



**ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY  
STUDENT HANDBOOK  
2023-2024**

Department of Surgical Technology  
Division of Nursing and Allied Health

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## **Equal Opportunity Statement**

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

### **Introduction**

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Applied Science in Surgical Technology (AASST) Program is a branch of the Division of Nursing and Allied Health. Fletcher's Associate of Applied Science in Surgical Technology Program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

This handbook is to be used in conjunction with the current Fletcher Catalog and Student Handbook. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Alcohol, Drugs, Tobacco, and Firearms policy; Academic Honesty, Cheating, and Plagiarism policy; Standards of behavior policy; Safety and Emergency policy; and personal property policy. The Associate of Applied Science in Surgical Technology Student Handbook has been prepared to orient students to the surgical technology program policies and procedures. There is information in this handbook that is applicable only to the AASST Program. Please read this handbook carefully

### **College Mission**

Fletcher Technical Community College is an open-admission, public institution of higher education awarding certificates, technical diplomas, and associate degrees. The College is dedicated to offering high-quality technical and academic programs to the community of South Louisiana and beyond. The College prepares individuals for employment, career and academic advancement, and lifelong learning.

### **Division Mission**

The Division of Nursing and Allied Health is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

### **Program Mission**

The mission of the Fletcher Technical Community College Surgical Technology Program is to provide a comprehensive, quality education for the development of proficient surgical technologists.

### **Program Purpose**

The program promotes an integrated learning experience that provides knowledge and skills essential to acquire and maintain gainful employment in the field of surgical technology that upholds the mission, core values, and shared values consistent with those of Fletcher Technical Community College, as well as business and industry.

### **Program Objective**

The objective of this program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry level surgical technologists and become contributing members of the healthcare team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains and (2) meeting or exceeding the criteria set forth

in the current CAAHEP standards and guidelines for the accreditation of educational programs in surgical technology.

### College Vision

Fletcher technical Community College will serve a diverse population of individuals by providing pathways to higher education, workforce, lifelong learning, and personal enrichment. The college prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The College actively engages business and industry to develop the workforce of South Louisiana and beyond.

### Division Vision

The Department of Nursing and Allied Health strives to be recognized by the community, business and industry, and other educational institutions as a diverse educational community of faculty and students who are focused on providing the highest level of care to the needs of the citizens.

### Division Value Statement

The Department of Nursing and Allied Health supports the Core Values set forth by Fletcher Technical Community College. This graphic illustrates the shared values between the College and the Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically.

### Shared Values

College Values	Departmental Values
Personalized instruction and service; Active learning and interaction;	Communication
High standards of excellence;	Competence/Confidence
Increased student access;	Creativity
Diversity in staff, student body, and curriculum;	
Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations; and	Commitment
Our cultural values of Transparency, Respect, People-Centered, Empowerment, Servant Leadership, Customer Service, Trust, and Innovation.	Conscience/Compassion

#### COMMITMENT:

- Dedicated to the students and the citizens of the community
- Commitment to lifelong learning

#### COMPETENCE/CONFIDENCE:

- Hold self to a high standard of quality education and professional growth
- Confidence in knowledge and skills

#### CONSCIENCE/COMPASSION:

- Sense of moral responsibility
- Working consistently on the student's behalf
- Realize all have infinite worth

**CREATIVITY:**

- Respect diversity among individuals by providing an open-minded environment
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically and imaginatively to create a holistic learning environment

**COMMUNICATION:**

- Advocate for the needs of the students and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

### **Shared Governance**

Surgical technology students are represented at Fletcher Technical Community College by the Student Government Association (SGA). All Fletcher students are automatically members of SGA through fees paid each semester. Details regarding officers and meetings can be found through the SGA page on Fletcher's website.

Surgical Technology students also select a class representative to serve on the Advisory Council of the program. The class representative is selected in the first semester of the program. If more than one student volunteers, an election will be held. Advisory meeting dates and times are emailed to the class representative.

### **Program Description**

The Surgical Technology Program is an Associate of Applied Sciences Degree program. Upon successful completion of the curriculum, the student will qualify to take the National Certification Exam for Surgical Technologists. The certifying exam is written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certified Surgical Technologists (CSTs) are integral members of the surgical team who work closely with surgeons, anesthesia providers, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. Their primary responsibility is maintaining the sterile field. The CST handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists understand the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure. The student should recognize that the clinical rotation of the Surgical Technology program demands that attitude; work habits, communication skills and manual dexterity are developed and evaluated along with academic readiness.

### **Program Outcomes**

*The ARC/STSA has established the following thresholds for each outcome:*

1. Student Graduation/ Retention rate: 70% of all students enrolled in the previous academic year (8/1/20\*\* - 7/31/20\*\*).
2. CST Exam Participation: 100% of all seniors enrolled in the surgical technology program must sit for their National Certification Exam administered by NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation.
3. CST Pass Rate: 70% of all graduates who sit for the National CST exam must successfully pass the exam on the first attempt.
4. Graduate Job Placement: 80% for all graduates.
5. Employer Survey Return Rate: 50% of all graduate surveys sent to employers must be returned.

6. Employer Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.
7. Graduate Survey Return Rate: 50% of all graduate surveys sent to graduates must be returned.
8. Graduate Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.

### **Student Learning Outcomes**

*Students who successfully complete the Surgical Technology Program will be able to:*

1. Apply an understanding of human pathophysiology, surgical anatomy, the use of appropriate medical terminology, and the concepts of pharmacology associated with the perioperative setting. (*cognitive, psychomotor, and affective domains*)
2. Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, and patient care. (*cognitive and psychomotor domains*)
3. Demonstrate the ability to function in the perioperative setting while meeting legal, ethical, and moral responsibilities in the professional scope of the surgical technologist. (*cognitive and affective domains*)
4. To work cooperatively with teammates and become an integral member of the healthcare team while demonstrating effective communication skills, respect for coworkers, and respect for the dignity of patients. (*affective domain*)
5. Meet the educational requirements necessary to sit for the national certifying exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (*cognitive and psychomotor domains*)

### **Program Goals & Objectives**

**Goal 1: To provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry level surgical technologists and become contributing members of the surgical team in the cognitive, psychomotor, and affective learning domains.**

*Objective 1:* To provide students with a general education foundation that will be beneficial for an allied health program as well as their future employment in the field.

*Objective 2:* To instill the importance of having a surgical conscience (the basis for the practice of strict adherence to sterile technique). To learn and apply the 3 Principles of Aseptic Technique and understand the Standards of Practice that support each principle.

*Objective 3:* To offer an environment for students to learn the skills necessary to be productive in all perioperative phases of surgical patient care. To provide students with a clinical experience involving direct patient care while participating in surgeries under the supervision of instructors, experienced preceptors, and the entire surgical team.

