

JOHN WOOD
COMMUNITY COLLEGE

**SURGICAL
TECHNOLOGY
PROGRAM**



**STUDENT ORIENTATION
HANDBOOK
ACADEMIC YEAR
2024-2025**

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SURGICAL TECHNOLOGY PROGRAM FACULTY AND STAFF



Jori Bottorff AAS, CST

Program Director, Surgical Technology

Office: (217) 641-4550

Cell: (217) 779-0599

jbottorff@jwcc.edu

bottorffj@brcn.edu



Lab Instructor

Cell (573) 822-5082

roser@brcn.edu



Sarah Straza, AAS

Administrative Specialist of Allied Health &
Emergency Services, CPR Coordinator

Office (217) 641-4551

sstraza@jwcc.edu

Surgical Technology Career

John Wood Community College

Surgical Technology AAS Degree

Surgical technologists are allied health professionals who function as an integral part of the surgical team responsible for preparing the sterile setup for the appropriate surgical procedure, passing instruments, anticipating the needs of the surgeon during surgery and cleaning, and preparing the operating room for the next patient. They possess expertise in the theory and application of sterile and aseptic technique. Our goal is to prepare students to function in the role of surgical technologist with exceptional skills, professionalism and a spirit of collaboration and continued learning.

Surgical technologists are employed in hospital operating rooms, delivery rooms, emergency departments, ambulatory care centers and central supply departments. A number of surgical technologists are employed as instructors and directors of surgical technology programs. Surgical technology is one of the fastest growing professions in the country. The BLS projects 6% employment growth for surgical technologists from 2023 to 2033. This growth is expected to result in about 8,700 openings each year. Many openings are expected to be due to workers retiring or transferring to other occupations. As baby boomers approach retirement age, the volume of surgery will increase exponentially.

The JWCC Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Program History

The JWCC Surgical Technology Program was developed to meet the need for qualified, well-prepared surgical technologists in the JWCC district and surrounding communities.

In 1997, a planning committee was organized to determine the feasibility of developing a program to serve the area. A survey was completed, and a need was identified. Representatives from six area hospitals indicated an interest in helping develop and support a program at John Wood Community College.

The Illinois Community College Board and the Illinois Board of Higher Education approved the program as a regional program in June of 2000.

In August of 2000, the first class of 12 students was admitted to the John Wood Community College Surgical Technology Program. Theory classes were held at John Wood Community College and the Clinical Lab at Blessing Hospital. Today through the Joint Surgical Technology Oversight Committee the Surgical Technology the program is taught collaboratively through both JWCC and Blessing-Rieman College of Nursing and Health Sciences with lectures held at John Wood and labs at the state-of-the-art surgical lab at the Blessing Education Center.

Accreditation and Professional Organizations



Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org



Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120
(303) 741-3655
www.arcstsa.org



National Board of Surgical Technology and Surgical Assisting (NBSTSA)

6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(800)707-0057
www.nbstsa.org



Association of Surgical Technologist (AST)

6 W. Dry Creek Circle
Littleton, CO 80120
(303) 693-9130
www.ast.org

Clinical Affiliations

While clinical experiences were originally obtained at ***Blessing Hospital***, the program has expanded to offer clinical opportunities at other area hospitals and surgery centers:

- Blessing Health System
 - Blessing Hospital Main OR
 - Blessing Hospital Cath Lab
 - Blessing Ambulatory Surgery Center
 - Illini Hospital
- Quincy Medical Group, Quincy, IL
 - Ambulatory Surgery Center
 - Cath Lab
- Hannibal Regional Health System, Hannibal MO
 - Hannibal Regional Hospital Main OR
 - Hannibal Regional Hospital Cath Lab
- Northeast Missouri ASC, Hannibal, Mo
- Memorial Hospital, Carthage, IL
- McDonough District Hospital, Macomb IL
- St. Mary Medical Center, Galesburg IL
- Great River Medical Center
 - West Burlington, IA
 - Fort Madison, IA
- HSHS St. John's Hospital, Springfield, IL
- Memorial Medical Center
 - Springfield
 - Jacksonville, IL
- Pike County Memorial Hospital, Louisiana, MO

MISSION & OBJECTIVES OF THE JWCC SURGICAL TECHNOLOGY PROGRAM

Mission

The JWCC Surgical Technology Program will provide students with opportunities through didactic, lab and clinical instruction that will enable individuals to perform as competent, entry-level Surgical Technologists. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains.

Each student will be provided safe and quality educational experiences in the classroom/lab and in the clinical area to fully develop entry level competencies. Through an emphasis on preparing the student with technical knowledge and skills as well as preparing them emotionally, psychologically, and professionally graduates will be able to meet the needs of the patient and the surgical team and ultimately enhance the health systems that serve our community.

The goal of the program is to produce surgical technologists with exceptional skills who will be dedicated, valued employees and respected co-workers.

Program Objectives

The goal of the John Wood Community College Surgical Technology Program is to provide qualified students with the skills, knowledge and integrity necessary to competently function as entry level surgical technologists. Through the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, graduates will be prepared to successfully complete the NBSTSA certification exam and become dedicated professionals and respected colleagues.

Other goals of the Surgical Technology Program are to:

1. Prepare graduates who are sensitive to the needs of the surgical team and the patient. (Psychomotor, Affective)
2. Provide a foundation that will allow the graduate to develop into an expert practitioner and to develop an appreciation of life-long learning. (Cognitive, Psychomotor, Affective)
3. Prepare graduates who are aware of legal and ethical responsibilities and who will be accountable for their own actions. (Cognitive, Affective)
4. Prepare graduates who are critical thinkers. (Cognitive, Psychomotor, Affective)
5. Prepare graduates who exhibit desirable employability skills. (Cognitive, Psychomotor, Affective)

Upon completion of the program, the graduate:

1. Will have the skills and abilities to be able to perform as a competent entry level surgical technologist.
2. Will be successful in completing the Certification Examination. Graduates are required to sit for the national certification examination to obtain certification as a surgical technologist (CST).
3. Will seek and/or obtain employment as a surgical technologist.

CST AAS CURRICULUM PATHWAY

<u>GENERAL EDUCATION COUSES</u>		<u>CREDITS</u>
BIO 101	General Biology Details	4
BIO 275	Human Anatomy and Physiology I	4
BIO 276	Human Anatomy and Physiology II	4
BIO 293	Microbiology	4
Various	CMN 101 / ENG 101	3
Various	CMN 101 / CMN 104	3
CSC 106	Introduction to Computers	3
FYE 101	Blazing Your Trail	1
Various	MAT Gen. Ed. Requirements (AAS)	3
OFT 281	Medical Terminology	3
Various	PHL 111 / PHL 121	3
PSY 101	Introduction to Psychology	3
Various	Electives	1
<u>SURGICAL TECHNOLOGY COURSES</u>		<u>CREDITS</u>
Fall		
SUR 200	Professional Issues for the Surgical Technologist	1
SUR 210	Introduction to Surgical Technology	8
Spring		
SUR 220	Surgical Technology I	9
SUR 214	Surgical Pharmacology	2
Summer		
SUR 240	Surgical Technology II	9

COMPETENCY STATEMENTS FOR THE SURGICAL TECHNOLOGIST**

- I. **Demonstrates knowledge and practice of basic patient care concepts.**
 - A. Provides a safe, efficient, and supportive environment for the patient.
 - B. Identifies the patient's response to illness.
 - C. Identifies the physical, spiritual, and psychological needs of the patient.
 - D. Identifies the rights of health care consumers.
 - E. Demonstrates the appropriate method of obtaining an informed consent.
 - F. Verifies information on the patient's chart.
 - G. Verifies and records the preoperative condition of the patient.
 - H. Implements principles of transportation of the surgical patient.
 - I. Monitors the patient to identify deviations from expected responses.

- II. **Demonstrates the application of the principles of asepsis in a knowledgeable manner that provides optimal patient care in the O.R.**
 - A. Identifies the principles of sterile technique and applies these techniques to each operative procedure.
 - B. Demonstrates an appropriate surgical conscience at all times.
 - C. Prepares items for sterilization.
 - D. Monitors sterilization methods.
 - E. Sterilizes items.
 - F. Applies the correct techniques of disinfection and antisepsis.

