



Surgical Technology Program

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# **SURGICAL TECHNOLOGY PROGRAM HANDBOOK**



## Surgical Technology Program

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### WELCOME AND OVERVIEW

The faculty and staff of North Arkansas College extends a "Welcome" to you as you enter your chosen field of study. It is our sincere desire that you attain the goals that you have set for yourself. We are here to help you!

This document is intended as a guide for questions that you may have. Read the contents carefully. You are responsible for the information that it contains.

It is important that you be well informed about your academic program. To accomplish this task, you should maintain the following items in your file.

- North Arkansas College General Catalog - Online
- North Arkansas College Student Handbook - Online
- North Arkansas College Schedule for each semester you are enrolled - Online
- Surgical Technology Program Student Handbook/Policy Manual
- Surgical Technology Course Syllabi – In Canvas courses

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## **Surgical Technology Program**

### **SECTION I: Program Overview**

#### **Philosophy**

The Surgical Technology Program at North Arkansas College offers a two-year Associate of Applied Science Degree. The college provides an opportunity for education in the surgical technology field for individuals who commit to the values of providing high quality and cost-effective health care to all people.

The goal of education for the Surgical Technology student is to attain the values of excellence, integrity, flexibility, service, and teamwork in implementing surgical technology theory and clinical principles in providing quality patient care.

The surgical technology program provides students with the opportunity to develop the knowledge and skills necessary to gain employment as a surgical technologist and become a contributing member of the health care team. The selective admission criteria for the program will admit students who are capable of achieving the program outcomes. The development of a structured curriculum plan will ensure the learning progression of the surgical technology student in attaining the knowledge, behaviors, and skills necessary to deliver quality patient care in the performance of the surgical technologist role.

Admission policies are non-discriminatory of race, creed, lifestyle, or handicaps. The student must be able to meet all course, clinical, and program objectives. The student must be able to deliver safe, efficient patient care as a member of the operating room team.

#### **Program Mission Statement**

The mission of North Arkansas College is to provide high quality, affordable, convenient opportunities for learning and community enrichment.

The mission of the surgical technology program is to provide accessible, quality education designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and to provide a foundation for continued professional development.

The student will develop the knowledge, skills, and attitudes necessary to practice as a Certified Surgical Technologist. The program prepares students by providing clinical experiences with the student scrubbing a minimum of 120 cases. The program will meet or exceed the criteria set forth in the current CAAHEP Standards and Guidelines for Accreditation of Educational Programs in Surgical Technology and comply with the current AST Core Curriculum for Surgical Technology.

## Minimum Expectations

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

### Program Core Indicators/Goals

- GOAL 1:** The Program will prepare students to demonstrate safe, effective patient care using problem-solving skills, critical thinking, professional and ethical behavior and effective communication skills.
- Objective 1A:* Students will successfully complete didactic courses that include patient care, problem-solving, critical thinking and communication skills such as Introduction to Surgical Technology, Surgical Asepsis, Perioperative Fundamentals, Patient Care Concepts, and Surgical Procedures I with a pass score of 75% or higher.
- Objective 1B:* Students will successfully complete clinical performances, competencies and evaluations that include patient care with a pass score of 75% or higher.
- Objective 1C:* Students will successfully complete evaluations that include the affective domain with a pass score of 75% or higher.
- GOAL 2:** The Program will prepare students to demonstrate clinical competency in the role of scrub, circulator, or second-assisting surgical technologist before, during and after surgery using technical knowledge, clinical skills, problem-solving skills, critical thinking, and communication skills.
- Objective 2A:* Students will successfully complete didactic courses that include technical, clinical, problem-solving, critical thinking, and communication skills such as Surgical Procedures II, Advanced Surgical Procedures, Lab Practicum I & II, Clinical Practicum I,
- Objective 2B:* Students will successfully complete clinical performances, competencies and evaluations that include technical and clinical skills with a pass score of 75% or higher.
- Objective 2C:* Students will successfully complete evaluations that include the affective domain with a pass score of 75% or higher.
- GOAL 3:** The Program will prepare students to pass the national certification examination to become a Certified Surgical Technologist.
- Objective 3A:* Using WBT-On Campus Testing, 70% or higher of first-time exam takers will successfully pass the certification exam.
- Objective 3B:* The Program will maintain an average credentialing first attempt pass rate of 70% or higher over a five-year period.
- GOAL 4:** The Program will meet Surgical Technology Educational Standards.
- Objective 4A:* The Program will maintain student retention rates of 60% or higher of student enrollment per year.
- Objective 4B:* The Program will maintain program completion rates of 70% or higher of student enrollment per year.
- Objective 4C:* The Program will maintain an 85% graduate satisfaction rate on the graduate surveys each year.
- GOAL 5:** The Program will provide the community with professional and competent entry-level surgical technologists.
- Objective 5A:* The Program will maintain an 80% job placement rate for graduates within one year of graduation.
- Objective 5B:* The Program will maintain an 85% employer satisfaction rate for entry-level graduates within 9-12 months of graduation.

## **Program Learning Outcomes**

Upon completion of the program:

1. The graduate will perform proficiently and competently as an entry-level Surgical Technologist in the cognitive, psychomotor, and affective learning domains.
2. The graduate will demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, pharmacology, and anesthesia concepts in delivering safe, effective patient care.
3. The graduate will correlate knowledge and understanding of human physiology, surgical anatomy, pathophysiology, and microbiology in the perioperative role as a Surgical Technologist.
4. The graduate will assume appropriate responsibility for patient care utilizing ethical, legal, and moral guidelines.
5. The graduate will select, arrange, and handle instruments, sharps, and sutures correctly for assigned surgical procedures demonstrating a safe and professional level of practice.
6. The graduate will organize and set up instruments and supplies on Mayo stand and backtable in a timely and efficient manner for various general and specialty procedures.
7. The graduate will utilize principles and techniques of safe practice regarding preoperative routines, positioning, prepping, and draping specific to routine and emergency procedures.
8. The graduate will adhere to safety guidelines in the surgical environment relating to equipment, physical, chemical, and biologic hazards.
9. The graduate will value the professional attributes of the Surgical Technologist in meeting the biopsychosocial needs of the surgical patient utilizing communication skills, teamwork, problem-solving and critical thinking.

## **Consistency of Program Outcomes**

Students at both instructional locations (Main Campus and SIS) are held to the same curriculum, policies, and program learning outcomes. Assessments, evaluations, and program expectations are uniform across both sites to ensure fairness and quality of instruction.

## **Profession Overview**

Surgical Technologists are Healthcare professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The Surgical Technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A Surgical Technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The Surgical Technology Program prepares graduates to function in the operating room as members of the surgical team in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The curriculum combines classroom and laboratory instruction with actual surgical suite experience. Successful completion of the program prepares the graduate to write the National Certification Examination to become a Certified Surgical Technologist (CST).

The Surgical Technology Program prepares the surgical technologist for the primary responsibility of preparing the operating room and instruments, equipment and supplies that will be used; positioning and preparing the

patient for surgery; and passing instruments, sponges, and sutures to the surgeon. The surgical technologist may also function in the role of circulator, working outside the sterile field, responding to the needs of the surgical team.

## **Accreditation**

The North Arkansas College Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Surgical Technology Committee on Accreditation. 9355-113th St. N, #7709 Seminole, FL 33775 727-210-2350

## **The Graduate**

North Arkansas College awards an Associate of Applied Science in Surgical Technology to graduates who achieve competence in surgical technology and clinical performance; provide quality patient care; and accept the responsibility for continued professional growth as a member of the operating room team, as an individual, and as a citizen of the community.

Students enrolled in the Surgical Technology Program must take the certification exam using WBT-On Campus testing to complete graduation requirements. The exam is administered within the range of 30 days before graduation to 30 days after graduation each year.

# **SECTION II: Admissions and Academic Planning**

## **Admission Criteria**

The curriculum in Surgical Technology is a full-time program, requiring a full-time commitment from its students. The faculty of the Surgical Technology program strongly discourages its students from full-time or part-time employment. Students with financial difficulties should discuss alternatives to employment with the Financial Aid Office. The schedule of students requires a flexible lifestyle as clinical experience is held at area facilities during assigned hours. Because of this, transportation, childcare, and any employment should be considered prior to entry into the program. Some classes may require more than the scheduled time (i.e., individual practice time in the skills lab) for an individual to meet the learning objectives. Students should plan schedules to be able to meet these learning expectations.

Changes in the student's name, address, or telephone number must be reported to the Surgical Technology Program Director and the Registrar.

