes, musculoskeletal/ergonomics, mental demands, and pathogens. A safety manual can be found in the Surgical Technology lab area.

Standard Precautions

Body substance precautions developed by the Center for Disease Control are followed in all clinical areas and campus laboratories. Body substances include oral secretions, blood, urine, feces, wound, and/or other drainage. Blood and body substances are considered infectious in all cases.

Precautions are as follows:

Hand Washing Using a Biocidal Agent:

1. Before all invasive procedures.
2. Following contamination with blood or body fluids.
3. Immediately after gloves are removed.

Use of Personal Protective Equipment:

1. Gloves (non-sterile) are required to avoid direct contact with body substances, mucous membranes, or non-intact skin.
2. Plastic gowns are required when clothing is likely to be soiled by a body substance.
3. Masks and protective eyewear (glasses) are required when body substance splashes or splattering is likely.

Infectious Diseases

Student Infectious Disease Exposure

If a student has a percutaneous (needle stick or cut) or mucous membrane (splash to the eye, nasal mucous, or mouth) exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids where the student's skin is chapped, abraded, or otherwise non-intact, the following protocol is to be followed.

1. The student must immediately report the exposure to the Clinical Preceptor at the clinical facility to the program faculty and the charge nurse on duty at their assigned clinical site.
2. The student will complete a hospital incident report provided by the clinical site immediately and follow facility protocol.
3. Complete an incident report with the clinical coordinator as soon as possible (within 24 hours after the occurrence).

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and learners to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and learners should report the incident as soon as possible and be thoroughly familiar with the procedures for testing, evaluation, and treatment. A potential exposure incident can include:

- a. Percutaneous inoculation – needle stick or sharps
- b. Non-needle percutaneous injury – open cuts or abrasions
- c. Direct mucous membrane contact – accidental splash
- d. Non-intact skin, contact with blood or OPIM.

Initial Response to Exposure

1. Immediately apply first aid as needed:
 - a. Allow to bleed freely; clean with 70% alcohol (for needle stick/puncture injury)
 - b. Wash thoroughly with soap and water
 - c. Mucous membrane: flush copiously with water
 - d. Eyes: irrigate and/or flush copiously with water

Treatment Options:

- The emergency department at the clinical facility at a cost to the student.
- Treatment from an independent physician and/or facility of the student's choice at a cost to the student.

NOTE: Student refusal of treatment must be documented by the clinical instructor and noted in the departmental report. (see **Appendix D** - South College Bloodborne Policy)

Students with Infectious Diseases

Students should be advised that some infectious diseases may cause immunosuppression and increase the student's susceptibility to infection acquired from patient-student interaction. Precautions should be taken when working with any patient/client who has a contagious disease.

Students who are immunocompromised should wear gloves when coming into direct contact with blood, mucosal surfaces, or exposed tissues of clients. Immunocompromised students with oxidative or weeping skin lesions will not be allowed direct patient care contact. Appropriate college and medical personnel shall determine whether a student should be excluded from providing direct care on a case-by-case basis.

Change in Health Condition

If a learner has any significant change in health or a health condition that may affect or be affected by school performance, then it should be reported to the Surgical Technology program immediately. The learner will be required to obtain a physician's release. The release must specify that the learner is able to return to classroom and clinical activities. Examples of these conditions include but are not limited to pregnancy, infectious diseases, and physical injuries. The documentation may be a form provided by your physician or a Letter of Release note, if it specifies an unrestricted return to both classroom and clinical activities. If the faculty member has any doubt or question about the interpretation of a release note, the Program Director should immediately be contacted for clarification. The learner may not return to school activities until the release form/letter is accepted.

Allergy Policy

Any learner that has any evidence of an allergic reaction to surgical supplies (ex: glove powder) must immediately obtain documentation from personal physician and submit for learner's file. This documentation may be requested by the clinical site to allow for alterations in exposure to 23 allergens. For liability reasons, the learner will not be permitted in the surgical arena until the documentation is complete. All absent time will be counted.

A Surgical Technologist's Potential for Latex Protein Sensitivity

Allergic reactions to latex by health care workers are on the rise. Health care workers who wear latex gloves on a regular basis are at high risk for developing latex allergies. This allergic reaction may not occur immediately, but after some wide variable time of exposure. The most common allergic reaction is contact dermatitis with diffuse or patchy

eczema. This reaction can occur any time from five minutes to several hours after contact with latex. Other more serious symptoms include rhinitis, dizziness, conjunctivitis, eyelid edema, dyspnea, hypotension, and anaphylactic shock. If eczema, hives, or other symptoms appear at exposure time, yet disappear when at home, latex sensitivity should be suspected and evaluated by a physician with allergy specialization. The application of protective hand cream has not been proven to be effective as a preventative. Hands should be washed immediately after the removal of gloves to reduce the spread of latex protein to self or others. In the event the health care worker becomes sensitive to latex, the worker may be reassigned to another area of the hospital or may have to leave the profession as a surgical technologist. Examples of latex-containing products found in the operating room may include bouffant caps, anesthesia supplies, catheters, gloves, Penrose drains, rubber bands, etc.

Student Exemption from Clinical Assignments to Infectious Patients

Incompetent Immunological Systems

Students diagnosed with immunological deficiencies are at an increased risk of developing opportunistic infections.

Infections

Any student with an infectious process could further comprise the already incompetent immunological system of the HIV-positive client.