- III. **Demonstrates basic surgical case preparation skills.**
 - A. Applies knowledge of normal and pathological anatomy and physiology to individualize patient care.
 - B. Identifies the basic surgical instruments by type, function, and name.
 - C. Applies the methods of care and handling of surgical instruments.
 - D. Identifies and prepares basic sterile packs and trays.
 - E. Identifies common sponges and dressings and their use in specific surgical procedures.
 - F. Identifies major types of catheters, drains, tubes, and collecting mechanisms and their preparation and use in specific surgical procedures.
 - G. Identifies suture materials and stapling devices.
 - H. Selects and prepares the appropriate suture and stapling devices for specific operative procedures.
 - I. Applies the proper methods of handling suture materials and stapling devices.
 - J. Identifies and selects the appropriate types of accessory equipment for specific surgical procedures.
 - K. Demonstrates care, handling, and assembly of accessory equipment.
 - L. Identifies and selects the appropriate specialty equipment for specific surgical procedures.
 - M. Demonstrates care, handling, and assembly of specialty equipment.
 - N. Selects appropriate draping materials for specific surgical procedures.
 - O. Applies draping materials for specific surgical procedures.
 - P. Identifies and reports to designated personnel the existence of conditions that may have a negative impact on the health, safety, and well-being of patients or personnel.

- IV. **Demonstrates creation and maintenance of the sterile field.**
 - A. Assures the physical preparation of the operating room.
 - B. Verifies exposure to sterilization process and integrity of sterile packaging and opens appropriate supplies.
 - C. Follows the appropriate dress code as dictated by hospital policy.

- D. Selects and prepares supplies and instruments, sponges, needles, and other items as dictated by hospital policy.
 - E. Counts all instruments, sponges, needles, and other items as dictated by hospital policy.
- V. **Demonstrates the role of the scrub person.**
- A. Follows principles of correct aseptic hand scrub.
 - B. Gowns and gloves self and others.
 - C. Passes correct instrumentation, supplies, and suture as needed by the surgeon.
 - D. Prepares medication and irrigating solutions as needed by the surgeon.
 - E. Maintains the highest standards of sterile technique during the operative procedure.
 - F. Follows established policy and procedure for all counts.
 - G. Initiates corrective action when counts are incorrect.
 - H. Anticipates emergency or unusual circumstances and initiates corrective actions.
 - I. Follows appropriate postoperative routines.
 - J. Demonstrates knowledge of the progressive steps inherent in specific surgical procedures
 - K. Displays dexterity in the use of required instrumentation and supplies.
 - L. Anticipates the needs of the surgeon in order to expedite the surgical procedure.
 - M. Demonstrates organization of work.
- VI. **Demonstrates the role of the circulator.**
- A. Selects and prepares supplies and equipment for the operative team.
 - B. Provides for the comfort and safety of the patient.
 - C. Assists anesthesia personnel as needed.
 - D. Applies appropriate equipment to the patient as requested by the surgeon.
 - E. Performs counts with the scrub person.
 - F. Anticipates the need for additional supplies during the operative procedure.
 - G. Operates all equipment as needed following all recommended practices and procedures.
 - H. Communicates and documents all information regarding the surgical procedure.
 - I. Follows appropriate postoperative routines.
 - J. Monitors and controls the surgical environment as indicated in policy and procedure.
 - K. Implements the proper principles of positioning of the surgical patient.
 - L. Prepares the operative site for surgery.
 - M. Prepares all specimens for laboratory analysis.
 - N. Applies thermoregulatory devices to the patient.
 - O. Demonstrates the preparation and use of appropriate hemostatic and blood replacement agents and devices.
 - P. Performs urinary catheterization and monitoring of urinary output.
 - Q. Identifies developing emergency situations, initiates appropriate action, and assists in the treatment of the patient.
 - R. Documents the intraoperative care of the patient.
- VII. **Demonstrates responsible behavior as a health care professional.**
- A. Respects the rights of the patient by maintaining confidentiality and privacy of the patient.
 - B. Demonstrates sound judgment in decision making.
 - C. Demonstrates initiative in expanding one's knowledge.
 - D. Recognizes the importance of teamwork, consideration, and cooperation within the operating room.
 - E. Functions in an efficient and professional manner in all aspects of surgical care.
 - F. Understands that each practitioner is individually responsible for his/her own actions.
 - G. Recognizes legal and policy limitations in individual responsibility.
 - H. Demonstrates good attendance and punctuality.

**Source: Competency Statements for the Surgical Technologist, Association of Surgical Technologists

STUDENT INSURANCE

Liability insurance is provided for each surgical technology student for the duration of the curriculum. Cost for the insurance has been included and paid for by the student as a part of program fees.

Accident insurance is provided for each surgical technology student for the duration of the program. **This insurance policy is secondary to any other insurance policy held by the student – meaning should you incur an injury while in the lab or clinical setting your personal insurance will be the primary coverage, any costs beyond what the student’s personal insurance coverage can be filed with the college policy.** Cost for the insurance has been included and paid by the student as a part of program fees. Accident insurance covers the student should s(he) be injured while in the lab or clinical setting. Any expenses for injuries that are not covered by the student’s insurance policy, or the college policy are the responsibility of the student.

GENERAL PROGRAM POLICY

Student Accountability with the JWCC Surgical Technology Program

The JWCC Surgical Technology Program, in fulfilling its mission as an institution of higher learning, strives to create a community environment that fosters personal, academic, and professional growth. Such an environment is based on values and attitudes that promote mutual respect, protect the rights, and ensure the safety of all members of the JWCC Surgical Technology Program community. Therefore, a student's breach of college policies is not taken lightly, and violations are reviewed for action using the Just Culture Pathway. Attendance at the JWCC Surgical Technology Program is a voluntary choice on the part of the student and that choice includes acceptance of college policies as well as behavioral and performance expectations. While taking classes on the JWCC, BRCN campus or any contractual clinical affiliate location, students are under the jurisdiction of college policies along with the policies of the clinical affiliates. Students are also under the jurisdiction of college policies when attending or participating in college-sponsored activities and events.

Student Affirmation Statement Policy

All students are required to sign the Student Affirmation Statement annually during the first month of each academic year. Any student who chooses not to sign the Student Affirmation Statement is not permitted to attend classes or clinical or make up any missed assignments. Signed Student Affirmation Statements are placed in the student's record.

Additions/Deletions/Revisions to the Surgical Technology Handbook

The Surgical Technology Student Handbook is reviewed and revised as necessary to reflect changes to the program, its mission, vision, or philosophy. If there is need for revisions, additions, or deletions to the Surgical Technology Student Handbook during the Academic Year, students will be made aware through distribution of policies by in-class announcement, mail and/or electronic mail.

ACADEMIC POLICY

ALL COURSES IN THE SURGICAL TECHNOLOGY PATHWAY MUST BE COMPLETED WITH A GRADE OF “C” OR ABOVE.

It is the responsibility of the student to know and to observe the requirements of the curriculum and the rules governing academic work. Policies and procedures related to academic standards ensure fairness and due process for students. In addition, students meet the professional standards to ensure the safety of the public.

Academic Integrity

The John Wood Community College *Catalog and Student Handbook* states that “Students are not to engage in any form of academic dishonesty with respect to examinations, course assignments, plagiarism, alteration of records, or illegal possession of examinations. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of dishonesty.”

Students are expected to report acts of academic dishonesty to faculty or to school administration.

Students engaging in academic dishonesty will be required to meet with the Surgical Technology Chair and their Instructor prior to meeting with the Vice President of Student Services and moving through the process as outlined in The John Wood Community College *Catalog and Student Handbook*.

Academic dishonesty is **subject to disciplinary action**. Disciplinary measures range from impact on one’s test grade to dismissal or suspension from the JWCC Surgical Technology Program. Offenses of academic dishonesty are cumulative for the entire academic program and documentation will be maintained in the student’s academic file.

Because of the nature of the role of a surgical technologist and it’s functional foundation in practicing sterile conscience, students in the Surgical Technology Program are expected to adhere to high standards of integrity, both academically AND clinically, this department takes a strong stand on this issue and operates in addition to the expectations of the college. *IF YOU ARE CHEATING ACADEMICALLY or ON CLINICAL RECORDS, IT’S PROBABLE YOU WILL CHEAT IN REGARD TO SURGICAL CONSCIENCE (WHICH IS THE FOUNDATION OF OUR PROFESSION) AND ENDANGERING PATIENTS and this is grounds for automatic dismissal from the program!*

Examples of academic dishonesty include but are not limited to the following:

Cheating:

- Copying of any test or quiz
- Changing an answer after it has been submitted.
- Sharing information about a test with someone who has not yet taken it.
- Giving or receiving unauthorized assistance during an examination whether it was intentional or not.
- Obtaining or distributing unauthorized information about an exam before it is given.
- Using inappropriate or unallowable sources of information during an exam
- Unauthorized possession of examinations, student papers, laboratory materials, or other College or University property.
- Falsifying grade reports, transcripts, notes, identification cards, letters of authorization and/or other official College documents.
- Doing a project with a classmate after being told collaboration is not allowed.
- Downloading exams and other materials expressly prohibited by the faculty.