**Goal 2: To maintain programmatic accreditation by meeting the established outcome thresholds set forth by the Accreditation Review Committee on Surgical Technology and Surgical Assisting (ARC/STSA)**

*Objective 1:* To obtain a student graduation/ retention rate that is at or above 70% of all students enrolled in the core curriculum of the program the previous year.

*Objective 2:* To achieve a 100% participation rate on the National Certification Exam administered by the NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation and to obtain a 70% pass rate on the first attempt for graduates who sit for the National Certification Exam.

*Objective 3:* To achieve 80% or better in graduate job placement within 6 months of completing the program.



*Objective 4:* To achieve a 50% return rate of graduate and employer surveys and an 85% satisfaction rate of all surveys returned.

**Goal 3: To serve a diverse population while maintaining the shared values of the college, division, and business and industry partners.**

*Objective 1:* To respect diversity among individuals by providing an open-minded environment while embracing change through flexibility and innovative learning and teaching. To think reflectively, critically, and imaginatively to create a holistic learning environment.

*Objective 2:* To advocate for the needs of the students and the community through communication efforts by providing collaboration and teamwork with business and industry partners.

*Objective 3:* To hold a high standard of quality education and professional growth so students can gain the confidence in their knowledge and skills and realize they all have an infinite worth.

### **Program Accreditation**

The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 9355-113<sup>th</sup> St. N, #7709, Seminole, FL 33775, 727-210-2350.

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is a private 501(c) (3) non-profit accreditation services agency providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality credible education.

### **Academic and Technical Requirements Specific for the Surgical Technology Profession**

*The student must be able to meet or perform the following standards and skills in order to participate in all clinical portions of the Surgical Technology program:*

- \* Successfully complete all prerequisite didactic and laboratory course work with a “C” average or better. The student must pass the Clinical Readiness Practicum Exam in order to participate in clinical rotations (excluding the Introduction to Clinical course).
- \* Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, eye-hand coordination, and distinguish left from right.
- \* Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
- \* Lift and carry up to sixty (60) pounds.
- \* Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
- \* Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
- \* Withstand unusual smells.
- \* Wear full surgical attire including personal protective equipment.
- \* Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
- \* Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions.
- \* Perform fine motor skills with both right and left hands. [Dexterity and application in working with microscopic pieces of equipment and sutures (finer than a human hair), hold retractors, etc.]
- \* Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness.
- \* Respond quickly and in an emotionally controlled manner in emergency situations.

- \* Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
- \* Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
- \* Show evidence of skin integrity, without open weeping lesions of the skin.
- \* Be able to problem solve using conceptual, integrative, and quantitative reasoning skills.
- \* The ability to develop and improve skills in organization of work and in learning to use economy of time and motion.

*If you have concerns that you don't meet these standards, please make appointment with a program instructor/ advisor.*

### **Student Record/ Health Care Requirements**

Students are expected to submit the following documentation during the first week of enrollment in the program. Additional dates specific to certain requirements may be given at the discretion of the program faculty; however, students should be prepared to submit all required documentation to continue in the program or risk forfeiture of their seat in the program.

All students must be in a sound state of physical, mental, and emotional health to enter and remain in the program. Proof of good health and ability to perform the aforementioned technical standards must be documented upon admission and maintained throughout the program. Changes should be communicated to the program faculty and submitted to the clinical coordinator in writing from the health care provider within the designated timeframe given. The lab and clinical phase of the program do not allow for “light duty” work. Students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest. The following records are required in addition to those required on admission to the college:

1. Negative drug screen upon admission to the program (date will be given)
2. Written proof of negative TB test yearly (or negative chest x-ray) (date will be given)
3. Written proof of MMR (measles, mumps, rubella), varicella (chickenpox), and unexpired tetanus vaccines. Positive titers can substitute for vaccines. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
4. Written proof of Hepatitis B vaccine series (3 in series) or declination form
5. Annual proof of the flu vaccine between the months of September and March
6. COVID-19 vaccine or declination form approved by the Dean of Nursing
7. Maintain CPR for Healthcare provider's certification from an American Heart certified provider
8. Medical Health Insurance Coverage
9. Latex Sensitivity test or statement of declination form
10. History and Physical
11. Any additional health requirements specified by a clinical facility

*Please read the following information on these items for more information.*

#### **History and Physical (H&P)**

The student must have a **complete** physical examination as indicated on the health care form. Only the approved H & P will be accepted. Physical examinations are good for one year. The student is encouraged to be forthcoming with a complete mental health history. If a student exits the program for any reason and re-enters at a later date, he/she will need to provide an updated history & physical. Regardless of accommodation, students must be able to perform all technical standards previously listed during enrollment in the program.

## **Vaccinations**

Most vaccination records can be obtained from parents, schools, or healthcare providers. Please know that all vaccinations asked of you are required by one or more of the clinical facilities in which the program has a contract with. If you refuse to get the required vaccinations, you may not be able to fulfill the program requirements. All students must be eligible to attend all facilities. If this is something you have personal beliefs against, we strongly suggest you schedule a meeting with the program faculty to discuss your options.

## **Hepatitis B**

The Hepatitis B Vaccination series (HBV) is required for all health occupations students unless contraindicated for medical reasons. This is a series of 3 injections that will be given over a period of 6 months. The Hepatitis B vaccine (HBV) series must be started upon to enrollment into the program in order to be complete prior to the clinical courses of the program. Students who have not completed the series prior to the Introduction to Clinical course in the first semester of the program will not be able to observe cases with known HBV patients. If the student has not started the HBV series OR does not wish to have the series, the student will be required to sign a declination form prior to beginning the clinical rotation that indicates the risk of exposure to Hepatitis B, possibly contracting Hepatitis B, and the declination of the vaccine series that will be placed in his /her records. Declination forms will be given upon request.

*Information about the Hepatitis B vaccine and Latex Allergy information can be found in the appendix of this handbook.*

## **CPR BLS Certification**

Students are required to obtain AHA-BLS for Health Care Providers certification prior to attending the clinical rotation sites. This is the students' responsibility to obtain prior to the deadline given by the clinical coordinator. Students accepted to the program were required to take the HESC 1010/ Introduction to Surgical Technology course. An objective and Student Learning Outcome of this course was to take and pass the required CPR course. Students who did not successfully complete this requirement were informed that they would need to obtain CPR prior to enrolling in the program. Students who do not have CPR within the first week of program enrollment will forfeit their seat in the program unless otherwise approved by program faculty.

## **Insurance**

Students are required to maintain a personal health care insurance policy and will be required to submit documentation of coverage. Students who do not maintain health insurance will forfeit their spot in the program. Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health Program. Neither the College nor the clinical agency is responsible for these expenses. While at the clinical facility the student must follow the facility's policies for injury or accident. Any student who changes or updates their insurance information is required to provide a copy of the new card to the clinical coordinator.

