



SURGICAL TECHNOLOGY HANDBOOK

For the Associate's in Applied Science – Surgical Technology (AAS-ST)



2020

TRI-COUNTY TECHNICAL COLLEGE

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Welcome to the Surgical Technology program at Tri-County Technical College. We are pleased you have selected to pursue the profession of Surgical Technology. This program offers classroom, laboratory, and clinical experiences for the entry-level Surgical Technologist. Your success in this program will be a direct reflection of the effort you invest in reaching your goal and your ability to communicate efficiently and effectively. We invite you to join us in a cooperative effort as you pursue your dream to become a Certified Surgical Technologist.

The Surgical Technology Program prepares students to function efficiently and safely in the clinical setting. This program consists of general education courses, specific surgical technology courses, and clinical rotations at various clinical affiliates. Upon completion of the program, the graduates receive an associate's in applied science with a focus in Surgical Technology (AAS-ST) and are eligible to take the national certifying exam through NBSTSA (National Board of Surgical Technology and Surgical Assisting). Upon successful completion of the national certification exam, the graduate may use the credential CST™.

This handbook is to be utilized in conjunction with the Tri-County Technical College Catalog. The program reserve the right to revise this manual as the need arises. The student will be notified of any changes made to this manual in writing.

Article I. Tri-County Technical College Surgical Technology Program

Section 1.01 Specific Required Accreditation and Related Organization Information

The Tri-County Technical College Surgical Technology program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

CAAHEP

25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

ARC/STSA

6 W. Dry Creek Circle, Suite 110
Littleton, CO 80120
303-694-9262
www.arcstsa.org

Professional Organization for Surgical Technologists:

Association of Surgical Technologists (AST)

6 West Dry Creek Circle, Suite 200
Littleton, CO 80120
303-694-9130
www.ast.org

Certification Examination:

National Board of Surgical Technology and Surgical Assisting (NBSTSA)

3 West Dry Creek Circle
Littleton, CO 80120
800-707-0057
www.nbstsa.org

South Carolina State Assembly

P. O. Box 1001
Dillon, SC 29536-1001
www.sc.ast.org

Surgical Technology Student Organization:

S.T.A.T. (Surgical Technology at Tri-County Tech)
Advisor: Denelle White
Contact Info: dwhite17@tctc.edu

Section 1.02 Tri-County Technical College Mission

Tri-County Technical College, a public community college, focuses on teaching, learning, and helping students reach their goals. The College supports economic development for Anderson, Oconee, and Pickens counties in South Carolina by preparing a highly skilled workforce.

Section 1.03 Tri-County Technical College Statement of Core Values

INTEGRITY: To be our ideal selves, doing right, and upholding and demonstrating high ethical standards at all times.

RESPECT: An understanding that everyone is important and is valued. To be open to accepting and balancing the different views of yourself and others. To preserve dignity in ourselves and others and to interact in a manner that promotes trust, openness, an understanding.

COMMUNITY MINDED: To be good citizens within the College community, upholding policies and procedures and taking responsibility for making the working and learning environment better for all. To go above and beyond the boundaries of our position descriptions, departments, or divisions and work for the overall good of the College.

COMMITMENT TO EXCELLENCE: The desire or drive to make improvements each and every day in ourselves and our environment.

Section 1.04 Surgical Technology Program Goals

The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Section 1.05 Surgical Technology Program Outcomes

1. The student will apply principles of disinfection and sterilization to the surgical environment, equipment, and instrumentation.
2. The student will maintain principles of aseptic technique in the surgical environment.
3. The student will prepare the operating room by gathering equipment and supplies.
4. The student will pass instrument, equipment and supplies correctly and efficiently.
5. The student will provide a safe, efficient, and supportive environment for the perioperative patient.
6. The student will anticipate the sequence of event during surgical procedures.
7. The student will prepare and manage medications and solutions
8. The student will function as an ethical, legal, and moral member of the healthcare team within the surgical technologist's scope of practice

Section 1.06 Surgical Technology Program Objectives

The Surgical Technologist works in the operating room with surgeons, anesthesiologists, registered nurses and other medical personnel to ensure the delivery of appropriate care before, during and after surgery. The program teaches students to function safely, efficiently and competently when assisting with surgical procedures, sterilization, positioning patients and when using surgical equipment and machinery. Students also provide physical and emotional support for the patient prior to surgery. Students learn to be an effective member of the surgical team after successfully completing their didactic classroom studies, practice in the lab setting and hands-on experience at the clinical extern sites. Students will apply procedures, principles and policies to the day-to-day function of surgical practice.

Section 1.07 Academic Structure

The Surgical Technology program resides in the Department of Health Professions under the Tri-County Technical College Health Education Division and is among 15 other health programs. Each program is managed by a Program Director, supervised by the Department Head and Health Education Division Dean. Didactic (lecture), Laboratory and Clinical classes of the surgical technology program are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, the student should follow the Health Education Division Chain of Command.

1. Course faculty
2. Surgical Technology Program Director
3. Health Professions Department Head
4. Health Education Division Dean

Section 1.08 Catalog Page

College Catalog: Health Education Division-Surgical Technology:

<http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7681>

Article II. Admission Policies

Section 2.01 Selective Admission Process

Most programs in the Health Education Division are limited entry programs, meaning they have special, particular or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the particular program area. Clinical seating availability is limited in all health education programs. Applicants must complete TCTC admission requirements (refer to College Catalog: Admissions-Steps to Enrollment: <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7792> and the additional program clinical admission requirements refer to TCTC public Surgical Technology website: TCTC.edu – Programs – Career Programs - Healthcare: Health Professions-Surgical Technology or http://tctc.catalog.acalog.com/preview_program.php?catoid=24&poid=4842&returnto=7681)

In addition to meeting general admission requirements, Health Education majors are required to meet the curriculum specific requirements outlined below:

1. Students must complete recommended developmental studies courses based on course placement criteria.
2. Students must have an institutional GPA of 2.0 or higher. There are additional progression requirements in the Catalog. A grade of "C" or greater is needed in all required courses within the Health Professions Department. A student may repeat maximum of two major courses; and withdrawals, "W", count as an attempt.
3. Students must meet required divisional or program Technical Standards
4. Students who transfer into associate degree programs must have a transfer or institutional GPA of 2.5 or higher on previous college work (TCTC GPA supersedes any outside GPA). Surgical Technology courses will not transfer and must be repeated and general admission requirements followed.
5. Students are required to carry professional liability insurance which is obtained through the College.
6. Students are required to carry personal health insurance. This is the sole responsibility of the student. Students should contact the Office of the Dean of Student Development for more information.
7. Clinical agencies require criminal background checks for the Surgical Technology Program. Certain clinical agencies may necessitate more than one background check and drug screen. The results of the

criminal background check and yearly drug screen determine if a student is eligible to enter clinical agencies. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major will result in administrative withdrawal from the program. Note: Health Education programs require certification in order to use titles and/or practice the profession. Conviction of a felony, a plea of guilty to a felony, or certain misdemeanor convictions may make the applicant ineligible for certification.

Section 2.02 Prerequisites and Program Entry Process

The Surgical Technology Program has a limited entry with prerequisites that must be met before acceptance into the program. The prerequisite requirements are listed on the program curriculum guide. The program curriculum guide can be found on the TCTC public website or College Catalog: Health Education Division-Surgical Technology, <https://tctc.edu/programs/career-programs/surgical-technology/>. The student must meet with the Surgical Technology Program Director/advisor each semester to obtain guidance and to ensure program changes have not been made (Changes in program and curricular requirements can occur.) Once prerequisites are completed, the student must meet with the Surgical Technology Program Director in order to complete the “Notice of Completion” (NOC) form. The NOC will then be submitted to the Division Admission Liaison Office. When verified, the date on which this form is submitted then becomes the student’s “Complete Date,” and the student is placed on the Complete List for the Surgical Technology Program.