- Submitting the same paper for more than one class
- Signing in for someone else

Plagiarism Policy:

- Using someone else's ideas and using it as your own without proper documentation or complete acknowledgement. For example: copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism.
- Completely reworking someone else's work or ideas and using it as your own.

Students may submit only work they have created themselves for any assignment, not parts of or whole submissions created by someone else, or content generated by an Artificial Intelligence third-party service, site, or provider (AI-generated content). All student assignment submissions must be wholly original except for any portion attributed to the source(s) that produced it and documented accurately and according to the instructor's requirements.

- Purchasing research papers on the internet and submitting them as your own
- Cutting and pasting from a website or chat GTP without putting the text being used in quotation marks and without properly citing the sources.
- Downloading a paper from the WEB
- Writing a paper for another student
- Inappropriate use of AI/chat GTP or any other AI assistance

Procedure for Reporting and Addressing Academic Dishonesty:

Any faculty member has the right to question any student who may have committed academic dishonesty or who may have information about academic dishonesty. When the faculty member suspects that a student(s) may have committed academic dishonesty, the faculty member should discuss the incident with the involved student(s). When the faculty member identifies an incident of academic dishonesty or suspects academic dishonesty, the faculty member is to complete and submit a Report of Academic Dishonesty to the Director of Allied Health Sciences & Emergency Services within five (5) College working days of identification. The faculty member who identifies an incident of academic dishonesty has the prerogative to impose consequences such as, but not limited to: a zero on the assignment, a failing grade on the assignment, or no consequences. Any student who believes that a fellow student may have committed academic dishonesty is to complete and submit a Report of Academic Dishonesty to the Director of Allied Health Sciences & Emergency Services within five (5) College working days of the incident.

Faculty and students may not report academic dishonesty anonymously, but students do have the right to have their identity protected from the accused. Any person making an accusation will be protected from any repercussion associated with the incident.

Academic Warning

The written academic warning is a warning to the student of behaviors, which if continued, would lead to a poor academic outcome and potential failure. An academic warning is initiated by the course or clinical instructor at any time the student is not meeting the stated objectives of the course. An academic warning identifies behavior that requires improvement by the student. With assistance from the course or clinical instructor, the student is responsible for implementing a course of action that will successfully meet course objectives.

PROCEDURE:

1. The instructor determines that the student is not meeting the course or clinical objectives.
2. The instructor completes the Academic Warning form and documents the specific behaviors that do not meet the objectives.

3. The instructor sends the Academic Warning to the Director of Allied Health Sciences & Emergency Services and Administrative Specialist of Health Sciences.
4. The Administrative Specialist prints two copies, placing one in an envelope and to be placed in the student's mailbox, while the other is maintained in the student's Academic File.
5. The faculty member contacts the student to set up a meeting to assist the student to develop corrective action plans. The corrective action plan will be mutually agreed on and built to best support the student. A copy of the corrective action plan will also be forwarded to the Director of Allied Health Sciences & Emergency Services and Administrative Specialist to be placed in the student's file.
6. The faculty member and student will meet at agreed upon date and time to determine progress on the corrective action plan.
7. The corrective action plan is not intended to be punitive in nature and is to assist the student in his or her success.
8. The completed Academic Warning and Corrective Action Plan will be forwarded to the Director of Allied Health Sciences & Emergency Services.

Assignment Policy

- All assignments must be passed with a grade of "C" or higher.
- Assignments will be posted on CANVAS AND MUST BE TURNED IN ON CANVAS
 - Assignments WILL NOT be accepted via email
- Assignments WILL BE DUE on Sunday night by midnight.
- Assignments should be submitted typed. Handwritten assignments will not be accepted and will receive a zero
- Late work will absolutely not be accepted barring very serious extenuating circumstances or prior discussion with your instructor.

Simulation Lab Skill Assessments

- All skill assessments must be passed with a grade of "C" or higher.
- Students will only be allowed three attempts to pass a skill (remediation and supervised practice are available by appointment).
- The score on a repeated skill assessment may not exceed 70%.
- Failure to pass a skill will result in failure of the course.
- Skill assessments will not be accepted after 3 days (including Fridays but excluding Saturdays, Sundays, and holidays) from the due date. Skill assessments must be passed to move to the next assigned skill assessment.

Testing Policy

In class testing

Student Responsibilities

1. All backpacks, notebooks, calculators, cell phones, smart watches, and devices with headphones/earbuds are put at the side or front of the room.
2. Hats/caps and all beverage containers must be left at the side or front of the room.
3. Once the test has started, students are not allowed to leave the room until they have completed the test, unless there are specific extenuating circumstances and the faculty administering the test grants permission.
4. Eyes are to remain down or straight forward at all times. Talking during the exam is forbidden. Wandering eyes, stretching, and bending down to the floor are behaviors that are considered questionable.

5. If a student observes another student copying from someone else's exam or cheating in any way, the observing student is to make a note of the time and the name(s) and seat location(s) of those involved and report this information to the faculty member or proctor of the exam. The person reporting the incident is expected to complete a written report of the incident to be submitted to the Director of Allied Health Sciences & Emergency Services for action as soon as possible.
6. Any classroom test missed for an EXCUSED absence must be made up within two (2) days following an absence unless special arrangements have been made with the theory instructor. Classroom tests not taken 2 days will have a 10% daily deduction taken off the grade. Determination of the availability to make up an announced or unannounced lab test or quiz will be regulated by the instructor.

Faculty Responsibilities

- Faculty will use adequate spacing between examination seats during testing.
- Faculty will use judgment if a student has an emergency that requires leaving the room during an exam. Discretionary judgment determines if the student continues the same exam or is given a make-up exam.
- Faculty are expected to address behaviors when students appear to exchange information (talking or copying) and address the behavior by quietly asking the student(s) to move to a different seat(s). The exam may be reset to allow the student the opportunity to retake the exam, based on instructor discretion.
- Faculty will use different types of exams or different versions of exams for make-up.

Off Campus Testing and On-Line Courses

Student Responsibilities

1. On-line or open learning tests/quizzes are to be completed by the assigned deadline. No extension or exceptions will be granted.
2. All quizzes, tests, and assignments are individual efforts unless otherwise instructed.
3. No books, notes, or other forms of assistance are used unless otherwise instructed.
4. No quizzes or exams are downloaded, printed, or shared with other students.
5. You must have access to a computer **with current updates** that can accommodate Honor Lock. If you do not have one, there are computers widely available on campus for use as well as computers for loan from the IT department. There are computers widely available at the college to use for assignments and tests if you do not have one at home.
6. Taking the exam/test in an area that has a reliable and strong web connectivity.

Faculty Responsibilities

1. Faculty are expected to clearly indicate when an exam, quiz, or assignment is an individual effort and identify what resources can be used.
2. Faculty are expected to use multiple versions of all exams and randomize questions from a large test bank when possible.
3. Faculty are expected to use a different type or version of an exam for make-up examinations.

Students who do not successfully pass any (theory/lab) test/quiz will be required to remediate with the appropriate instructor. Remediation needs to be completed before the next scheduled test or quiz. It is the responsibility of the student to arrange remediation.

Academic Requirements

All program courses, both general education and SUR courses MUST be completed with a grade of “C” or above to meet graduation eligibility.

The grading scale applied in the surgical technology courses is as follows:

100 - 93%	A
92 - 85%	B
84 - 77%	C
76 - 70%	D
69 - 00%	F

Grades of 76.9% or less will not be rounded up.

If a grade of “C” or higher is not achieved, **the course must be repeated to achieve a grade of “C” and continue in the program.**

Failure of more than one surgical technology course or the same surgical technology course twice will result in dismissal from the program and from further consideration in the surgical technology program. A syllabus for each course will explain the criteria for evaluation and the weight of each activity in determining the course grade.