Personal liability insurance (malpractice) is provided under the policy of the college liability insurance. Students may purchase additional coverage before starting clinical if desired.

## **HIV/ HBV Positive**

Students/ applicants who have been diagnosed as HIV/HBV Positive must give notice to the Department Head and/ or Dean of Nursing and Allied Health within thirty (30) days of diagnosis in an envelope marked "personal and confidential". This information will be kept strictly confidential.

## **Drug Screening and Procedures**

Students accepted into the program will be required to submit a negative drug screen. Students will be given information on due dates and where to obtain the drug screening. Prescription validation to support a positive result will be at the discretion of the Medical Review Officer (MRO) at the drug screening facility. The Department of Nursing and Allied Health will not be responsible for validating prescriptions due to a positive drug test. Furthermore, any student with a positive drug screen that receives validation from the MRO must have documentation on file with Fletcher Technical Community College from a health care provider verifying that he/she is under supervised treatment. All students are expected to maintain the requirements of the technical standards regardless of medications prescribed. If the student failed to notify Fletcher of a prescription before the positive drug screen, the student will be dismissed from the program.

Drug screens may be scheduled randomly and for cause including but not limited to accident or incident report of faculty suspicion, and/or repeated disregard for program policy with approved designated test sites. Students will be responsible for the cost of all drug testing (scheduled and random). If a sample is sent for further testing, any further cost will be at the student's expense. Students must submit a medication list of drugs they are prescribed before any drug testing is done. Any time the student's medication list changes, it must be resubmitted immediately to the department.

Fletcher's Surgical Technology Program currently has an agreement with MMSI services in Houma, LA. Information about the location and procedures to obtain a drug screening from MMSI will be given to students upon orientation.

### **Readmittance Into a Division Program After a Positive Drug Screen**

If a positive drug screen is received or if the student submits an invalid or adulterated specimen, the student will be dismissed from the program and will not be eligible for acceptance into any Nursing and Allied Health program at Fletcher Technical Community College for one year. Upon acceptance/reacceptance into any Nursing and Allied Health program, all subsequent drug screens will be by direct observation at the cost of the student. Subsequent positive drug screens will result in the student being removed from the Surgical Technology program effective on the date of testing. The student will not be eligible for acceptance/reacceptance into any Fletcher Nursing and Allied Health program for a duration of 3 years.

## **Student Health/Pregnancy**

With any changes in health status, a statement from the student's physician stating that "continuance in classroom/ lab/ clinical practice is permissible" in line with our Technical Standards must be obtained and submitted by the student to the department before the student being allowed back in class, lab, or clinical.

Female students enrolled in any clinical rotation should notify the faculty if she becomes pregnant as soon as the pregnancy is confirmed. A written release from the OB/GYN will be required to place in the student's file. If the status of her condition changes, a new written release will be required for documentation. The operating room is an environment full of risks for pregnant women and unborn children when proper precautions are not taken (i.e., certain chemical exposures, Nitrous gas caused by anesthesia, radiation levels, etc.). The pregnancy will in no way qualify the student as unable to complete the program unless the student's physician states that she will not be able to continue. Pregnant students must still wear the proper uniform with adjustments to fit during lab and clinical days.

**Pregnancy appointments should be scheduled around clinical and classroom duties.**

Note: Student health records, including pregnancy, will be kept confidential. Information will not be released without the student's written consent. An exception to this statement will be to inform the student's designated clinical supervisor to avoid exposure of radiation and/or other potentially dangerous environmental hazards, within reason, during the first trimester of pregnancy, or as directed by the student's physician. If a student does not inform the faculty of the pregnancy, the faculty, school, and clinical facilities are not liable for any incidences that may occur that the student was previously instructed not to perform by her physician.

## Curriculum

*The program uses the Core Curriculum 6th Edition, Recommended Practices established by the Association of Surgical Technologist and The Association of Operating Room Nurses, and established standards of care recommended by The Joint Commission, The American College of Surgeons and the Occupational Safety and Health Administration when reviewing and revising the Surgical Technology curriculum we offer at Fletcher Technical Community College.*

### Core Program Course Sequencing

Course Number	Course Title	Lecture Hrs.	Lab Hrs.	Clinical Hrs.	Total Cr Hrs.
<b>SUMMER (6 credit hours)</b>					
SURG 1100	Fundamentals of Surgical Technology 1	3	0	0	3
SURG 1101	Fundamentals of Surgical Technology I Lab	0	2	0	2
SURG 1102	Introduction to Clinical for Surgical Technology	0	0	1	1
<b>FALL (13 credit hours)</b>					
SURG 2100	Fundamentals of Surgical Technology II	3	0	0	3
SURG 2101	Fundamentals of Surgical Technology II Lab	0	3	0	3
SURG 2200	Surgical Procedures I	5	2	0	7
<b>SPRING (12 credit hours)</b>					
SURG 2300	Surgical Procedures II	3	1	0	4
SURG 2310	Clinical I	0	0	8	8
<b>SUMMER (6 credit hours)</b>					
SURG 2410	Clinical II	0	0	4	4
SURG 2402	Surgical Case Review	2	0	0	2

## Course Descriptions

### *CIP 510909*

#### **SURG 1100 FUNDAMENTALS OF SURGICAL TECHNOLOGY I (3-3-0-0)**

Prerequisites(s): Acceptance into the Surgical Technology Program

Co-requisites(s): SURG 1101 SURG 1102

This course focuses on the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Emphasis is on basic skills of the surgical technologist preparing and maintaining the sterile field including identification, care, and handling of instruments, equipment, and supplies.

#### **SURG 1101 FUNDAMENTALS OF SURGICAL TECHNOLOGY I LAB (2-0-4-0)**

Prerequisite(s): Acceptance into the Surgical Technology Program

Co-requisite(s): SURG 1100, SURG 1102

This course focuses on the application of the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Students learn to prepare and maintain the sterile field including identification, care, and handling of instruments, equipment, supplies, and medications.

#### **SURG 1102 INTRODUCTION TO CLINICAL FOR SURGICAL TECHNOLOGY (1-0-0-3)**

Prerequisite(s): Acceptance into the Surgical Technology Program

Co-requisite(s): SURG 1100, SURG 1101

This is an introductory clinical course that allows the student opportunity to observe and begin participating in the clinical setting in the role of a surgical technologist. Students will observe the roles of each member of the operating room team as well as the sterile processing department to better understand the process of the surgical setting as well as understand the professionalism involved in the field. Students will actively participate once necessary skills are learned in related co-requisite courses. These cases will not count toward the required case load necessary to graduate.