The Complete Date means the student is eligible to start the actual Surgical Technology Program classes with the next available class and following guidelines. The minimum GPA must be maintained to continue on the Complete List. Eligible students will receive an e-mail through the student’s Tri-County Technical College e-mail account of acceptance into the surgical technology program. This e-mail serves as an official offer for a seat into the program and identifies the program deposit fee deadline date. Failure to pay the program deposit fee by the specified date will result in delayed entry. Once the student pays the nonrefundable program deposit fee, a seat will be held for entry into the next program class. Completion List will not roll over into the following year; therefore, students that did not have an available seat will need to resubmit the “Notice of Completion” form and deposit fee. The student must continue to maintain the minimum GPA even though the program deposit fee has been paid. In the event two eligible students have the same complete date, the College will use the GPA to determine who gets the seat. The student with the higher GPA would be offered a seat before the student with the same Complete Date but a lower GPA.

If an entrance policy changes, the student’s requirements would remain the same unless the student withdraws from enrollment or is not enrolled for two consecutive terms. If such a withdrawal or non-enrollment occurs, the student is required to meet new entrance policies in the current College Catalog.

Students coming into the program that have met all program admission requirements will receive a “Welcome Letter” via email from the Surgical Technology Program Director with information to attend the mandatory Surgical Technology Orientation in August prior to the start of the program.

It is the student’s responsibility to be aware of limited access program admission, program progression and program prerequisite requirements. Students should confer with their program advisor anytime clarification or explanation is needed.

Section 2.03 Technical Standards for Health Professions

The College has a responsibility for the safety of students and the training of patient care. The Surgical Technology program has a Technical Standards list that should be reviewed before applying to the program. The Technical Standards list in conjunction with academic standards are requirements for admission, promotion and graduation.

Candidates with questions regarding the Technical Standards are encouraged to contact Accessibility Resource Center (ARC) prior to the start of the program.

In addition, students with accessibility needs are encouraged to contact The National Board of Surgical Technology and Surgical Assisting, www.NBSTSA.org, prior to the start of the program as well.

Refer to Section 8.05 in this handbook for further information.

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 health professions 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; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able 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

Article III. Academic Policies

Section 3.01 Grading Scale

The following grade scale applies to all SUR courses:

93 – 100	A
84 – 92	B
75 – 83	C
70 – 74	D
69 – Below	F

Section 3.02 Grading, Course Enrollment and Progression

Here at TCTC, the College, offers an Associates of Applied Science degree in Surgical Technology (AAS-ST) (refer to College Catalog: Health Education Division-Surgical Technology).

[Surgical Technology Curriculum Guide AAS](#)

Graduation Credits Required: 71

- **First Semester**

AHS 102 - Medical Terminology **Credit Hours: 3**
BIO 101 - Biological Science I **Credit Hours: 4**
ENG 101 - English Composition I **Credit Hours: 3**
MAT 120 - Probability and Statistics **Credit Hours: 3**
Humanities Requirement **Credit Hours: 3**

- **Second Semester**

BIO 225 - Microbiology **Credit Hours: 4**
SUR 101 - Introduction to Surgical Technology **Credit Hours: 5**
SUR 102 - Applied Surgical Technology **Credit Hours: 5**

- **Third Semester**

BIO 210 - Anatomy and Physiology I **Credit Hours: 4**
SPC 205 - Public Speaking **Credit Hours: 3**
SUR 103 - Surgical Procedures I **Credit Hours: 4**
SUR 104 - Surgical Procedures II **Credit Hours: 4**

- **Fourth Semester**

BIO 211 - Anatomy and Physiology II **Credit Hours: 4**
SUR 105 - Surgical Procedures III **Credit Hours: 4**
SUR 110 - Introduction to Surgical Practicum **Credit Hours: 5**
SUR 130 - Biomedical Science for The Surgical Technologist **Credit Hours: 1**

- **Fifth Semester**

PSY 201 - General Psychology **Credit Hours: 3**
SUR 111 - Basic Surgical Practicum **Credit Hours: 7**
SUR 120 - Surgical Seminar **Credit Hours: 2**

Notes

PHI 110 is the preferred course for a Humanities Elective.

Students may substitute ENG 103 for ENG 101.

Students may substitute MAT 103, MAT 109, or MAT 110 for MAT 120.

Students may substitute SPC 200 or SPC 209 for SPC 205.

Students may substitute PSY 120 for PSY 201.

BIO 225 must be prior to, or concurrently with, SUR 101.

BIO 210 must be taken prior to, or concurrently with, SUR 103.

ENG101 and BIO101 is a pre-requisite to SUR101

- A grade of 74% and below does not meet the requirement of a “C” for passing any Surgical Technology course and may not progress in the program. The student should meet with the program director to complete the program withdrawal form.
- Students must pass all lab skills assessment (Check-Offs) with a 75% or higher to successfully complete the course and progress in the Surgical Technology program. If a student does not pass a lab skill assessment (Check-Off) with a grade of a 75% or higher, the student must redo the Check-Off by the next lab date or a zero grade will be recorded. A grade of 80% is the highest grade that will be recorded for a redo or make-up Check-Off. **Exception:** There will be **NO REDO for Lab Finals** and student **MUST** pass the lab final with a grade of 75% or higher.
- Lab skill assessment (Check-Offs) are to be completed by the due dates listed in the Syllabus Addendum (Course Outline). If a student is absent, Check-Offs **MUST** be completed either by the next lab class or when all students have completed the Check-Off for that lab session or a grade of zero will be recorded. It is the student’s responsibility to complete all lab skill assessment (Check-Offs) by the dates listed, any lab Check-Offs (make-up or redo) that is still outstanding after the last lab class date prior to the lab final **WILL** receive a grade of zero. Additionally, a grade of zero will be apply if student fails to report to instructor for Check-Offs, redo, or make-ups (instructor will **NOT** remind students to make-up or redo a Check-Off).

Section 3.03 Grade Appeal

A student wishing to protest a course grade must first attempt to resolve any disagreement with the instructor. If the student is unable to reach a satisfactory resolution with the instructor, the student should contact the Surgical Technology Program Director. All grade changes including Administrative drops, must be submitted no later than the 20th class day, as indicated on the Academic Calendar, of the subsequent term/session. Refer to catalog, “Academic Information – Academic Appeals Committee and Procedures <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7822#academic-policies>

Section 3.04 Academic Advising

Each student in the Surgical Technology program will be advised by the Program Director to assist in scheduling sequential courses in the curriculum. It is the responsibility of the student to schedule an appointment through Starfish during the early advising period to identify courses that need to be taken for course completion and graduation requirements. Students who are experiencing academic difficulty should schedule an appointment with the appropriate faculty member for counselling specific for the course. Program Director office hours are posted on Starfish.

New students to the college will need to attend a TCTC orientation prior to meeting with the program director.

Section 3.05 Program Withdrawal

The Withdrawal Policy of Tri-County Technical College will be followed as outlined in the current College Catalog, Academic Information –Withdrawal from the College <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7822#academic-policies> . In addition, the requirements of the Surgical Technology program stipulate that once the student is in the SUR course sequence, course withdrawal will result in withdrawal from the program.

The following procedure for student withdrawal is:

1. Make an appointment with the Program Director to discuss reasons for withdrawal.
2. File a course withdrawal form with Student Records after obtaining appropriate faculty signature. The student may also utilize the withdrawal procedure that is available through the student's eTC account.
3. Re-entry to the program will be determined by availability of clinical space at the time of desired re-entry and by faculty review of the student's status at the time of exit of a program.
4. Make an appointment with the financial aid department to ensure financial aid process is appropriate with regards to federal and state financial aid regulations.

See also in this handbook "Re-Entry to the Program", Section 3.07

Section 3.06 Intent to Dismiss

Conduct in Classroom and Clinical Facility

Students are expected to follow professional standards of conduct when in the classroom and clinical settings. A student whose performance is unacceptable will be counseled. A second incident of not conforming to professional standards will result in probation or dismissal from the program at the discretion of the Program Director. A student whose behavior threatens or endangers the well-being of the patient will be dismissed from the clinical facility and will not be able to attend another clinical facility which will then result in being dismissed from the program.