Drop Policy

The Surgical Technology Program is a fast-paced progressive program. Therefore, any student(s) who fails to show up for theory or lab class the first 5 days of fall semester will automatically be dropped from the program.

Following a withdrawal for courses eight weeks or longer, grades are recorded as follows:

Drop during first ten days of the semester	No grade recorded; class does not appear on transcript
Drop up to midterm	W
Drop after midterm, up to 75% completion of the course	WI
Drop after 75% completion the of course	Grade earned, A-B-C-D-F, as outlined in the syllabus

Certified Surgical Technologist (CST)

NBSTSA Board Exam Participation is REQUIRED for graduation.

Petition for Exception to Policy

A student may petition for an exception to policy if extenuating circumstances exist regarding academic progression. Forms are available from the Health Sciences Department and are to be submitted to the Director of Allied Health Sciences & Emergency Services of Health Sciences.

Appeal of formal decisions regarding grades, probation, denied exceptions to policy, suspension and dismissal are not subject to policy exceptions. Please see The Student Voice in the JWCC Nursing Program Nursing Program for further information.

SIMULATION LAB POLICY

Simulation Lab Skill Assessments

- All skill assessments are graded on a pass/fail basis.
- Students will only be allowed two attempts to pass a skill (remediation and supervised practice are available by appointment)
- Failure to pass a skill will result in failure of the course.
- Skill assessments missed must be made up prior to the next lab session.
- Skill assessments must be passed to move to the next assigned skill assessment.

Student Conduct/Behavior

- Students must wear their badge to access the BRCN SIM Lab. It is your responsibility to have your badge with you so that you will be able to get in the door
- Arrive in a timely manner ready to begin at the posted start time. Once you have been checked off on surgical scrub you will be expected to arrive in advance to complete your surgical scrub PRIOR to the start time so that you are ready to begin lab activities
- All users of the lab space must act in a manner that does not disturb the academic activities of other students occurring in the lab.
- No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
- No eating or drinking is allowed in the lab.
- Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the center.
- Adherence to the dress code is expected unless otherwise directed by faculty.
- Do not remove the manikin from the bed unless instructed to do so.
- Professional behavior is expected. Conduct yourself as if you were at a clinical site

ATTENDANCE POLICY

General policies pertaining to absences are described in the *John Wood Community Catalog and Student Handbook*

Regular attendance is **imperative** for quality learning, success and developing employability skills. Attendance cannot be stressed strongly enough and will be recorded for each lecture, lab and clinical as part of your grade. Understand, you are being evaluated as prospective employees from the moment you begin the program or enter a clinical site. Any absences are assessed very closely, and many times are the deciding factor as to whether a student is hired by a facility.

(Potential employers WILL look to instructors for references whether you list us or not)

The following will not be accepted as excused absences:

Regularly scheduled medical or dental appointments for you, your child or pet.
Being called into by your employer or needing to pick up a shift
The weather being too cold/hot.

ABSENCES WILL BE CONSIDERED EXCESSIVE IF THE STUDENT MISSES MORE THAN 10% OF THE CLASS, LAB OR CLINICAL (3 days). A student may be dismissed for excessive absenteeism including for class and clinical.

Attendance begins at the start of each semester. It does not accrue from semester to semester.
Each class, lab, and clinical is considered separate attendance.

Example: If you are absent from class (1) and lab (1) that would equal (2) absences. In the event of an **unavoidable absence for class, lab or clinical, the student must call no less than one hour prior to the assigned arrival time:**

- **Class/Lab:** If you absolutely must be absent for class or lab, please contact your instructor. The student is responsible for assignments and material covered in the class during the absence.

- Lab sections are mandatory, the **student must be in attendance. All lab absences must be made up***

****STUDENTS ARE RESPONSIBLE FOR ARRANGING MAKE UP DAYS/TIMES – WILL NOT CHASE YOU FOR THIS!****

- Students **leaving prior to the end of the class** will be considered absent for the time missed. As clinical hours are specific, any clinical hours missed must be made up.

CLASSROOM EXPECTATION POLICY

Classroom behavior should be conducive to learning for all students. This includes not talking when others are speaking and being respectful of the opinion and personal differences of peers and faculty. Students should display respect for peers, College faculty and administrators. Language should be appropriate for the learning or clinical environment. This means that students should refrain from cursing, name calling, belittling others, harassment, and other language deemed unprofessional. Student must show concern for and encourage achievement in other students.

Additionally, students hold the responsibility for their learning process. Faculty will help guide and coach you, but the responsibility for learning is the students.

The following standards are expected:

1. BE PREPARED (clinical and classroom)
2. Students should have a laptop available with them in class. If you do not have one there are laptops available to borrow in the health science office. Laptops will remain shut unless they are being used for testing or class participation activities.
3. Punctuality (TEN MINUTES EARLY IS LATE) Please be in your seat and ready to go at the start of class.
4. Enthusiasm/Positive attitude
5. Ability to accept constructive criticism
6. Effective teamwork and cooperation
7. Recognize that your behavior has an impact on others. Be kind.
8. Cell phones should be put away in your bag during class and you will pay attention. Ringers will be turned off. Cell phone usage during class, lab or clinical should be limited to emergency matters and should not disrupt the learning environment. If a faculty member feels that cell phone usage is excessive or inappropriate, they will address the matter with the student individually. Usage of the cell phone for academic purposes needs to comply with the individual clinical facility.
9. DURING VIRTUAL MEETINGS CAMERAS AND MICROPHONE REMAIN ON AT ALL TIMES. AS WELL, YOU MUST BE IN A QUIET SPACE WITH NO CHILDREN OR PETS AND FOCUSED ON CLASS AS YOU WOULD BE IN PERSON.
10. READ THE ROOM
11. No signing, humming, noise making.

Unacceptable classroom behaviors include but are not limited to:

1. Interfering or obstructing the learning process of others
2. Looking at your phone
3. Excessive tardiness/absences/leaving early from class or clinical.
4. Excessive talking in class.
5. Intimidation of students and/or faculty with angry, hostile behavior
6. Use of vulgar hostile behavior
7. Academic Dishonesty
8. Logging of Clinical Opportunities during lecture
9. Singing, humming, or otherwise making inappropriate noises.

COMMUNICATION POLICY

Communication between students and instructors is imperative to student success; therefore, there are multiple communication methods available to contact instructors:

E-mail

All e-mail correspondence to faculty should be professional, including proper spelling and grammar. Students are responsible for checking their JWCC e-mail frequently and keeping JWCC e-mailbox cleaned out. **Warning:** If a student's mailbox is full, all messages sent to the student during that time period will be lost and un-retrievable. Refrain from chain letters, jokes, etc.

Texting

This method is effective for sending clinical information or when needing a quick response from instructors or students. Because assignments are due on Sundays at midnight, I try to make myself available to you 7 days a week. Please keep in mind, evenings after 5pm and weekends we do our best to respond to you in a timely fashion but may not respond immediately. Please be patient. Please refrain from texting instructors between the hours of 10pm and 5am.

***IF YOU RECEIVE A TEXT FROM ANY INSTRUCTOR AN ACKNOWLEDGMENT IN SOME FORM IS REQUIRED ("ok" or thumbs up emoji – so that we know you received said communication)**

COMMUNICATION, COMMUNICATION, COMMUNICATION!! Reach out to me and/or other instructors in a timely manner. The earlier we are aware of an issue the better we can address it! Timely and effective Communication both verbal/nonverbal are key for your success!!

INCLEMENT WEATHER POLICY

Should the college close for inclement weather on a lecture day we Surgical Technology classes **WILL MEET VIRTUALLY** for lecture

In the event that severe weather or a service interruption causes JWCC to cancel classes and/or close centers, the Public Relations and Marketing Office uses this procedure for announcing these changes:

1. **Send a group text to all students, faculty and staff.** (Replies are not accepted; users cannot opt out because texts are only sent for school closings and in the event of a campus emergency.)
2. **Contact area radio and TV stations** with the cancellation/closing announcement:
 - ♦ If one or more of the College's centers is closing, a long list of media is called.
 - ♦ If it's a more isolated case geographically, only those stations serving the affected area are called.
3. A message will appear on the front page of www.jwcc.edu, JWCC Alert and @jdub_cc on twitter and the John Wood Facebook pages. A JWCCALL email will be sent.