## **Admission Requirements**

Students are admitted into Surgical Technology for the fall semester. To be eligible for admission, the student must:

1. Be accepted as a student in the college (see admission procedures in Northark's College Catalog or on the Northark website [www.northark.edu](http://www.northark.edu)).
2. Complete and submit the Surgical Technology application to the Program Director before May 1.
3. Make an appointment with the Surgical Technology Program Director for consultation and observation.
4. Have an official high school transcript or GED score on file in the Registrar's office.
5. Have completed the ACT and/or Accuplacer Test and have scores sent to Northark (see College Requirements for Placement). Transfer students must submit a complete Official Transcript from colleges/universities attended to the Registrar's office by May 1. Transcripts must be official, which means that they must be sent directly from the school to the registrar's office.
6. Must complete all college preparatory classes based on his/her scores on the ACT, or Accuplacer test with a "C" or above before being accepted into the Surgical Technology Program.
7. Have an overall GPA of 2.0 or higher.
8. Complete an observation rotation in the operating room prior to May 1.

9. Have a minimum grade of "C" in each prerequisite course to the Surgical Technology Program.

Students must meet admission requirements 1-9 listed above by May 1. Applicants applying after the deadline will be considered for admission if space is available and they meet the admission criteria stated in the admission requirements.

**Students who are offered a place in the entering class must accept by phone or in writing by the date indicated on the acceptance letter. Upon acceptance into the program, students must submit to the follow:**

#### **Hepatitis B Vaccine Series or Titer**

If vaccination option is used, the document must include student's name, dates of the three (3) doses and medical source name.

If titer option is used, the document must include student's name, date of testing and medical source name.

#### **Tuberculosis- Skin Test, Chest X-ray, Titer:**

- If a skin test option is used, the document must include the student's name, medical source name, completion date of most recent test within last 12 months and include a negative reading.
- TB testing is required annually. If a student has been tested annually, please provide documentation of current TB skin test as well as the last annual TB skin test. If the student has not been tested annually, please provide documentation of 2 recent TB skin tests.
- If chest x-ray option is used, document must include medical source name, statement of no active symptoms, and include completed Absence of Tuberculosis Symptoms form completed within the past 12 months.
- If titer option is used, the document must include date of most recent test within past 12 months, medical source name, a negative result on most recent test.

#### **Measles, Mumps and Rubella Vaccine or Titer:**

- If vaccination option is used, the document must include the student's name, date, and medical source. Two (2) doses must be documented.
- If titer option is used, the document must include student's name, medical source name, date, and positive titer result.

#### **Tdap/Tetanus:**

- The document must include the student's name, date, and medical source. Need vaccine every 10 years.

#### **Varicella Vaccine or Titer:**

- If vaccination option is used, the document must include student's name, date and medical source. Two (2) doses must be documented.
- If titer option is used, the document must include student's name, date, medical source name and include positive result titer.

#### **Influenza Vaccine or Waiver:**

- The document must include the student's name, date, and medical source name.

#### **CPR Certification:**

- Document must be the American Heart Association BLS or Military Training
- Network Cardiac & Trauma Life Support.
- Document must include the student's name and signature, date of issue, date of expiration.

**NOTE:** The Approved Medical Source List for Immunization Documents:

- State immunization records of vaccinations
- Online Program/Electronic System
- Elementary/Middle/High School/College/University records of vaccinations
- Military records of vaccinations
- Employer health records of vaccinations

## Application Evaluation and Scoring

Once a completed application is on file, acceptance into the program is based on data and grades in the following:

Minimum of overall 2.0 GPA (This includes all transcripts and is necessary for the application to be considered.)

### SCORING PROCEDURE:

Grade Point Average of core curriculum (courses that are part of the degree plan):

minimum of overall 2.0 GPA is required.

4.0 - 3.51 = 50 points

3.5 - 3.01 = 40 points

3.0 - 2.51 = 30 points

2.5 - 2.00 = 20 points

Points for courses applicable to the Surgical Technology Program:

BIOL 1434 Fund. of Anatomy & Physiology

BIOL 2014 Microbiology

HP 1042 – Medical Terminology

HP 2003 – Pharmacology

ENGL 1013 – English Composition I

ENGL 1023 – English Composition II

CIS 1103 – Introduction to Information Technology

MAT 1013 – Math for Career & Technology or higher MAT course

PSYC 2003 – General Psychology

with the following grades: A = 50 points

B = 30 points

C = 10 points

Observation evaluation completed. Between 0 - 60 points.

Points from all required application materials and observation evaluation form. 10 points each.

High School transcript or GED score on file

Accepted as a Northark student

Surgical Technology application submitted by May 1

Observation completed by May 1

ACT, Accuplacer or Compass scores on file

All official college transcripts on file

Consultation with Program Director

## Program Requirements

The student must:

- Attend a **mandatory** orientation meeting.
- Be certified in cardiopulmonary resuscitation (CPR) prior to entry into the Surgical Technology program. Students must maintain certification through the program. The student will provide evidence of "Health Care Provider Course" CPR from the American Heart Association.
- Carry malpractice insurance which is included in the health professions program fee.
- Submit to criminal background check. Fee is included in the health profession program fee.
- Participate as members of their professional organization. Membership fee is included in the health professions program fee.

- Take the National Certification Examination. Group testing is available in the Northark Certification Center. The fee for the certification exam is assessed with fall semester registration.
- Submit to a **12-panel UA Drug Screen** – Students must complete a 10-Panel UA Drug Screen at the designated time or upon request. If the screen comes back positive, the student must forfeit their place in the program. A student taking any prescription drug that will or may show up on a drug screen must be able to produce a valid drug prescription in their name.

Students not accepted may reapply for the next class. Students must meet all admission requirements and resubmit a new application to be considered for enrollment in the next class. The student will be subject to any revised standards and requirements in effect at the time of re-application or re-entry.

Students who withdraw from the program for any reason must again meet eligibility requirements and reapply for admissions.

## Graduation Requirements

The Associate of Applied Science in Surgical Technology is awarded to students who:

- Earn a minimum of 60 credits with a cumulative grade point average of 2.0 or above.
- Earn a "C" or above in all courses required in the surgical technology curriculum.
- Fulfill all program course requirements.
- Apply for and take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting-NBSTSA.
- File an application for graduation form with the Registrar's Office within the specified time limits.

## Graduation

All candidates for graduation must make graduation application by November 1 for fall graduation, to be sure they have satisfied the requirements for graduation. To qualify as an associate degree, certificate of general studies, technical certificate, or certificate of proficiency graduate from North Arkansas College, a student must:

1. Complete all course requirements for the degree as outlined in North Arkansas College's current catalog.
2. Achieve a cumulative GPA of 2.0 or higher.
3. Complete through Northark at least 15 hours of credit for an associate degree.
4. Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, or any subsequent issue while continuously enrolled, but they must complete all degree requirements and apply for graduation within four (4) years of the catalog selected. This does not apply to programs that have been deleted from the curriculum. In the case of program deletions, those students majoring in these areas will be notified as soon as possible of this action.

Academic Honors will be awarded to students graduating with a 3.70-4.00 cumulative grade point average. The cumulative GPA is based on Northark coursework taken through the semester in which application of the degree is awarded.

## Required Course Descriptions

### **SUR 1101      Introduction to Surgical Technology      1 credit hour**

This course introduces the student to the profession of surgical technology, the surgical team members, roles and responsibilities of the surgical technologists, personal and professional relations, the history of surgery, organization and management of various types of health care facilities, interdepartmental relationships, communication techniques, and legal, ethical, and moral aspects of practice.

### **SUR 1102      Surgical Asepsis      2 credit hours**

This course emphasizes the principles of surgical asepsis and safety in the surgical environment. Included are operating room attire, creating and maintaining the sterile field, scrubbing, gowning and gloving, development of the "surgical conscience", the study of microorganisms and their relationship to disease and illness, immunologic defense mechanisms, the process of infection, methods to control infection, wound healing, principles of sanitation, disinfection and sterilization.

**SUR 1103      Perioperative Fundamentals      3 credit hours**

This course provides the student with skills necessary to function as a surgical technologist. It emphasizes establishing and maintaining asepsis, basic case preparation, instrumentation, suture materials and usage, draping techniques, OR furniture and supplies, basic and specialty equipment, scrub and circulating roles and physical aspects of an operating room. It also teaches safety in the surgical environment and methods to establish, maintain and coordinate safe patient care.

**SUR 1012      Lab Practicum I      2 credit hours**

Laboratory experience allows students to observe, and return demonstrate the principles and procedures taught in the classroom in a non-patient contact environment. This provides practicing of skills to achieve a satisfactory level of performance.

**SUR 1112      Patient Care Concepts      2 credit hours**

This course provides fundamental principles and skills of basic patient care concepts to include pediatric, geriatric, and patient with special needs. It includes preoperative preparation, positioning and prepping, care of specimens, vital signs, urethral catheterization, hemostasis, fluid and blood replacement and documentation. Students are also introduced to surgical pharmacology, concepts of anesthesia and emergency protocol.