Confirmed Pregnancy

The risk of transmission of HIV infection to pregnant healthcare workers is not known to be greater than the risk of those not pregnant. The risk of transmission of other pathogens such as cytomegalovirus from an HIV-positive patient to pregnant healthcare workers is unknown but is thought to be low to nonexistent. Based on current information, the Surgical Technology program believes it is prudent to excuse pregnant students from caring for HIV-positive clients until further data becomes available.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the program faculty. Decisions about exemptions longer than one week will be made in consultation with the student's physician and appropriate hospital and college personnel.

*Students granted reasonable accommodation are still expected to perform all essential functions, qualifications, and technical standards, and the program is not required to provide requested accommodation that would fundamentally alter the essential functions, qualifications or technical standards of the Surgical Technology program and the outlined

job description of a Certified Surgical Technologist by the Association of Surgical Technologist (AST).*

Surgical Technologist Scope of Practice

Scrub Role - Preoperative

- (1) Don operating room attire and personal protective equipment
- (2) Prepare the OR
- (3) Gather/check necessary instrumentation, equipment, and supplies
- (4) Create and maintain the sterile field
- (5) Perform surgical scrub
- (6) Don sterile gown and gloves
- (7) Organize the sterile field for use
- (8) Counts necessary items with a circulator
- (9) Assist team members during entry into the sterile field
- (10) Expose the operative site with sterile drapes

Scrub Role - Intraoperative

- (1) Maintains the highest standard of sterile technique during the procedure
- (2) Maintains the sterile field
- (3) Pass instrumentation, equipment, and supplies to the surgeon and surgical assistant as needed
- (4) Assess and predict (anticipate) the needs of the patient and surgeon and provide the necessary items in order of need
- (5) Medication preparation and handling
- (6) Count necessary items
- (7) Specimen care
- (8) Assists with other intra-operative tasks
- (9) Prepares and applies sterile dressings
- (10) Assists surgical team with patient care, when needed
- (11) Prepares instruments for terminal sterilization
- (12) Assists other members of the team with terminal cleaning of the surgical suite

Circulating Role – Preoperative

- (1) Obtains appropriate sterile and non-sterile items needed for the surgical procedure
- (2) Opens sterile instruments, supplies, and equipment
- (3) Checks patient's chart, identifies patient, verifies surgery to be performed with a consent form
- (4) Transfers patients to operating room tables
- (5) Provide comfort and safety measures
- (6) Provide verbal and tactile reassurance to the patient

- (7) Assists anesthesia personnel
- (8) Positions the patient, using appropriate equipment and safety measures
- (9) Applies electrosurgical grounding pads, tourniquets, and monitors on the patient, using appropriate safety measures
- (10) Performs preoperative skin preparation
- (11) Performs counts

Circulating Role – Intraoperative

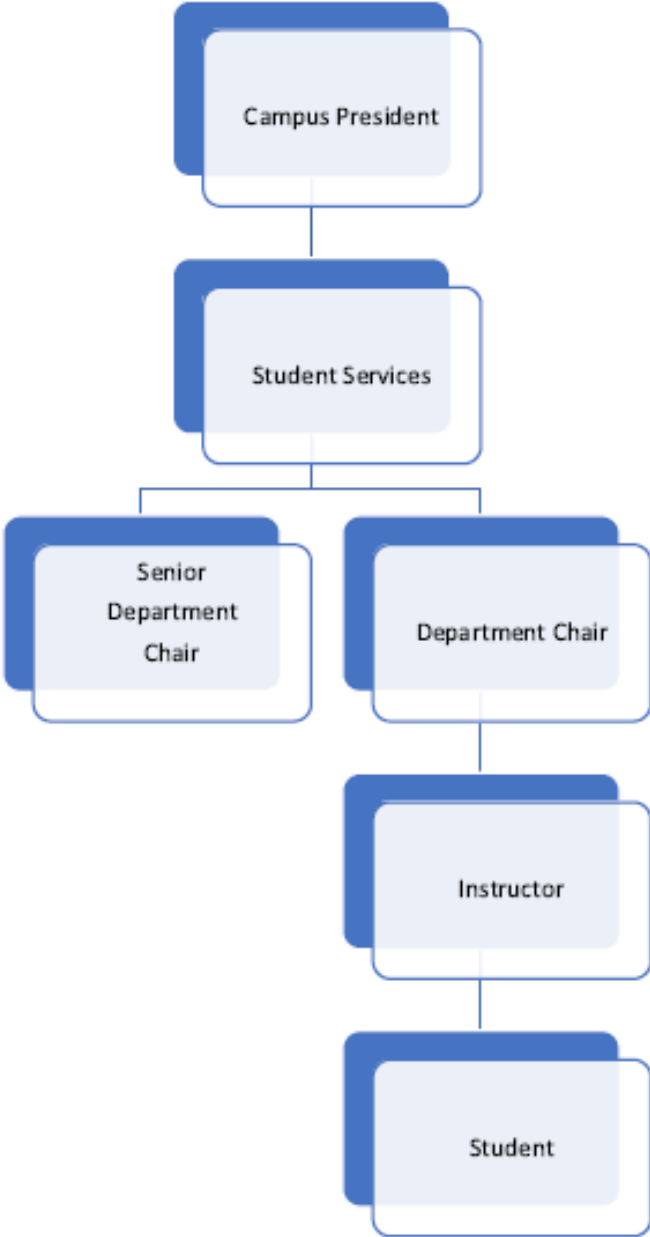
- (1) Positions and operates equipment needed for the procedure
- (2) Anticipates additional supplies needed during the procedure
- (3) Facilitates communication between sterile and non-sterile areas
- (4) Records accurate documentation throughout the procedure
- (5) Cares for specimens
- (6) Secures dressings after incision closure