#### **SURG 2100 FUNDAMENTALS OF SURGICAL TECHNOLOGY II (3-3-0-0)**

Prerequisites: SURG 1100, SURG 1101, SURG 1102

Co-requisite(s): SURG 2101, SURG 2200

This course is a continuation of previously learned objectives related to the principles and practice of surgical asepsis in the operating room. Learners will continue to discuss and distinguish the role of the surgical technologist in the preoperative case management phase and will extend their knowledge to include as assistive circulator role duties, intraoperative case management, and postoperative case management.

#### **SURG 2101 Fundamentals of Surgical Technology II LAB (3-0-6-0)**

PREREQUISITE(S): SURG 1100, SURG 1101, SURG 1102

Co-requisite(s): SURG 2100, SURG 2200

This course is a continuation of previous learning on the focus and application of the applied principles and practice of surgical asepsis. Learners will continue to engage and apply practices previously demonstrated related to preoperative case management duties as well as apply additional skill sets to include assistive circulator role duties, intraoperative case management, and postoperative case management.

**SURG 2200 SURGICAL PROCEDURES I (7-5-4-0)**

Prerequisite(s): SURG 1100, SURG 1101, SURG 1102

Co-requisite(s): SURG 2100, SURG 2101

This course covers the surgical specialties of General, OB/GYN, ENT, Ophthalmology (eyes), Oral-Maxillofacial, and Plastic & Reconstructive surgery. In each specialty, related procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

**SURG 2300 SURGICAL PROCEDURES II (4-3-2-0)**

Prerequisite(s): SURG 2200

Co-requisite(s): SURG 2310 (registered in same semester but must pass SURG 2300 to proceed to 2310)

This course covers the surgical specialties of Orthopedics, Cardiothoracic, Peripheral Vascular, and Neurosurgery. In each specialty, related procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

**SURG 2310 CLINICAL I (8-0-0-24)**

Prerequisite(s): SURG 2100, SURG 2101, SURG 2200

Co-requisite(s): SURG 2300 (scheduled in same semester but must pass SURG 2300 in order to proceed to SURG 2310)

Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor and/or program instructor. Students will begin logging cases towards their 120 required clinical cases for graduation. This course is a 24-clock hour per week course. Students will be required to attend facilities M-Th approximately 6 hours per day.

**SURG 2410 CLINICAL II (4-0-0-14)**

Prerequisite(s): SURG 2310

Co-requisite(s): SURG 2402

Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor. Students will continue and complete logging cases towards their 120 required clinical cases for graduation. This course is 32 clock hours per week. M-Th approximately 8 hours per day.

**SURG 2402 - SURGICAL CASE REVIEW (2-2-0-0)**

Prerequisite: SURG 2310

Co-requisite(s): SURG 2410

This course allows the student to receive detailed explanation and information on cases performed while in the clinical setting. It provides the student with explanations for variations in surgical procedures experienced in the previous days, how the surgeon determined the course of action for the variations and allows students to learn from one another's experiences. This course also provides time for students to participate in specialty areas not previously covered and/or time to complete the required number of cases. It also provides time for the student to review and prepare for the Certification exam.

## Student Progress

**Special Accommodations**

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with

disabilities may have access to both employment and training. Students should contact the Student Success Center before attending classes to request these services. Students will only be given accommodation once official documentation is received.

Accommodations must also be filed with the NBSTSA if desired to be considered for the national board examination. Students are unable to sit for the exam through Web Based Testing on campus and will have to schedule a date and time through an approved NBSTSA testing facility offsite. More information will be given during the CST exam prep course.

### **Incompletes**

If a student is unable to complete the courses in a semester due to extenuating circumstances, he or she can request a grade of an “I”. All coursework required to complete the semester must be completed successfully by the start date of the following semester (or the timeline set by the instructor). If unable to do so, the student must withdraw from the surgical technology program. (*Extenuating circumstances do not include things such as unexcused absences or failing a course.*)

### **Employment**

Due to the difficulty as well as time constraints, the faculty of the Department of Surgical Technology strongly encourage students to not pursue or engage in outside employment while participating in clinical courses. This of course is solely up to the student to decide. Students will not receive excused absences for work related reasons and will be expected to participate and remain alert throughout the duration of any clinical, lab, or classroom work. Students who exhibit sleep deprivation in the clinical setting will be asked to leave the facility for the safety of the patient. This will be an unexcused absence.

### **Chain of Command/Grievance**

The Department of Surgical Technology follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with an instructor or has a grievance, it is the student’s responsibility to make an appointment with the appropriate instructor first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the Department Head or the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook.

## **Program Policies and Procedures**

### **No Venting Policy**

Students enrolled in the Nursing and Allied Health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines “public” as any person(s) not involved in the situation including face-to-face, phone calls, and social media sites. The department defines “venting” as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to “I hate...” and “the facility is always...”. Students are encouraged to vent in “safe zones” including a faculty member’s office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs, or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

### **Faculty-Student Relationship**

Faculty members should initiate and maintain a professional relationship with students at all times. For this reason, and to promote equality and inclusion, faculty members will refrain from planning and/or participating in any socializing activities with students off campus and outside of scheduled class time and



refrain from planning celebratory events on campus during class time in which students are requested to bring food items, etc.

### **Prerequisite Knowledge and Skills**

The student is responsible for the retention and application of all concurrent and previously complete surgical technology and similar courses.

## **Attendance Policies/ Expectations**

### **Expectations**

Being part of this program is a commitment. Policies and expectations are being presented to you and will be expected to be followed for the duration of the program during lecture, lab, and clinical courses. A great deal of planning goes into each semester to ensure you are prepared for clinicals and the workforce. An abundance of time is not a luxury we have. Missing a day of class, whether lecture, lab, or clinical, can put you behind. Missing multiple days makes it even harder to catch up. While some may have a hard time understanding this now, these policies are in place for a reason. When looking at your own individual absences, it may not seem like a big deal at times, but the reality is you are one student in the class.

We understand that sacrifices must be made on occasion to get to your end goal. As a student, you may take away time from your family to study, miss vacation opportunities, miss events that you feel are important, etc. We can empathize because we have all been there. That is the nature of being in school and will be the nature of your profession and job once you graduate. The job of this faculty is to prepare you for your future career, and part of that is responsibility and work ethic. Consider your 10% allotted time like “PTO” (paid time off). Use it for what you feel is necessary; no questions asked. However, when you’ve used all of your time off on your job, you sacrifice an event (or go anyway and risk getting fired). Use your time wisely.

Students are expected to attend, **in person**, all lab, clinical, and classroom days while in the program in order to meet the objectives of the course and program unless otherwise approved by the course instructor. Students are expected to communicate with the **instructor prior to** class if he/she will be late or absent for a scheduled meeting time. **Communicating an absence with another student is not an acceptable form of communication.** Students who fail to show up for a scheduled class and have not notified the instructor will be considered unexcused (unless the situation/ absence is unavoidable).