Please Note:

- ♦ JWCC is NOT part of the Quincy Public Schools; therefore, if stations are saying "all Quincy public schools are closed," that DOES NOT include JWCC.
- ♦ Assume that all JWCC centers and classes are operating as scheduled unless otherwise announced.
- ♦ If you are aware of a closing/cancellation, **please work through the proper JWCC channels (with your VP); DO NOT call the media yourself.**

Public Relations and Marketing Office
Revised August 2018

DRESS CODE POLICY

The JWCC Surgical Technology Program expects its students to portray an image that is positive, professional, and consistent with the mission and professional standards of our profession. This image is demonstrated in many ways, but the manner of dress is particularly important when representing the JWCC Nursing Program. As a Surgical Technology student, appearance not only reflects on the student as a person, but on the JWCC Allied Health Department, the college as a whole and the entire profession. Consideration and respect for the profession and the public are to guide the student's choice of apparel. All students must adhere to the professional dress code within each course.



Students will wear **TEAL BLUE** surgical technology scrubs to class and lab. Scrubs may be purchased on your own and are widely available online and locally at Wal-Mart and online at various retailers. You may choose any style of scrubs as long as they are **TEAL BLUE** and professional (not skintight).

IF YOU ARE UNSURE IF YOU HAVE THE CORRECT COLOR PLEASE CONFER WITH YOUR INSTRUCTOR!

****When indicated students may wear street attire to class. T-shirts with obscene pictures or print or logos should not be worn.**

GRIEVANCE POLICY

Disciplinary measures will be applied for any breach of behavioral policy in any setting when the student is representing John Wood Community College. In the classroom setting, the student may be asked to leave the classroom. Infractions of this policy will be referred to the Surgical Technology Chair for consideration of disciplinary measures and corrective action. Disciplinary measure may include a formal written warning and a behavioral contract to be signed by all parties. Refusal to sign a behavioral contract can be grounds for dismissal from the program.

Student concerns/complaints, hierarchy:

1. First, address concerns with the instructor/director of the program
2. If not satisfied with the response or correction, address concerns/complaints to their one-up, Kimberly Buck, Director of Allied Health Sciences and Emergency Services

If the concern/complaint is still not handled to the student's satisfaction, they would then direct their issue to the Dean of Students

HARASSMENT POLICY

Harassment

Harassment involves unwelcome and offensive conduct that is based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), religion, disability, age (age 40 or older), or genetic information.

- Examples of harassment include:
- Offensive or derogatory jokes
- Racial or ethnic slurs
- Pressure for dates
- Sexual favors
- Unwelcome comments about a person's religion or religious garments, or offensive graffiti, cartoons or pictures

Sexual Harassment

Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment creates an intimidating, threatening or abusive academic environment which limits a student's ability to participate in or benefit from a JWCC program or activity. Sexual harassment goes beyond the mere expression or display of views, words, symbols, images, or thoughts that some person finds offensive.

Modes of harassment are not limited to but may include:

- Person-to-person
- Texting
- E-mail
- Any other means of communication.

Violators of the sexual harassment policy found in the John Wood Community College Catalog and Student Handbook under Student Conduct Regulations may be subject to disciplinary action, immediate dismissal from a program or expulsion from the John Wood Community College campus.

SOCIAL MEDIA POLICY

Social media creates many avenues of interaction and forums for expressing opinions and sharing information. Students who choose to participate in sharing information through social media such as texting, Snap Chat, Instagram, Facebook, etc. should be cautious about what they are sharing. Sharing information or pictures of students, faculty, facilities, patients, or confidential information will be considered a violation of John Wood Community College Student Conduct Regulations. This behavior may be subject to disciplinary action, immediate dismissal from a program or expulsion from the John Wood Community College campus.

The JWCC following are principles for social media for the Surgical Technology Program

1. Students must not transmit or place online individually identifiable patient information. Know their legal and ethical responsibilities, as well as their own organization's policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.
2. Students who interact with patients on social media must observe ethically prescribed patient–nurse professional boundaries.
3. Students should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior have the potential to either enhance or undermine not only the individual's career, but also the surgical technology profession.
4. Students should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information. Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.
5. As the patient's advocate, surgical technologists have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice. Should you view social media content posted by a colleague that violates ethical or legal standards you should first bring the questionable content to the attention of the fellow student/colleague so that the individual can take appropriate action. If the posting could threaten a patient's health, welfare, or right to privacy regarding health information, the nurse has the obligation to report the matter to a supervisor or designated person within the institution or entity for follow-up. If the questionable practice is not addressed in the employment setting and seriously jeopardizes the patient's safety and well-being, the nurse may need to report the problem to external authorities. Accurate reporting and factual documentation—not merely opinion—should always support such responsible actions.

CLINICAL POLICIES

Sterile Observations

The goal of the sterile observation is to become familiar with the surgical environment while observing surgical procedures using sterile technique. This must be completed before entering your formal clinical assignment in January.

- Sterile Observation Guidelines:
- Complete a minimum of 4 half day sterile observation PRIOR to starting clinical in the spring term.
- Must be checked off in scrub, gown, and gloving techniques before scheduling sterile observations.
- Limited involvement in procedures (i.e., Back table or Mayo stand set-up, gown, and glove other surgical team members). Your MAIN goal is to remain sterile and watch, listen and learn so as to grow comfortable in the sterile field

Clinical Assignments

Students will be assigned to a clinical site by the Clinical Coordinator and Director. Clinical attendance will REQUIRE 24 hours weekly in the form of 3-8 hour days. While we try to work with everyone's unique schedules and personal needs **THIS IS A REQUIREMENT** of this program.

Clinical assignments **WILL INCLUDE** traveling to a remote clinical site for A MINIMUM OF ONE BUT POSSIBLY TWO of your three EIGHT WEEK clinical rotations.

- This is NOT optional; every surgical technology student WILL have a remote clinical assignment up to 90 miles away for a minimum of TWO rotations.

Non-Traditional Clinical Hours

Surgical technology is an allied health profession which does not follow the traditional Monday through Friday 8:00 am-5:00 pm work schedule. Students may be offered opportunities to vary their clinical hours. These opportunities will be based on clinical availability and approval from JWCC Clinical Coordinator and Program Chair. Examples of non-traditional clinical hours:

- *Weekends - Saturday and Sunday 7:00 am – 7:00 pm*
- *12 Hour Shifts – Monday through Friday 7:00 am – 7:00 pm*

Facility Requirements

****Each clinical facility may require their own required documentation, computer-based modules and drug screening from their facility. You will be informed in a timely manner prior to the assignment start date as to what will be required****

IT IS YOUR RESPONSIBILITY TO COMPLETE THESE REQUIREMENTS PRIOR TO YOUR START DATE AT THAT CLINICAL SITE!! Failure to complete these requirements will delay your ability to start at that facility and result in the following:

- Each day missed due to non-compliance WILL result in a failure for that clinical day.
- Missed clinical days due to non-compliance may NOT be made up and will set you back in your case requirements potentially leading to not fulfilling your case requirements in time for graduation.

Facility Policies

Students are expected follow each clinical facility's policy and procedures. *It is the responsibility of the student to inquire and understand each facility's policy and procedure.* Particularly the smoke-free

campus policy, student parking policy, dress code policy, cell phone policy, and policy pertaining to leaving the department.

**Remember, during clinicals you are on an extended interview and your behavior will be noted and taken under consideration for employment.*

Clinical Attendance

- **Clinical:** If you absolutely must be absent for clinical, you must contact:
 1. **Clinical Site*** (it is your responsibility to know who to contact and their contact information.)
 2. **Clinical Coordinator** (see page 3 for contact information)

****The student should record the name of the person at the clinical site who took the message of the absence in case of any discrepancies.*** Failure to call the clinical site will result in an zero grade for the day and will be addressed on the clinical evaluation.

The student is responsible for assignments and material covered in the class during the absence.

