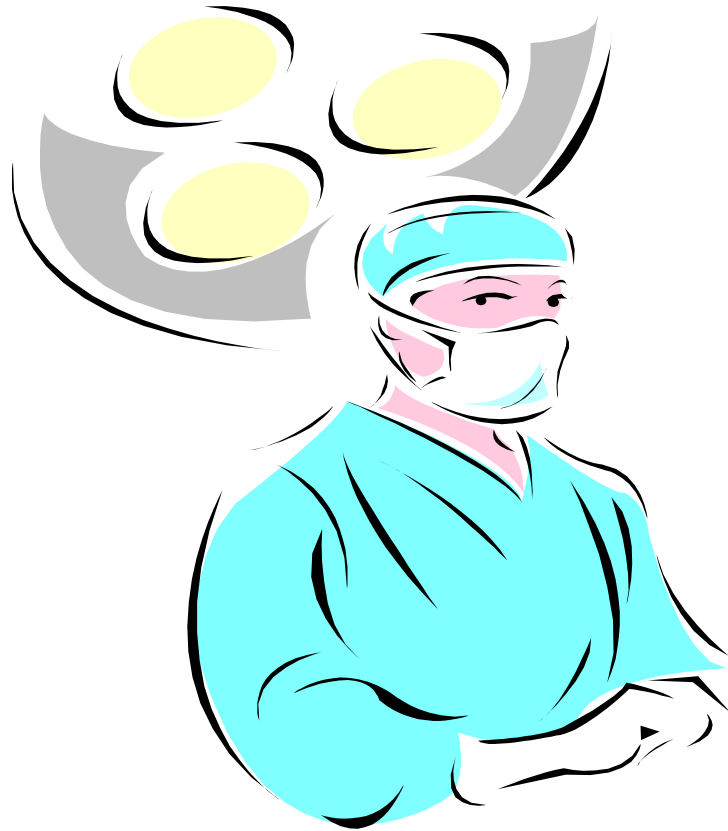


SURGICAL TECHNOLOGY



**STUDENT HANDBOOK
2011-2012**

Dear Surgical Technology Student:

Welcome to the Surgical Technology program at Tri-County Technical College. This is an exciting time to begin learning a variety of new skills in this unique curriculum. I look forward to working with you during the next three semesters as you start taking steps toward a career in this profession. I hope this handbook will give you a general overview to the program and some of the departmental policies. This handbook is intended to supplement the information that is found in the College catalog.

SURGICAL TECHNOLOGIST PLEDGE

I solemnly pledge:

To be faithful to my vocation,

To be conscientious, loyal and truthful in
the practice of my vocation,

To be sincere in my efforts and stay within
my limitations,

To perform all duties with dignity and with
the welfare of my patient foremost,

To hold in confidence all information coming
to my knowledge,

To carry out aseptic technique to the best of
my ability, and

To refuse to participate in unethical practices

Upon entering class the student must:

1. Purchase uniforms, liability insurance, program requirements that include a Basic CPR course taken during the Fall semester.
2. Provide the Surgical Technology faculty a completed immunization form. The student may begin their hepatitis vaccine (3 injections) at any time prior to classes. Documents must be received by September 15, 2011.

All students born after December 31, 1959, must present proof of immunization against varicella, tetanus, measles, mumps and rubella. Students will not be permitted to enter their respective clinical until the department head has received a completed immunization form. In lieu of immunization, a positive titer documenting immunity will be acceptable. Previous clinical diagnosis of rubella is not acceptable. CPR cards must be kept current. Documents must be received by September 15, 2011.

3. Meet all clinical affiliates' requirements for participating in clinical experiences.
4. Be successful on the Lab Practicum in order to progress to SUR 103.
5. Become familiar with the College Catalog and Student Handbook.
6. Join Association of Surgical Technologists (AST) in the second semester.