Disruptive Behavior Policy

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 or clinical setting
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty, staff or clinical affiliate
- Arguing with faculty, staff, clinical affiliate, 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 appropriate Department Head, Dean of Health Education, and the Dean of Student Development. Disruptive behavior will be handled according to the College Catalog: Student Handbook-Student Policies-Community Standards:

<http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7868#studentn-policies-and-responsibilities>
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 campus police 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 rotation 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 the campus police and Division Dean immediately if any or 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 5 business days after the incident. The Dean of Student Development will be immediately involved in final disposition and handling of the matter.

Section 3.07 Re-Entry to the Program

The student will need to follow the College Catalog: Admissions-Steps to Enrollment:

<http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7792> , with the addition of the following steps:

1. The student shall make an appointment with the Program Director at least one semester prior to the date of desired re-entry. The Program Director should validate progress made toward meeting any recommendations stipulated at the exit interview.
2. The student must have an academic standing in the college of a grade point average of 2.0 based on a 4.0 scale on prior courses excluding the failed curriculum course for which re-entry is desired.
3. Priority for re-entry will be given to the student who has demonstrated a satisfactory performance in theory and clinical practice at the time of exit from the program.
4. Re-entry to the program will be determined by availability of clinical space at the time of desired re-entry and by faculty review of the student's status at the time of exit from a program.
5. A student is eligible for re-entry into the Surgical Technology program one time only and will be considered on a space available basis.
6. All curriculum requirements must be completed within a prescribed period of time. The program must be completed within two years of the time the student begins the first curriculum course. Students re-entering the program will be required to repeat all SUR classes regardless of where he/she previously existed.
7. The student approved for re-entry must contact the admission counselor for the program in Student Services to re-activate the student's file and update transcripts.
8. The student will meet with the Program Director to determine re-entry. Upon approval, the student will complete a new NOC form and pay deposit fee. The student will be notified by the Health Education Division office by eTC email.

Section 3.08 Academic Dismissal from the Program

Faculty are committed to assisting students to be successful in the program. Therefore, Surgical Technology students who are not meeting course objectives in theory, lab, or clinical sessions will be apprised of their performance status using the progressive academic 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.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation. The student may withdraw from the program and receive a “W” if it is within the withdrawal period.

Step 3: Probation

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

- Academic dishonesty
- Unsatisfactory trends in 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

Probation is a trial period in which the student must improve their grades, behavior, or attendance.

The student meets with the instructor and/or Program Director. 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

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. In addition, students must return any hospital issued ID badges, dosimetry badge (x-ray badge), and/or any equipment or items that belong to the department to the Program Director. Failure to do so may result in a replacement charge to the student

Section 3.09 Name and Address Changes

It is the student's responsibility to ensure that the student's legal name is in the Tri-County Technical College system. Students should also update the address on file with Tri-County Technical College. Only the student's legal name can be used to register for the National Certification Exam in Surgical Technology and the name must match TCTC official student records.

Section 3.10 Attendance and Punctuality

The faculty for the Surgical Technology program have a responsibility to assure that all Surgical Technology students have an adequate background of knowledge and skills. The faculty must ensure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide experience that is critical to the pathway of becoming an entry-level Surgical Technologist. The student must **email** the Program Director and Instructor of an absence or tardy from class, lab, or clinical rotation, 30 minutes prior to the start time.

College Policy

A student may not be absent for more than 14 consecutive calendar days in a fall or spring semester. A student who arrives late may, at the discretion of the instructor, be marked absent for that class.

Program Policy

The Surgical Technology program has a policy to ensure competency for Surgical Technology students. Students may not miss more than the number of times the class meets in a two-week period for the semester. The number of allowable absences for the summer term or other terms of varying lengths will be 10% of the total number of class meetings.

Absence from an examination or skills assessment (Check-Off)

Students absent from an exam/check-off will receive a "0" grade unless other arrangements are made with the individual instructor prior to the exam/check-off day or on the exam/check-off day before it is scheduled to be given. The instructor is in no way required to allow make-up on missed exams/check-offs. Tests may vary in make-up work. It is the student's responsibility to contact Program Director or responsible course faculty member by email the day before the scheduled exam/check-offs. Please see Section 3.02 Grading for further information.

Clinical Absence

Attendance on all clinical days is expected to fulfill standards set forth by the ARC/STSA requiring 120 clinical cases divided up into certain specialty cases (see SUR110/111 Syllabus Addendum and Section 4.01 of this handbook for further explanation). Failure to meet these standards will result in the student's inability to meet graduation requirements.

In the event of an unavoidable clinical absence (illness, death in the immediate family, or funeral attendance), the student must follow the following protocol for the clinical absence.

1. Call the Program Director and clinical faculty responsible for the clinical site after 6 a.m. but no later than 6:30 a.m. (phone numbers provided on "Facility Information" sheet)
2. Call clinical facility you are attending (other than to let them know you will be absent. (phone numbers provided on "Facility Information" sheet).

Students entering a clinical facility are expected to demonstrate the utmost professionalism. Tardiness will not be tolerated in the clinical setting. One tardy will result in a counseling with the Program Director, a second tardy will result in automatic probation, and a third tardy may result in the inability to complete the program. Probationary status will remain through the end of the semester.

Students are not allowed to leave the hospital for ANY reason, including lunch, during their clinical session unless arrangements are made with the clinical faculty member prior. Leaving clinical without making arrangements or notifying a clinical faculty member first may be grounds for program probation or inability to continue at clinical site. Students must be able to attend all clinical sites as assigned to remain in the program.

Weather:

Please follow the College Policy in the event of hazardous weather. For clinical experiences, if TCTC is closed, then clinical is automatically canceled. If the College is on a delay, then the student is expected to report to the clinical facility at the appropriate time. It is the student's responsibility to call the clinical site to let them know that school is delayed or closed. Contact the appropriate clinical faculty member for verification of clinical attendance.

Tardiness

Being prompt and on time is directly related to professionalism, whether it be in the classroom or in clinical. Tardiness is not acceptable professional behavior. According to the college attendance policy, a student who arrives late may, at the discretion of the instructor, be marked absent for that class.

Once the instructor enters the classroom and is ready to begin class, the classroom door may be locked. Students that arrive late will have to wait until the next break time to enter the room. Class attendance is crucial to student success. As such, the college requires regular attendance to promote academic success and effective workplace skills required by employers.

Students who arrive late for an exam will have the opportunity to take the exam with the time remaining from the last person taking exam or take exam that same day after class in the Assessment Center. Student will need to contact instructor to make these arrangements.

Section 3.11 Email, Computer Skills, and Blackboard (LMS)

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 (and social media) with the same care and self-control they exhibit face-to-face with peers, faculty, staff, and clinical affiliates.

Student Emails

Students should regularly check their college email (minimum 3 times per week) for important messages. If a student chooses to forward email to another account, please be aware that TCTC email may be filtered or blocked and the college is not responsible of non-delivery of those emails. The students runs the risk of not receiving important office emails for the College. Also, if a student does not check TCTC email periodically, the account may expire due to inactivity or reach quota and no emails will be received. Each student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. The College will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

Blackboard and Mindtap

The SUR courses will require purchase of Mindtap through Cengage or Cengage Unlimited subscription which includes Mindtap and textbook access. TCTC uses the Learning Management System – Blackboard (BB) for all SUR courses, there you will have access to Mindtap, course information, course materials and resources, grades, course announcements, etc. Therefore, students in the program should have computer access to complete course assignments and some assessments.

For additional **Cengage Mindtap** support, please visit:

- **Getting started materials:** www.cengage.com/start-strong
- **Training site for Cengage platforms:** www.cengage.com/training
- **FAQs:** <https://www.cengage.com/faq>
- **Cengage Customer Support:** cengage.com/support or 1-800-354-9706

Computer

You will need computer access with a printer, if the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at TCTC during business hours of operation. In addition, the school provides Wi-Fi hot spots on all school campus parking lots.