Circulating Role - Postoperative

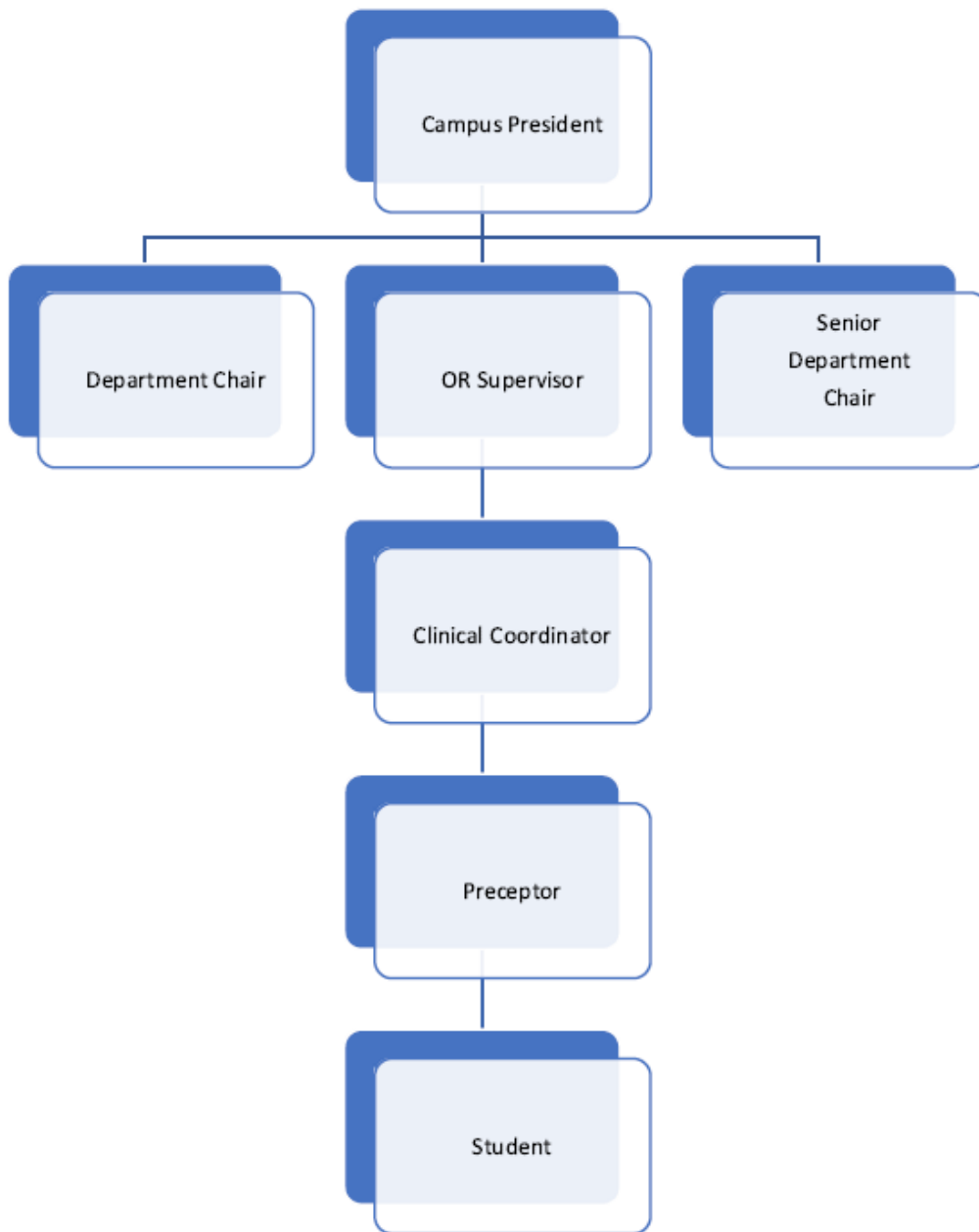
- (1) Helps transport patient to recovery room
- (2) Assists in terminal cleaning of the surgical suite
- (3) Prepares for the next patient

Organizational Charts

Surgical Technology Didactic Organizational Chart



Surgical Technology Clinical Organizational Chart



APPENDICES



APPENDIX A -Sequencing Pathway

Curriculum Sequencing Pathway

2025 SURGICAL TECHNOLOGY PROGRAM SEQUENCING - FALL QUARTER IMPLEMENTATION

Course Number	Course Name	Credit Hours	Total Credits	
Quarter One – Declared for Program				
*STE 1000	Intro to Surg Tech	1		*STE1000 – offered every quarter to all campuses out of Knoxville
AHS 1010	Medical Terminology	4		
BIO 1110	A & P I	4	Co-req: BIO1120	
BIO 1120	A & P I LAB	2	Co-req: BIO1110	
SCC 1010	College Mgmt.	2		
MAT 1100	College Algebra	4.5		
			17.5	