**SUR 1124      Surgical Procedures I      4 credit hours**

This course familiarizes learners with surgical procedures. It emphasizes on patient care, surgical anatomy, equipment and supplies needed for procedures and surgical sequence. Students learn about pathophysiology, diagnostic tests, preoperative and postoperative care, and complications of surgery are discussed. Areas studied include diagnostic surgery, endoscopic surgery, general surgery, gastrointestinal surgery and obstetric and gynecological surgery.

**SUR 1213      Clinical Practicum I      3 credit hours**

This course introduces the perioperative/surgical environment in a health care facility. It includes supervised clinical experience in application of learned theory and principles, basic patient care procedures, aseptic techniques, safe practice, and beginning skills of sterilization and disinfection. Students will be assigned to cases in the operating room where they will learn to become proficient in their skills.

**SUR 1133      Surgical Procedures II      3 credit hours**

This course explores the areas of orthopedic surgery, genitourinary surgery, ophthalmic surgery and ear, nose and throat surgery. It emphasizes patient care, surgical anatomy, supplies and equipment needed, sequence of procedures, pathophysiology, diagnostic tests, preoperative and postoperative care and complications of surgical procedures.

**SUR 1121      Lab Practicum II      1 credit hour**

This course emphasizes the application of advanced principles, of patient care, case preparation and procedures in a non-patient contact environment.

**SUR 1214      Clinical Practicum II      4 credit hours**

This course is a continuation of SUR 1213 with a focus on moderately complex surgical cases. An increased level of proficiency is achieved in all areas of the operating room.

**SUR 1143      Advanced Surgical Procedures      3 credit hours**

This course emphasizes the specialty areas of plastic and reconstructive surgery, thoracic, peripheral and cardiovascular surgery and neurosurgery.

**SUR 1224      Clinical Practicum III      4 credit hours**

This course is a continuation of clinical coursework in all subspecialty areas of the operating room at an advanced level.

Upon successful completion of SUR 1101 - Introduction to Surgical Technology  
SUR 1102 - Surgical Asepsis

SUR 1103 - Perioperative Fundamentals

SUR 1012 - Lab Practicum I

SUR 1112 - Patient Care Concepts

SUR 1124 - Surgical Procedures I

SUR 1213 - Clinical Practicum I

the student may then enroll in SUR 1133 - Surgical Procedures II

SUR 1214 - Clinical Practicum II

SUR 1143 - Advanced Surgical Procedures

SUR 1224 - Clinical Practicum III

SUR 1121 - Lab Practicum II.

**HP 1042,3 Medical Terminology 2-3 credit hours**

This course studies terminology used in all areas and levels of the health care professions. Emphasis is on understanding with proficiency medical words, their derivatives, and the formation of related terms.

**BIOL 2014 Microbiology 4 credit hours**

The lecture part of this course places the emphasis on basic concepts of bacteria, viruses, fungi, metazoans, protozoans, and immunological principles as they relate to man and his environment. In the laboratory, emphasis is on the identification and handling of microorganisms. Prerequisite: A "C" or better in any college-level biology course AND a "C" or better in CHEM 1004 or 1214 or 1415 or a "B" or better in each of two semesters of high school chemistry.

**BIOL 1434 Fundamentals of Anatomy and Physiology 4 credit hours**

This course studies the fundamentals of anatomy and physiology of the human body with emphasis on body structure, functions of each body system, and basic chemistry.

**HP 2003 Pharmacology 3 credit hours**

This course gives members of the health care team a thorough and practical understanding of pharmacology. Emphasis is placed on therapeutic actions, dosage, drug-interactions, and drug terminology. pharmacology.

**ENGL 1013 English Composition I 3 credit hours**

In this course students read and discuss professional essays and then write clear, concise, well developed expository essays of their own based upon reading and discussion. Instruction guides the student through the preparation and writing of a series of essays as well as a research paper following the MLA format. Students will also complete mastery benchmark exams to demonstrate their competence in the use of grammar, punctuation, and writing strategies.

**CIS 1103 Introduction to Information Technology 3 credit hours**

Introduction to IT provides a working vocabulary of terms used by computer personnel and an introduction to the latest version of Microsoft Office, an integrated software package that encompasses database management, presentation graphics, spreadsheet, and word processing applications. In addition to providing marketable skills, mastery of this course will enhance students' efficiency and effectiveness. This course also provides an opportunity to use the Internet and email as learning tools and emphasizes proper file management.

**MAT 1013 Careers Math or higher 3 credit hours**

This course provides a comprehensive review of basic mathematical concepts in the context of technical areas and builds on those skills through applications. Using a modular, mastery-based, and technology-assisted approach, students will complete the core modules and additional modules required for their degree plan.

**ENGL 1023 English Composition II 3 credit hours**

In this course, students continue to study principles and techniques of expository and persuasive composition, analyze various texts study and practice research methods, and practice and apply critical thinking. Through practice, they also continue developing skills in grammar, punctuation, and mechanics. Prerequisite(s): "C" or higher in ENGL 1013.

**PSYC 2003 General Psychology 3 credit hours**

This course investigates basic principles and theories of behavior in the areas of learning, memory, perception, development, biological basics of behavior, motivation and emotion, personality, stress, abnormal behavior and therapy, and social and interpersonal relationships.

## Required Textbooks

*Surgical Technology for the Surgical Technologist, 6th Ed, AST, 2023, Cengage. Bundle ISBN-13: 978-0-357-62573-6*  
*Surgical Instrumentation, 2nd Ed. Nancy Marie Phillips*  
*Surgical Technologist Certifying Exam Study Guide, 4th Ed., AST, 2025.*  
Surgical Technology Program Notebook  
Surgical Technology Student Calendar

## Academic Plan

**Program Application:** Applications to the Surgical Technology program are due by April 1. Immunizations and CPR training are not required before acceptance into the program.

**Program Acceptance:** Upon written program acceptance, the following courses are taken. Courses in the Surgical Technology Program must be taken in sequence. Failure of any SUR course prevents progression in the program. After acceptance into the program, proof of immunizations and CPR Certification are required. A criminal background check and drug screen will be arranged by the Program Director prior to being assigned to a clinical site.

### First Semester (Fall): 15-16 Credits

- HP 1042 **OR** HP 1043 – Medical Terminology Credits: 2-3
- ENGL 1013 - English Composition I Credits: 3
- MAT 1013 - Careers Math **OR higher** Credits: 3
- BIOL 1434 - Fundamentals of Anatomy and Physiology Credits: 4
- SUR 1101 - Introduction to Surgical Technology Credits: 1
- SUR 1112 - Patient Care Concepts Credits: 2

### Second Semester (Winter Intercession): 3 Credits

- CIS 1103 - Introduction to Information Technology Credits: 3

### Third Semester (Spring): 17 Credits

- SUR 1012 - Lab Practicum I Credits: 2
- SUR 1102 - Surgical Asepsis Credits: 2
- SUR 1103 - Perioperative Fundamentals Credits: 3
- SUR 1124 - Surgical Procedures I Credits: 4
- SUR 1213 - Clinical Practicum I Credits: 3
- HP 2003 - Pharmacology Credits: 3

### Fourth Semester (Summer): 10 Credits

- SUR 1133 - Surgical Procedures II Credits: 3
- SUR 1214 - Clinical Practicum II Credits: 4
- PSYC 2003 - General Psychology Credits: 3

### Fifth Semester (Fall): 15 Credits

- SUR 1121 - Lab Practicum II Credits: 1

- SUR 1143 - Advanced Surgical Procedures Credits: 3
- SUR 1224 - Clinical Practicum III Credits: 4
- ENGL 1023 - English Composition II Credits: 3
- BIOL 2014 - Microbiology Credits: 4

**Grand Total: 60-61 Credits**

### Estimated Program Cost Analysis

#### Prerequisites & General Education Requirements Tuition (30 hours)

Boone County Residents .....	\$ 2,940.00
Out-of-County Residents .....	\$ 3750.00
Contiguous County Residents .....	\$ 4560.00
<i>(Barry, Ozark, Stone, &amp; Taney in Missouri)</i>	
Out-of-State Residents .....	\$ 5910.00
Science Lab Fee .....	\$ 114.00
<i>(\$8 per credit hour)</i>	
Online Course Fee .....	\$ 60.00
<i>(\$20 per online or hybrid/remote online course credit hour)</i>	
Health Professions Program Fee .....	\$ 114.00
<i>(\$38 per program/health professions course credit hour)</i>	
Mandatory Student Fees .....	\$ 1,020.00
<i>(activity fee, student services fee, safety &amp; parking fee, technology fee, &amp; student government fee per credit hour)</i>	
Books .....	\$ 1,140.00