Basic computer skills required to participate in the Surgical Technology program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct online research, to use PowerPoint, to use Excel, to use Blackboard and Mindtap, to use Office 365 online (all TCTC students have free access to Office 365). It is recommend to receive computer refresher courses through the tutoring center if needed.

Should you have **technical difficulties with Blackboard or TCTC website**, please contact the IT Service Desk:

On the Web: Complete an online support ticket.

Telephone: 864-646-1779

Email: servicedesk@tctc.edu

Hours: M - R 7:30 AM - 6:00 PM; F 7:30 AM - 2:00 PM

Open Computer Labs hours refer to TCTC.edu – Life@TCTC – Support - Technology Assistance

Section 3.12 Electronic Device Policies

Electronic Devices (cell phone, smart watch, laptop, etc.)

Classroom or Lab areas: All cell phones and other electronic devices that may disrupt the classroom must be placed in silent mode and put away during class and lab. Cell phones or electronic devices may NOT be left on your person during any exam, quiz or lab time and MUST be in the OFF position. You may use your cell phone during class breaks outside of the classroom or lab areas.

Clinical Setting: Cell phones are to be left in your locker or car and NOT in your personal possession during your clinical rotation. You may use your cell phone during your breaks in non-patient areas only. Any violation of this policy will result in punitive consequence without warning.

Section 3.13 Recordings in the Classroom

College policy dictate recording of any kind is not permitted. Only under the American with Disabilities Act (ADA) a student is allowed to record learning activities for their sole use if accommodations is needed with the appropriate paperwork presented to the instructor prior to recording, refer to Accessibility Services Section 8.02. Violations of this policy are subject to disciplinary action.

Section 3.14 Required or needed Supplies and Extra Expenses

The course syllabus will list the required textbooks needed for each course, it is expected that students will purchase or rent the textbooks that are required.

In addition to tuition and textbooks, students will have additional costs required for the program:

- Entrance Deposit Fee
- American Heart Association BLS Provider CPR course
- Immunizations and/or medical test(s)
- Background Check(s)
- Hospital Online Courses required (Cornerstone and Passport)
- Return or lost fees for school badge, hospital badge, and/or dosimeter badge (x-ray)
- Clinical shoes
- Scrubs (2 sets) and patch
- Warm-Up Jacket and patch
- Routine school supplies (highlighters, notecards, paper, pen, pencils)
- Lock for lockers (lab and clinical settings)
- Computer and supplies

Please visit related sections in this handbook for further details. Also, please refer to College Catalog: Financial Information – Special Fees, <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7802>

Section 3.15 Student Records and Student Confidentiality

Faculty are required to maintain student's privacy in accordance with the Family Education Rights to Privacy Act of 1974 (FERPA). Records, files, documents and other materials which contain information directly related to a student and maintained by TCTC or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student's grades or progress. Student's wishing to release this information will need to visit TC central to fill out a consent form and submit to the registrar in person.

Students may obtain a copy of the college's policy regarding FERPA from the Registrar or Corporate and Community Education. (Refer to the College Catalog: Academic Information – Student Records and Rights, <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7822>)

Section 3.16 Final Examination Requirement

Final exams will be given for each credit course at TCTC. Final exams will be given during final exam week according to the official published schedule on the TCTC public website: Programs – Academic – Calendars, <https://www.tctc.edu/programs/academic-calendar/>. For SUR course final exam dates and times, refer to your course Syllabus Addendum (Course Outline). Final exams will not be given early unless warranted by unprecedented circumstances and designated by the Program Director.

Article IV. Graduation Requirements

Section 4.01 Surgical Technology Program Graduation Requirements

To graduate from the College, the Surgical Technology student must meet and complete the following requirements:

- In addition to the stated requirements in the College Catalog: Academic Information – Graduation – Graduation Requirements, <http://tctc.catalog.acalog.com/content.php?catoid=24&navoid=7822#graduation>
- Satisfactory completion of all required courses and have maintained an overall grade point average of 2.0 on a 4.0 scale.
- Payment of all required fees and financial obligations owed to the College.
- Submission of an “Application for Graduation” form to the Office of Registrar, payment of the required graduation fee, and submission by the deadline.
- Clinical Case Log Requirements:
Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations:
“To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Objectives:

- I. The Surgical Technology Program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
 - A. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
 - B. No information in this document prevents the Surgical Technology program from exceeding the minimum established by the Surgical Rotation Case Requirements.
- II. Students must complete a **minimum of 120 cases** as delineated below.
 - A. **General Surgery** cases
 1. Students must complete a **minimum of 30 cases** in General Surgery; **20 which must be performed in the First Scrub Role**. The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - B. **Specialty cases**
 1. Students must complete a **minimum of 90 cases** in various surgical specialties, excluding General Surgery; **60 which must be performed in the First Scrub Role**. The additional 30 cases may be performed in either the First or Second Scrub Role.
 - a. A **minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four (4)** surgical specialties.
 - (1) A **minimum of 10 cases in the First Scrub Role** must be completed in each of the required minimum of four (4) surgical specialties (40 cases total required).
 - (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

C. Optional surgical specialties

1. **Diagnostic endoscopy** cases and vaginal delivery cases are **not** mandatory.

However, **up to 10 diagnostic endoscopic** cases and **5 vaginal delivery** cases can be counted toward the maximum number of **Second Scrub Role** cases.

a. Diagnostic endoscopy cases **must** be documented in the category of "**Diagnostic Endoscopy**", rather than by specialty.

b. Vaginal delivery cases **must** be documented in the category of "**Labor & Delivery**" rather than in the OB/GYN specialty.

D. Case experience in the Second Scrub Role is **not** mandatory.

E. Observation cases must be documented, but do not count towards the 120 required cases.

F. Counting cases

1. Cases will be counted and documented according to surgeon surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.I.a. above).

2. Examples of counting cases

a. Trauma patient requires a splenectomy and repair of a Lefort I fracture.

Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure –one case.

c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure--one case.

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> ● Cardiothoracic ● ENT ● Eye ● GU ● Neuro ● Ob-Gyn ● Oral/Maxillofacial ● Orthopedics ● Peripheral vascular ● Plastics 	90	60	30
Optional: Diagnostic Endoscopy: <ul style="list-style-type: none"> ● Bronchoscopy ● Colonoscopy ● Cystoscopy ● EGD ● ERCP ● Esophagoscopy ● Laryngoscopy ● Panendoscopy ● Ureteroscopy ● Hysteroscopy ● ESWL 			10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases. <ul style="list-style-type: none"> ● Refer to Objective II. C.
Optional: Labor & Delivery			5 vaginal delivery cases maybe applied only toward the Second Scrub Role cases. <ul style="list-style-type: none"> ● Refer to Objective II. C.
Totals	120	80	40

FIRST SCRUB ROLE

The student surgical technologist shall perform the following duties during any given surgical procedure with **proficiency**. The following list is provided to identify the items that must be completed in order to document a case in the First Scrub Role. A student not meeting the five criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

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

SECOND SCRUB ROLE

The Second Scrub Role is defined as the student who is **at the sterile field who has not met all criteria for the First Scrub Role**, but actively participates in the surgical procedure by performing one or more of the following:

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

OBSERVATION ROLE

The Observation Role is defined as the student who is **in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role**. These observation cases are not to be included in the required case count, but must be documented.

Section 4.02 Surgical Technology Certification Exam Information

Students that meet the Surgical Technology Program graduation requirements will be qualified to sit for The National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST™) exam. The accreditation Standard IV.B. Outcomes Assessment threshold requires 100% participation of the national CST® exam. The exam is given as a class at the end of the Surgical Technology Program, usually the last Friday of the program week at TCTC computer lab. The exam date and time will be listed in the SUR120 course Syllabus Addendum which is released the first day of SUR120 course.

