



ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY

STUDENT HANDBOOK

2019-2020

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 Honest, 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, two-year public institution of higher education dedicated to offering high-quality technical and academic programs to the community of South Louisiana in order to prepare individuals for employment, career 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 5000+ individuals annually by providing pathways to higher education, the workforce, life-long learning, and/or 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 Bayou Region's workforce.

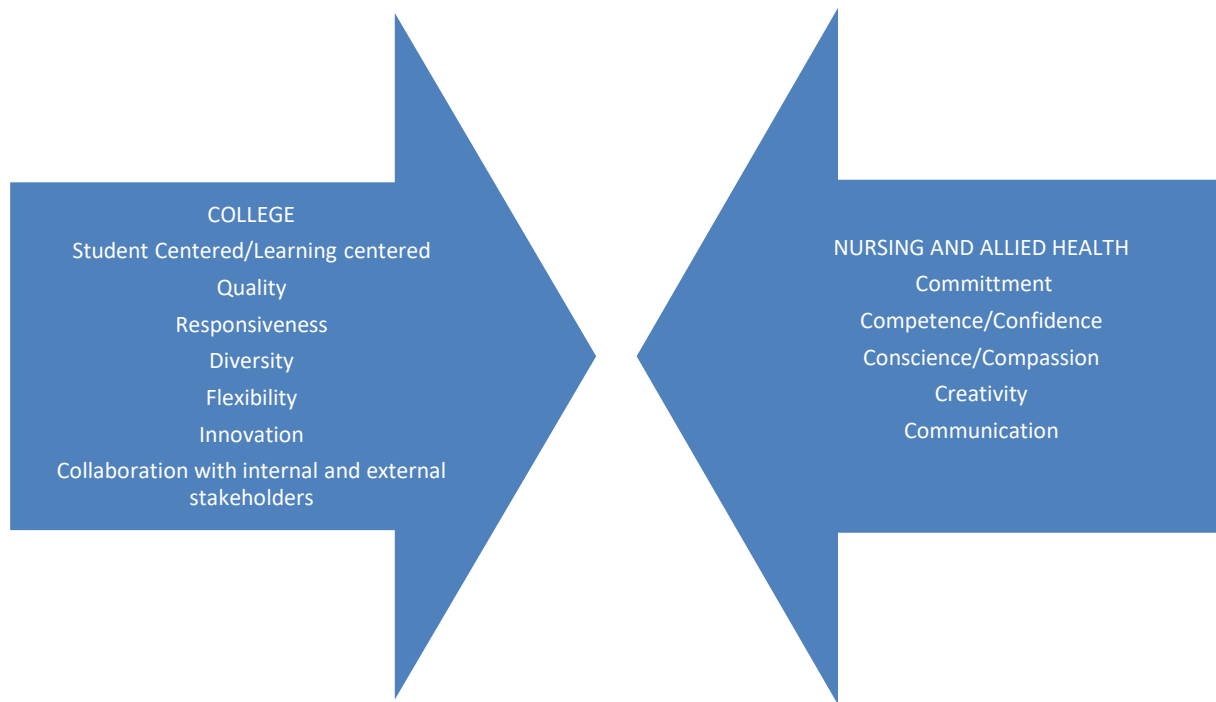
Division Vision

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 exceptional care to the needs of the citizens.

Core Values

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



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. The class representative is also invited to select portions of any faculty monthly meetings to address student concerns. The representative is notified of dates and times via email.

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/ Program Goals

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

1. Recognize and use terminology and abbreviations common to the practice of health care
2. Correlate the elements, actions, and use of medications and anesthetic agents used during the perioperative experience.
3. Demonstrate knowledge of emerging technologies in minimally invasive surgeries
4. Demonstrate an entry-level knowledge base by (successfully) completing the National Certification Exam
5. Apply knowledge and skills from the biological sciences to safely perform during the peri-operative phases of patient care
6. Assemble and operate instruments, equipment, and supplies for the delivery of patient care as an entry-level practitioner during basic surgical procedures.
7. Implement safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures

8. Prioritize and organize the surgical field while considering the physiology and urgency of patient care needs.
9. Communicate professionally with patients, physicians, and co-workers
10. Demonstrate a strong surgical conscience, accountability, and have an understanding of legal implications of an individual's actions as a member of the surgical team.
11. Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.