Program Costs

Books.....	\$500.00-\$800.00
Student Name X-Ray Badge.....	approximately \$90.00
Uniforms.....	approximately \$100.00/set
Gold Package AST (Spring Semester..... (Includes membership, exam fee, study guide)	\$270.00
Graduation fee.....	\$40.00
School Pin.....	Varies from \$ 35.00 and up
NBSTSA Practice Exam.....	Varies from \$ 40.00 and up
Criminal Background Check.....	\$49.50

Funds

Each student must have his/her money for books, tuition, exams, field trips, etc, the day it is due. Students will always have advance notice of money needed.

ALL FEES ARE SUBJECT TO CHANGE

Clinical Sites

The clinical experience is received at AnMed Health Medical Center, AnMed Health Women's and Children's Center, AnMed Health Medicus Surgery Center, Anderson Skin and Cancer, Greenville Hospital System, Baptist Easley Hospital, Bearwood Surgical Center, Cannon Memorial Hospital, Stephens County Hospital, Oconee Medical Center, and Bon Secours St. Francis Eastside and Downtown. The student functions under the supervision of the instructor, staff Surgical Technologist, or registered nurses in performing as a member of the Operating Room Team. The clinical phase includes extensive clinical experience in actual surgical procedures in addition to classroom instruction. Leaving a clinical facility without prior approval of the program coordinator may result in program withdrawal. A student must be able to enter/remain in all clinical agencies to progress within the program. Leaving a facility without approval may result in an agency's request to withdraw that student from their facility.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

SURGICAL TECHNOLOGY DEPARTMENTAL POLICIES

The following policies relate specifically to the Surgical Technology Department students. Students are also responsible for reading, understanding, and implementing all policies and regulations as stated in the Departmental Student Handbook, and the College's Student Handbook. Please become familiar with both Handbooks for they not only tell the student what not to do but also where to go for help.

Because the Health Education Division is very dependent on mastery of skills and, in most programs, requires a great amount of time in clinical settings, there are often additional and more restrictive attendance requirements in some programs. They are driven by our external accreditations, State Boards, and by binding legal agreements we have with area clinical agencies. Therefore, there is not a lot of flexibility available to faculty when we are addressing absences and considering make-up work in some situations. In many cases, the work and time missed cannot be made up. As a result, if faculty feels the course requirements cannot be effectively or safely met, administrative withdrawal may result. The following applies to divisional programs, and it is the responsibility of all students to be aware of and/or adhere to these guidelines:

ATTENDANCE

1. **ATTENDANCE IS REQUIRED TO FULFILL CLINICAL REQUIREMENTS SET FORTH BY THE ASSOCIATION OF SURGICAL TECHNOLOGIST TO FULFILL THE 125 CASE REQUIREMENTS.** Attendance at all clinical practicum is expected in which roll will be taken at each clinical period.
2. Absence requires documentation from a physician. However, the student is responsible for content of lectures, assignments and projects when absent. It is the student's responsibility to find out from the instructor what work was missed during the absence. There are **no** excused absences in the program.
3. Absence on days assigned for testing or labs for check-offs is the most damaging thing a student can do to his or her grade. The instructor is in no way required to allow make-up on missed exams or lab check-offs. Any make-up testing permitted is only at the discretion of the instructor. **Any make-up exam must be taken on make-up day.** All make-up tests will have a 10-point deduction.
4. Assignments that are turned in late will have ten (10) points deducted from the total score each day assignment is late.
5. Students are not allowed to leave the hospital for any reason, including lunch, during their clinical lab. Excessive tardiness will not be tolerated. Leaving clinical lab without notifying an instructor first may be grounds for program probation or dismissal.
6. **THERE ARE NO APPROVED CUTS IN ANY CLASS.** Unavoidable absence due to illness, death in the immediate family, and other reasons may occur and faculty must be notified. Students will be evaluated in terms of meeting course objectives.

TARDIES

Tardiness is not acceptable. Three tardies equal one absence. Continual tardiness can result in probation and/or unsatisfactory evaluation for the course. If the student is tardy during a period in which a major test is given, the test must be completed during the time remaining in that class period. Any unannounced quizzes missed because of tardiness or absences will equate to a zero. Pop quizzes cannot be made up - No Exceptions.