Students will be required to show proof of identification by 2 valid (not expired and current legal name) forms of ID (signature and photo). Students will need to give a social security number at the time of application. Program Director will give further instructions during the SUR120 course and/or visiting www.nbstsa.org

Section 4.03 Petition to Graduation

Students MUST submit a Graduation Application to the Surgical Technology Program Director by the due dates listed in the Commencement Details section of the TCTC website. The graduation applications can be obtained on the TCTC website. All information regarding a specific graduation can be accessed on the website under the Commencement Details section. Periodically, emails concerning information relating to a student's graduation status and/or application are sent to the student's eTC email. For those students participating in graduation, instructions are typically mailed a month in advance of commencement.

Application Deadline

Applications will not be accepted after the graduation application deadlines as indicated in the Commencement Details section. The application requires approval and signatures from several offices prior to be submitted to the Registrar's Office/Student Data Center for review; please plan accordingly.

Applications Submitted After the Deadline

Graduation Applications submitted to the Surgical Technology Program Director after the graduation application deadline date will automatically be moved to the next graduation commencement. An email will be sent to the students TCTC email account in this case.

Applications Submitted to Advisor Incomplete

Graduation Applications submitted to the Surgical Technology Program Director that is incomplete will automatically be moved to the next graduation commencement. An email will be sent to the students TCTC email account in this case.

Article V. Health and Safety Policies

Section 5.01 Student Health, Immunization, Drug Screen and Background Procedures

Immunizations

All students entering the Surgical Technology program are required to submit proof of all immunization records as mandated by the Health Education Division. Entry into the clinical phase will not be allowed until this requirement is met. The immunization form can be viewed on the Surgical Technology public TCTC website.

This information will be provided and discussed to the student upon their first advising meeting with the Surgical Technology Program Director.

Hospital Safety and Security Information

Students will be made aware of safety and security information through **Learning Hub** online courses and **Passport** online courses at www.passport.carelearning.com. The user name, password and deadline for completion will be assigned at the beginning of registration for SUR 101 in a welcome email. When all courses are completed, a transcript must be printed and submitted to the Surgical Technology Program Director and Health Education Division Office.

Background Checks

Criminal background checks will be conducted on all new students. Failure to comply will result in administrative withdrawal from the program. The background check must be done prior to the start of the semester that the student enrolls in a clinical course. Additional background checks might be necessary depending on the facility where students will be sent for clinical training.

Drug Screens

Annual drug screens will be conducted on new students entering the program. The cost for each student 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 rotation semester.

[Section 5.02 Reasonable Suspicion Testing](#)

Refer to the College Catalog: Appendices - Appendix 1 Alcohol and Other Drug Use

[Section 5.03 Title IX-Sex Harassment, Violence, and Misconduct](#)

Refer to the College Catalog: Appendices - Appendix 4 THE STUDENT CODE for THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

[Section 5.04 Title IX-Pregnancy](#)

Refer to the College Catalog: Appendices - Appendix 4 THE STUDENT CODE for THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

A student must meet with the Surgical Technology Program Director as soon as she knows that she is pregnant. The following information will need to be discussed:

- The stage of pregnancy
- Whether the student intends to continue in the program
- The student's stage in the program

The student will be advised of the following risks:

- Biohazards
- Teratogens
- Cytotoxic compounds
- Ionizing radiation
- Anesthetic gases
- Hormonal agents
- Physical injuries

The option of taking a medical leave with possibility of returning to the program will then be discussed. Confidentiality of a student's pregnancy will be maintained; however, those instructors and personnel directly involved in courses in which the student may be exposed to biohazards will be notified.

[Section 5.05 Communicable Disease and Communicable Disease Policy](#)

Surgical Technology students should be particularly aware of the potential contamination from infectious agents in the health care environment especially dealing with blood or bodily fluids. It is important that everyone be alert to prevent accidental exposure. Since faculty cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that **surgical technology students should treat all patients at all times as if they were a potential source of infection, aka, using Standard Precautions**. Rigorous adherence to these guidelines will be required of all student and faculty. Any student violating this policy will result in disciplinary action up to possible dismissal. Students who are possibly harboring a contagious disease must report this to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical. It is advised that the student contact the clinical instructor of any of the possible contagious diseases listed below:

- Fever >100 (without the use of fever-reducing medications) must be free of fever for 24hours before student can return to class/lab or clinical.
- Conjunctivitis (pink eye) must have administered antibiotic drops for 24hrs before student can return to class/lab or clinical.
- Diarrhea lasting more than 12 hours
- Group A Strep-diagnosed by a physician (without the use of fever-reducing medications) must be free of fever and administrations of antibiotics for 24hours before student can return to class/lab or clinical
- Jaundice
- Vomiting
- Cold Sores (herpes)
- Active measles, pertussis, rubella, or chicken pox
- All Viruses (Upper respiratory infection (cold), COVID, etc.)
- Tuberculosis (TB)
- Shingles or rash of unknown origin
- Head or body lice
- Scabies
- Abscess or boil that is draining
- Impetigo
- Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. All HIPAA and FERPA laws will be abided by and the individual is assured of confidentiality regarding the matter.

Section 5.06 Health Records

In order to be admitted to the Surgical Technology program, immunization records, evidence of physical examination and background check must be completed prior to the first day of SUR101 course. You will be required to turn-in the documentations at the August Surgical Technology orientation. The orientation date and time will be announced in an email from the Program Director. Additionally, students will need to upload all health records (and other documentation required by the hospital) to the hospital's website system. All health records must be up to date to remain in the program. Students with incomplete health records will not attend clinical and the missed time will be counted as a clinical absence for each day missed. Students will need to make their own copies of health records prior to submission to the program and keep copies for future employment. The Program Director will not make copies of health records after submission.

Section 5.07 Student Health Status and Health Changes While in the Program

A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and/or could have an effect of their physical or emotional endurance, are still required to maintain Technical Standards. Some situations will require a release from your health care provider. Students are to notify the Surgical Technology Program Director immediately if they have an infectious disease or change in health.

Section 5.08 Bloodborne Pathogen Exposure or Other Occupational Hazards

In the event that a student is exposed to blood or body fluids on campus or at the clinical site, the student should immediately report to the preceptor and charge nurse and follow their Exposure Protocol. Student will need to contact the Program Director.

If a student is injured while in the clinical facility, the injury may be covered by Worker's Compensation. Follow the below directions:

1. Call CompEndium at 1-877-709-2667
2. Inform the operator that you have an injury to report. Provide the injured workers name and College name (Tri-County Technical College)
3. A Medical Manager Nurse Consultant will inquire about specific details regarding the accident and/ or injury
4. CompEndium will assist the injured student in selecting a physician and scheduling an appointment or may direct the injured student to the Emergency Room (ER/ED) to seek medical care. CompEndium will notify the physician or the ER/ED of the injury and the anticipated arrival of the injured student. CompEndium will provide the TCTC HR Department with a first report of injury and any necessary information regarding accident and/or injury. The student will need to provide a return to work/clinic notice to the Program Director upon return to work/clinic.

Section 5.09 Skin Integrity

Going forward students should consider their arms and hands their most valuable tool. Therefore, skin care is very important. Students with injuries or disease (cuts, sores, scratches, scrapes, active dermatitis, or open lesions) will not be allowed to scrub; therefore, are not able to function in the scrub role. Students may be temporarily assigned to other duties for a day or two if possible, however, if there is no need in those areas the student will be sent home and clinical hours made-up (must follow attendance policy, see attendance section 3.10). Clinical students are required to meet a minimum number of surgical cases (see clinical rotation case requirements section 4.01).

Section 5.10 Ionizing Radiation in Surgery

Radiation exposure safety is covered in SUR101 didactic studies. Students will demonstrate knowledge of the principles of radiation exposure safety during all portion of their clinical rotation. Students will wear a dosimeter badge (X-ray Badge) during all portion of their clinical rotation at all times. Dosimeter badges are ordered and collected by the Surgical Technology Program Director before and after each clinical semester. It is the student's responsibility to wear the badge and exchange the badge when notified. Any student violating this policy will result in disciplinary action up to possible dismissal. Dosimeter badges are paid for through student course fee.. Students who fail to turn in dosimeter badge do to loss, stolen, or dismissal will be charged \$59 per event.