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 have an understanding of 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 Accreditation

The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, 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.

Program Admission Criteria

Students are accepted into the program each year in the fall (*maximum cohort capacity is 12 students as approved by the ARC/STSA based on the availability of clinical spots*). Additional information for the Surgical Technology application and selection process is included in the current AAS in Surgical Technology Admission Guide found on Fletcher's website.

Program Faculty/ Personnel

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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.
- * 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.

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.

Course Descriptions:

CIP 510909

A copy of the current Associate of Applied Science in Surgical Technology Curriculum can be found on the Fletcher website

SURG 1032 - INTRODUCTION TO SURGICAL TECHNOLOGY (2-2-0-0)

This course is 30 lecture clock hours

Prerequisite: Acceptance into the Surgical Technology Program

Concurrent enrollment in SURG 1033, SURG 1133

This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of courses. Included are basic subject areas such as general introductory information, and introduction to patient care.

SURG 1033 - STERILE PROCESSING (3-2-2-0)

This course is 60 clock hours (30 lecture/ 30 lab)

Prerequisite: Acceptance into the Surgical Technology Program

This course is to introduce the student to principles, procedures, standards and practices for disinfection, decontamination, and sterilization of surgical instruments and supplies. The student will rotate through clinical facilities in the sterile processing department to achieve hands on experience.

SURG 1133 - SURGICAL INSTRUMENTATION (3-2-2-0)

This course is 60 clock hours (30 lecture/ 30 lab)

Prerequisite: Acceptance into the Surgical Technology Program

This course is designed to provide the learner to acquire knowledge of surgical instrumentation and develop skills in proper care and handling of instruments with an attitude essential to the care of patients in surgery.

SURG 2014 - SURGICAL ANATOMY & PHYSIOLOGY (4-4-0-0)

This course is 60 lecture clock hours.

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 1032, SURG 1033, SURG 1133

This course is a study of structure and function of the human body systems to include organization of the human body, body planes, cells and integrated cellular function, tissues and membranes and related characteristics, organ systems, as well as the composition and function of the following systems: integumentary, skeletal, muscular, nervous, sensory, blood, circulatory, cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive systems. Medical terms and commonly used medical abbreviations related to each body system are addressed in detail in this course.

SURG 2103 - SURGICAL TECHNOLOGY PHARMACOLOGY & ANESTHESIA (2-1-2-0)

This course is 45 clock hours (15 lecture and 30 lab).

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 1032, SURG 1033, SURG 1133

Concurrent enrollment of SURG 2014, SURG 2106, and SURG 2112

This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of courses. Included are basic subject areas such as general introductory information, and introduction to patient care.

SURG 2106 - SURGICAL TECHNIQUES (6-6-0-0)

This course is 90 lecture clock hours

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 1032, SURG 1033, SURG 1133.

Concurrent enrolment of SURG 2014, SURG 2103, SURG 2112

This course introduces the student to the practice of surgical technology. The focus of this course is on skills that are specifically of those of the surgical technologist in the first scrub role as well as those of the circulating surgical technologist. This course demonstrates how the principles are integrated with the practices at all times and allows the student to transfer information learned in the classroom into the skills needed in the operating room.

SURG 2112 - SURGICAL TECHNIQUES LAB (2-0-4-0)

This course is 60 lab clock hours.

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 1032, SURG 1033, SURG 1133

Concurrent enrollment of SURG 2014, SURG 2103, SURG 2106

This course is designed for the student to put into practice the techniques learned in SURG 2106 Surgical Techniques. The student will, by the end of this course, demonstrate mastery of a CLINICAL SKILLS PRACTICUM to test the students' ability to scrub, gown, glove, and set-up and perform a routine procedure, and break down a room properly in the prescribed amount of time. Each student demonstrates the proper and safe execution of procedures and use of equipment. THE CLINICAL

SKILLS PRACTICUM must be successfully completed before the student scrubs any procedures at a clinical site.

SURG 2205 - SURGICAL PROCEDURES I (6-5-2-0)

This course is 105 clock hours (75 lecture/ 30 lab)

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 2014, SURG 2103, SURG 2106, SURG 2112. Concurrent enrollment in SPPR 2995.