ELECTRONIC DEVICES

To minimize distraction and to insure the integrity of testing situations, class, labs, and clinical sites, pagers and cell phones will not be used. Pagers and cell phones must be turned off or left in the vibrate-only mode during class time. Calls will only be returned after class or when on break. Clinical facility policy prohibited cell phone usage at all clinical sites due to interference with other medical electronic devices usage to monitor patients. No cell phone conversations are allowed in labs/lectures or clinicals. Emergencies should be reported to the instructor prior to class/lab/clinical start times and students will leave the room to address such calls.

CLASSROOM AND LABORATORY RULES AND CONDUCT

Violation of academic integrity is grounds for possible dismissal. The college is committed to the promotion of academic integrity among its students. All forms of academic dishonesty will be subject to disciplinary action. Student should refer to Student Code of Conduct of Appendix 4 of college catalog.

Engaging In any activity, which disrupts the educational process of the college, interferes with the rights of others, or interferes adversely with other normal functions and services, calls for disciplinary action. (See cell phone policy.)

It is the responsibility of the student to leave lab and classroom equipment in good condition and in their proper places.

CLASSROOM AND LABORATORY MAINTENANCE

All students are responsible for maintaining a neat and orderly classroom and lab.

- **Do not attempt** to use or operate any equipment until you have received the appropriate instruction for its use.
- **When using equipment, treat it kindly. All equipment should be replaced in the appropriate storage area after use.**
- Class or Laboratory sessions are not considered adjourned until the lab and classroom are in proper order. Students cannot leave until class is dismissed, including labs and clinicals.

COMPUTER LABS

Student will become familiar with WebCT during all semesters. Campus computer labs are available for students for any scheduled assignment. Check the posted sign on the door outside the lab for hours of operation.

CONFIDENTIALITY

Students must be willing to keep confidential any information learned about patients during their clinical experiences. Disclosure of any information about a patient to the patient's family, the student's companions, family, friends, or any person outside the Surgical Technology Program and clinical agency can result in permanent harm to that patient and to the student's career. Breaches of confidentiality can jeopardize the ability to complete a course.

UNIFORMS

Surgical Technology students will maintain a neat, groomed, and professional appearance at all times. Proper precautions will be taken when body fluids or potentially infectious material is handled so that the student's, patient's, co-worker's, and the general public's health are protected at all times. A uniform will be worn to all labs later in the fall and to any clinical practicum as designated by Program Coordinator.

The appropriate uniform includes:

1. Specified, properly fitted, neat and clean student uniform.
2. Nametag to be visible and **worn at all times** . Nametags may be obtained from Tri-County Technical College Campus Security in Pickens Hall room 138.
3. Closed-toe and heel professional black shoes should be **CLEAN** and in good repair.
4. Surgical Technology students and faculty should be particular aware of potential exposure to infectious agents in the clinical areas. All students will wear personal protective equipment. All O.R. attire must be worn properly. Scrub suit, shoe covers, mask, caps, fluid –proof gown, mask with face shield or protective eyewear must be worn properly at all clinical sites. **No outside scrubs to be worn in the O.R.** X-ray badges are to be kept updated and worn at all times at clinical sites. It is important to keep x-ray badges (dosimeters) away from heat and excessive moisture. Do not wear outside of the workplace, or during personal medical procedures. Do not store in automobile or leave on hot dashboard. Pregnant students are required to wear two dosimeters at all times.
5. Undergarments may **NOT** be visible through the uniform by pattern or design at any time. **Long, artificial, acrylic, or polished nails are not allowed** in the lab or clinical area.