- Lab sections are mandatory, the **student must be in attendance. All lab absences must be made up***
- Clinical days are mandatory, the **student must be in attendance. All clinical absences must be made up***

****STUDENTS ARE RESPONSIBLE FOR ARRANGING MAKE UP DAYS/TIMES – WILL NOT CHASE YOU FOR THIS!****

*Exception – students are not required to attend lab or clinical days when the college cancels classes for weather, **however** if you are safely able to get to your clinical site you may do so. These clinical days do not have to be made up however a missed clinical opportunity may result in a shortage of required cases.*

- Clinical opportunity attendance MUST be documented via clocking in/out via the Platinum Planner Clinical tracking platform. You will need to enable you GPS on your phone to use this feature. Any clinical day missing a clock in will be counted as a missed clinical day and must be made up.
- As clinical visits may be announced or unannounced, the Clinical Coordinator must be aware when the student is not in attendance – follow procedure above on notification of clinical absence.
- Students **leaving** the clinical site **without the clinical coordinator and preceptors' approval** will be given an unsatisfactory grade for the day which will be addressed on the clinical evaluation.
- Students **leaving prior to the end of the class or scheduled clinical experience** will be considered absent for the time missed. As clinical hours are specific, any clinical hours missed must be made up.

If you are going to be absent or late for clinical, you must:

1. Contact your clinical site (you will be given a contact information).
2. Contact your clinical coordinator Contact.

Failure to do so is considered a no-show and will result in a ZERO for that clinical day and is grounds for dismissal.

- ALL clinical days missed MUST be made up.
- More than THREE UNEXCUSED missed clinical days is grounds for dismissal from the program.

Severe Weather Closure Policy

Regarding clinical days, should the college close for inclement weather you are not obligated to attend clinical HOWEVER, if possible, it is strongly encouraged to try to make it to your clinical if reasonably safe to do so. ALL MISSED CLINICAL HOURS MUST BE MADE UP.

NON-Closure Inclement Weather

- Should there be inclement weather, and the college is NOT CLOSED it is YOUR RESPONSIBILITY TO FIGURE OUT HOW TO MAKE IT TO YOUR CLINICAL.
- FREEZING TEMPERATURES are NOT a reason to stay home. *You are going into a healthcare profession, there will be patients to care for regardless of the weather and your future employer will fully expect you to be at work regardless of the weather.*

Clock In Policy

Students are required to clock in and out daily at the clinical site using the Platinum Planner app on their smart phone. Failure to clock in will result in a day of absence, a zero for the clinical day and your cases will not be counted.

Clinical Cell Phone Policy

- REGARDLESS OF FACILITY POLICY, or what you see staff doing, Student cell phones MUST be left in the student locker provided for you.
- A STUDENT SHOULD NEVER BE SEEN WITH A PHONE IN AN OPERATING ROOM. *(The ONLY exception to this is to acquire a preceptor signature for your Platinum Planner tracking forms)*
- IF you MUST bring your cellphone to have a preceptor sign off on your clinical cases it ABSOLUTELY MUST only be done when there is no patient present.
- **Reports of a student with a phone in the OR that you are seen with your phone in the OR it will be counted as a day of absence and cases will not be counted.**

Case Logging Policy

- All clinical Cases MUST be logged into the Platinum Planner platform weekly by Sunday at Midnight.
- Failure to do so will result in clinical days/cases NOT COUNTED and a zero for that clinical day.

Leaving a Clinical Site

- You will remain at the clinical site for the entire assigned shift.
- If for whatever reason you are going to leave clinical early you must communicate with the clinical coordinator
- NEVER leave a clinical site early without communicating to your preceptor and the charge
- Leaving early for any reason without communication will result in a zero for the clinical day and your cases will not be counted

Clinical Site Dismissal

- Dismissal from a clinical site by clinical staff for any reason **WILL** result in automatic dismissal from the program.

Unsafe Student Clinical Practice

Unsafe student practice is measured in various ways. Faculty may use any or all of the following policies found throughout the Surgical Technology Student Handbook and/or clinical agency policies when evaluating the safety of a student's practice in the clinical setting:

- Student Code of Conduct/ICARE
- Unsafe patient care in the clinical setting/failure to progress in clinical evaluation standards.
- FERPA/HIPAA
- Academic Dishonesty
- Alcohol and Drug Use Policy

To be safe, the student always refrains from putting the patient and/or OR staff at risk and consistently demonstrates the following:

- Surgical Conscience
- Sharps Safety/Practicing Sharps zone
- Caring that is apparent in behavior and communication.
- Preparing for clinical practice (read, research, watch videos about the days assigned cases)
- Completing care in a reasonable time frame
- Receptive of supportive and directive cues from clinical faculty
- Acting in accountable and responsible manner
- Acting in accordance with legal and ethical standards of practice

A student whose pattern of behavior is found to be unsafe may be dismissed from a clinical for reasons of unsafe practice at any time during the semester and may be given an "F" for the course. At the time of receiving a failure ("F") due to unsafe practice in a clinical course, the student fails the entire course and no longer has the option to withdraw from the course. For all unsafe student concerns, the Just Culture Pathway will be followed.

Intentional Deception

- Submission of false documentation/clinical cases
- Altering the medical record
- A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception.
- Fabricating data to fit your results
- Covering up or not reporting a clinical error
- Any form of lying to faculty, health team members or others.

Clinical Injury Guidelines

Below are guidelines to follow if an *injury* occurs while a student attends a clinical location.

- Students will follow each clinical site's policy and procedure on sharps injuries. *Clinical sites policy and procedure will supersede John Wood Community College injury guidelines.*
- *CONTACT your clinical instructor or program director*
- *Students will be compliant in completing a drug test if requested following an incident*

The above needs to be done ASAP and there should be no blood sent to lab before this as there is no order and lab does not have any direction for processing the blood. Within 48 hours the following must be completed:

- Students MUST fill out an accident report at JWCC campus police office within **48** hours of occurrence.
- Student must also provide copies of all other reports/forms filled out at the accident site.
- At any time during this process a drug test may be administered.
- Student's primary medical insurance will be charged for lab testing. If student ***does not have*** medical insurance, JWCC campus police will provide student with information on how to file claim for lab costs.
- If the injury occurs during a holiday or weekend copies of all forms need to be brought to JWCC campus police within 48 hours or next business day whichever occurs first.
- Students will be notified of lab results. If results are positive follow-up testing will be necessary

Clinical Attire

Each student will need to understand and follow the dress code for their assigned clinical site. A copy of the dress code policy will be provided upon request. Variation in below policy may be required for specific clinical settings and will be explained by the instructors for those courses.

- **STUDENT IDENTIFICATION:** Your AQUA BLUE scrubs along with your JWCC AND Blessing badges will be worn to and from your clinical sites each day to signify you are a surgical technology student. Failure to do so will result in a zero for the clinical day.
- **NAME BADGES:** Student name tag must be worn at all times in SIM lab and the clinical setting. The badge along with the attached student identifier is to be always in good repair (readable and clean). It must be worn above the waist, so it is visible, complying with agency policies, state/federal regulations, and DNV standards for direct patient care.
- **UNDERGARMENTS:** Underwear MUST BE WORN to clinical and under scrubs during. Females are required to wear a bra.
- **SURGICAL SCRUBS:** Surgical scrubs will be furnished by the assigned hospital and must be worn in the semi-restricted area.
- **SHOES:** Shoes must be soft soled and skid resistant. Shoes must be clean and have closed top and toe. Shoes must be professional in appearance. No canvas or cloth shoes are to be worn. Shoelaces are to be clean and in good repair. Shoe covers MUST be worn over all outside shoes.
- **SOCKS:** Clean socks must be always worn. Socks, anklets, and knee-highs are acceptable.
- **EYEWEAR:** Protective eyewear MUST BE WORN DURING SURGICAL PROCEDURES.

Hygiene

- **HAIR:** Hair that is longer than shoulder length must be pulled back and secured so as to fit under and remain contained the surgical scrub hat. Hair must be clean and well kept.
- **FACIAL HAIR:** Beards and mustaches must be neatly trimmed and not detrimental to safety or infection control must be covered by a beard cover while in the semi restricted area. Additionally, facial hair must be able to be covered by a mask in the restricted area.
- **JEWELRY:** ABSOLUTELY NO jewelry is to be worn in the SIM lab or the surgery department. As the students may not have a locker furnished, it is STRONGLY recommended that all jewelry and other valuables be left at home or in the car.
- *(Most facilities have disposable eye protection, or you may purchase your own)*
- **MAKEUP:** Make-up should be kept to a minimum and perfume, cologne or aftershave should not be worn.
- **EYELASHES:** Fake eyelashes as well as eyelash extensions are STRICTLY not prohibited
- **HYGIENE:** Students are to practice good body hygiene. Deodorant is a **must** in the clinical setting. Perfume/cologne, smoke, and body odor are not allowed.

A student who arrives at lab or clinical smelling of cigarette or marijuana you will be dismissed for the day resulting in a zero for the day.