This course allows the student to learn to think about procedures in a style similar to that used by the surgeon. Each surgical specialty course teaches basic surgical anatomy, instrumentation, and procedural steps. Surgical Procedures I describe the specific skills for assisting with diagnostic procedures, general surgery, gastrointestinal, obstetrical, gynecological, otorhinolaryngology, oral/maxillofacial, and genitourinary procedures.

SURG 2215 - SURGICAL PROCEDURES II (6-5-2-0)

This course is 105 clock hours (75 lecture/ 30 lab)

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 2205.

This course allows the student to learn to think about procedures in a style similar to that used by the surgeon. Each surgical specialty course teaches basic surgical anatomy, instrumentation, and procedural steps. Surgical Procedures II describes the specific skills for assisting with cardiothoracic, peripheral vascular, neurosurgical, plastic/reconstructive, ophthalmic, orthopedic, and pediatric procedures.

SURG 2305 - SURGICAL TECHNOLOGY CLINICAL I (5-0-0-15)

This course is 225 clinical clock hours

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 2215

The student participates in advanced observation and performances of surgical technology skills while “scrubbed-in” on procedures under faculty supervision in the clinical setting. The student continues the task of performing the 125 cases required to complete the entire Surgical Technology Program.

SURG 2315 - SURGICAL TECHNOLOGY CLINICAL II (7-0-0-21)

This course is 320 clinical clock hours

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 2305

The student participates in continued advanced observation and performances of surgical technology skills while “scrubbed-in” on procedures under faculty supervision in the clinical setting. The student continues the task of performing the 125 cases required to complete the entire Surgical Technology Program.

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

This course is 30 lecture clock hours

Prerequisite: Acceptance into the Surgical Technology Program and C or better in SURG 2305.

Concurrent enrollment in SURG 2315.

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 Record Requirements

The following are forms and documentation that students are required to submit in order to be allowed to continue in the program and reach the clinical component. The majority of the records are required upon entry to the program. The few exceptions to this will be informed to students on the new student orientation date.

History and Physical: The student must have a **complete** physical examination as indicated on the health care form. Physical examinations are good for one year. The student is encouraged to be forthcoming with a complete mental health history.

Immunizations: In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning) all students born after January 1, 1957 enrolling for the first time into a institution of higher learning must furnish proof for immunizations.

All students are required to provide proof of tetanus and diphtheria (TD) vaccination within the past ten years regardless of age. This information was required with the application to the college. It should be presented to the physician at the time of your physical examination. Most records can be obtained from parents, high school records, health units, student services department here on campus, or pediatricians.

titers will be accepted in place of vaccinations

Please know that all of the inoculations 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 inoculations, you may not be able to fulfill the program requirements. Also, most hospitals require their employees to receive certain vaccinations yearly. Most of the immunizations you are required to receive as students are much the same as what the facility requires their own employees to receive. If this is something you have personal beliefs against, we strongly suggest you schedule a meeting with program instructors ahead of time to discuss your options.

Tuberculosis screening:(please note that this refers to TB (PPD) skin test or chest x-ray) Students are also informed that the PPD skin test must be kept current during the student's entire enrollment in the Surgical Technology program. *This TB test must be repeated yearly.* It is the student's responsibility to keep the results of this test current. When the TB test is repeated at the yearly date, the student must present a copy of the results of the test to the department to be placed in their student file. This copy must include the complete documentation including, date of test, date of reading, results and appropriate signatures. If this TB test is administered as a part of employment the results must have the facility's name on the form. **Instructors will inform students when documentation is due.**

Flu Vaccine: several of the facilities we attend for clinical courses require the students to submit proof of obtaining a flu vaccination at least once per calendar year. Most of the facilities utilize a declination form as well and require those who refuse the vaccine to wear a mask at all times during flu season. Please understand that it is at the clinical facilities' discretion on whether or not to allow students to participate in rotations during flu season if they refuse to receive the vaccination. If a student is not able to attend a facility, instructors will attempt to place them at a different facility, but there is no guarantee. Failure to be able to attend a facility may result in unexcused time missed from the course.

Hepatitis B: The Hepatitis B Vaccination series (HBV) is strongly recommended 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. Students who have completed the Hepatitis B vaccinations should submit documentation from their physician or clinic with their health forms. The Hepatitis B vaccine (HBV) series must be started prior to enrollment into the program in order to be complete prior to the clinical phase of the program. Information regarding Hepatitis B and the risk is located in the appendix for review. If the applicant 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.