### **Absent**

The surgical technology department defines **excused absences** as one of the following:

- Death in the **immediate** family (bring obituary or some form of proof) (**\*3 days are excused**)
- Court ordered appearance/ subpoena (a copy of documentation is required)
- Traffic accident (bring a police report for proof)
  - getting pulled over for speeding is **not** excused

Learning between the instructor and the student is an interactive process by where both parties are active participants. Students are allowed to miss 10% of each course before resulting in an automatic drop from the course. **The department of surgical technology defines an absence as missing one-half of class.**

- each course stands alone and will be given separate consideration (please realize that some of the courses require successful completion in concurrent courses)
- If 10% of a course is missed, each absence will be reviewed

- Students may bring (though not required) excuses for ‘unexcused’ absences. These may be used in reviewing absences before being dropped for missing more than 10% of a course.
- Students who miss 10% prior to the official drop date may elect to ‘self-drop’ and receive a “W”.

### **Review of Unexcused absences/ Considerations**

While the list of what constitutes an excused absence may seem short, please know that we understand life happens. All absences, other than what is listed above as excused, will be considered unexcused. If a student reaches 10% of absences, the program faculty will meet to discuss the student’s absences.

- Obviously, if you are experiencing COVID-related symptoms, or any other “contagious” disease/ illness (flu, strep, etc.), you should not come to campus (or clinical) and risk infecting others.
  - If you choose NOT to go to the doctor, your absence will be unexcused
  - If you go to the doctor and have a positive test for an illness that prevents you from being around others, your absence(s) will be considered at the end of the semester, or when you reach the 10% maximum (whichever comes first).
  - At-home tests will not be considered acceptable as there is no official note from a doctor
- Funerals
  - While ‘immediate family’ is technically the only excused absence, we understand the grief and loss of a close friend or other relative can be just as emotionally painful. If you choose to miss a day for a funeral, please bring some form of documentation. The same consideration will be given as previously mentioned for illnesses
- Other absences
  - The following are examples of unexcused absences that may be reviewed on a case-by-case basis should a student miss more than 10% of a course. This is in no way a complete list of reasons. Please understand that an instructor giving ‘consideration’ for an absence does not guarantee that the student’s absence will be excused. There are several factors that go into the consideration process.
    - Doctor’s appointments or surgery for self
    - Doctor’s appointments or surgery for a family member
    - Funeral other than immediate family
    - Sick child
  - Fellow students’ absences and/or considerations will NOT be discussed with other students under any circumstances. Sometimes, even though circumstances may seem unfair, you do not know the whole ‘story’, even though you may think you do.
    - If student A’s doctor’s appointment is considered a valid reason if 10% is missed; this does not guarantee that student B’s doctor’s appointment will be as well.

The above policy/ expectations will pertain to clinical courses as well. Additional clinical attendance information will be discussed in detail during the clinical orientation and clinical handbook review.

### **Tardy**

Students who arrive after the start of class or other school activity will receive a tardy mark for the class. Students who arrive late for clinical may be asked to return home pending their reason for tardiness unless the clinical facility needs additional personnel that day.

- Consistent tardiness (3) will result in a written counseling between the student and instructor.
- Four tardies will result in a meeting with the department head and student; this can be grounds for permanent termination from the program.

- During clinical courses, students will be required to drive to clinical sites. Carpool is up to the students to arrange; however please be mindful of your classmates. If the driver is late, so is everyone else in the vehicle.
  - *Students must realize that they are becoming part of a health care team once they enter a clinical facility. Absence of a portion of a day may disrupt staffing of the operating room, which leads to disruption in the care of the patient.*

## **Make-up Policies**

### **Clinical make-up**

Clinical time *due to an excused absence* may be rescheduled dependent upon the discretion and availability of the instructor and/or clinical site. Unexcused absences will not be allowed make-up time. Missing more than 10% of the course will result in an automatic drop from the course.

### **Makeup exams**

In most instances, exams are given using the CANVAS learning management system (LMS). While the exam is in an online format, students will still be required to take the exam in person unless otherwise instructed.

- 2.5% of the grade will be deducted for each day missed of unexcused absences when the exam is given on campus. If the absence is excused, the student will be allowed to make up the exam on the first day of return without a percentage deduction. If a student misses the class day/ exam, but is able to take the exam at home with the permission of the instructor, no points will be deducted from the exam grade.
- If an exam is only offered online; no makeup will be given if not taken by the due date. Extenuating circumstances may be discussed on an individual basis; and instructors may use discretion to allow a make-up if they deem the reason acceptable.

### **Quiz Makeups**

- There are NO makeups for quiz grades (except for excused absences). Students will receive a 0 for the quiz grade (ex. Instrument or supply quizzes).
- Students missing skills check offs will be required to perform the skill with a 2.5% deduction taken off from the check off (no percentage off for excused absences). Scheduling the make-up will be done at the discretion of the instructor and must be done at a time other than class time such as instructor office hours. The make-up must be done prior to the end of the current semester.

## **Program Dismissal**

- A student who commits any of the following acts may be subject to dismissal from the program:
- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting
- Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/ lab instruction)
- Falsification of information given on official school or clinical facility document

- Falsification of records regarding patient care
- Unauthorized possession of an examination (physical or digital)
- Commitment of any act which would result in ineligibility for certification
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Surgical Technology Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by an instructor
- Failure to maintain confidentiality both in and out of the clinical facility
- Failure to maintain satisfactory progress
- Violation of the attendance requirements
- Leaving the classroom, lab, and/or clinical site without proper notification to a faculty member
- Failure to maintain current scope of practice in clinical.

### **Evaluation Methods**

- Students will be evaluated through examinations, laboratory and clinical skill performance, and other special assignments and projects.
- Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement, as well as a mechanism to teach students successful test-taking skills (promoting success for CST examination). Exams should:
  - Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
  - Consist primarily of multiple choice, fill in the blanks, matching, true/ false, and some discussion questions.
  - Be given on paper or online using the designated learning management system (currently Canvas).
  - Instrument quizzes will be timed due to the nature of having to know exactly what the instrument is when the surgeon is asking for it. Time allowed will be determined based on the number of instruments on each quiz. Students who have prior approved accommodations will receive time and a half. Chapter/ Specialty exams will not be timed (within reason).
    - Exams will be given back within one week of the date taken (usually within 1 day). Exams will not be given back until any make-up exams are taken.
    - Students will be given 2 days to dispute or ask questions pertaining to an exam grade once grades have been posted.
  - Be examined for content has been adequately covered in class and/or in the assigned reading and class assignments.
  - Be scheduled regularly throughout the semester.