Quarter Two – Declared for Program				
*STE 1100	Patient Care Concepts I	3	Pre-req: STE1000, AHS1010, BIO1110, BIO1120 Co-req: STE1101	*STE Courses Only Taught In – Winter & Summer for ATL, INDY, KNOX, NASH, ORL, PITT Fall & Spring for ASH, DAL, MAR
*STE 1101	Patient Care Concepts I Lab	2	Pre-req: STE1000, AHS1010, BIO1110, BIO1120 Co-req: STE1100	
BIO 1130	A & P 2	4	Pre-req: BIO1110, BIO1120 Co-req: BIO1140	
BIO 1140	A & P 2 LAB	2	Pre-req: BIO1110, BIO1120 Co-req: BIO1130	
SCC 1031	Computer and Information Literacy	4.5		
			15.5	

Quarter Three – Admitted to Prog if Passed STE 1000, STE 1100 & STE 1101				
*STE 1200	Patient Care Concepts II	3	Pre-req: STE1000, STE1100, STE1101, BIO1130, BIO1140 & Program Admission Co-req: STE1201, STE1205	*STE Courses Only Taught In – Fall & Spring for ATL, INDY, KNOX, NASH, ORL, PITT Winter & Summer for ASH, DAL, MAR
*STE 1201	Patient Care Concepts II Lab	2	Pre-req: STE1000, STE1100, STE1101, BIO1130, BIO1140 & Program Admission Co-req: STE1200, STE1205	
*STE 1205	Surgical Procedures I	5	Pre-req: STE1000, STE1100, STE1101, BIO1130, BIO1140 & Program Admission Co-req: STE1200, STE1201	
COM 1262	Effective Communication	4.5		
			14.5	

Quarter Five

Quarter Four

*STE 1105	Surgical Clinical Care I	7	Pre-req: STE1200, STE1201, STE1205 & Program Admission Co-req: STE1300	*STE Courses Only Taught In – Winter & Summer for ATL, INDY, KNOX, NASH, ORL, PITT Fall & Spring for ASH, DAL, MAR
*STE 1300	Surgical Procedures II	5	Pre-req: STE1200, STE1201, STE1205 & Program Admission Co-req: STE1105	
ENG 1201	English Composition	4.5		
			16.5	

*STE 1305	Surgical Clinical Care II	7	Pre-req: STE1105, STE1200, STE1201, STE1205, STE1300 & Program Admission Co-req: STE2100	*STE Courses Only Taught In – Fall & Spring for ATL, INDY, KNOX, NASH, ORL, PITT Winter & Summer for ASH, DAL, MAR
*STE 2100	Surgical Procedures III	5	Pre-req: STE1105, STE1200, STE1201, STE1205, STE1300 & Program Admission Co-req: STE1305	
ENG 1211	English Comp w/Research	4.5		
			16.5	

Quarter Six

*STE 1405	Surgical Clinical Care III	7	Pre-req: STE1105, STE1200, STE1201, STE1205, STE1300, STE1305, STE2100 & Program Admission	*STE Courses Only Taught In – Winter & Summer for ATL, INDY, KNOX, NASH, ORL, PITT Fall & Spring for ASH, DAL, MAR
SCC 2120	Professional Development	2		
SOC SCI	Social Science Elective	4.5		
HUM	Humanities Elective	4.5		
			18	
Highlighted courses are considered core program curricula and cannot be taken out of order.				

PROGRAM CREDIT HOUR TOTAL	98.5
----------------------------------	-------------

Appendix B – Ranking Policy

Surgical Technology Program Admissions Pathway

The Surgical Technology program admission process is as follows:

Students are not admitted to the program until the successful completion of STE 1000, STE 1100 and STE 1101. It is imperative that students display the ability to maintain collegiate-level coursework and the fast-paced workload necessary to navigate the rigor of a surgical technology program curriculum, laboratory skills, memorization, attention to detail, and the ability to think critically. All coursework must be completed with a minimum grade of “C” and only the top (#) ranked students from AHS 1010, BIO 1110, BIO 1120, BIO 1130, BIO 1140, STE 1000, STE 1100 and STE 1101 will be admitted to the Surgical Technology program. Students must also meet all admissions requirements per the South College Surgical Technology program handbook. Cohort sizes are determined by the clinical slots contracted with healthcare facilities per the ARC/STSA.

Students declared to the Surgical Technology program will be ranked via a points system (175 maximum points possible).

- 1) STE 1101 Professionalism Points (up to 25 points)
- 2) STE 1101 Average Grade for Skill Checkoffs
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points
- 3) STE 1100 Average Grade
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points
- 4) BIO 1130 Average Grade
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points
- 5) BIO 1140 Average Grade
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points
- 6) BIO 1110 Average Grade
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points
- 7) BIO 1120 Average Grade
 - a. A = 25 points
 - b. B = 15 points
 - c. C = 5 points

Students with the highest total points will be admitted to the Surgical Technology program after successful completion of quarter 2 (STE 1100, STE 1101) to the cohort capacity allowed. An acceptance letter will be emailed to the student and must be signed/returned electronically before the first day of quarter 3 (STE 1200,

STE 1201, STE 1205). If a student does not accept admission to the program, the Program Director has the option to admit an alternate declared student.

Declared students who are not admitted to the Surgical Technology program must reapply. STE 1101 must be completed no more than 12 months prior to being accepted with a grade of “C” or higher. After this period, the course must be retaken to qualify for admission consideration.

Appendix C – Student Signed Forms

Student Signed Expectations Form

I have read the South College Surgical Technology Handbook, and I have a clear understanding of my responsibilities as a student in this program. I have also read and understand the South College catalog and I am aware that I may ask questions regarding the information to the administration or other responsible parties.