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.

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, itch 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 articles 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.

Drug Testing: Students enrolled in the Surgical Technology program are required to undergo a 10 panel drug screening. Drug Screenings are done at the student's expense and are done through M.M.S.I. Testing facilities. Students must wait to undergo drug screenings until they get the official form from the instructors. Students must bring the M.M.S.I form to the facility with them so the facility is aware which program and instructor is to receive the results. The cost is usually about \$40.00. Positive results will result in dismissal from the program.

Random drug screen testing may be assigned anytime during the program and as a result of witnessed inappropriate student behavior observed by an instructor or clinical associate. Inappropriate behaviors are those which may compromise patient safety, violate clinical standards of care, or violate program policy. Signs of possible impairment include but are not limited to the following:

- Excessive absenteeism
- A pattern of tardiness
- Late assignments with elaborate excuses for not meeting deadlines
- Avoiding peers and faculty
- Deteriorating productivity

- Severe mood swings; observed erratic behavior
- Pervasive poor concentration or difficulty making decisions
- Significant distress or impaired ability to function
- Disorganized speech, incoherence, or delusions
- Physical or behavioral indications of possible drug or alcohol impairment such as staggered gait, dilated/pinpoint pupils, or direct observation of drug use

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 attending a clinical site. A due date will be given by the program instructors. If possible, students will be able to obtain this certification through certified instructors at Fletcher Technical Community College when instructional time permits.

Private 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 encouraged to maintain a personal health care insurance policy and will be required to submit documentation whether or not they have coverage. Students will be required to sign a statement of understanding of this policy.

Background Checks: Fletcher's Surgical Technology Program will adhere to the policy of its clinical affiliates regarding background checks of all employees and students participating in clinical courses. The student is required to have proof of payment at the new student orientation. Results are emailed to the Department Head by Wallace Investigations, Inc. Any student who fails to obtain the background check may be dropped from any course requiring a clinical component, thus being unable to meet the requirements certification as required by his/her respective program. Background checks are very specific and will not be accepted from an outside source such as a student's choice of agency or a previous background check from an employer. If a student is not enrolled for a semester which causes a break in enrollment, then the background check must be repeated at the student's expense.

Students with criminal records, Medicare/Medicaid sanctions, outstanding warrants or inaccurate information regarding social security number, driver's license number, or personal information will result in:

- a) The student may not be allowed into the clinical setting as stated by the clinical affiliates of each campus.*
- b) The student may not be able to participate in clinical rotations and thus would be unable to meet the requirements of the LCTCS for graduation; therefore, the student will be dismissed from the program.*
- c) A student with misdemeanor charges must be cleared with the clinical facility prior to the start of his/her clinical rotation. The name of the student will be withheld, and only the offending action will be identified. This will ensure that the student's confidentiality is maintained.*

Failure or refusal to undergo the screening policy will result in the student being unable to attend clinical rotations. A Background Check resulting in misdemeanor and/or felony charges may result in the student being unable to attend clinical rotations. The clinical affiliate(s) will make the final decision of acceptance or refusal of the student into their facility. The confidentiality of the student will be maintained concerning results of the background information. A Release of information form is located in the student signature sheet for your review.

Pregnancy: Female students enrolled in any clinical rotation should notify the instructors, 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. (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. It will also not qualify the student for special treatment concerning course objectives, attendance, clinical rotations, or case load. **Pregnancy appointments must 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.

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. Once accommodations are in place, the student must notify the instructor using the forms on the Fletcher website that they are requesting the accommodations for an exam. Forms must be received no later than one (1) week prior to an exam. If the student is allowed to take an exam in another room using a video proctor, the exam must be left at the desk and will be picked up by the instructor once the exam is complete.

Accommodations must be also filed with the NBSTSA so that accommodations can be given at the time of the National CST exam. 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.

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 encourages 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 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 website www.fletcher.edu. 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. The Grievance Form is available on the Fletcher website.

Program Policies and Procedures

Attendance Policies

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)
- 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 (but 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, but are not required to bring, excuses for 'unexcused' absences. These may be used in reviewing absences before being dropped for missing more than 10% of a course.