6. Use of chewing gum or tobacco products in the class, lab, or clinic areas is not allowed. **Smoking will not be permitted for any Health Education student PRIOR TO or DURING THE CLINICAL DAY.** Additionally, some people are allergic to cigarettes. Smoke smell on the student's clothing, chair, or body may be cause to be dismissed from clinical and get a "zero" for the day.
7. Fragrance-cologne, perfume, or scented after-shave lotions are **NOT** allowed at clinical sites. Many patients have severe allergic reactions to these "trigger" while many other patients who are nauseated experience exacerbation of the nausea when exposed to these offenders.
8. Hair must be pulled back away from the face in the clinical and lab areas. No unhuman hair dyes will be tolerated in any clinical areas, i.e., pink, green, purple, etc. **No Exceptions.** Hair must be covered in the clinical areas. Face must be clean shaven unless wearing a beard. Beards must be trimmed neatly and completely covered with a hood in the operating suite. No jewelry is allowed in labs or clinical. This includes all facial jewelry and tongue rings.
9. Visible tattoos, which may be perceived as offensive, may result in the student's inability to complete clinical rotations. This may result in failure to meet program requirements.
10. Contact lenses are **NOT** allowed when bone cement is in use. If you wear contacts to the OR, then you must have glasses available.
11. Students are expected to dress and act professionally during clinical rotations. Any student reported by the Clinical Managers for inappropriate dress or unprofessional behavior will be evaluated in terms of meeting objectives or dismissal. See Behavior Characteristics forms.

SAFE/SECURITY INFORMATION

Students will be made aware of safety and security information through Health Stream online courses at www.healthstream.com/hlc/ghs . The user name, password and deadline for completion will be assigned in SUR 101. When all courses are completed, a transcript must be printed and submitted to the Surgical Technology Department. The cost is \$15.00(subject to change) and is added as a fee for this course, paid with the tuition payment. Instructions are found at <http://www.tctc.edu/x1115.xml>.

Background Checks/Drug Screening

The Health Education Division will oversee criminal background checks and/or drug screens on any Surgical Technology student. Criminal background checks will be conducted on all new students. Currently, the program uses PreCheck.com. Failure to do so prior to the first day of class will result in administrative withdrawal from the program. The check must be done prior to the start of the semester that the student enrolls in a clinical course. Instructions are found at <http://www.tctc.edu/x1115.xml>.

Drug Screens

Annual drug screens will be conducted on new students entering the program. The cost for each student is \$40.00(subject to change) and is attached to the student's tuition. Student should be prepared to present photo identification at the time of the screening. A 10-panel rapid drug screen (urinalysis) will be utilized. This test will be given prior to clinical rotations in the Spring semester. Positive results may lead to administrative withdrawal from the program.

EVALUATION STRATEGIES

Grades will be based on a variety of methods. Grade evaluation will include written examinations, laboratory and clinical checklists, evaluation of projects and written assignments. These will be explained further in each course syllabus.

Student must achieve an average of 75% on course work in order to pass any Surgical Technology course. The grading scale of the class and lab is:

93 – 100 = A
84– 92 = B
75 – 83 = C
67 - 74 = D = failure

Standards of performance on terms objectives will be distributed within each course.

ACADEMIC FAILURE

Incomplete grades default to "F" automatically after 20 days into the succeeding term if the requirements for a course grade are not completed within the 20-instructional-day period. Therefore, an incomplete grade or failure in a Surgical Technology or any general education course can result in the inability to continue in the Surgical Technology Program. Courses may be retaken, but Surgical Technology classes are only offered once a year.

LABORATORY SAFETY

A mandatory Infection Control and Infectious Disease Workshop are required for all Surgical Technology students before the fall term begins. Students must abide by specific laboratory rules and OSHA guidelines. These will be discussed with terminal objectives for each lab. Any exposure to blood or blood fluids **MUST** be reported to the instructor, clinical supervisor **IMMEDIATELY!** Hospital or clinical facility protocol will be followed with respect to Incident/Accident reports.