Initials _____

I have read and understand the information regarding my responsibilities during the clinical aspects of this course and am aware of the protocol for making up any missed clinical rotation and laboratory days. When in clinical training I understand that I am responsible for following all hospital policies and procedures of the affiliating agency.

Initials _____

Because of the nature of the surgical technology program, I understand that a "For Cause" drug/alcohol screening can be done anytime there is suspicion of substance abuse in both the campus and clinical setting.

Initials _____

I understand that a medical or criminal background check failure will prohibit me from completing the ST program.

Initials _____

I understand that successful completion of the surgical technology program qualifies me to take the certification examination, but I have not been promised by any campus employee that completion of the program guarantees passage of the certification examination or employment in surgical technology.

Initials _____

I understand that to fulfill the clinical experience requirements, I will be required to travel to clinical sites that may or may not be near to my place of residence and that travel to these sites will be my responsibility.

Initials _____

I understand that all required signed forms, physicals, drug screens, background checks, respiratory fit tests (if applicable) CPR certificates, immunizations and/or positive titers, and any other forms distributed throughout the program must be

completed and submitted on the date given by the instructor to continue in the program.

Initials_____

I understand the requirements upon me as described by the bloodborne pathogen policy for exposure to bodily fluids.

Initials_____

I understand that I must purchase all required materials for all courses in the Surgical Technology Program.

Initials_____

Student Name (Printed)

Date Signed

Student Signature

**This form must be signed and returned to the Program Director prior to acceptance to the program. **

Drug Screening Signed Form

The South College Surgical Technology Department requires a drug detection test for all students participating in the clinical rotation program. The Department Chair and /or South College Administration may review the results of your report to determine your eligibility to participate in clinical rotation activities.

A negative multiple-panel drug screen is required before beginning clinical rotation. A positive test return may result in dismissal from the Surgical Technology Program. Additional tests may be randomly required throughout the length of the program.

Should the student be on prescription medication they are to present written documentation from the prescribing physician to the Department Chair of the Surgical Technology Department and to the testing facility prior to testing.

I understand that the Surgical Technology Department Chair and Dean of Academic Affairs of South College have the right to view my drug detection test at any time. The Surgical Technology Program has the right to refuse my participation in a clinical rotation/experience due to the results of my drug test.

Student Name (Printed)

Date Signed

Student Signature

Background Check Signed Form

The South College Surgical Technology Department requires each student to consent to a multiple-year background check. The Department Chair, Clinical Coordinator, and the Clinical

The Education Department from each clinical site may review your results to determine your eligibility to participate in clinical rotation. Students may be denied clinical placement by the clinical affiliate based on the background check results. As such, students will be dismissed from the Surgical Technology Program.

I understand that the Surgical Technology Department Chair, Clinical Coordinator, Dean of Academic Affairs of South College, and the clinical site's education contact have the right to view my background check results at any time. The Surgical Technology Program has the right to refuse my participation in a clinical rotation due to the results of my background check.

Student Name (Printed)

Date Signed

Student Signature

Clinical Assignment Signed Form

I understand that my assigned clinical site may exceed 75 miles from the South College campus and that it is my responsibility to allow for proper travel time and arrangements and that I am responsible for all associated travel costs. I understand that I did not choose my clinical assignment. I understand that after receiving my clinical assignment, my schedule will NOT be changed to accommodate my personal needs. I am fully aware of the absentee policy and understand that clinical tardiness is not accepted and if late, I may be sent home for the day and receive a deduction in professional points.

Student Name (Printed)

Date Signed

Student Signature

Student Physical Consent Form

All students are required to submit a physical form prior to participating in Surgical Technology clinical rotations.

Student Data and Consent for Release of Information

I authorize the release of information on this form to South College. The form will be in my individual department file and necessary documentation shared with the clinical facilities.

_____	_____	
Student Name (Printed)	Date Signed	
_____	___/___/___	_____
Student Signature	DOB	STUDENT ID

Patient Information and Privacy Pledge

I, _____, understand that patient confidentiality is of the utmost importance as it is regulated by the State and the Federal Government. ("Health Insurance and Portability and Accountability Act" HIPAA.) I realize that a health care professional could lose his/her license if patient confidentiality is breached.

I understand the safeguarding information includes chart security, fax and e-mail security, and confidentiality of all conversations and patients personal and health information. I pledge that I will abide by these laws.

I also understand that if confidentiality is breached at any time during my clinical training and education, I will receive a failing grade and will be removed from the facility. If such an incident occurs, I would have to appeal to the Executive Director and have the appeal granted to continue in the program.

Students are part of the covered entity's workforce for HIPAA compliance purposes. Section 160.103 and 164.530(b) state that students must receive training about the organization's policies and procedures related to PHI. Such training must be provided prior to beginning clinical rotation and patient contact. The student must document the training and maintain this documentation for 6 (six) years.

Signature _____ Witness Signature _____

Print Name _____ Witness Print Name _____

Date _____

Student Video and Photo Release Consent Form

I, _____, give my consent to be photographed and/or recorded during the activities at or sponsored by South College. By signing this form, I also grant permission to South College to use these photos and/or video recordings for educational, promotional, and publicity purposes in perpetuity.