#### Semester 1 Tuition (1 hour)

Boone County Residents .....	\$ 98.00
Out-of-County Residents .....	\$ 125.00
Contiguous County Residents .....	\$ 152.00
<i>(Barry, Ozark, Stone, &amp; Taney in Missouri)</i>	
Out-of-State Residents .....	\$ 197.00
Health Professions Program Fee .....	\$ 38.00
<i>(\$38 per program/health professions course credit hour)</i>	
Mandatory Student Fees .....	\$ 34.00
<i>(activity fee, student services fee, safety &amp; parking fee, technology fee, &amp; student government fee per credit hour)</i>	
Books .....	\$ 90.00
Immunizations .....	\$ 125.00
CPR Certification .....	\$ 75.00
Name Tag .....	\$ 10.00
Lab Coat .....	\$ 30.00
Uniforms (2) .....	\$ 100.00
Shoes .....	\$ 60.00
Safety Glasses .....	\$ 10.00

#### Semester 2 Tuition (15 hours)

Boone County Residents .....	\$ 1,470.00
Out-of-County Residents .....	\$ 1,875.00
Contiguous County Residents .....	\$ 2,280.00
<i>(Barry, Ozark, Stone, &amp; Taney in Missouri)</i>	
Out-of-State Residents .....	\$ 2,955.00

Health Professions Program Fee .....	\$ 570.00
<i>(\$38 per program/health professions course credit hour)</i>	
Mandatory Student Fees .....	\$ 510.00
<i>(activity fee, student services fee, safety &amp; parking fee, technology fee, &amp; student government fee per credit hour)</i>	
Books .....	\$ 680.00
<b>Semester 3 Tuition (7 hours)</b>	
Boone County Residents .....	\$ 686.00
Out-of-County Residents .....	\$ 875.00
Contiguous County Residents .....	\$ 1,064.00
<i>(Barry, Ozark, Stone, &amp; Taney in Missouri)</i>	
Out-of-State Residents .....	\$ 2,955.00
Health Professions Program Fee .....	\$ 266.00
<i>(\$38 per program/health professions course credit hour)</i>	
Mandatory Student Fees .....	\$ 238.00
<i>(activity fee, student services fee, safety &amp; parking fee, technology fee, &amp; student government fee per credit hour)</i>	
<b>Semester 4 Tuition (8 hours)</b>	
Boone County Residents .....	\$ 784.00
Out-of-County Residents .....	\$ 1,000.00
Contiguous County Residents .....	\$ 1,216.00
<i>(Barry, Ozark, Stone, &amp; Taney in Missouri)</i>	
Out-of-State Residents .....	\$ 1,576.00
Health Professions Program Fee .....	\$ 304.00
<i>(\$38 per program/health professions course credit hour)</i>	
Mandatory Student Fees .....	\$ 272.00
<i>(activity fee, student services fee, safety &amp; parking fee, technology fee, &amp; student government fee per credit hour)</i>	
<b>Totals</b> Boone County Residents .....	\$ 11,844.00
Out-of-County Residents .....	\$ 13,491.00
Contiguous County Residents .....	\$ 15,813.00
Out-of-State Residents .....	\$ 17,883.00

**Prices subject to change without notice**

\*\* Prices are listed as per the "Suggest Program of Study" \*\*

**Total cost will be reduced if pre-requisites are taken at another accredited institution.**

Personal expenses to consider are travel, meals, and childcare services. Although we have made every effort to include all school expenses, we may have missed some. Hopefully any missed will be incidentals. The purpose of this is to help you budget your money for school expenses for the year; but whether or not it is included on this sheet, it is your responsibility to pay for the required supplies or services at the time they are due.

**Institutional Affiliations**

Clinical experiences for students are provided in the following care facilities:

**North Arkansas Regional Medical Center .....Harrison, Arkansas**

**Cox Medical Center Branson.....Branson, Missouri**

**Cox Medical Center South .....Springfield, Missouri**

**Baxter Regional Medical Center.....Mountain Home, Arkansas**

**Mercy Hospital .....Berryville, Arkansas**

**Mercy Hospital..... Rogers, Arkansas**

**Washington Regional Medical Center..... Fayetteville, Arkansas**

Special and/or individual experiences may be provided in other health care agencies at various times. Students will be expected to attend clinical rotations off the Northark campus to maximize educational opportunities. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete the surgical rotation. North Arkansas College and the Surgical Technology Department are not liable for any accidents during the off-campus surgical rotation.

## **SECTION III: Policies and Student Expectations**

### **Policies and Procedures**

The student is responsible for understanding the policies and procedures of the Surgical Technology Program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills.

Each student will be asked to sign a statement that they have reviewed, understand, and agree to comply with the policies and procedures of the Surgical Technology Program.

### **Separate Instructional Site (SIS) Disclosure**

The Surgical Technology Program at North Arkansas College is delivered at the main campus in Harrison, Arkansas, and at the Separate Instructional Site (SIS) located at Washington Regional Medical Center in Fayetteville, Arkansas. Students enrolled at the SIS receive lecture instruction via live-streamed, recorded classes, laboratory, and clinical experiences are provided **ALL** onsite. Applicants and students should be aware that course activities may occur at either instructional location.

### **Location and Use of the Separate Instructional Site**

- **Classroom Instruction:** Students at the SIS receive didactic (lecture) instruction through live-streamed and recorded classes originating from the Harrison campus. Audiovisual equipment and learning technology are provided to ensure full access to faculty instruction.
- **Laboratory Instruction:** Students at the SIS participate in hands-on skills labs at Washington Regional Medical Center, using equipment and supplies equivalent to those provided at the main campus.
- **Clinical Experience:** SIS students complete clinical rotations at approved affiliate hospitals and surgical centers in Northwest Arkansas. These clinical experiences are consistent with the program objectives and accreditation standards.

### **Instructional Continuity and Emergency Preparedness Plan**

#### **Disaster Contingency for Course Delivery**

In the event of a catastrophic event or pandemic in the state or the area, all Northark in-person classes may be transferred to an online and/or blended environment to keep students, faculty, and staff safe and healthy.

Students will be notified of this change via email and/or text message within 72 hours if possible. In the event of a power outage, communication will resume as soon as possible.

Instructors will also send messages to students via email and/or Canvas detailing any changes to the class and the delivery method. In the event of this change, students will need to have reliable access to both the internet and a computer in order to complete the coursework. Should a student not have the needed equipment to complete online assignments, they should notify their instructor and visit the Learning Resource Center to familiarize themselves with the procedures in checking out needed equipment.

### **Pandemic**

In the event of a pandemic, all lectures will be conducted virtually. Students will be required to attend online until in-person classes resume at Northark. All faculty will maintain FERPA compliance in the virtual environment.

Labs will continue to take place as long as health and safety can be ensured. All labs will follow pandemic-related requirements set forth by national standards.

Clinical activities will continue as scheduled, if permitted. In the event that clinical sites are shut down due to a catastrophic event, students will discontinue attendance until sites reopen to students. All clinical sites and instructors will be notified of such changes via email. Additional instructions will be provided as needed.

### **Catastrophic Event**

In the event of a catastrophic event, all lectures will be conducted virtually. Students will be required to attend online until in-person classes resume at Northark. All faculty will maintain FERPA compliance in the virtual environment. For lab classes, the Director will work with local hospital(s) to secure a location with all required equipment to continue the course in accordance with ARC/STSA standards.

Clinical activities will continue as long as sites remain available. In the event that current sites are not available, the Director will work with additional hospitals to secure clinical placements to ensure there is no interruption of learning, if possible.

### **If Classes Are Interrupted**

1. Stay Informed
  - Check Northark Alert, your college email, and Canvas for updates.
  - Official communication will come only from Northark administration or your instructor.
2. Instructional Continuity
  - All lectures are recorded and will be available in Canvas.
  - If Canvas is down, your instructor will email you class materials directly.
  - Keep a backup of important files on your personal device or cloud storage.
3. Student Support Services (*Available Remotely*)
  - Advising: Email or call your assigned advisor.
  - Tutoring: Access online tutoring resources (posted in Canvas).
  - Library: Digital resources available through the Northark Library portal.
  - Technical Support: Helpdesk available by phone/email for Canvas or system access issues.
4. Faculty Responsibilities
  - Post lecture recordings and assignments in Canvas (or distribute via email if Canvas is unavailable).
  - Maintain updated backup copies of course materials.
  - Communicate promptly with students about alternate instructions.
  - Report continuity issues to the Associate Vice-President of Academic Affairs.
5. Program Oversight (SIS-specific)
  - SIS faculty will coordinate with the Program Director and Northark Academic Affairs to ensure classes remain aligned with main campus standards.
  - Remote instruction will continue via audiovisual systems if onsite facilities are unavailable.