PROFESSIONAL CONDUCT

Conduct in Classroom and Clinical Facility

The highest professional attitudes and conduct are expected of all surgical technology students, not only in the classroom, but in clinical settings as well. A student whose performance is unacceptable will be counseled. After repeated incidents of not conforming to the professional standards a student may be placed on probation or dismissed from the program at the discretion of the program coordinator.

TRI-COUNTY TECHNICAL COLLEGE WORKER'S COMPENSATION INJURY PROTOCOL

- Call CompEndium at 1-877-709-2667
- Give your name and company name (Tri-County Technical College) and tell the operator that you have an injury to report.
- A medical manager nurse consultant will take your call and ask the name of the injured worker and specific questions about the accident.
- CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the emergency room (ER).
- CompEndium will notify the physician or the ER of the injury and the arrival of the injured worker.
- The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment.
- Immediately following, the medical manager nurse consultant will call with a report on the status of the employee's condition and work status.
- The physician's report/case notes will be faxed within 24 hours of receipt of treatment.
- CompEndium Nurses are available 24 hours a day – 7 days a week at 1-877-709-2667, Fax 1-877-710-2667.

MALPRACTICE INSURANCE

Students are required to purchase, through the College, malpractice insurance as part of their student fees. The premium is usually \$15.00 per year, but may change without notice.

CAMPUS ACTIVITIES

Students are encouraged to participate in campus activities and organizations.

GRADUATION REQUIREMENTS

Students must have satisfactory completion of all required courses and an overall 2.0 GPA based on a 4.0 scale. Students must submit an "Application for Graduation" to the Office of the Registrar and pay all required fees and financial obligations to the College. The Surgical Technology Program at Tri-County Technical College is approved and accredited by CAAHEP and ARC/STSA.

FACULTY

The Surgical Technology Program Coordinator is located in Fulp Hall (Health/Science), Room 209. All emergency calls must go through Campus Police.

Program Coordinator:	CherylN Brown, CST Room 209 Office Phone (864) 646-1401
Division Secretary:	Debbie Thrasher Room 300 (864) 646-1423
Administrative Assist.	Sharon Eckert Room 300 (864) 646-1427
Department Head:	Donna Shannon, RDH, BS Room 302 (864) 646-1347
Dean, Health Education:	Lynn Lewis, Ed.D, R.N. Room 300 (864) 646-1427

Tri-County Technical College
Behavior Characteristic
SUR 110

Student _____ Date: _____

- 3 = exceeds expectations
- 2 = regularly meets expectations
- 1 = sometimes does not meet expectations

		1	2	3
1.	Arrives to class/lab prepared and on time with few absences and calls when late or absent.			
2.	Demonstrates compassion for the patient and maintains his/her confidentiality.			
3.	Exhibits enthusiasm and interest toward work and seeks opportunities for learning.			
4.	Establishes and maintains good rapport with classmates, instructors, and preceptors.			
5.	Recognizes the value of teamwork and functions well as a member of the team.			
6.	Exhibits a strong sense of ethical behavior and surgical conscience.			
7.	Is receptive to constructive suggestions of correction and takes responsibility for actions.			
8.	Responds calmly and effectively under pressure and demonstrates problem solving skills.			
9.	Observes rules of safety and takes no unnecessary risks.			
10.	Adjusts well to new tasks and situations.			

Possible 30 points total

Grading Scale

- 30-25 = A
- 24-18 = B
- 17-11 = C
- 10-0 = D

Identify the student's strengths:

Identify the student's weaknesses:

What suggestions for improvement for this student would you like to make?

Comments concerning this student:

Instructor's Signature: _____ Date: _____

Student's Comments:

Disruptive Student Behavior

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited to, the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity.

Instructors should call Public Safety and the Division Dean immediately if any of the following situations occur.

- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within five business days after the incident. If the disruption is deemed repetitive

and/or serious by the Division Dean, the Dean of Student Development will be immediately involved in final disposition and handling of the matter.