### **Grading System**

Students will be graded through written, objective, and subjective tests, special assignments, projects, clinical evaluations, case presentations, and job-related skills. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. The Surgical Technology Department uses the Fletcher Division of Nursing and Allied Health grading scale which states that a minimum of 80% must be maintained in each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to a minimum standard for the surgical technology program. It is ultimately the student's responsibility to keep track of their grades. To ensure that students are knowledgeable about their grades, all grades are posted on the Canvas LMS.

Instructor(s) may opt to counsel students whose grades are borderline or may be consistently failing exams in a course by providing an official counseling form.

There is no rounding of the grading scale (*Example: a 93.8 is a B, not an A*). Any bonus points awarded throughout the semester/ course will be awarded at the end of the semester. Bonus points cannot be used to pass a course (*Example: a student with a 78 cannot use bonus points to receive an 80*).

### Grading Scale

A	100-94
B	93-87
C	86-80
D	79-73

### Courses with Didactic and Skill Components

- For courses in the program that contain didactic and skill components, students must pass BOTH portions of the course to successfully complete the course no matter the overall grade (*For example, Procedures courses have both a lecture and lab component*) If a student has a passing didactic (exam) score but fails the skills portion of the course, the student will not successfully pass the course.
- If a student passes the skills portion of a course but does not pass the didactic portion, the student will not successfully pass the course.
- In other words... the lecture and lab averages must each be 80% or greater to pass the course regardless of the overall average in the course.

### Comprehensive Exit Exams/ Program Assessment

All final-semester (senior) surgical technology students will sit for the National Certification Examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The test is a Web-Based-Testing exam taken at Fletcher. Students who successfully pass the exam will be Certified Surgical Technologists and be awarded the credential 'CST'. Students who do not pass the exam can still graduate. The exam is used by the ARCST/SA as a program assessment tool. More information pertaining to the CST exam will be given to students at the start of the final semester. While the exam is not factored into graduation or any course content, students who do not meet deadlines given by the faculty will be subject to points deducted from the corresponding course(s) in the semester.

*Note: Job placement if the CST exam is not passed is at the discretion of the facility, not Fletcher.*

### Completion Requirements

Students will be evaluated throughout the program by the Surgical Technology faculty, facility preceptors, & clinical affiliation management. Students are encouraged to perform self-evaluations as well, based on criteria indicated in course syllabi and on clinical evaluations. In order for a student to be recommended to receive an Associate of Applied Science Degree in Surgical Technology and be allowed to sit for the National Certification Exam, the student must have:

1. Have met all entrance and exit requirements
2. Have completed all theory and clinical courses with a grade of (C) or greater
3. Have completed all laboratory courses satisfactorily with an (C) greater Satisfactorily complete all clinical and theory make up work
4. Completed the general education courses required in the curriculum
5. Have a total of 65 credit hours

6. Have no outstanding financial responsibilities to the college
7. Have completed an application for graduation and paid any associated fees

### **Classroom Code of Conduct**

- Sleeping during class will not be tolerated. You will be asked to leave and receive an unexcused absence for your time missed. A secondary offense will result in probation.
- No hats or caps will be allowed during a test (in person or online). Students wearing hooded sweatshirts may not have the hood on during the test.
- Cell phones are not allowed during class or clinical instruction. Cell phones are to be turned off or placed on silent and should not be in viewing sight. Cell phones are a distraction to your fellow classmates sitting around you as well as to the instructor presenting the lesson. Personal phone calls should be made during break times only, unless cleared with faculty first.
  - The first offense will constitute a warning
  - The second offense, the student will be asked to leave for the day and the missed time will be unexcused
  - The third offense will result in the student being placed on probation
- Smart watches are allowed; however, the same rules apply as does to cell phones.
- Plagiarism and cheating will not be tolerated. You will be disciplined by the Dean on your **first** offense.
- Except for bottled water, no food or drinks are allowed in classrooms, labs, or computer labs.
- You are all adults, please clean up after yourselves. Please empty cups filled with liquid in a sink before placing in the trash.
- Students should clean up the lab on a daily basis. Throw away trash and keep stations/ areas organized. Teamwork begins in the classroom, and as such, you should help each other out. No one will be dismissed from class/ lab time until the areas are acceptable.

### **Dress Code**

**Fletcher Technical Community College conducts programs to prepare individuals for employment.**

- The Fletcher Technical Community College ID badge must be carried at all times during school activities both on campus and off and presented upon request. It should always be worn to clinical sites.
- During clinical courses, school name tags should be visibly worn in the operating room. Students who do not have name badges on in clinical facilities are subject to be sent home and will receive an unexcused absence.
- Students are required to exercise suitable personal hygiene appropriate to the professional nature of surgical technology. Self-discipline, appropriate conduct, and approved safety practices will be required at all times.
- Students, both male and female, are to wear conservative hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a conservative manner. During clinical courses, hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth).
- Hair should always be able to fit into a surgical cap (lab and clinical courses).
- Students may wear “street clothes” lecture days; however, wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.

Clothing should not contain any vulgar, offensive, or, slandering language or symbols. Students must wear either tennis shoes or an approved surgical style shoe on lab days and to clinical (nothing with holes or open toe). Check with an instructor for clarification or approval. It is important to invest in good supportive shoes as you will be standing most of the day during clinicals and in lab.

- Surgical Technology students will wear royal blue scrubs.
  - Scrub uniforms must be worn on lab days and in clinicals.
  - Uniforms must be worn for any skill checkoff. Points will be deducted from students not wearing uniforms for checkoffs.
  - If students wear long sleeves under their scrub tops on lab days, they must be able to push sleeves completely up to be able to perform a surgical scrub.
  - Students are NOT allowed to wear long sleeves under scrubs at clinical sites.
  - Jewelry should be limited to plain earrings and a single chain for classroom and clinical courses. Rings and watches are allowed; however, the school and hospital are not responsible for any lost jewelry. Watches and rings are not allowed while sterile personnel are scrubbed into a surgery.
- Cologne, perfume, or aftershave is permitted only if lightly scented.
- Fingernails must be kept clean and relatively short. No artificial nails or tips and no polish while in clinical settings.
- In all questions regarding dress and grooming, if the instructor or school decides that the student's attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:
  - First offense- the student will receive a counseling notice
  - Second offense- the student will be sent home and counted absent for the time missed.

### **Meals/ Breaks**

Breaks and lunch schedules will be assigned at the discretion of the instructor and/or hospital charge nurse/ preceptor. Breaks are limited to 15 minutes at school and at clinicals, unless instructed otherwise. As a general rule, at clinicals, follow the department schedule for breaks and lunch. When the CST you are assigned to has a break, you do as well, unless otherwise stated. You are not permitted to leave the hospital during this time. Breaks at clinical sites are not guaranteed. Breaks are given depending on the surgery schedule. You are guaranteed a 30-minute lunch break. The exact time; however, is not a guarantee. Lunch breaks usually range between 11:00am – 1:00pm.