Students are expected to attend all lab, clinical, and classroom days while in the program in order to meet the objectives of the course and program. Students are expected to communicate with the instructor *prior to* class if he/she will be late or absent for a scheduled meeting time. Documentation of the unavoidable situation must be provided for any scheduled day. Students who fail to show up for a scheduled class and have not notified the instructor prior to the expected time of class will be considered unexcused.

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 is in need of 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 dean, 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-ups

Clinical time *due to an excused absence* may be rescheduled dependent upon the discretion and availability of the instructor and 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 will be given on the first day of return.

- 5% of the grade will be deducted for each day missed of unexcused absences.
- 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.
- There are NO makeups for quiz grades (except excused absences). Students will receive a 0 for the quiz grade.
- Students missing skills check offs will be required to perform the skill with a 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.

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
- 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
- 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 amount of instruments on each quiz. Chapter/ Specialty exams will not be timed.
 - 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 are not allowed to have cell phones or cameras out when exams are in their possession.
 - Students will be responsible for correcting their own test paper on the date it is given back and be given an opportunity to ask questions if applicable. Exams are not allowed to be taken out of the classroom.
- 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. Changing the date and/or time of the written final examination after the start of the semester requires approval from the Dean.

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 Department 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. In order to insure that students are knowledgeable about their grades, a notice of grade performance will be given to students scoring less than the minimum score of 80% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

GRADING SCALE:

100 – 94 = A

93 – 87 = B

86– 80 = C

79– 73 = D

Comprehensive Exit Exams/ Program Assessment

All final-semester surgical technology students will be expected to 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 ARCSTSA as a program assessment tool. The exam is not currently factored into the final semester grade.

Completion Requirements

Students will be evaluated throughout the program by the Surgical Technology faculty, 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 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
4. Satisfactorily complete all clinical and theory make up work
5. Completed the 5 general education courses required in the curriculum
6. Have a total of 66 credit hours
7. Have no outstanding financial responsibilities to the college
8. Have completed an application for graduation and paid 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.
- No hats, caps, or hooded sweat shirts will be allowed during a test.
- Cell phones are not allowed during class or clinical instruction. Cell phones are to be turned off or placed on silent or they will be confiscated by the instructor and the offender disciplined by the Dean. Personal phone calls should be made during break times only unless cleared with faculty first.
- 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 the sink before placing in the trash.

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. Also, during clinical courses, clinical name tags should be visibly worn in the operating room.
- 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 be always be able to fit into a surgical cap (lab and clinical courses).
- Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
- Students must wear either tennis shoes or an approved surgical style shoe (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 all day during clinicals.
- Surgical Technology students will wear royal blue scrubs.
 - Wear an approved top (no profanity type graphics allowed).
 - Second semester students must wear the entire royal blue scrub uniform (top and bottom).
 - Dress down days (any shirt and scrub bottoms) is designated on Wednesday's unless otherwise discussed with instructors.
- Anytime skills check offs are being given, full uniform must be worn.
- T-shirts (short or long sleeve) are allowed to be worn under scrub tops if the hospital permits it. They should not contain any vulgar or slandering language or symbols on them.
- 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 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. Breaks are limited to 15 minutes at school and at clinicals. As a general rule, at cliniclas, follow the deparment schedule for breaks and lunch. When the CST you are assinged 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 time however, is not a guarantee. Lunch breaks usually range between 11:00am – 1:00pm.

Program supplies

It is mandatory that all students participating in the curriculum purchase all books and required supplies which includes surgical technology scrub packs needed for skills lab courses demonstration and check offs. The cost of the scrub pack is usually around \$175.00. The instructors will provide students with vendor options; however, students are in no way obligated to purchase their scrub packs through these vendors. Students may locate vendors themselves if they so choose, but they will be required to have the same amount of and type of supplies that the scrub pack will contain Please refer to the cost sheet at the end of this document for itemized breakdown of all program costs.

Disciplinary Action Documentation

Unsatisfactory progress warrants disciplinary action. This includes unsatisfactory behavior in the classroom and/or lab and/or clinical area. A written and signed statement indicating the reasons for the disciplinary action, time limit and expectations for students will be presented to the student at the time of the conference. The student may be asked to develop a written contract stating mechanisms to be utilized to achieve satisfactory performance.

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 record and a copy can be found at the end of this handbook.