HEALTH EDUCATION DIVISION

GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA

PURPOSE

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA)

Students are prohibited from posting any comment that is personal health information including patient images on any social media site. Posting of veterinary-related images must be approved by the Veterinary Technology Department Head in advance.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that publishing information on a social media site may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a Tri-County Technical College student, public perception expands beyond the individual student to the program, division and the College. Examples of social media include, but are not limited to,

YouTube

Facebook

iTunes

LinkedIn

Twitter

Blogs (except for course or College approved platforms such as Blackboard with faculty oversight)

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

PDA USE

PDA's can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, PDA use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any PDA be utilized only when expressly authorized by TCTC faculty. If the PDA is combined with a cell phone, the cell phone should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, PDA's may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code of Conduct).

eTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled "External Communications" 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their "electronic" behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

Progressive Discipline:

Faculty is committed to assisting students to be successful in the program.

Therefore, Surgical Technology students who are not meeting courses objectives in theory, lab, clinical or practicum will be apprised of their performance status using the progressive discipline process.

▪ Step 1: **Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from Student Support Services.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

▪ Step 2: **Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written Surgical Technology Conference Report will identify specific course/program objectives not met and a remediation plan / contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

Example: Conference occurs when clinical absences reach 5% of that clinical semester.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program.

At the discretion of the instructor and depending on the situation, this step may be skipped and a probation form completed.

▪ Step 3: **Probation**

Probation may be implemented for, but not limited to the following behaviors:

- † Academic dishonesty
- † Unsatisfactory clinical or practicum performance
- * Unsatisfactory clinical attendance and punctuality
- † Inability to maintain physical and mental health necessary to function in the program
- † Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- † Refusal to participate in a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- † Behavior which compromises clinical affiliations
- † Failure to comply with all terms outlined in the conference report

Example: Student is placed on probation when clinical absences reach 8% of that clinical semester.

Probation is a trial period in which the student must improve or be withdrawn from the program.

A student may be placed on probation for **attendance only once while in the program, per semester. Any actions that require another probationary status, for **attendance**, may result in immediate withdrawal from the program.*

*† A student may be placed on probation for **non-attendance related issues** only once while in the program, per semester. Any actions that require another probationary status, for **non-attendance related issues**, may result in immediate withdrawal from the program.*

The student meets with the instructor and/or program coordinator. The student and faculty will review and sign a Surgical Technology Probation Form explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

▪ **Step 4: Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

The withdrawing student must meet with the program coordinator to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. Students must return any hospital issued ID badges to the program coordinator, and any equipment or items that belong to the department.

Student Complaint Procedure:

The Surgical Technology Program follows the college's policies for student complaints as set forth in the TCTC College Catalog (Appendix 6). A copy of the College Catalog is available at each campus's administrative offices, or may be downloaded from the TCTC website at: www.tctc.edu

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

Reinstatement

Students whose progress was interrupted and who desire to be reinstated in the program must follow the following procedure:

Submit a request for reinstatement in writing to the program director.

1. Submit the request prior to a year from the withdrawal or failure. Reinstatement will not be granted if more than a year has transpired.
2. Demonstrate competency in all previous surgical technology coursework. **Students returning may be required to retake instrumentation tests, competency tests, and perform mock surgeries with passing scores.**
3. Adhere to all policies and procedures effective at the point of reinstatement.
4. **A student may be readmitted only once.**

Reinstatement to the surgical technology program is not guaranteed. Reinstatement may be denied due to, but not limited to, any of the following:

1. Unavailability of clinical space.
2. Grade point average less than 2.0 at current institution.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Failure to demonstrate competency in previous surgical technology coursework.
5. More than a year having elapsed since last enrollment in a surgical technology course. This requires reapplication for the entire program.
6. Dismissal from the program.