### **Disciplinary Action Documentation**

Unsatisfactory progress warrants counseling and/or disciplinary action. This includes unsatisfactory behavior in the classroom, lab and/or clinical areas. A written and signed statement indicating the reasons for the action and a time limit and expectations for students to improve will be presented to the student at the time of the counseling.

If progress remains unsatisfactory, the student may be terminated from the program. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or progress. These disciplinary action forms are considered part of the student's permanent program record and a copy can be found at the end of this handbook. In the event that the student is not on campus (i.e., excessive absences or in clinical), faculty may elect to provide counseling via phone, text, communication apps, and/or email to obtain student counseling, acknowledgement, and/or signatures.

Students may receive counseling for multiple reasons. Students receiving three (3) or more counselings over the duration of the program will be placed on probation. A student who is placed on probation more than twice over the duration of the program will be dismissed from the program.

### **The Clinical Experience**

Prior to enrolling in each clinical course, instructors will hold a clinical orientation where students will receive a Clinical course handbook with all clinical course expectations and specifics for the program. Instructors will also go over in detail, the course syllabus including the objectives, grading process, and outcome expected. If a separate orientation process is required by the facility, students will not be allowed to attend the facility if he/she is not present for the orientation, resulting in an unexcused absence until the facility orientation process is completed.

### **Clinical Facilities**

Clinical practice under the supervision of the surgical technology faculty and approved facility preceptors is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to surgical technology students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency and the student in violation will be dismissed from the surgical technology program.

### **Clinical Assignments**

The clinical coordinator is responsible for assigning students to clinical facilities and making sure all required documentation required by the hospitals is submitted in a timely manner. Students who fail to submit required documentation when requested by the clinical coordinator will not be allowed to attend clinical sites and this will result in unexcused absences until the proper documentation is submitted. Student clinical facility assignments are not negotiable. Numerous hours of planning and communication between the clinical coordinator and the contracted facilities take place to ensure students receive an optimal clinical experience.

### **Clinical Case Tracking and Documentation**

As per the ARC/STSA, students are required to complete a minimum of 120 cases prior to completing a surgical technology program. Students will begin this task during their clinical I course and will continue throughout their clinical experience until graduation. Cases will be tracked using a designated tracking system which students will be required to purchase prior to their clinical I course. The clinical coordinator will inform students when to purchase this, and a training session will be given. Students should be aware that this is an individual purchase and is not part of course fees. More information pertaining to the 120-case requirement will be given at clinical orientation and will be found in the clinical handbook.

### **Program books/supplies**

It is mandatory that all students participating in the program purchase all books and required supplies. Students should already have the main textbook and workbook from being enrolled in the HESC 1010/ Introduction to Surgical Technology course. Additional books necessary will be informed through Fletcher's bookstore website upon course enrollment and are additionally emailed to students and/or located on the CANVAS learning management system. Some books may be available through Open



Educational Resources (OER) through Fletcher's library. Students may elect to purchase hard copies or e-copies at their own personal discretion.

In the event that a student took the Introduction to Surgical Technology course when a prior edition of the book was utilized, the student is responsible for purchasing the updated version of the book required for the current curriculum's instruction. If a student elects to continue to use a previous edition, it will be up to the student to compare the coursework. Instructors will not assist in determining differences in books' page numbers and/or content. Any assignments must be submitted with the most updated edition to receive credit.

Most lab supplies will be provided to students by the campus and purchased through course fees; however, students may have additional costs over the duration of the program. Please refer to the cost sheet in this document for itemized breakdown of all program costs.

### **Information about the AST Gold Bundle**

The Association of Surgical Technologists (AST) provides a bundle package to surgical technology program students with a total cost savings of \$115.00. Students in their final semester must sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification exam. We begin CST exam review sessions during the Clinical I course and continue until program completion. The Gold Bundle package includes:

- AST student membership (regular \$45/ bundle price \$35)
- AST study guide (required textbook for program) (regular \$65/ bundle price \$45)
- CST examination (nonmember price \$290, member price \$190/ bundle price \$160)

*\*\*Fletcher Technical Community College is not affiliated with NBSTSA or AST and receives no compensation for any of the above mentioned costs of the certification exam, AST student membership, or studyguide\*\**

## Associate of Applied Science in Surgical Technology Cost List

All costs are approximate and are subject to change.

Any additional costs not included will be communicated in writing to students as necessary.

Some costs, such as vaccinations, CPR, and previously purchased books may not apply to all students.

**TOTAL TUITION AND FEES FOR SURGICAL TECHNOLOGY PROGRAM.....\$9293.56**

**Tuition & fees for college .....\$6318.56**

**Total program fees & additional costs (listed below).....\$2975.00**

All fees are itemized on [www.fletcher.edu](http://www.fletcher.edu)

### **DUE PRIOR TO THE START OF CLASSES OR WITHIN FIRWST WEEK DEADLINE**

Drug Screen .....	65.00
Medical/ Physical Exam.....	60.00
CPR Certification Fee .....	75.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, TDaP, etc.) .....	450.00

### **DUE FIRST SEMESTER (summer)**

Uniforms (Minimum 2 recommended)	
Scrub Suits (Men/Women-2 @ \$50) .....	\$100.00
Warm-up Jackets (2 @ \$20.00) .....	40.00
Approved O.R. Shoes .....	150.00
Books* .....	468.00
Surg 1101 course fee .....	25.00
PeriOp Sim Subscription (included in course fees).....	500.00
Mock Medical Instrument kit (optional) .....	280.00

*\*please note, most students will already have the main text and workbook from the HESC 1010 course*

### **DUE SECOND SEMESTER (fall)**

SURG 2101 course fee .....	\$ 100.00
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*\*No additional books needed in this semester*

### **DUE THIRD SEMESTER (spring)**

Flu Vaccine .....	25.00
Surg 2310 course fee (Includes clinical fee & AST Gold Bundle).....	\$272.00
Replacement scrubs (if needed).....	\$100.00
Replacement O.R. shoes (if needed) .....	\$150.00
Surgical Counts subscription (estimate. Price based on # of students enrolled) .....	\$40.00
Cap and Gown for Graduation .....	\$50.00

### **DUE FOURTH SEMESTER (summer)**

Surg 2410 course fee .....	25.00
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## List of Appendices

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Appendix B.....	Surgical Technology Academic Progress Report
Appendix C.....	Hold Harmless Agreement
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Appendix E.....	Hepatitis B Vaccine Information
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Appendix H.....	Handbook Signature Page

Appendix A

*Your Success is OUR Priority*

1407 Highway 311 | Schriever, LA 70395  
 Phone: 985.448.7917 | Fax: 985.446.3308 | www.fletcher.edu



**Fletcher**  
 TECHNICAL COMMUNITY  
 COLLEGE™

**Surgical Technology Counseling Form**

<b>Name:</b>	<b>L#</b>	<b>Date:</b>
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<b>COURSE:</b>	
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This is to certify that you have been given a counseling notice for one or more of the following reasons:

	Professionalism/ attitude
	Will not conform to school and/or classroom standards
	Attendance, failure to follow school requirements as listed in the student handbooks
	Other:

Documentation/Comments:

Plan of Action Moving Forward:

\_\_\_\_\_  
Instructor(s) Signature

My signature below verifies that I have been warned, I understand the terms as outlined, and I have received a copy of this disciplinary action/ counseling notice.