## **Student Responsibilities and Accommodations for Students with Special Needs**

### **Student Responsibilities:**

- Read the college catalog and all materials you receive during registration. These materials tell you what the college expects of you.
- Read the syllabus for each class. The syllabus tells you what the instructor expects from you.
- Attend all class meetings. Something important to learning happens during every class period. If you must miss a class meeting, talk to the instructor in advance about what you should do.
- Be on time. If you come in after class has started, you disrupt the entire class.
- Never interrupt another class to talk to the instructor or a student in that class.
- Be prepared for class. Complete reading assignments and other homework before class so that you can understand the lecture and participate in discussion. Always have pen/pencil, paper, and other specific tools for class.
- Learn to take good notes. Write down ideas rather than word-for-word statements by the instructor.
- Allow time to use all the resources available to you at the college. Visit your instructor during office hours for help with material or assignments you do not understand; use the library; use the free tutors, tapes, computers, and other resources in the Learning Assistance Center.
- Treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours. Listen to others and evaluate ideas on their own merit.

### **Accommodations for Students with Special Needs:**

North Arkansas College is committed to providing equal opportunity and equal access to college facilities, programs, and services for all students in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans Disabilities Act of 1990 (ADA), The ADA Amendments Acts of 2008, and with subsequent state and federal legislation pertaining to individuals with disabilities and their rights.

Under the ADA, any person who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability.

To receive accommodations at Northark, a student must self-identify as an individual with a disability with the Northark disabilities coordinator. Students meet with the disabilities coordinator to create a plan of reasonable accommodations tailored to meet their individual needs.

All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). Student disability documentation and records of accommodations are kept separate from academic records and under normal circumstances are not shared with any persons outside Northark. (Exceptions usually involve danger to the student or another person or compliance with court orders.) Disability records do not follow students when they transfer to other colleges or universities and are not shared with employers.

To obtain further information on services and policies or to make an appointment, students should contact Disability Services at (870) 391-3204 or e-mail [hannah.king@northark.edu](mailto:hannah.king@northark.edu)

### **Americans with Disabilities Act, Implications for Health Professions Majors:**

Students with documented disabilities who are applying for admissions to the Surgical Technology Program will be welcome according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students who are disabled, but who have the abilities to assume the role of the surgical technician. These abilities include but are not limited to abilities listed in the Mental & Physical Abilities Statement listed in this booklet. Students with disabilities will be evaluated on an individual basis by the faculty of the Surgical Technology Program as to their potential for success in a career in surgical technology.

### **Statement of Non-Discrimination:**

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination in the Surgical Technology Program at North Arkansas College on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, national origin, religion, sex, marital status, or handicap. North Arkansas College is committed to a policy of non-discrimination in admissions, educational programs, or activities as required by applicable laws and regulations. Inquiries should be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

### **Code of Conduct**

The attitudes, feelings, or emotions that you have toward yourself, your work, patients, co-workers, and your profession are reflected by your outward behaviors. Behavior may include facial expressions, actions, body language, and conversation. It is very important that you exhibit behavior which reflects your attitude of openness to learning. Listed below are some of the attitudes expected of you with example(s) of the type of observable behavior which is desired.

1. **Honesty and Integrity:** Refusal to lie, steal or deceive in any way. Abides by the profession's code of ethics.
2. **Punctuality:** Arrives on time for class and clinical. Completes assignments on time.
3. **Cooperativeness:** Follows established departmental protocol and procedures. Demonstrates willingness to work well with others and is receptive to suggestions for improvement.
4. **Pride in Workmanship:** Strives for improvement in assignments and clinical. Requests assistance when having difficulty in attaining the specified performance standards.
5. **Mature Actions:** Assumes responsibility and consequences for one's actions. Accepts one's own limitations, strives to resolve personal conflicts.
6. **Consideration for Others:** Demonstrates verbal and non-verbal communication thoughtful regard for the feelings and rights of other students, the faculty and staff, and clinical personnel.
7. **Respects Concern for Patients:** Demonstrates by verbal and non-verbal communication that the patient comes first. Refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment in the patient. Respects patient's right to confidentiality of personal information, refrains from referring despairingly to the service of another health professional in the presence of a patient.
8. **Enthusiasm:** Displays initiative in class and in clinical situations. Volunteers to assume acceptable additional responsibilities.
9. **Ability to Accept Constructive Criticism Graciously:** Strives to improve and is not defensive but receptive to suggestions for improvement.
10. **Loyalty:** Supports with words and actions the ideal and policies of the school, the program, and the profession.
11. **Pride in Personal Appearance:** Maintains professional appearance and personal hygiene consistent with the program's guidelines.
12. **Tact:** Exercise discretion in words and actions to maintain good relations with patient's peers, and faculty.

**NOTE: The faculty reserves the right to dismiss any student for failure to display attitudes, reflected by their behavior, consistent with those listed above.**

### **Class Attendance Policy**

Education at the college level requires active involvement in the learning process. Therefore, students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes.

It is the responsibility of faculty members to advise their classes in writing of the attendance and makeup policies. It is the student's responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible. Students are expected to attend all class meetings and officially withdraw from courses they are no longer

attending. Faculty will not withdraw students from course for any reason. Students must consult the course syllabi for the attendance policy set by individual instructors.

## Clinical Attendance Policy

Attendance and punctuality are two important responsibilities of the student. Each student is expected to attend all scheduled learning experiences. Continued enrollment in the program depends, in part, on consistent attendance. Because of the importance of attendance in the Surgical Technology curriculum, students will be expected to adhere to the following policies:

When clinical absences are absolutely necessary, the student must:

1. Call the clinical area **and** the instructor no less than thirty minutes in advance of the scheduled start time.
2. The student must notify the clinical area **and** the instructor **each day** he/she is absent.
3. Medical or other documentation is required for verification
4. Failure to follow policy may result in probation.
5. A student may request, in advance, to obtain leave for a Holiday or other required absence such as court, jury duty, military duty, etc.
6. It is the student's responsibility to keep track of his/her absences and to arrange with director, instructor, and clinical site for make-up of missed time.
7. Any days missed **MUST** be made up within 14 calendar days.

Two days of clinical absences are allowed each semester for illness (clinical absences must be made up). **Any student missing more than two days will not be allowed to continue in the program.** The student must withdraw from the program or accept a failing grade (F) for the course. **Failure to call and notify** the clinical site AND the instructor in advance of a clinical absence **will result in probation and 10 points being deducted from the final clinical grade** at the end of the semester.

If extenuating circumstances occur (surgery, car accident, death in family, court, etc.), the program faculty will evaluate and make decisions on an individual basis.

Tardy is arriving for the clinical 10 minutes after the designated arrival time. Accruing two tardies in the Fall semester will be equivalent to one day of absence. Accruing three tardies in the Spring semester will be equivalent to one day of absence. **Students are required to sign in upon arrival to the clinical area and sign out when leaving the clinical area. Signing in late or leaving early will be considered a tardy.**

Each student is expected to attend all scheduled learning experiences. In academic courses, grades are earned on the basis of the student's attainment of the course objectives, regular and punctual attendance is expected. Class attendance records are kept and include arriving to class late or leaving class early. In lab and clinical-based courses, attendance is evaluated weekly. Guidelines for clinical days are established and failure to comply may result in dismissal from the program. Three tardies equal one absence in class and lab. Tardy is arriving late or leaving early.

## Travel and Transportation

Students must have available transportation to the college and the following clinical sites.

- North Arkansas Regional Medical Center, Harrison, Arkansas
- Cox-Branson, Branson, Missouri
- Washington Regional Medical Center, Fayetteville, Arkansas
- Baxter Regional Medical Center, Mountain Home, Arkansas

The distances required in reaching clinical facilities will vary depending on where the student lives and where the student is assigned for clinical experiences. Clinical is required two to three days per week. Students are expected to have safe, reliable transportation to and from their assigned destination.

## Hospital Entrances

Do not use the emergency entrance of any hospital when reporting to the clinical area. Park in the area designated for employees or as directed by the clinical agency. Failure to abide by the parking policy may result in loss of privileges for clinical rotations.

## Dress Code Policy

Students will adhere to the dress code of the college and the clinical facility in which they are assigned. The instructor is responsible for determining what constitutes appropriate professional attire in particular agencies and areas.

- Each student must wear a name tag while at the clinical site.
- Each student must wear appropriate (per hospital policy) and professional dress to and from the clinical site.
- A pair of shoes should be purchased for use in the O.R. only. Shoes of an athletic cut are appropriate and provide the most comfort. These shoes are worn **ONLY IN THE CLINICAL AREA**. Shoes must be kept clean. Shoe covers are to be worn inside the O.R.
- Protective eyewear must be worn during all surgical procedures.
- Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover. Hair should be neat and clean. Beards must be short and neatly trimmed. All hair must be covered.
- Good personal hygiene is mandatory for the surgical technologist.
- Nails must be short and clean. Nails should be shorter than fingertips when observing from the palm side. Fingernail polish is not allowed in the clinical area. This includes clear nail polish. Acrylic nails are **NOT PERMITTED**.