Section 5.11 Latex Allergy and Sensitivity

Student must report any allergy and/or sensitivity to the Program Director as noted on the Technical Standards form, refer to this handbook, Section 2.03. Surgical Technology students must be able to meet the Technical Standards. It is not recommended that student enter the field of surgical technology with a known latex allergy or latex sensitivity because the sensitivity can grow worse working in this environment. After a conversation with the student's physician for education, the student must sign a waiver if the student chooses to enter the program with a known allergy or sensitivity.

Section 5.12 Inclement Weather

Any decision to close the College and/or cancel classes due to inclement weather will be announced using the College's emergency notification procedures by text, email, public website, eTC posting in Critical Alerts, and recorded message on telephone system by calling 864-646-8361. Students should not rely on local media outlets for closing information and directions.

For clinical rotations, if TCTC is closed, then clinical is automatically canceled. If the College is on a delay, then the student is expected to report to the clinical facility at the appropriate time. It is the student's responsibility to call the clinical site to let them know that school is delayed or closed.

Section 5.13 Public Safety Escorts

The Campus Police routinely patrol the college's four main campuses in both marked and unmarked vehicles, as well as on foot. The campuses are also patrolled by local sheriff's departments. If staffing is available, a Campus Police will escort you to your vehicle after hours or any time you are concerned for your safety. Please call 864-646-1800 to request an escort from Campus Police.

Each clinical facility has their own safety escorts, information will be provided during facility orientations/websites.

Section 5.14 Classrooms Lab Emergencies

The classroom is equipped with a phone in order to dial campus police at extension 1800. First aid kit are located in the surgical technology lab –student locker room 202B along with eyewash kit and spill kit.

Section 5.15 Malpractice Insurance

Individual health insurance is required by federal law; the College disclaims any medical coverage except that which is covered under Worker Compensation. Insurance information can be obtained by contacting the Office of Student Development at 864-646-1562.

Malpractice insurance is voluntary but recommended. The Association of Surgical Technology offers malpractice insurance if interested at www.ast.org

Section 5.16 Medical Liability Insurance

Students registered in TCTC surgical technology program will be covered by a College issued liability insurance. A course fee will be added to all lab/clinical courses. Activities or class/lab sessions that take place outside of the published course schedule, will not be covered by the College liability insurance.

It is recommended that students carry personal medical insurance. A student who is injured in the classroom or lab must immediately report it to the instructor and Program Director.

If a student is injured while in the clinical facility, the injury may be covered by Worker's Compensation. Follow the below directions:

1. Call CompEndium at 1-877-709-2667
2. Inform the operator that you have an injury to report. Provide the injured workers name and College name (Tri-County Technical College)
3. A Medical Manager Nurse Consultant will inquire about specific details regarding the accident and/ or injury
4. CompEndium will assist the injured student in selecting a physician and scheduling an appointment or may direct the injured student to the Emergency Room (ER/ED) to seek medical care. CompEndium will notify the physician or the ER/ED of the injury and the anticipated arrival of the injured student. CompEndium will provide the TCTC HR Department with a first report of injury and any necessary information regarding accident and/or injury. The student will need to provide a return to work/clinic notice to the Program Director upon return to work/clinic.

Section 5.17 Medical Leave

A Leave of Absence signifies that the student intends to withdraw from the program and plans to continue with the next cohort. If the student is in good academic standing the student will follow the process for re-entry as noted in this handbook, Section 3.07.

Section 5.18 Emergency Alert System

Emergency Notifications: The College will notify you using the following methods.

Text: To ensure we have your correct number, log into eTC, Message Center Tab. On the left side of the page, you will see a link to check the phone number we have to contact you in the event of an emergency or inclement weather. Click on the link to check and update the number if needed.

Voice Alert: A voicemail will be issued to the same number listed for text above.

Email: An email will be issued to all employees and students.

- **Evacuation** assembly area for Fulp Hall, parking lot A
- **Tornado Warning:** Fulp Hall - 1st floor hall by the restroom or offices and/or 2nd floor along the hallway

Section 5.19 Smoke/Vape Free Campus

The use of tobacco products is prohibited everywhere and all campuses, inside buildings and throughout the grounds. Tobacco refers to any and all tobacco products, whether inhaled or ingested, as well as electronic cigarettes or vaporizers. More information: www.tctc.edu/tobaccofree.

Tobacco products will not be permitted for any surgical technology student **prior to or during the clinical rotation**. The odor of cigarettes (and related products) is offensive to many individuals. Additionally, some people are allergic to cigarette smoke/smell. Smoke smell on the student's clothing, hair, or body may be cause to be dismissed from the clinical setting.

Article VI. Clinical Instruction

Section 6.01 Statement on Student Employment

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit job shift hours to a maximum of 20 hours per week. Students are not allowed to report to their clinical setting directly from a shift at their job. This can pose a danger to students, patients and clinical staff for a person of altered state of mind to function in the operating room.

Section 6.02 Clinical Grading and Evaluation

Prior to starting clinical rotations, all students are required to pass an exit lab final. Students are given, from week one, skill instructions, demonstration, videos and Check-Offs that are built upon each sequential skill that lead to their lab finals in preparation to the start of their clinical rotation. During lab sessions and clinical rotations, instructors give instruction and hands-on practice that require instructors/preceptors to touch student's hands, arms, back and/or face in order to provide educational guidance.

Students are evaluated on a recurrent basis. Evaluations tools allow the student and the instructor to assess, monitor and track the student's progress. Formative and summative evaluations will be completed in all courses in order to progress to the next course. Evaluation of the student will be shared with the student and filed permanently for five years in the student file. Examples of some of the evaluations/assessments:

Classroom/lab weekly evaluations, Clinical Journals, Case Reports, Master Case Logs, Skills Assessment (Check-Offs), Quizzes, Chapter Exams, Final Exams, Lab Finals, Preceptor Evaluations, Instructor Evaluations, Capstone Case Study Research Project, Mindtap, Case Study's, and Worksheets.

Any late clinical paperwork/assignments or not following directions will result in 10% deduction. Two points (if not already indicated) will be deducted for each error on clinical paperwork (ex., no date, no signature, etc.). Students are encouraged to ask questions ASAP and/or review online instructions on Blackboard if any clinical paperwork is not understood. A Clinical Orientation will be given prior to starting the clinical rotation semester and Clinical Orientation PowerPoint posted on Blackboard for future reference.

Section 6.03 Clinical Accidents/Injury/Incident Reporting-Needle Stick and Exposures

In the event that a student is exposed to blood or body fluids on campus or at the clinical site, the student should immediately report to the preceptor and charge nurse. The student must follow their Exposure Protocol. Student will need to contact the Program Director ASAP.

If a student is injured while in the clinical facility, the injury may be covered by Worker's Compensation. Follow the below directions:

1. Call CompEndium at 1-877-709-2667
2. Inform the operator that you have an injury to report. Provide the injured workers name and College name (Tri-County Technical College)
3. A Medical Manager Nurse Consultant will inquire about specific details regarding the accident and/ or injury
4. CompEndium will assist the injured student in selecting a physician and scheduling an appointment or may direct the injured student to the Emergency Room (ER/ED) to seek medical care. CompEndium will notify the physician or the ER/ED of the injury and the anticipated arrival of the injured student. CompEndium will provide the TCTC HR Department with a first report of injury and any necessary information regarding accident and/or injury. The student will need to provide a return to work/clinic notice to the Program Director upon return to work/clinic.

Section 6.04 Clinical Transportation and Parking

Students are expected to provide their own transportation to and from all clinical sites (no carpooling with other students). Students are to follow parking regulations of the clinical site and park only in those areas designated for students. After graduation and working in the profession, CST's will be required to take call using their own transportation within 30 minutes of the facility.

Section 6.05 Clinical Progression and Failure

Student are expected to retain knowledge from previous courses, skills, and exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills should increase each week and each semester in order to progress to the next clinical course and to graduate.