By signing this form, I hereby give South College all rights to materials made or collected relating to me in perpetuity. I release them from any and all claims arising out of or resulting from appearance and/or statements; and I waive all rights of copyright or ownership in or to the resulting educational/informational materials, photographs, and recordings which relate to me.

I hereby certify that I have read and fully understand the meaning and effects thereof and intend to be legally bound.

Printed name: _____

Signature: _____

Date: ____/____/____

Medical Insurance Attestation

Health Insurance (Name & Address of Company)

Health Insurance Phone number _____

Name of Policy Holder _____

Policy Holder Employer _____

Policy Number Group # _____

Please provide a copy of the insurance card

MEDICAL INSURANCE WAIVER

I have chosen not to hold medical insurance on myself. I understand that I am at risk of incurring medical expenses. I am signing this waiver to release South College and the Surgical Technology department of any responsibility for any medical expenses I may incur as a student while enrolled at South College. I also release any facility that may accept me for clinical internship/rotation of any responsibility for any medical expenses I may incur as a student at the facility.

Student Name (Printed)

Date Signed

Student Signature

Student Information

Full Name: _____

Student School ID: _____ DOB: _____

Address: _____ City: _____

State: _____ Zip code: _____

Phone: (Home) _____ (Cell) _____

(Work) _____ Student email: _____

Emergency Contact: _____ Relationship: _____

Phone: _____ Address: _____

Valid CPR Card (copy needed) date completed: _____

Scrub Size: Top _____ Bottom _____

Vehicle Information (for clinical facility purpose)

Vehicle Make	
Vehicle Model	
Vehicle Color	
Vehicle Year	
License Plate #	
State	

Health Questionnaire (Completed by student applicant)

Yes ____ No ____ Do you have any physical limitations that would affect your ability to lift at least 50 lbs. or transfer patients?

Yes ____ No ____ Do you have any physical limitations that would affect your ability to walk and stand for a period of eight hours?

Yes ____ No ____ Do you have any limitations in senses, such as sight or hearing which would limit your ability to practice in the health profession?

Yes ____ No ____ Do you have any other condition(s) that may interfere with your ability to practice in the health profession?

If you answered "YES" to any questions, please explain limitations in detail:

List any allergies or adverse reactions to environmental allergens, foods, or medications:

As a healthcare professional, you WILL BE exposed to communicable disease. Clinical learning sites require the ST program to provide proof of health status, immunity, and immunizations. Specific requirements vary from health systems and agencies, generally the Center for Disease Control and Prevention Guidelines are followed.

The following information is to clarify advice related to immunizations:

Rubeola

Measles is a viral disease that can be severe and cause death. Measles vaccine is usually given as two doses of MMR after a child's first birthday. Healthcare workers who have not had Rubeola or MMR vaccine will have a negative titer and should receive immunization (2 doses 1 month apart) The antibody titer will be positive for most people who were immunized or had the virus.

Rubella

Rubella is a viral disease characterized by a rash, fever, and lymph node swelling. When a pregnant woman has the disease; her baby is at risk for congenital anomalies. Healthcare workers who have not had rubella or MMR vaccine will have a negative titer and should receive MMR vaccine. The antibody titer will be positive for most people who were immunized or had the virus.

Mumps

Mumps are a viral disease that causes parotid gland swelling. Currently the age group most affected is people over 15 years of age; orchitis and encephalitis are complications of infection. Healthcare workers who have not had mumps or vaccination and a booster should receive a single dose vaccine.

Varicella

Chickenpox is a highly contagious disease caused by the varicella zoster virus; reactivation of the virus later in life is called shingles. Healthcare workers who have not had chickenpox or immunization will have a negative varicella antibody titer and should receive two doses (1 month to 2 months apart). The titer will be positive for most people who were immunized or had the virus.

Hepatitis B

Hep B is a viral infection that can be transmitted by sexual contact, contact with blood or blood products, and from mom to baby during delivery. Healthcare workers in contact with blood and body fluids are at risk for Hep B infection. People who have never had Hep B will have a negative HB surface antigen (HBsAg) titer. When the titer is positive, further testing is done to see if the infection is acute or chronic. Immunization for HB involves three injections of vaccine. Two doses are given 4 weeks apart, and a third dose 5 months after the second dose. Most immunized people show a positive HB surface antibody titer one to two months after vaccination, however, some individuals require more than one series of vaccine to trigger the antibody response.

Tetanus, Diphtheria and Pertussis

Tetanus, diphtheria, and pertussis are vaccine preventable diseases. Initially two doses are given 4 weeks apart, the third dose 6-12 months after the second dose. A booster should be given every 10 years.

Tuberculosis

Tuberculosis (TB) is a serious disease that infects the respiratory system. Individuals with TB are treated with medications for 6 months, a vaccine is not required. The Mantoux skin test is used to detect exposure to TB, initially a 2-step procedure is done (2 negative results). If there is a shortage in Mantoux skin tests, students may be required to have a QuantiFERON TB Gold Plus (QFT-Plus) test.

Influenza

Seasonal influenza vaccination should be administered during September (yearly). It takes about two weeks after vaccination for antibodies to develop in the body and provide protection against the flu.

Immunization Report

Please fill in the following immunization record AND attach the report.