- **FINGERNAILS:** Artificial or sculptured fingernails are not allowed during lab or clinical experiences. Nail enhancements and polish *are not to be worn* by students in the clinical setting. Natural nails should be short to medium length- no longer than ¼ inch in length.
- **PIERCINGS:** All visible piercings anywhere on the head/face must be removed. If you have a piercing for medical purposes, please see your instructor for directions.

Failure to adhere to the dress code may result in any of the following:

- Verbal Warning
- Incident Report (to be filed in the student file)
- Dismissal from the lab or clinical setting resulting in a lab/clinical absence and a zero for the day.

Professional Attire

For specific learning experiences and clinical pre-planning, you may be allowed to forgo scrubs.

These guidelines also apply to interviews. DO NOT WEAR jeans, hoodies, sneakers for interviews!

- Nice shirt/sweater (must be tucked in or longer than waist-length).
- Dress pants or skirt.
- Close-toed shoes.
- No jeans or shorts.

ETHICAL & LEGAL POLICIES

HIPAA and Health Agency Policies Policy

- College personnel and students may have access to Protected Health Information (PHI) as part of their educational assignments when on a site visit or by accessing the computer systems of Blessing Health System or other Health Agencies.
- College personnel and students are required to adhere to all data privacy and data security policies in effect at these agencies such as those related to the Health Information Portability & Accountability Act (HIPAA).
- It is absolutely prohibited to print, copy, or otherwise save any PHI to any College computer systems or personal devices. Inappropriate use of Protected Health Information may result in disciplinary action up to and including termination of employment or dismissal from the educational program.
- Failure to adhere to federal, state, and local laws regarding the use of Blessing Health System or other Health Agencies computer systems and the sensitive data they contain can also result in personal financial liability and legal prosecution.

Code of Ethics

The Code of Ethics for Surgical Technologists is found on the Association of Surgical Technologists web page and is quoted below:

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

****STUDENTS MAY NOT BE SUBSTITUTED AS STAFF DURING CLINICAL HOURS****

PHYSICAL & HEALTH POLICIES

Students are required to be mentally and physically able to provide safe patient care in a variety of health care settings. Students are to notify their instructor of any significant change in physical or mental health status. If a student has a major illness or is hospitalized, a healthcare provider's written statement regarding the student's ability to continue course work and scheduled clinical is needed before the student may return to the program.

Physical Expectations

Students entering the surgical technology curriculum should be able to demonstrate the following physical standards:

Strength and Flexibility – With or without accommodations student should:

- Be able to stand with good balance, bend, crouch, crawl, stoop, sit and walk without assistive devices within a confined area for prolonged periods of time up to 8 hours.
- Be capable of functioning without nourishment or medication for an extended period of time.
- Be able to lift, move, position and manipulate a patient who is unconscious; may be required to independently lift 26-50 pounds.
- Be capable of pushing or pulling heavy equipment.

Manual Dexterity - Student should be able to:

- Demonstrate manipulation of surgical instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Vision – With or without accommodations student should:

- Have 20/20 corrected vision.
- Have normal color discrimination.

Communication – With or without accommodations student should:

- Hear normal speaking at 3 feet.
- Hear and understand muffled communication.
- Articulate clearly and audibly as to be understood.
- Possess the ability to provide effective oral and nonverbal communication with colleagues, patients and their families.

Emotional – With or without accommodations student should:

- Maturity and stability to approach highly stressful human situations in a calm and rational manner.
- The ability to make clinical judgment using critical thinking.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Tolerate moderate x-ray exposure.

Other Standards – With or without accommodations student should:

- Have the ability to remain alert and conscious at all times.
- Have the ability to smell.
- Adapt to temperature variations.
- Tolerate moderate x-ray exposure.

Pregnancy

If a student is pregnant, a physician's statement is required before the student may continue in the program. The student must meet all course requirements and attendance criteria. If complications develop, or the student is unable to continue in a course because of delivery, the student may need to withdraw and be readmitted at a later date.

****Pregnancy MUST be reported to the program director at the earliest known time for your own health and safety***

Psychological Impairment

If a student is aware of being impaired by emotional illness, the student is urged to seek immediate help, realizing that such problems could prevent the student from satisfactorily completing course objectives. "The JWCC Student Support Services Center can assist with referrals to community or campus resources that maybe available, as well as assess the student's eligibility for the TRIO/SSS Academic Success Program."

Please go to jwcc.edu/support-services for more information

As well, you uniquely have access to BRCN Counseling and support services. Your instructor(s) can direct you as to who to reach out to for counseling and support.

Any student demonstrating impaired behavior in the classroom or clinical setting will be asked to leave immediately and escorted to a safe environment. The instructor will contact the Surgical Technology Chair and the Director of Risk Management and Security.

Chemical Impairment

In accordance with the personnel policies of contracted clinical sites, students must provide safe, effective, and supportive patient care. To fulfill these requirements students must be free of chemical impairment during clinical while in the Surgical Technology Program.

It is imperative to patient and student safety to disclosure regularly prescribed medications on the history and physical exam record.

Current students will be tested by urinalysis and/or other appropriate tests as indicated by, but not limited to, the following situations.

- For cause/reasonable suspicion of not being "fit for duty."
- Random testing in accordance with this policy.
- When required by contract with a federal or state agency.
- Following a work-related injury when required by this policy.

Student Responsibilities

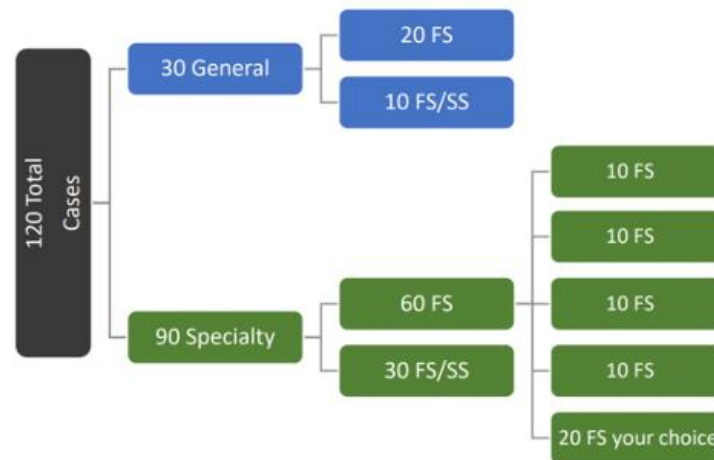
Each student is individually responsible for:

- Reporting to class/clinical/College event/work fit for duty - free from the effects of drugs (legal or otherwise) or alcohol which may impair judgment or job performance.
- Reporting to the Director of Allied Health Sciences & Emergency Services any drug or alcohol ticket, arrest, charges, or conviction; or drug-related activity within and no later than five (5) days of the event.
- Reporting to the instructor, immediate supervisor, or a member of the JWCC Nursing Program's administration any student behavior that raises a doubt as to the fitness for work of that individual.
- Complying with a fitness for duty evaluation upon notification by the instructor, immediate supervisor, or a member of the JWCC Nursing Program's administration.
- Reporting to the instructor or immediate supervisor the use of any prescribed, over the counter, or other drugs that may adversely affect ability to perform job duties satisfactorily and safely if taken before or during a scheduled class, clinical, College event, or work shift.

Health Restrictions

- Students who have symptoms of an infectious process should report illness to the instructor and nursing unit to which he/she is assigned. This might include temperature elevation greater than 100°F orally, sore throat or acute respiratory illness, draining skin wound, skin rashes or dermatitis, or gastroenteritis with loose stools.
- If a student has a major illness or is hospitalized, a physician's statement regarding the student's ability to continue course work and scheduled clinical experiences is needed before the student returns to classes.
- If a student has an allergy to Latex a determination of contact sensitivity will need to be determined or evaluated by a physician.
- Students who have known exposure to infectious disease to which they are susceptible must report such exposure to the instructor, or clinical coordinator, or Surgical Technology Chair. The employee health nurse at the clinical facility will be consulted for appropriate infection control measures and follow up. The student will be responsible for completing any time missed due to quarantine.
- Students who have symptoms of an infectious process should not report to scheduled clinical activities. This might include temperature elevation greater than 100 degrees orally, sore throat or acute respiratory illness, draining skin wound, skin rashes or dermatitis, or gastroenteritis (with loose stools). The student should report illness and subsequent absence to the instructor and the assigned clinical site. If an absence exceeds three days, a physician's statement will be required before the student can return to clinical activities.