When clinical rotation starts, a student must demonstrate consistent progression and sustainable aseptic technique practices demonstrating a knowledge of sterile technique and demonstrating awareness of sterile and unsterile areas. A first semester student is expected to perform the tasks that were tested in SUR101. Most skills have a time component and that will be expected to be met as well. Students must consistently perform all basics within the time constraints utilizing impeccable aseptic technique.

Section 6.06 Clinical Dismissal

Students are expected to follow professional standards of conduct while in the clinical areas (facility/hospital/clinical rotations). A student whose performance is unacceptable will be counseled. A second incident of not conforming to professional standards will result in probation or dismissal from the program at the discretion of the Program Director. A student whose behavior threatens or endangers the well-being of the patient will be dismissed from the program.

Disruptive Behavior Policy

Disruptive behavior in the clinical 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 the facility late or leaving early (without permission)
- Eating/drinking in restricted clinical areas
- Sleeping in clinical areas
- Persistent speaking without faculty/preceptor/staff invitation to do so as part of the learning process
- The use of electronic devices in clinic areas
- Disputing the authority of faculty, staff or clinical affiliate
- Arguing with faculty, staff, clinical affiliate, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility

Procedure:

Disruptive behavior occurring during academic activities (clinical rotations) 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 dismiss the student for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call campus police to escort the student from campus if necessary.

For the following behaviors at the clinical site, the student will be automatically dismissed from the site:

- Threats of any kind and/or harassment to staff, faculty, clinical affiliates, and/or other students
- Physical assault to staff, faculty, clinical affiliates, and/or other students
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting
- Violating HIPPA or JACHO safety standards
- Suspected of being under the influence of drug and/or alcohol
- The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. The Dean of Student Development will be immediately involved in final disposition and handling of the matter.

Section 6.07 Patient Assignment at Clinical

Surgical Technologist serve the public and the patient has the right to expect quality care regardless of based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the facility/faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments. All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow HIPAA policies.

Section 6.08 Clinical Daily Check In and Check Out

Students must check in with their clinical instructor (at GMH) and preceptor once the student don scrubs at 6:45am in their respected areas/OR suite. Students must report to their clinical instructor (at GMH) and preceptor before they leave the clinical area each day at 3pm. Additionally, student should not be in the surgery department when clinical courses are not in session.

Section 6.09 Student Work Policy at Clinical

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Additionally, students attend clinical with hospitals where a clinical contract is in place. Students in the Surgical Technology program are in the student role while at clinical regardless if the student is employed or has other affiliations with the clinical site. It is essential that the student remain in the student role and does not enter areas or departments that are not listed for a student in Surgical Technology program. Furthermore, students cannot perform any tasks/skills that were previously learned through experience or employment while attending clinical as a surgical technology student.

Article VII. Student Conduct, Professional Behavior, Appearance and Standards

Section 7.01 Health Professions Code of Conduct

Conduct standards for Surgical Technology profession are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the Surgical Technologist's role and the trust the public places on the Surgical Technologist's to do no harm. Therefore, issues such as professional and inter-professional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards. A graduate must be competent in the application of principles of ethical reasoning, ethical decision making and professional reasonability as they pertain to the academic environment, research and patient care. Any violation of this code will have punitive action, refer to this handbook, Sections: 3.06, 3.08, and 6.06

Section 7.02 Dress Code

Students will wear their school issued scrubs to each and every school activity (class, lab and to and from the clinical setting or when designated by the Program Director). Uniforms are ordered prior to entering the SUR Fall start.

- **Uniform/Scrubs:** The uniform must be a solid navy blue color. They will be clean and wrinkle free. Students must wear the TCTC Surgical Technology patch sewed-in on their right upper chest. If a student has a warm-up jacket, the color must be the same color as the scrubs or white; the patch must also be worn on jacket (same location). Warm-up jacket must be worn if visible tattoos on arms. No

long sleeve shirts are permitted under scrub top in lab or clinical setting. Students can wear an undershirt, however, it must be solid white.

- **Shoes:** Appropriate clinic shoes should be worn. Closed toe shoes with leather top and a heel no greater than 2 inches (no crocks or strapless backs on shoes). Socks must be worn and should match the color of student's shoes or uniform and be above the ankles.
- **Jewelry:** ALL jewelry should be removed when in the lab and clinical setting. No visible body piercings, including tongue rings, will not be allowed.
- **Nails:** Must be neatly clean, manicured and not come above the pad of the fingers (enforced at all times). Fingernail polish/gel and artificial nails are not allowed in the classroom, lab or clinical setting.
- **Hair:** Must be pulled up and off the collar. Hair color should be natural tones.
- **Makeup:** Should be used in moderation. Perfume and scented lotions will not be allowed in the lab or clinical setting. Fake eyelashes or extensions will not be allowed in the lab or clinical setting.
- **Gum:** Is not allowed in the lab/clinical setting.
- **Tattoos:** All visible tattoos should be covered at all times. 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.
- **Name Badges:** Each student will wear a picture ID issued by the Tri-County Technical College Security Department as well as any facility badges issued. There is a charge for non-returned badges or replacement badge.
- **Dosimeter Badge (X-ray badge):** Each student must wear a dosimeter badge during all portion of the clinical rotations. The student will not be able to attend clinical without their dosimeter badge. There is a charge for non-returned dosimeter badge or replacement, \$59.

Section 7.03 Personal Grooming

The surgical team works closely with each other and patients so personal hygiene must be maintained in order to prevent body odor or offensive smells (perfume/cologne, smoke, old laundry, etc.). Patients and coworkers can have heightened sensitivity to smells or allergies. All students should wear deodorant at all times and shower daily. If the body odor is present while at clinical, the student will be asked to go home. This could keep the student from progressing at the clinical site and/or program.

Section 7.04 Personal Information Protection for HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in 1996 to protect the privacy of all health information. It is the responsibility of every Surgical Technology student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient. Students are also expected to maintain professional confidentiality regarding other students, employees and surgeons. Breach of this policy will result in disciplinary action and termination from the program.

Definition

Protected Health Information (PHI) is any information that identifies an individual and relates to:

1. The individual's past, present or future physical or mental health; or
2. The provision of health care to the individual; or
3. The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

1. All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.

2. Students must be protective of patient information once it is removed from the clinical setting. (i.e. notes not left on desk, in classrooms, in café, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other person by name in written work, notes or other exercises for learning purposes, In such instances, the sure of initials is appropriate.
4. Students will not discuss patients, staff or care issues in public (i.e., with friend or family or in public places such as the shuttle bus, café, lounges, bars, restaurants, hairdresser, social media, etc.).

Implications for Students:

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing aside specific presentations, papers, discussions and reports you must avoid disclosing patient information that could identify the patient.

Consequences:

Students providing information to the media will be dismissed immediately.

The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).

The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc.

Any violation of confidentiality may result in removal from clinical site and dismissal from the program. Please see the entire HIPAA compliance policy posted in BB.

Section 7.05 Social Media

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR, EMT) 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.

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:

- Instagram
- Snapchat
- YouTube
- Facebook
- iTunes
- LinkedIn
- Twitter
- Blogs (except for course or College approved platforms such a 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.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TTC 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.

Section 7.06 Surgical Technology Code of Ethics

Students are expected to conduct themselves in a professional manner at all times. Every patient, physician, all instructors and members of the health care team are to be treated with respect. Students enrolled in this course of training are expected to demonstrate a high level of motivation, reliability and dedication to the practice of their chosen field.

Students are expected to display professional conduct and appearance that exemplify cleanliness, politeness and maturity in the classroom and in the clinical setting.

Each course listed in the Surgical Technology sequence is intended to help the student become more proficient in their knowledge and skill as a member of the surgical technology profession. These courses are not to be regarded as an obstacle for a passing grade but as a challenge to the student to obtain as much knowledge, skill and experience as much as possible. Dishonesty or unethical practice during the process of trying to obtain education is failing to meet the standards and professional ethics of the Surgical Technology profession.