Name: (Last) _____ (First) _____ (Middle Initial) _____

Date of Birth: _____ Sex: M ____ F ____

<p style="text-align: center;">Measles (Rubeola)</p> <p>Select option 1 or 2 and provide documentation.</p> <p>1. Dates of Immunization: Two (2) required.</p> <ul style="list-style-type: none"> • First immunization with live attenuated virus (after 1957 and given on or after the 1st birthday). • Second dose 28+ days later <p>Date of Immunization: #1 ____/____/____ #2 ____/____/____ OR</p> <p>2. Date of blood titer ____/____/____ Quantitative Results: _____ (Attach Report)</p>	<p style="text-align: center;">Hepatitis B</p> <p>Series of three (3) vaccines</p> <p>1. Date of Immunization ____/____/____</p> <p>2. Date of Immunization ____/____/____</p> <p>3. Date of Immunization ____/____/____</p> <p>Date of blood titer ____/____/____</p> <p>Quantitative Results: _____ (Attach report)</p>
<p style="text-align: center;">Mumps</p> <p>Select option 1 or 2 and provide documentation.</p> <p>1. Dates of Immunization: Two (2) required.</p> <p>First immunization with live attenuated virus (after 1957 and given on or after the 1st birthday)</p> <p>Date of Immunization: #1 ____/____/____ #2 ____/____/____ OR</p> <p>2. Date of blood titer ____/____/____</p> <p>Quantitative Results: _____ (Attach report)</p>	<p style="text-align: center;">Varicella</p> <p>Select option 1 or 2 and provide documentation.</p> <p>1. Two (2) doses (30 days+ apart)</p> <p>Dates of Immunization: #1 ____/____/____ #2 ____/____/____ OR</p> <p>2. Date of blood titer: ____/____/____</p> <p>Quantitative Results: _____ (Attach report)</p>
<p style="text-align: center;">Rubella (German Measles)</p> <p>Select option 1 or 2 and provide documentation.</p> <p>1. Dates of Immunization: First with live attenuated virus (after 1957 and given on or after the 1st birthday)</p> <p>Date of Immunization: #1 ____/____/____ #2 ____/____/____ OR</p> <p>2. Date of blood titer: ____/____/____</p> <p>Quantitative Results _____ (Attach report)</p>	<p style="text-align: center;">Tetanus, Diphtheria, and Pertussis</p> <p>Two (2) doses are given 4 weeks apart, then the third dose 6-12 months after the second dose.</p> <p>1. Date of immunization ____/____/____</p> <p>2. Date of Immunization ____/____/____</p> <p>3. Date of immunization ____/____/____</p> <p>Booster within the past 10 years</p> <p>1. ____/____/____</p>
<p style="text-align: center;">MMR (Measles, Mumps, Rubella)</p> <p>Date of Immunization: #1 ____/____/____</p> <p>Date of Immunization: #2 ____/____/____</p>	<p style="text-align: center;">Flu Vaccination</p> <p>Dose to be given in October (Yearly)</p> <p>1. Seasonal Flu shot ____/____/____</p> <p>Name & address of facility shot was received: _____ _____</p> <p>Flu Shot expiration (on info sheet) ____/____/____ (Attach report)</p>

Tuberculosis (TB)

Two Step Mantoux (PPD)

#1 PPD #2 PPD

#1 Administration date: ____/____/____ #2 Administration date: ____/____/____

#1 Date read: ____/____/____ #2 Date read: ____/____/____

#1 Results _____mm induration #2 Results _____mm induration

Note: If positive student must have a chest X-ray and submit the record of TB Screening

(DHHS form 3405)

QuantiFERON TB Gold Plus

Date of blood draw: ____/____/____ Result: _____

(Attach report)

Covid 19 Vaccine

Dose #1 ____/____/____ Dose #2 ____/____/____

Manufacturer Information _____

Covid 19 Booster

____/____/____

Manufacturer Information _____

(Attach report)

Student Physical Form

PHYSICAL EXAMINATION (Please print in black ink) To be completed & signed by physician or clinic.

Last name
First name
Middle name
Date of Birth (mm/dd/yyyy)
Address
City
State
Zip
Phone #
Visual Acuity Right _____ Left _____
Height
Weight
Gross Hearing Right _____ Left _____
Temp
B/P
Pulse
Resp

Are there any abnormalities?	Normal	Abnormal	Description (attach additional sheets if necessary)
Head, Ears, Nose, Throat			
Eyes			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary			
Musculoskeletal			
Metabolic/Endocrine			
Neuropsychiatric			
Skin			

Is there loss or seriously impaired function of any paired organs? Yes _____ No _____

Recommendation for physical activity: Unlimited _____ Limited _____

Explain (limited) _____

Is the student physically and emotionally healthy? Yes _____ No _____

Physical Requirements for Surgical Clinical Rotation:

Able to bend, sit or stand for long periods of time with minimal breaks	YES	NO
Able to lift a minimum of 20 pounds	YES	NO
Demonstrate sufficient visual ability with or without corrective lenses while wearing PPE, also to include peripheral vision	YES	NO
Hear and understand verbally communication without visualization of the communicator	YES	NO
Ambulate and move without assistive devices	YES	NO

Comments/Recommendations:

Signature of Physician/PA/NP

Date

Printed name of Physician/PA/NP

Area code/Phone #

Address

City

State

Zip Code

Appendix D – Bloodborne Pathogen Exposure Policy



Bloodborne Pathogen Exposure Policy South College Surgical Technology Students

Purpose:

To establish a clear protocol for responding to and managing bloodborne pathogen exposures during clinical rotations, ensuring student safety and compliance with OSHA and institutional standards.