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 expecatations and specifics for the program. Instructors will also go over in detail, the course syllabus including the objectives, grading process, and outcome expected. Before attending each facility, there will be an orientation process for each hospital. No student will be allowed to attend a facility if he/she is not present for the orientation.

As a student, you are expected to:

1. Come to clinical prepared, on time, and in proper attire.
2. Follow the policies of the school and the hospital.
3. Be respectful and courteous to others.

4. Evaluate both positive and negative experiences and observations.
5. Communicate with instructors and surgeons.
6. Attend lectures in the clinical setting when appropriate.
7. Utilize your time to maximize your experience.
8. Remain in your assigned area except when instructed otherwise by the instructor.
9. Perform only skills and procedures in accordance with your scope of practice and skills.

When arriving for clinicals and between cases, student responsibilities include checking the surgical schedule board for assignments. If no assignment is available, the student should check with the instructor or supervisor for an assignment. This includes the time after you finish a case and whenever there is not a case to follow in your room. When a student has “down” time, for whatever reason, he/she should use the time wisely. There are plenty of learning opportunities available. All clinical time should be used as a learning situation.

Any abnormal incidents that occur are to be reported to the instructor. This includes:

- Any breaks in technique. (Continue case and have the circulator page instructor.)
- Injuries to the patient.
- Injuries to the student.
- Injuries to other personnel in the room.
- Incidents that had the potential to cause injury to another.
- Incidents that involve conferences with those who are in supervision of the students.

Failure to report abnormal incidents may result in student’s dismissal from the program!

Goals of Clinical Experience

- To give the student the opportunity to improve task related skills and techniques learned in the classroom while working in the surgical environment.
- To provide an opportunity for the student to integrate learned theory into clinical practice enabling the student to provide the most comprehensive patient care possible.
- To develop an awareness of the patient’s rights as an individual considering their psychological, emotional, and physical needs as a person.
- To afford the student the opportunity to develop and grow as a professional.

Clinical Facilities

Clinical practice under the supervision of the surgical technology faculty 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 instructors are responsible for assigning students to clinical facilities and making sure all required documentation required by the hospitals are submitted in a timely manner. Students who fail to submit required documentation when requested by the instructors will not be allowed to attend clinical sites and this will result in unexcused absences until the proper documentation is submitted.

The process of how students are assigned cases will be discussed in detail during the program’s clinical orientation.

Clinical Evaluation

During the first clinical phase, the supervising instructor will evaluate clinical performance during clinical experience of each student. Instructors will keep weekly anecdotal notes citing strengths and weaknesses of the student identified by both the instructor and the student. Students are responsible for reading and signing they are aware of the instructors evaluation. Instructors will evaluate all items listed on the clinical evaluation form at midterm and at the end of the clinical rotation. Input will be given from preceptors and taken into consideration. On occasion, students may be asked to obtain preceptor evaluations upon request of the instructor.

During the final clinical phase, students are attending their clinical internships and will obtain weekly preceptor evaluations to be turned in to the instructors. Students who do not submit evaluations by the following Monday will be given a 0 for the week's evaluation unless otherwise approved by an instructor. Instructors will make periodic visits throughout the semester for additional evaluations.

More information regarding the clinical grading policies and evaluations will be given in detail during the program's clinical orientation. Copies of evaluations used will be distributed as well as found in the back of the clinical handbook.

Clinical Case Tracking and Documentation

As per the ARC/STSA, students are required to complete a minimum of 120 cases prior to exiting surgical technology program. Students will begin this task during their clinical I course and will continue throughout their education until graduation. Cases will be tracked using the DataArc tracking system which students will be required to purchase prior to their clinical course. Instructors will inform students when to purchase this and a training session will be given. More information pertaining to the 120 case requirement will be given at clinical orientation and will be found in the clinical handbook.

Associate of Applied Science in Surgical Technology Cost List

(All costs are approximate and are subject to change.)