The student provides:

- Designated Scrub Suit.
- White three-quarter length lab coat.
- Personal protective glasses or safety glasses.
- Name tag.
- Students will dress in the designated area and put on fresh, clean scrub clothes each day. Wearing or removing scrub clothes from the hospital is forbidden.
- One pair of shoes that will be worn **ONLY IN CLINICAL AREAS**.

## Cell Phones and Electronic Devices

**All cell phones or electronic devices are to be turned off or set to vibrate or silent during class time.** They should not be visible on the desk or in the classroom. Cell phone use may be allowed for specific designated classroom activities. Students are not allowed to use their cell phone for texting, playing games, or surfing the web unless this is a designated classroom activity assigned and approved by the instructor. **If students are caught using their cell phones for unapproved activities, they will be asked to leave the classroom. Any missed work cannot be made up.** If a student has a sick child or other emergent situation, they may be allowed to keep their cell phone out and leave the classroom to answer a call if previously arranged with the instructor. Unless previous arrangements have been made, it is not acceptable for a student to leave class to answer a call. Emergency contact numbers should be provided to family and childcare providers. **CELL PHONES OR ANY ELECTRONIC DEVICES ARE NOT ALLOWED DURING ANY TYPE OF TESTING OR TEST REVIEW.** For clinical, phones are to be on silent and kept in the OR locker. Students may access their cell phone on break and lunch. Emergency contact numbers should be provided to family and childcare providers. The first-time students are caught with their phone in the OR suite, they will be issued a warning. **Further violations will result in disciplinary action which may include being dismissed from the program.**

## Audio/Video Recording and Media Use Statement

Students enrolled in the Surgical Technology program may be audio- or video-recorded, or photographed during classroom instruction, laboratory activities, simulation exercises, student presentations, return demonstrations, and

program-sponsored events. These recordings are used to support instruction, student evaluation, competency validation, program improvement, and accreditation requirements.

Recordings may capture the student's image, voice, name, and performance of skills. Access to recordings used for educational and evaluation purposes is limited to faculty, authorized program personnel, and accreditation reviewers as appropriate.

With student consent, recordings and images may also be used for program promotion, recruitment materials, institutional publications, presentations, websites, and social media. Participation in promotional use is voluntary and will not impact grades, evaluations, or program standing. Students will not receive compensation for the use of recordings or images.

The program will make reasonable efforts to maintain confidentiality and secure storage of recordings. Students are prohibited from recording classmates, faculty, or program activities without prior authorization.

Students may withdraw consent for promotional use at any time by submitting a written request; however, materials already published may not be retracted.

### **Emergency Conditions**

In the event of a weather emergency or natural disaster, warnings will be issued over the public address systems and the electronic message boards. Northark can issue text alerts to pre-arranged student cell phone numbers and e-mail addresses. Students, faculty, and staff will be advised to take cover in an appropriate area.

In the event of a fire, alarms will be activated throughout all buildings. Students should follow the published evacuation procedures and routes shown on the area emergency procedure plan.

### **Emergency Notification System**

A messaging system is in place to alert students and staff of college emergencies and closings. Participation in this system is voluntary but is strongly recommended. Your cell phone must be able to accept text messages to receive mobile alerts. If your phone does not accept text messages, you can still receive the alerts via e-mail. To sign up, go to <https://www.getrave.com/login/northark>. Northark will not send spam or advertising through this system.

### **Emergency Procedures**

An emergency procedures plan is located in each classroom. Topics covered include first aid/accidents, fire/explosions, hazardous materials, bomb threats, violent or criminal behavior, natural disasters, and evacuation procedures. Students and staff should consult these plans to be prepared in the event of an emergency.

### **Smoking Policy**

According to Arkansas State Law, there will be no smoking on any grounds owned by the hospitals. "Grounds means the buildings in and on which medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings in which medical services are provided." Grounds do include parking lots owned by the hospital, which means no smoking in your cars on hospital grounds. Any student, faculty or facility member that smokes on hospital grounds will be asked to leave and will not be able to return for any clinicals at the hospital. If you are unable to return to the clinical, you will be **dismissed** from the program. North Arkansas College is smoke-free. No smoking is allowed on the campus.

## Artificial Intelligence (A.I.) Policy

North Arkansas College is committed to the ethical, responsible, and transparent use of artificial intelligence (AI) across its academic, operational, and administrative functions. Recognizing AI's potential to enhance education, research, and institutional efficiency, the college embraces its use while ensuring it aligns with its mission and values.

### **AI USE BY STUDENTS**

#### **1. Permitted Uses (with Attribution or as Defined by Faculty)**

- Brainstorming ideas, outlining assignments, or generating summaries.
- Language assistance, grammar checks, and style refinement.
- Research assistance (students must verify AI-generated sources).
- Coding or programming assistance where allowed.

#### **2. Prohibited Uses**

- Submitting AI-generated work as original student work without proper acknowledgment.
- Using AI to complete quizzes, exams, or other assessments meant to evaluate personal understanding.
- Fabricating sources or citations using AI-generated content.
- Bypassing learning objectives by relying entirely on AI-generated content.

#### **3. Faculty Discretion and Course-Specific Policies**

- Faculty members must define AI policies in their syllabi, specifying whether AI use is prohibited, permitted, or required in coursework.
- If no explicit course policy is provided, students must seek clarification before using AI.

#### **4. Academic Integrity and Consequences**

- Unauthorized AI use constitutes academic misconduct and will be subject to Academic Integrity Policy.
- Faculty should clearly outline penalties and reporting procedures for violations.

## Children in Class

CHILDREN OF ANY AGE ARE NOT PERMITTED IN THE CLASSROOM, LAB, OR CLINICAL AREA.

## SECTION IV: Health and Safety Compliance

### Immunization Requirements

Students in Health Professions Programs and faculty involved in clinical courses must present to the Department of Health Professions a health record that includes the following:

- evidence of immunization against Hepatitis B OR a signed "Hepatitis B Vaccine Waiver"
- evidence a positive Rubella titer or MMR vaccination
- evidence of Varicella or waiver
- negative TB skin test or negative chest x-ray
- CPR certification

The above must be presented to the Department of Health Professions before the individual will be permitted to participate in clinically related learning experiences.

Information on obtaining immunizations or titers will be provided to students upon acceptance into the program.

- **MMR** – Two MMR's or documentation of positive rubella titer.
- **Hepatitis B Vaccine Series or Titer-** Hepatitis B vaccine series consists of 3 injections over a 6-month time period. Arrangements for the first injection may be made immediately upon acceptance into the program. Follow with the second injection one month after the first injection. The third injection of the series is given 3-6 months

after the first injection. Documentation of Hepatitis B vaccination series or a positive titer screening must be submitted to the program director.

- **Tdap** The Tetanus, Diphtheria, Pertussis (Tdap) immunization is needed every 10 years to be protected.
- **TB Test** A negative tuberculin skin test. The TB test must remain current throughout the program. If a negative TB test cannot be provided, a certificate of health must be provided. Two negative tuberculum tests must be provided. TB testing is required annually. If the student has been tested annually, please provide documentation of a current TB skin test as well as the last annual TB skin test. If the student has not been tested annually, please provide documentation of 2 recent TB skin tests.
- **Varicella** Vaccination series of 2, or a positive titer-screening.
- **CPR** Current CPR Certification (**American Heart Association – Healthcare Provider**).
- **Covid vaccination** Northark does not require students to receive or report their COVID-19 vaccination. Students who are assigned to clinical facilities must comply with the established COVID-19 clinical procedures and guidelines for their assigned facility and, for those that require COVID-19 vaccinations, students must submit vaccine documentation. Please note that refusal to comply with all the vaccination requirements may limit site placement and could impede progression through your program of study. In some facilities, students are allowed to apply for a waiver. Item subject to change.

All immunization and CPR records must be on file in the Director's office. It is the student's responsibility to ensure immunizations are current for the duration of the program. Students who are not in compliance with these requirements will be unable to meet clinical requirements and will not be allowed to continue in the program.

## **Hepatitis B Vaccine Fact Sheet and Waiver**

### **Please Read This Carefully**

Hepatitis B is an infection of the liver caused by the hepatitis B virus (HBV). The term "viral hepatitis" is often used and may include hepatitis B and other similar diseases which affect the liver but are caused by different viruses. It can be transmitted by contact with blood and other body fluids, such as saliva, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, and many other body fluids visibly contaminated with blood. However, the most common form of transmission is via contaminated materials and surfaces (i.e., needles, scalpels, and broken glass).