Policy Overview:

If a student is exposed to blood or other potentially infectious materials (OPIM) during a clinical rotation, the following steps must be taken to mitigate health risks and ensure proper documentation and follow-up.

Immediate Response Steps:

1. First Aid:

- For needle stick or puncture wounds: Allow the site to bleed freely and clean thoroughly with soap and water or a 70% alcohol solution.
- For mucous membrane exposure (eyes, mouth, nose): Flush the area copiously with water.
- For skin exposure: Wash the area thoroughly with soap and water.

2. Notification:

- Immediately report the incident to the **Clinical Preceptor** and **Charge Nurse/OR Educator** at the clinical site.
- Notify the **Program Department Chair** and **Clinical Coordinator** immediately.

3. Incident Documentation:

- Complete the clinical site's incident report as per their protocol.
 - Submit an incident report to the Clinical Coordinator and Program Director, including details of the exposure, within 24 hours.
-

Medical Evaluation and Treatment:

1. Evaluation Options:

- Seek immediate evaluation at the clinical site's emergency department (at the student's expense).

- Alternatively, seek evaluation from a personal physician or independent facility.

2. **Follow-Up Testing and Treatment:**

- Adhere to the treating physician's recommendations for post-exposure prophylaxis (PEP), if indicated.
- Complete any follow-up tests as recommended (e.g., baseline and periodic blood tests for seroconversion).

3. **Refusal of Treatment:**

- If the student declines treatment, this refusal must be documented by the Clinical Instructor and noted in the departmental report.
-

Student Responsibilities:

- Ensure adherence to all infection control and safety protocols, including the use of appropriate personal protective equipment (PPE).
 - Maintain up-to-date health insurance to cover potential medical expenses.
 - Ensure that all vaccinations are up-to-date, and records are provided to the program prior to the start of clinical rotations.
 - Complete annual training on bloodborne pathogens as mandated by the program.
-

Program and Clinical Site Responsibilities:

- Provide annual bloodborne pathogen training, emphasizing prevention strategies.
 - Reinforce the importance of safety protocols and PPE usage during clinical rotations.
 - Assist the student in coordinating post-exposure care and documentation.
-

Record-Keeping:

- All reports and documentation related to the exposure must be kept confidential and stored securely in the student's file.
 - Records will be maintained per institutional and clinical site policies.
-

Compliance:

Failure to follow this policy may result in disciplinary actions, up to dismissal from the program, to ensure compliance with safety and health regulations.

Appendix E – Policy for Continuing During Pandemic Disruptions

Policy for Continuing During Pandemic Disruptions

Purpose:

This policy outlines steps to maintain continuity in the Associate of Science - Surgical Technology Program if on-site teaching is disrupted due to pandemic-related public health measures.

Course Disruption:

During a pandemic event, class/labs/clinical could potentially be disrupted, and result in an incomplete grade being issued for the course and possible delay in graduation. In that event, when courses are allowed to resume, the days and times to make up the content may be different than originally designated. All efforts will be made to provide adequate notice of any possible days/time changes, and the student will be required to attend those adjusted days/times to complete the requirements of the curricula.

1. Didactic Coursework:

The program will leverage its existing hybrid model and South College's blueprinted curriculum, allowing a seamless transition to fully online learning if necessary. All campuses can provide mutual support, enabling faculty from other locations to provide shared instruction as needed.

- **Learning Management System (LMS):** Canvas will serve as the primary platform for remote learning. All lectures and assignments will continue through Canvas, with additional resources provided by Cengage's Mindtap, which is embedded within the LMS.
- **Instructional Support:** The in-house Instructional Design Department staff will assist faculty in adapting and expanding online resources, including recorded lectures, interactive discussions, and assignments tailored to online delivery.
- **Simulation Software:** JOMI and Incision subscriptions will provide simulation-based surgical experiences, allowing students to observe and practice surgical procedures virtually.

2. Laboratory Coursework:

To support the hands-on skills component of the curriculum, the program will provide "take-home packs" with essential lab supplies for students. Small group video sessions on Canvas will support these practical exercises, ensuring students can practice and refine their skills remotely.

- **Skill Demonstrations:** Instructors will conduct live virtual lab demonstrations, with students following along using their "take-home packs". Video submissions by students for evaluation will enable faculty to assess hands-on skills remotely.
- **Evaluation and Documentation:** All lab competencies will be assessed and documented through Canvas with regular feedback provided. Skill checkoffs and repeated skill demonstrations will be conducted once in-person lab resumes.

3. Clinical Rotations:

Should clinical rotations be disrupted, alternative assignments, including case reports and virtual simulation tasks, will be assigned to ensure students continue to meet learning outcomes. Students will complete case documentation using the current systems, and any deficiencies in case counts will be addressed on a case-by-case basis, with remediation plans developed as necessary.

4. CST Exam Preparation:

Board Vitals and the AST study guide (available in digital format) will support students in preparing for the NBSTSA CST exam. Mobile app access to these resources will be promoted to facilitate flexible study from home.

5. Communication and Support:

Faculty will maintain regular contact with students through Canvas announcements, email, and virtual office hours. Weekly check-ins will ensure students remain engaged and supported. Support tools for student services, such as tutoring, counseling services, disability services, book and resource support, technical support, and creating help desk tickets are available to students and faculty through the "Student Help Page" within each Canvas course shell. Official institutional updates and changes will be communicated via SC email and the emergency notification system.

End of South College Surgical Technology Program Student Handbook