Students should consider it their responsibility to insist upon and maintain, the highest ethical standards of professionalism as future members of the medical profession. Students should report any act which may degrade the respectability of their profession to an instructor and/or Program Director.

In addition, Association of Surgical Technologist's Code of Ethics statement was established and states:

- 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.

Article VIII. Tri-County Technical College Policies

Section 8.01 Extended Absences

TTC believes that class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all Federal Financial Aid statutes regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the term will be withdrawn from the course. A student may not be absent for more than 14 consecutive calendar days in a term. Note: the 14 consecutive day rule does not include extended College scheduled breaks of five or more days (i.e.

Spring break). Weekends and scheduled breaks fewer than five days are included in the 14 consecutive day rule.

Individual Academic Divisions/Departments may have a more rigid attendance policy. Refer to this handbook Section 3.10

Section 8.02 Children in the Classroom/Lab

There are to be no children in the classroom or lab areas.

Section 8.03 Academic Support Services

TCTC offers many resources for student success services. The Learning Commons is offered at four of the TCTC campus': Pendleton, Oconee, Anderson, Easley.

The **Learning Commons** combines traditional Library, Tutoring and Supplemental Instruction resources in one environment. For more information call: 864-646-1750. Library resources are available both in print and digital media that enrich and support the educational programs of the college. The Surgical Technology has its own dedicated page: <http://library.tctc.edu/surgicaltech>

Tutoring Services are available to all students. Our trained, qualified tutors provide free individualized and small group academic assistance to students at all campuses of the College. Tutors work collaboratively with students to build skills and content knowledge in math, science, economics, Spanish, psychology, engineering, writing, studying tips, time management, note taking, technology literacy. Make appointments using Starfish.

Financial Aid: All financial support is handled through the Financial Aid Office Finaid@tctc.edu. However, if you are experiencing acute unforeseen financial difficulties, immediately consult with the Program Director before making decisions about your academic process. Referrals will be made as necessary to Student Development and Wellness as needed.

Scholarships are available through a couple of avenues:

South Carolina Surgical Technology State Assemble:

- <http://sc.ast.org/About/foundation.aspx>

Foundation for Surgical Technology:

- <http://ffst.org/forms/studentfoundation/>

Section 8.04 Accessibility Services

Students with disabilities must self-identify and are encourage to fill out the online initial Request for Services form at www.tctc.edu/ARC or schedule an appointment with a staff member in the Accessibility Resource Center (ARC) to review the student's individual situation. This review process should happen as early as possible, preferably before the first day of classes. The ARC works with qualifying students to ensure access to all programs and services by establishing reasonable accommodations for the students with qualifying disabilities or other learning barriers. Current documentation of student's disability or learning barrier is required and must be approved by the ARC prior to accommodations being issued. Documentation requirements and additional information can be found at www.tctc.edu/arc. Accommodations cannot be retroactively applied to previous courses or course content prior to the determination of accommodations by the ARC.

The College has a responsibility for the safety of the patients and students. The Surgical Technology program has a Technical Standards list that should be reviewed before applying to the program, see Section 2.03 in this

handbook. The Technical Standards list in conjunction with academic standards are requirements for admission, promotion and graduation.

Students with accessibility needs are encouraged to contact The National Board of Surgical Technology and Surgical Assisting, www.NBSTSA.org, prior to the start of the program as well.

Section 8.05 Academic Honesty

The Surgical Technology program at Tri-County Technical College expects academic integrity; students completing their own work in class and outside of class. Students should not loan class written assignments to classmates prior to submitting the work for grading. Plagiarism is a serious form of cheating. Fabrication is falsifying or inventing any information or citation in an academic activity (including clinical paperwork). It is the student's responsibility to ensure proper conduct and behavior with regard to testing, clinical evaluations and proficiencies. An instructor who has reason to believe that the student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information in which it is based. Once a decision has been made concerning the academic misconduct, the instructor may recommend one of the following academic sanctions:

- Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- Assign a failing grade for the course.
- Require the student to withdraw from the course

Examples of Cheating:

- Taking pictures of exams
- Taking pictures of computer screen with test questions or homework assignments
- Helping another students take exams/quizzes/homework assignments via phone, computer, texting, etc.
- Listening or watching Skill Assessment (Check-Off's) without instructor approval

Article IX. Surgical Technology Program Policies

Section 9.01 Classroom and Laboratory Rules

See also "Dress Code" policy, Section 7.02

Classroom Guidelines/Rules:

- Students are expected to be on time for class, lab, and clinical sessions; points will reflect on weekly evaluations.
- Proper school uniform, refer to this handbook, Section 7.02
- Student may eat and drink in the classroom; however, keep food to a minimum and use screw top lids on drinks.
- Class exams: Exams are given on exam dates listed in the Syllabus Addendum (Course Outline). Students arriving late for exam can either take the exam with the time remaining (last student that started the exam on time) or take the exam the same day after class in the Assessment Center. If student is absent, refer to "Exams" section on the Syllabus Addendum (Course Outline).
- Students are expected to be prepared for class by completing reading assignments prior to coming to class and take notes during class/lab.

Laboratory Guidelines/Rules:

- No food, beverages, candy, gum or cell phones are allowed in any part of the lab (202) area*.
- Proper school uniform, OR attire and PPE is required during all sessions in there respectable application*. See also “Dress Code” policy, Section 7.02
- Use restrooms prior to the start of lab. There are no group breaks during lab courses, take your 10min break after your mock surgery/Check-Offs. If you must use the restroom during lab, inform instructor and return back to lab.
- Skill Assessments/Check-Offs: Students must practice all Skill Assessments (Check-offs) with a partner before your Skills Assessment (Check-Off) with your instructor. Have your lab manual ready with name and date written prior to giving your manual to your instructor for Check-Offs. Check-Offs/lab finals will take place in accordance with the roster order and rotate after every new Check-Off. Students arriving late for a Check-Off will be placed at the bottom of the list. Students that need to retake/make-up a Check-Off will be placed first prior to the new Check-Off for that day. Check-Offs due dates are listed on the Syllabus Addendum (Course Outline) and in Blackboard (BB). See additional information and grading for Skill Assessment (Check-Offs) in the Syllabus Addendum (Course Outline)*.
- Students are expected to watch skill and/or surgical videos prior to your lab session in order to be better prepared. Video links are found in Blackboard and/or Mindtap (AST textbook, instrument Mindtap). Other videos can be recommend and/or available upon request.
- Students are expected to read sequential Check-Offs listed in Course Outline and in Lab Manual prior to all lab sessions.
- Returning late from breaks will cause you to lose your position in the surgical rotation and points deducted on weekly evaluation.
- Late arrival students will be skipped from the mock surgery schedule and will receive points deducted on weekly evaluation
- Do not attempt to use or operate any equipment until you have received the appropriate instruction for its use.
- No studying during lab sessions. Students will have lab assignments that will be posted on the lab door (assignments will rotate). There is always something to be working on or doing, ask an instructor if you don’t know.
- No sitting in lab except for procedures that require the OR team to sit.
- No supplies may be taken from the lab without permission from the instructor and filling out a form
- Teamwork is expected: All supplies, instruments, and equipment is to be put away properly. No student may leave the lab until everything is folded and put away.
- Adhere to aseptic technique must be strictly enforced at all times
- Extra lab time can be scheduled by emailing the Program Director and signing the Extra Lab Sheet in the ST classroom 201. The Program Director can let you in the lab or by going to the Health Education Division Office located on the 3rd (by the computer lab). If you need an instructor to be available, please set-up an appointment time through Starfish during extra lab times. Please note, during these times, students are not allowed to handle any sharps or “medications” during these times for safety and liability reasons.

* Please see other sections within this handbook for additional information.

Article X. Student Policy Compliance and Attestation

Tri-County Technical College Forms to sign during the Surgical Technology Orientation prior to the start of SUR101 course: (Program Director will provide these forms to sign)

- Student Handbook Disclaimer Form
- Clinical Rotations Records Release Form
- College Release Form
- Health Education Division Immunization Record
- Technical Standards Form