\_\_\_\_\_  
Student Signature

Accredited by CAAHEP, ARC/STSA & SACSCOC  
 EQUAL OPPORTUNITY EMPLOYER

Appendix B



**Surgical Technology Academic Progress Report**

<b>Name:</b>	<b>L#</b>	<b>Date:</b>
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<b>COURSE:</b>	
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This academic progress report serves as documentation between you and your instructor to discuss an inability to meet academic standards.

Your current average is \_\_\_\_\_. To progress through each course in the curriculum, you must achieve an 80%. If the course includes both lecture and lab components, you must successfully pass both portions. As of now, your current average in the course is \_\_\_\_\_.

**Plan of Action Moving Forward:**

\_\_\_\_\_  
Instructor(s) Signature

My signature below verifies that I understand the terms as outlined, and I have received a copy of this disciplinary action notice via face-to-face conference or through my Fletcher email account.

\_\_\_\_\_  
Student Signature

*(If received via email, an electronic signature or email response will be accepted as the signature)*

Accredited by CAAHEP, ARC/STSA & SACSCOC  
EQUAL OPPORTUNITY EMPLOYER

## Appendix C



### Hold Harmless Agreement

***Note: Prior to signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, students are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.***

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College; the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees, and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

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Student Signature

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Date

## Appendix D



### Verification of Health Insurance

Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are **required** to maintain a personal health care insurance policy.

- I understand that I must provide the surgical technology program with proof of health insurance coverage.
- I understand that should my insurance information change, it is my personal responsibility to provide the clinical coordinator with my updated proof of coverage.
- I understand that should my coverage lapse, and I cannot provide proof of insurance while enrolled in a clinical course, I will be unable to attend clinical. I understand that any days missed will be considered unexcused and may result in being dropped from the course/program.

\_\_\_\_\_  
Printed Student Name  
Signature

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

## Appendix E

### Hepatitis B Vaccine Information

The Disease Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B is serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as .5-1.0 million carriers in the United States.

#### Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staff, therefore, is at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

#### The Vaccine

Various pharmaceutical companies have developed vaccines, which provide protection from Hepatitis B. Field trials have shown 80-95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

#### Waiver Format

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Radiography at certain institutions, has been designated in this group.
- Perhaps one in fifty employees may have an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians, or any hospital.
- As with any immunization, there are disadvantages and risks. If you wish further advise, please contact your personal physician.



## Appendix F

### Latex Allergy Information

***\*\*Students will be required to submit a form stating they have received information pertaining to latex allergies and declination or acceptance of having a latex allergy test performed\*\****

#### What is latex allergy?

It is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization, or an allergic reaction is unknown.

In sensitized persons, symptoms usually begin within minutes of exposure but may also occur hours later and can be quite varied. Mild reactions include skin redness, rash, hives, or itching. More severe reactions (allergic reactions) may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficulty breathing, coughing spells and wheezing). Rarely, shock may occur; however, a life-threatening reaction is seldom the first sign of latex allergy.

#### Transmission and risks:

Gloves are coated with a lubricant powder, but most are coated with cornstarch powder in which the rubber particles adhere to the cornstarch and become airborne when the gloves are taken off. These particles not only affect the skin but may also affect the eyes and lungs (inhaled). Increasing the exposure to latex proteins increases the risk of developing an allergic reaction which puts all healthcare workers at high risk due to the frequent use of latex gloves. Therefore, it is important that the healthcare professional understands the increased risk that they may be exposed to.

#### True or not true allergy:

The most common reaction is irritant contact dermatitis—development of dry, itchy, irritated areas on the skin, usually on the hands. This reaction is caused by irritation from wearing the gloves and by the exposure to the powders added to them. Irritant contact dermatitis is not a true allergy. Allergic contact dermatitis results from the chemicals added to latex during processing or manufacturing. These chemicals can cause a skin rash similar to that of poison ivy. Neither irritant contact dermatitis nor chemical sensitivity dermatitis is a true allergy.

#### Treatment:

Detecting symptoms early, reducing exposure to latex, and obtaining medical advice are important to prevent long-term health effects. Precautions are needed to prevent further exposures. The most effective approach is latex avoidance.

Appendix G



**Latex Sensitivity Declination/ Acknowledgement Form**

I have read the information given and understand that due to my occupational exposure to latex gloves and other products containing natural rubber latex, I may be at risk of acquiring or developing an allergic reaction. I have been informed of the increased risk and I also understand that if I develop symptoms of a latex allergy that any testing for latex allergy will be at my cost via an appropriate health care provider. Information for testing can be obtained by calling my family health care provider. Please check one of the following:

\_\_\_\_\_ I have sensitivity to latex and wish to continue in this program. I understand the potential risks involved of being exposed to latex in the operating room environment and in the lab environment on campus. I will provide documentation from my doctor prior to any skills/ lab portion of any course in the curriculum. I understand that failure to do this will result in being dismissed from the class until the documentation is provided. This time missed will be counted as an absence.

\_\_\_\_\_ I do not have a sensitivity to latex at this time. If I develop any reactions that indicate latex sensitivity, I agree to have testing performed and re-evaluate this form for my records.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Student ID: \_\_\_\_\_

## Appendix H



### Handbook Signature Page

I understand that I am responsible for reading this student program handbook and the materials within, and I am responsible for asking for clarification for anything I may not fully understand. I also understand that I am to refer to this handbook for my duration in the surgical technology program. I understand that this document is a contract between me, the surgical technology program and its faculty, and Fletcher Technical Community College. I understand that faculty may be required to make addendums to meet the needs of the college, clinical facilities, or the program, and will provide me with any updated information, at which point any updated policies or procedures will supersede from that point forward.

\_\_\_\_\_ Initials

#### Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

\_\_\_\_\_ Initials

#### Medical Documentation Consent

I consent to having any medical documentation turned into the Department of Surgical Technology disclosed to any clinical facility I will be attending during my enrollment in the Surgical Technology program at Fletcher Technical Community College.

\_\_\_\_\_ Initials

By my signature below, I agree to follow all policies set forth before me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_