Acute hepatitis generally begins with mild symptoms that may or may not become severe. These symptoms may include loss of appetite, a vague feeling of oncoming illness, stomach pain, dark urine, and jaundice (yellow eyes and skin). Skin rashes and joint pain can also occur.

In the United States about 300,000 persons, mostly young adults, catch hepatitis B each year. About one-fourth will develop jaundice, and more than 10,000 will need to be hospitalized. About 250 people die each year from severe acute hepatitis B. Between 6 and 10 of every 100 young adults who catch hepatitis B become chronic carriers (have HBV in their blood for 6 or more months) and may be able to spread the infection to others for a long period of time. Infants who catch hepatitis B are more likely to become carriers than adults. About one-fourth of these carriers go on to develop a disease called "chronic active hepatitis." Chronic active hepatitis often causes cirrhosis of the liver (liver destruction) and death due to liver failure. In addition, HBV carriers are much more likely than others to get cancer of the liver. An estimated 4,000 persons die from hepatitis B-related cirrhosis each year in the United States and more than 800 die from hepatitis B-related liver cancer.

**HEALTH CARE WORKERS ARE AT RISK OF EXPOSURE TO HBV DUE TO CONTACT WITH BODY FLUIDS IN THE COURSE OF CARING FOR POTENTIALLY INFECTED CARRIER/CONSUMERS. THEREFORE, THE VACCINATION SERIES FOR HBV IS STRONGLY RECOMMENDED UNLESS THE STUDENT HAS OTHERWISE ACQUIRED IMMUNITY FROM THIS DISEASE. VACCINATION MAY BE OBTAINED FROM PRIVATE PHYSICIANS, OR THE HEALTH CARE FACILITY WHERE THE STUDENT MAY BE EMPLOYED. THERE ARE SOME HEALTH INSURANCE**

**COMPANIES THAT COVER THE COST OF THE HEPATITIS B VACCINE AND DUE TO THE HIGH COST OF THIS VACCINATION SERIES, STUDENTS ARE ENCOURAGED TO INVESTIGATE POSSIBLE COVERAGE BY THEIR INSURANCE CARRIER. THE COLLEGE IS NOT ABLE TO COVER THE COST OF THE VACCINE.**

**The Vaccine:** Engerix-B and Recombivax-HB are non-infectious synthetic vaccines derived from yeast cultures. Hepatavax-B is a non-infectious inactivated viral vaccine derived from carriers of HBV surface antigen. The regimen consists of 3 doses of vaccine given intramuscularly in the deltoid muscle. 1st dose: at an elected date; 2nd dose: one month later; 3rd dose: 6 months after the first dose. After the third dose a blood sample is drawn to determine the titer level. The duration of protective effect of the vaccine is not well defined. Boosters may be recommended in the future.

**Risk and possible effects:** No reports of serious adverse reactions attributed to vaccination have occurred. As with any vaccine, there is the possibility that broad use of the vaccine could reveal rare adverse reactions not observed in clinical trials. Injection-site soreness is the most common adverse reaction. Less common local reactions are erythema, swelling, warmth, or induration which usually subside within 48 hours. Headache, fever, and dizziness may occur in 1-10% of vaccine recipients.

**Special precautions:** The Hepatitis B vaccines are contraindicated in the presence of hypersensitivity to any component of the vaccine. In particular, Engerix B and REcombivax-HB are contraindicated in the case of an allergy to yeast. Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk. Caution and appropriate care should be exercised in administering the Hepatitis B vaccine to individuals with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk. Data are not available on the safety of Hepatitis B vaccine for the developing fetus. However, because the vaccines contain only non-infectious particles, the CDC states that "pregnancy or lactation should not be considered a contraindication to the use of this vaccine for persons who are otherwise eligible." Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given. Therefore, the vaccine may not prevent Hepatitis B in such persons.

## **DEPARTMENT OF HEALTH PROFESSIONS**

### **Drug Screening and Background Checks**

Please be aware that clinical agencies require criminal background checks and drug screening\* on all people working in their facilities. Criminal background checks and drug screening will be required before students are permitted in clinical facilities. As a student, you will fall under the policies of the institution in which you will do your clinical. If random drug screening is done on the unit you are working on that day, you may become a part of that screening.

Clinical Education sites have the right to refuse students at their facilities. If you are unable to meet the agency's policies and are denied clinical access by any affiliating agency, you will be unable to complete the program.

If you are taking any prescription drug that will or may show up in a drug screen, you must be able to produce a valid drug prescription in your name.

### **Criminal Background Checks Prior to Clinical Experience**

Students will be required to undergo Criminal Background Checks prior to participating in any assigned clinical experiences. Hospitals and agencies affiliated with North Arkansas College are asking for students to be checked in order to satisfy their compliance requirements. North Arkansas College has entered into an arrangement with **CertifiedBackground.com** to provide this service to all nursing and Health Professions students. The cost of the

student background check service is included in the health professions program fee for students accepted and actively enrolled in the PN, RN, Surg Tech, Med Lab Tech, Rad Tech and EMS/Paramedic programs.

### **Certified Background Screening:**

The background screening service is initiated at the faculty member's direction and includes screening searches of criminal records, nationwide sex offender registry, residency history and education, employment, and social security verifications. Reports include OIG/GSA, SDN/OFAC and Adult/Child Abuse databases (Nationwide Healthcare Fraud & Abuse scan and USA Patriot Act registries). Students are directed to the Certified Background website to initiate this service by the faculty or program director. As the background checks are completed, the results are available online 24/7 to both the student and the school to review. Clinical Sharing will also be enabled to allow clinical sites to easily view background check results online for students assigned to a specific location. All information is encrypted under the same high security procedures implemented by banks, credit card companies and similar websites requesting sensitive information.

## **Technical Standards**

### **Mental and Physical Abilities Statement:**

You should be aware of the mental and physical abilities required during the Northark Surgical Technology Program. The provision of safe patient care necessitates the student's ability to respond to multiple sensory and environmental cues. It is essential that the student be able to read, understand, and apply the information in textbooks and clinical records. It is essential that the student be able to effectively communicate with patients, families, and peers. The student must be able to tolerate stressful and physically taxing workloads. The student may be exposed to communicable or infectious disease, hazardous materials, and injury from performance of assigned duties.

The following abilities and skills are necessary to meet the requirements of the Surgical Technology program and for a successful professional career.

1. Frequent walking, ability to bend, stoop, sit or stand for long periods of time in one location with minimal/no breaks.
2. Be able to lift a minimum of 20 pounds and apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
3. Be able to refrain from nourishment or restroom breaks for up to 6 hours.
4. Demonstrate sufficient visual acuity to load fine (10-0) sutures/needles onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
5. Perform close and distant visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
6. Demonstrate sufficient peripheral vision to anticipate function within the sterile field.
7. Be able to hear and understand muffled communication without visualization of communicators mouth/lips and within 20 feet.
8. Respond and react immediately to auditory instructions/requests, to hear activation/warning signals on equipment and communicate effectively without auditory impediment.
9. Be able to detect odors sufficient to maintain environmental safety and patient needs and to tolerate various odors.
10. Manipulate instruments, supplies, equipment with speed, dexterity, and good eye hand coordination.
11. Be able to ambulate/move around without assistive devices.
12. Be able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
13. Be able to effectively communicate, orally and in writing, using the English language, appropriate grammar, vocabulary, and word usage.
14. Be free of reportable communicable disease and chemical abuse.
15. Be able to demonstrate immunity (natural or artificial) to Rubella, Tuberculosis, Varicella and Hepatitis B, or to be vaccinated against these diseases.

16. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to mentally tracking surgical supplies and performing anticipation skills intra-operatively.
17. Be able to make quick appropriate judgment decisions in stressful situations.
18. Demonstrate use of positive coping skills under stress.
19. Demonstrate calm and effective responses, especially in an emergency.
20. Exhibit positive interpersonal skills during patient, staff, and faculty interactions by working well with others.

## **Occupational Risks**

Students will undergo a hospital orientation at the clinical site prior to beginning clinical rotations. Students will receive safety information included in the program curriculum relating to OSHA Guidelines for Workplace Hazards, Standard Precautions, fire safety, body mechanics, biohazardous materials, mechanical, chemical, thermal and radiation hazards, infectious diseases and processes, all hazards and emergency preparedness. Students are expected to follow college and clinical affiliate policies and procedures.

### **Student Health Issues and Accident Insurance:**

Students are responsible for their own health and accident insurance coverage while enrolled at Northark. A student group health insurance plan is not offered to students through the institution. Enrolled students may have access to health insurance coverage through a student health insurance policy provided by private insurance companies.