TUITION..... \$138.96/credit hour
TUITION& FEES TOTAL \$189.96/credit hour up to 15
EXCESS CREDIT HOUR FEE..... additional \$150.96/credit hour over 15
All fees are itemized on www.fletcher.edu

Due first day of Orientation/ Before start of program **\$775.00**
Background check proof \$ 25.00
Drug Screen (10-panel urine) (MMSI) \$ 40.00
Medical/ Physical Exam \$ 60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DT)..... \$450.00
Titers for (MMR & Varicella) \$200.00
..... **Price of any medical care including physical and vaccinations is an estimate.....**

DUE FIRST SEMESTER **\$886.50(includes optional costs)**
Uniforms (Minimum 2)
Scrub Suits (Men/Women-2 @ \$50) \$100.00
Warm-up Jackets (2 @ \$20.00) \$ 40.00
Books \$ 468.00
Optional Instrument Kit..... \$ 278.50

DUE SECOND SEMESTER **\$420.00**
Books\$135.00
Scrub Pack \$ 175.00
O.R. approved Shoes \$110.00

DUE THIRD SEMESTER **\$295.00 (includes optional costs)**
Books no new books needed over summer
Optional AST membership \$ 45.00
CPR Certification \$ 75.00
Scrub Pack replacements (if necessary)..... \$ 175.00

DUE FOURTH SEMESTER **\$190.00 (includes optional costs)**
Data Arc Subscription \$ 50.00
Ochsner temporary badge (to gain access to surgery) \$ 20.00
Uniform replacements (if necessary) \$ 100.00

DUE FIFTH SEMESTER **\$582.00 or \$482.00**
NBSTSA CST exam (for AST members)..... \$ 190.00
NBSTSA CST exam (for non-AST members) \$290.00
Passport photo for NBSTSA CST exam \$ 10.00
Books \$ 172.00
O.R. approved shoe (if replacements needed) \$ 110.00

Approved: Maria Campbell, MSN, RN
Dean of Nursing and Allied Health

Explanation of Mandatory (NBSTSA) & Optional (AST) Costs

Each student graduating from the surgical technology program is required to sit for the National Certification exam (how you obtain the credentials of CST) given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). All CAAHEP accredited schools are required to use the certification exam as their program assessment. This cost is paid for by the student. The Association of Surgical Technologists (AST) is the professional organization affiliated with the surgical technology profession. The cost to join AST as a student is generally \$45.00. When a student joins AST, they can save money on anything they purchase through the AST, such as books, studyguides, etc. NBSTSA offers a discounted price for students who are members of AST when they sit for their certification exam. An AST member price is \$190.00. A non-member price is \$290.00. It is the student's choice whether or not to join AST. Your instructors will give you more information about NBSTSA and AST throughout your education.

Note: The AST membership is listed in the Third semester of enrollment on the cost sheet but it can be registered and paid for at any point in the student's education and will only need to be paid for once.

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 or AST membership

L. E. Fletcher Technical Community College
Mailing: 1407 Highway 311 Schriever, LA 70395
Dr. Kristine Strickland, Chancellor

Surgical Technology Disciplinary Action

Name: _____ L#: _____ Date: _____

COURSE: _____

This is to certify that you have been given a counseling notice for one or more of the following reasons:

- _____ 1.Failure to meet academic standards
- _____ 2.Poor attitude
- _____ 3.Negative influence affecting fellow students
- _____ 4.Will not conform to school and/or classroom standards
- _____ 5.Attendance, failure to follow school requirements as listed in the student handbooks
- _____ 6.Other:

COMMENTS:

INSTRUCTOR

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 notice.

SIGNATURE of STUDENT

Accredited by CAAHEP, ARC/STSA & SACS
Main Campus 985-448-7900 Student Services (985) 448-7917
EQUAL OPPORTUNITY EMPLOYER

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.

Student Signature

Date

FLETCHER TECHNICAL COMMUNITY COLLEGE

NURSING AND ALLIED HEALTH

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 encouraged to maintain a personal health care insurance policy.

I **am** currently covered under a health insurance policy and the policy will be in effect during my entire clinical course. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

Printed Student Name

Student Signature

Student ID Number

Date

I **am not** currently covered under a health insurance policy. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

Printed Student Name

Student Signature

Student ID Number

Date

Signature Page

I understand that I am responsible for reading this student 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 keep this handbook and refer to it as necessary as long as I am in the surgical technology program. I understand that this document is a contract between me, the surgical technology program and its instructors, and Fletcher Technical Community College.

_____ 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 to be disclosed to any clinical facility I will be using as a clinical site during my study at Fletcher Technical Community College. I understand that these procedures are necessary to enhance the learning process.

_____ Initials

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

Signature: _____ Date: _____