Clinical Case Requirements



Clinical Case Role Definitions:

A. First Scrub Role (FS)

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- a. Verify supplies and equipment
- b. Set up the sterile field
 - 1) Instruments
 - 2) Medication
 - 3) Supplies
- c. Perform required operative counts
 - 1) AST guidelines
 - 2) Facility policy
- d. Pass instruments and supplies
 - 1) Anticipate needs
- e. Maintain sterile technique
 - 1) Recognize sterility breaks
 - 2) Correct sterility breaks
 - 3) Document as needed

B. Second Scrub Role (SS)

1. The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- a) Assistance with diagnostic endoscopy
- b) Assistance with vaginal delivery
- c) Cutting suture Providing camera assistance
- d) Retracting
- e) Sponging
- f) Suctioning

C. Observation Role (O)

1. The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

ACADEMIC CALENDAR

Fall 2024	16-weeks	1st 8-weeks	2nd 8-weeks	12-weeks
Classes Begin	August 19	August 19	October 15	September 16
Labor Day Holiday (College Closed)	September 2	September 2	N/A	N/A
Mid-term	October 11	September 13	November 8	October 25
Fall Recess (No Classes; College Open)	October 14	N/A	N/A	October 14
Election Day (College Closed)	November 5	November 5	November 5	November 5
Thanksgiving Holiday (No Classes; College Closed November 28-29)	November 27-29*	N/A	November 27-29*	November 27-29*
Last Day of Classes	December 9	October 11	December 9	December 9
Final Exams	December 10-13	October 7-11**	December 10-13	December 10-13
Winter Recess (College Closed)	December 24-January 1	December 24-January 1	December 24-January 1	December 24-January 1

*All classes that start 5:00 p.m. or later on Tuesday, November 26 will not be held. All other classes that day will meet.

**Final exams for 1st 8-week courses are conducted during the last class session.

Accelerated December 2024 - January 2025	4-week
Classes Begin	December 16
Last Day of Classes	January 10

Spring 2025	16-weeks	1st 8-weeks	2nd 8-weeks	12-weeks
College Reopens	January 2	January 2	January 2	January 2
Martin Luther King, Jr. Day Holiday (College Closed)	January 20	January 20	January 20	January 20
Classes Begin	January 13	January 13	March 17	February 10
Mid-term	March 7	February 7	April 11	March 28
Mid-term Break (No Classes)	March 10-14	N/A	N/A	March 10-14
Spring Recess (No Classes; College Closed April 17-18)***	April 16-18*	N/A	April 16-18*	April 16-18*
Last Day of Classes	May 9	March 7	May 9	May 9
Final Exams	May 12-16	March 3-7**	May 12-16	May 12-16
Graduation	May 16	May 16	May 16	May 16

*All classes that start 5:00 p.m. or later on Tuesday, April 15 will not be held. All other classes that day will meet.

**Final exams for 1st 8-week courses are conducted during the last class session.

***College Closed to Public April 17 for Employee In-Service

Summer 2025	Intersession 3-weeks	8-weeks	1st 4-weeks	2nd 4-weeks
Classes Begin	May 19	June 9	June 9	July 7
Memorial Day Holiday (College Closed)	May 26	N/A	N/A	N/A
Mid-term	N/A	July 3	N/A	N/A
Independence Day Holiday (College Closed)	N/A	July 4	July 4	July 4
Last Day of Classes	June 6	August 1	July 4	August 1



Health Sciences Department ♦ 1301 S. 48th Street ♦ Quincy, IL 62305-8736

♦ Phone: (217) 224-6500 ♦ Fax: (217)641-4590

STUDENT AFFIRMATION STATEMENT POLICY

All students are required to sign the student affirmatio statement annually during the first month of each academic year. Any student who chooses not to sign the Student Affirmation Statement is not permitted to attend classes or clinical or make up any missed assignments. Signed student affirmation statements are placed in the students record.

I have received the Fall 2024 Surgical Technology Program Student Handbook. I agree to read the contents and to comply with the standards and rules contained within.

Print Name

Signature

Date

Release of Information

Check the appropriate box below.

☐ **Release of Information for Clinical Compliance (required)**

I hereby give permission to disseminate urine drug screen results, background screen results, health immunizations, CPR information, and social security number to any clinical agency requiring the information for my clinical privilege. I understand that my social security number will be entered in the facility system by their system security administrator for identification purposes only and will not be accessed by any other personnel for any other purpose. My personal information will be deleted from the system when I am no longer a student in the JWCC surgical technology program unless I become an employee of that facility.

I also understand that I need to accomplish the following items before the start of class:

- Documentation of Immunizations
- Criminal Background Check
- Drug Screening
- CPR

Print Name

Signature

Date

REQUIRED BOOKS/TECHNOLOGY

Cengage Unlimited

All books you will need except the Pocket Guide

\$255.95 bookstore (Do this if you are using financial aid)

\$199.99 direct from Cengage

Access Your Canvas Course

- Log into Canvas and select your course.
- Click any link to Cengage content to continue the registration process.
- Not sure where to click? Ask your instructor or try clicking on a few links. You'll know you've clicked the right one when you see the Cengage login screen.

Enroll in Your Course

- You've found your course materials! This includes access to your eBook and assignments. If you purchased an access code, click "Enter your access code" to redeem it. Don't have a code? Click "Continue".

Access Your Course Materials

Purchase the materials for just this class.

Click "BUY PRODUCT" to purchase access to the materials you need for this course.

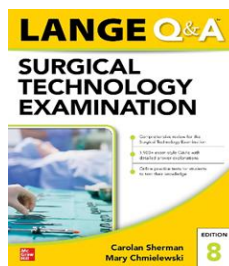
- Not ready to buy? Click "TEMPORARY ACCESS" to access your course materials now and make a purchase decision later.
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The Below are optional but recommended



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Book
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**AST CST Exam
Prep App
\$99 for 6 months**

PlatinumEd.com Student Sign-up Directions

Platinum Planner \$89.78 Bookstore
\$70.00 direct from Platinum

- Provided in this document are directions for signing up for any of Platinum Educational Group's (EMSTesting, Platinum Tests and Platinum Planner) programs. Please make sure that you have logged in and created your account by *{Insert Date Here}*.
- To sign up as a Student in any or all of Platinum's programs go to my.platinumed.com.
- Under the login you will see a **Create Student Account** button. Click the button to create your new student account.

If you have a Course Code (Optional):

- If your school or instructor has provided you with a **Course Code**, please enter it in the **Course Code** box. This will automatically submit your enrollment request for this course upon account validation and you will see the status of your request on your dashboard.
- Course Code
- You will receive an **email** with a subject line of **PlatinumEd.com New Account Validation** from no-reply. Go ahead and activate your account by clicking the red button in the email.
- You will be directed to our **terms and conditions** after clicking the link. Read the terms and conditions carefully and scroll down to check the **I agree** to these terms checkbox, then click the **Submit** button.
- You will see the course you are enrolled in on your student dashboard with your status.

If you do not have a Course Code:

- You will receive an **email** with a subject line of **PlatinumEd.com New Account Validation** from no-reply. Go ahead and activate your account by clicking the red button in the email.
- You will be directed to our **terms and conditions** after clicking the link. Read the terms and conditions carefully and scroll down to check the **I agree** to these terms checkbox, then click the **Submit** button.
- You will be directed to your my.platinumed.com **dashboard** after you agree to our terms. On your dashboard, you will see a callout with an **Enroll Now** link. Click **Enroll Now** and choose your **School** and **Course** from the dropdown.

Note: If you have a course code there is another optional blue button on the top left. If your instructor provided you a course code you can click the button to enter that course code now.

School *John Wood Community College*
Course *JWCC 24-25 Cohort*

- Then click the **Signup** button.
- If you requested to join the wrong profession, school or course you can click the **delete** link to start over.

- You will see the status of your request on your dashboard. Once your request is approved, your primary dashboard will be displayed with your role link.

This section is only necessary if you are having the students pay for themselves.

- Click the **Complete My Registration** button to proceed to payment.
- Use either your credit/debit card or, if provided, the access card that you purchased at the bookstore or came with your textbook. Do not use your credit/debit card if you have an access card.
- Once you have successfully completed the payment process and the course enrollment requests have been approved you will be able to get started by joining your class in Platinum's programs.