SURGICAL TECHNOLOGY

Student Conference Form

Student Name _____

Date _____

Area(s) of Concern:

Academic	Clinical/Lab Skills	Attendance/Tardiness	Professionalism	Other

Plan of Action and Faculty Recommendations:

Student's Concerns:

Student Signature _____

Faculty Signature _____

PROBATION FORM FOR SURGICAL TECHNOLOGY PROGRAM

Student Name _____ Date _____

Reasons for Probationary Status:

Probation Begins: _____

Probation Ends: _____

Conditions of Probation:

_____ no further absences from clinical and/or classroom

_____ demonstration of behavioral change(see behavior characteristic form page 13)

_____ no failing grades on tests and/or clinical evaluations

_____ other: _____

Department Head Signature

Faculty Member Signature

Student Signature

CLINICAL ROTATIONS RECORDS RELEASE

(Type or Print Clearly in Ink)

NAME: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____

LIST ANY OTHER NAME(S) (INCLUDING MAIDEN NAME) OR NICKNAME YOU MAY HAVE BEEN KNOW BY:

STUDENT ID# (T#) _____ GENDER: _____

DRIVER'S LICENSE NUMBER(S) AND STATE(S) WHERE ISSUED: _____

LIST ALL STATES OF RESIDENCE AND YEARS OF RESIDENCE: _____

I understand that I am to advise [Tri-County Technical College] of any arrests or criminal charges subsequent to my completing this form and that failure to do so may result in dismissal from the clinical rotation program.

I give permission to [Tri-County Technical College] and [all contracted agencies], to receive and exchange the CRC, drug test results, and health screens if shared for the limited purpose of determining my suitability to participate in the clinical program. Results may not be shared with any other entity without my express written permission. Such permission expires at graduation.

I release my Social Security and/or College ID number for use with DHEC required radiological requirements.

Signature

Printed Name

Date

REV. 7/2010



INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR A CLINICAL EDUCATION PROGRAM Tri-County Technical College

Background checks are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Tri-County Technical College, along with the specific program you are enrolled in as part of the school name.

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$53.58** and **New Mexico** residents will pay **\$53.09**. Residents in **all other states** will pay **\$49.50**. For your records, you will be provided a receipt and confirmation page of the background check performed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.

I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.

How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.

Do I get a copy of the background report? Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report, and will need to contact PreCheck directly to request this.

I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

**TRI-COUNTY TECHNICAL COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

I _____ have received and reviewed the Surgical Technology Handbook and acknowledge that I am responsible for abiding by these policies throughout the program. I understand this booklet is a supplement to the information provided by the College Handbook.

PRINTED NAME OF STUDENT _____

SIGNATURE OF STUDENT _____

DATE _____

**TRI-COUNTY TECHNICAL COLLEGE – HEALTH EDUCATION DIVISION
IMMUNIZATION RECORD**

Circle the initials of the program that you are entering.

AHS 117 ADN EDDA MED MLT PNR SUR

Name: _____ Date of Birth: _____

T#: _____

IMMUNIZATION HISTORY: PLEASE GIVE DATES (MONTH AND YEAR) OF IMMUNIZATIONS.

1. **TUBERCULIN SKIN TEST (PPD)**
 First Step : Date _____ Results POS NEG (circle one)
 Read By (Print signature) _____
 Second Step Date _____ Results POS NEG (circle one)
 Read By (Printed signature) _____
 If positive: Chest X-ray Date _____ Results _____

2. **HEPATITIS B VACCINE OR SCREEN**
 Vaccine Series: Date of First Administration _____
 Date of Second Administration _____
 Date of Third Administration _____
 Screen (Some hospitals require) _____ Results _____

4. **MMR (Measles, Mumps, & Rubella):** (Date of Vaccination, **OR** Date of Titer with results)
 Do not receive if pregnant or plan to become pregnant within three months.
 Dates of MMR Vaccination #1 _____ #2 _____
 Date of Titer _____ Results _____

5. **CHICKEN POX (Varicella):** (Date of Vaccination, **OR** Date of Titer with results)
 Date of Vaccination #1 _____ #2 _____
 Date of Titer _____ Results _____

6. **TETANUS:**
 Date of Vaccination _____

7. **FLU:**
 Date of Vaccination _____
 (If Required by Program)

8. **CPR Expiration Date** _____
 (If Required by Program)

9. Do you know of any communicable medical disease that could prevent entry into your chosen field?

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I UNDERSTAND THAT FALSE INFORMATION WILL BE SUFFICIENT CAUSE FOR THE COLLEGE TO CANCEL MY ENROLLMENT AND REQUIRE WITHDRAWAL. I WILL REPORT ANY CHANGES IN MY HEALTH STATUS TO MY DEPARTMENT HEAD/PROGRAM DIRECTOR. I UNDERSTAND THAT THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE USED AS A SCREENING PROCEDURE IN THE ADMISSIONS PROCESS. I FURTHER UNDERSTAND THAT THIS INFORMATION IS REQUESTED BY AREA CLINICAL AGENCIES PRIOR TO ANY CLINICAL EDUCATION ASSIGNMENT REQUIRED IN MY PROGRAM OF STUDY, AND I HEREBY GIVE MY PERMISSION TO ALLOW THE COLLEGE TO SHARE THIS RECORD WITH APPROPRIATE AGENCY OFFICIALS.

 Student's Signature

 Date

Revised 11/2006; 2/2008; 10/2008, 9/2010

Instructions for Immunization Record Form

A minimum of a month and year is required for each item listed in the Immunization History.

TB Skin Test

A two-step TB Skin Tests (PPD) is required for all Health Education students. If a positive skin test occurs, the student will need to have a chest x-ray completed showing that the student has no evidence of TB. Chest x-rays must be repeated every five years.

Hepatitis B Vaccinations

Either the series of three vaccinations must be completed or a blood screen must be performed showing immunity. The normal course of administration is one month between the first and second administrations, with the third administration following five months after the second.

MMR (Measles, Mumps, Rubella)

Proof of Immunity must be determined either with proof of immunization, or titer (blood test) showing positive immunity. If born prior to 1957, documentation of one MMR, or live virus vaccine must be provided. If born on or after January 1, 1957, documentation of receipt of two doses MMR must be provided.

Chickenpox (Varicella)

Proof of Immunity must be determined either with proof of immunization (2 administrations), or titer (blood test) showing positive immunity. History of disease is not sufficient.

Tetanus

Tetanus vaccination is required and must be renewed every ten years. No titer can be used for this vaccination.

Flu

A Flu vaccination is required annually each fall. No titer can be used for this vaccination.

CPR

Healthcare provider CPR is required, which includes adult, infant, and children CPR with AED and choking. Online CPR Certification or recertification is not acceptable.

**TRI-COUNTY TECHNICAL COLLEGE
HEALTH EDUCATION DIVISION
TECHNICAL STANDARDS**

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples Of Necessary Activities (not all inclusive)	YES	NO
Critical Thinking	Critical thinking and problem solving ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations, use problem solving methods to assess, plan, carry out, and evaluate nursing or allied health care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.		
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel.		
Communication Ability	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable.	Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures.		
Physical/ Psychological Ability	Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients.	Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours.		
Skin Condition	Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.)	Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.)		
Adequate Height	Ability to reach and operate overhead equipment.	Reach, manipulate, and operate all equipment.		
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting.		
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment.	Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches.		
Hearing Ability	Auditory ability sufficient to access non-direct essential information.	Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty.		
Visual Ability	Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client;	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able		

	ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty.		
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements.		
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client's needs.	Must be able to distinguish odors. Must be able to distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety(fire).Has a significant tolerance to foul smells which may be part of the routine job.		
Professional Presentation	Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability.	Demonstrate emotional stability and psychological health in the day-to-day interaction with clients, peers, and healthcare personnel related to work environment. Work under stressful conditions and irregular hours. Show concern for others.		
Exceptions	NONE			

Have you ever been dismissed from any clinical facility? Yes No

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

Student Name (Please Print)

Program Enrolled

Student Signature

Date

Advisor Signature

Date

Revised 2/2011