In the case of non-emergency accident or illness, students will be referred to their own physicians or a local health care facility. In an emergency, students who have been involved in accidents or are extremely ill will be transported to North Arkansas Regional Medical Center by ambulance. Students will be responsible for all medical expenses incurred during medical emergencies and non-emergency situations. All on-campus medical emergencies and non-emergency incident must be reported to the Vice-President of Student's Office.

Students with pre-existing medical conditions that require special procedures or contacts with relatives or local medical personnel should provide the disabilities coordinator with pertinent, up-to-date information concerning the health issue. Examples of health issues that may need to be reported are seizures, heart problems, and fainting issues.

Students are responsible for their own medications; Institutional personnel will not be responsible for keeping or administering prescription or non-prescription drugs. Non-prescription drugs will not be distributed or dispensed for student use.

### **Procedure for Reporting Student Accident:**

When an accident occurs on campus or on a college sponsored trip or activity, seek or arrange immediate medical attention (depending on the situation -911, emergency room or doctor's clinic).

If there is an accident in any college commons area or classroom, the Instructor or College employee should fill-out a detailed Incident Report and distribute one to the VP of Finance and one to the VP of Academics.

If there is an accident in a specialized health or technical education area or laboratory. The Instructor or College employee should fill out a detailed Incident Report, send one copy to the VP of Finance, a second copy to the Student Accounts Supervisor and a third copy to the VP of Academics. The Student Accounts Supervisor will then initiate any specialized insurance coverage forms and processes.

## Communicable Diseases

Students are required to use personal protective equipment (PPE) for all procedures. Students should wear PPE anytime there may be contact with blood or body fluids (urine, feces, saliva, wound secretions, body excretions, sputum, etc.). Students may be in contact with patients who have not yet been diagnosed with a communicable disease. The precautionary procedure of wearing gloves, masks, eyewear or other PPE is most important. Students must follow infection control procedures as outlined in the student handbook/policy manual or infection control manual at the clinical site.

### Policy and Guidelines for Human Immunodeficiency Virus and Hepatitis B

To reduce the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) of students, faculty and patients, the NAC Health Professions Department will adhere to the following policy. All students and faculty are required to be vaccinated for HBV and receive instructions on standard precautions and other preventive techniques for HIV.

#### HIV

Qualified individuals will not be denied admission to the program or employment as faculty based on HIV status. Routine serological assay will not be performed to determine HIV status of applicants. However, all applicants should be aware of the potential health risks involved in pursuing a career in health education and working in a health-related field.

##### Guidelines for HIV Testing

Any student who believes himself/herself to be at risk, has an ethical responsibility to know his or her HIV status and therefore has an obligation to be tested for HIV antibody, HBeAg or HBsAg.

Testing will be voluntary, yet there may be circumstances in which the clinical agency may request testing. Confidentiality will be maintained.

##### Guidelines for Prevention and Management of HIV

Students will receive written and verbal information and instructions on standard precautions for blood borne pathogens in accordance with applicable CDC guidelines prior to any exposure to patients. Failure to use standard precautions may result in exposure to blood borne pathogens including Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

##### HIV Positive

If it is determined that a student is sero-positive for HIV and/or clinically demonstrating ARC (AIDS related complex) or AIDS, the student would meet with the Dean of Health Professions, Nursing and Technical Programs and/or a designated person in the Health Professions Department in collaboration with the attending physician to determine the health care needs of the student and the progression in the program. Every case will be individually evaluated, and confidentiality will be maintained. Every student enrolled in the surgical technology program must meet all the objectives and adhere to the class and clinical attendance policy. Therefore, it will need to be determined that the HIV sero-positive student can meet course objectives, perform procedures and tasks, and take care of patients who could be a real threat to the students' health. Also, the possible threat the HIV sero-positive student could pose on patients must be considered. Some students may be counseled to pursue another career because of health risks.

##### HIV-Post Exposure

Immediate antiseptic procedures should be followed after possible exposure.

If an accidental exposure occurs, faculty and students should follow the CDC guidelines for occupational exposure. If needle stick, test for HIV to establish zero negativity first then, retest at 6 weeks, 3 months, 6 months, 1 year.

A significant occupational exposure is defined as:

1. A needlestick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
2. A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
3. A cutaneous exposure involving large amounts of blood or prolonged contact with blood--especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

## Accidents/Incidents

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor should be notified immediately as well as the clinical instructor. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Director of Surgical Technology to be placed in the student's file. The student is to give the program director a written or typed description of the occurrence. The description will include the date, the approximate time of the incident, facility name, witness (if any), brief description of the incident and any measures taken.

A policy exists concerning contact with bodily fluids. The policy will be reviewed during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas. Students will always follow Standard Precautions.

If a student is injured, he/she may be treated by his/her own private physician or in the hospital emergency room. The student is responsible for seeking treatment and any expenses incurred.

## Accidental Exposure to Blood or Body Fluids

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain bloodborne pathogens.

In the event of accidental exposure of students or faculty, the following steps are to be instituted:

1. Report the injury to the preceptor or circulator;
2. break scrub if possible; obtain permission from preceptor and/or surgeon;
3. Wound Care/First Aid:
  - a. Clean wound with soap and water,
  - b. Flush mucous membranes with water or normal saline solution,
  - c. Other wound care as indicated.
4. the exposure will be documented on the incident form that is used by the agency in which the exposure occurred, and the form submitted to the appropriate agency representative;
5. obtain a copy of facility records for student file. Report incident to instructor/director as soon as possible.
6. the person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing. The health care options available for students or faculty include, but are not limited to:
  - a. the employee health nurse or emergency department of the agency in which the exposure occurred (at personal expense);
  - b. the county health department;
  - c. the private physician of the individual's choice;
  - d. Arkansas AIDS Foundation.
7. It is vital that **STUDENTS UNDERSTAND THAT THEY ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER NORTH ARKANSAS COLLEGE NOR THE**

**CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE) REGARDING THE EXPOSURE INCIDENT.**

8. If the exposed individual chooses to seek medical care and/or testing, all pre- and post-testing counseling will be provided by the health care provider conducting the testing.

## **Errors**

**Do not try to conceal errors. Tell the instructor, preceptor, or circulator/supervisor immediately when the error occurs. Failure to report an error could cost a life. It may also result in being dismissed from the program.**

## **Liability Insurance**

The student is urged to carry personal health insurance. The student is required to carry liability insurance. Liability insurance is included in the health professions program fee.

## **Substance Abuse Policy**

The Surgical Technology Program recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the profession. The college is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences. Policy strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any surgical technologist who tests positive for illegal, controlled, or abuses potential substances and who cannot produce a valid and current prescription for the drug is at risk if being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m.

Furthermore, any surgical technologist who is aware that another surgical technologist has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to surgical technology students. Any surgical technology student who is aware that another surgical technologist is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a faculty member.

### **Statement of Purpose:**

The intent of the Substance Policy is not just to identify those students chemically impaired, but also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Surgical Technologist. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.

### **Student Release Form:**

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.

### **Testing Procedures:**

When the Testing May Occur – The Division/Department requires the student to submit to drug testing prior to clinical practicum and for cause.

## Testing for Cause

Any student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The faculty members decision to drug test will be drawn from those facts considering the experience of the observers and may be based on:

- Observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug.
- Erratic behavior, slurred speech, staggered gait, face flushes, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance.
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- Conviction by a court, or being found guilty of a drug, alcohol, or controlled substance in another legitimate jurisdiction.

Testing will be conducted using the following policy/procedure:

- The faculty member will have another faculty member or clinical affiliate staff to confirm the suspicious behavior.
- The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
- If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy.
- The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees.
- If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
- If the laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
- Confidentiality will be maintained.

**Cost** – the approximate cost of each drug screen is \$100. The student will be responsible to pay for the drug screens, which may include: urine, blood, or breathalyzer testing.

**Facility** – A Substance Abuse and Mental Health Services Administration (SAMHSAZ) –approved laboratory, will perform the testing.

**Sample Collection** – The collection techniques will adhere to policy and procedure for collection.

**Medical Marijuana**-According to the surgical technology Student Handbook, students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and/or disciplinary action by the College.

Surgical technology students that test positive for marijuana will be terminated from the program. This includes students with written certification for use of medical marijuana. According to Act 593 (Medical Marijuana), there are "Safety Sensitive Positions". Nursing students are included in the "Safety Sensitive Positions". See Act 593 <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for more information.

**Substances** – Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The Division/Department shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

**Positive Results** – Test results will be considered positive if substance levels excluding caffeine and nicotine meet or exceed the established threshold values for both immuno assay screening and gc/ms confirmation studies, AND the Program Director verification interview verifies unauthorized use of the substance.

**Confidentiality:**

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. Drug test results will be received from the lab by the designee, and only authorized persons (Faculty, Program Director, Dean of Health Professions, or Vice President of Academics) will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database.

**Treatment, Referral & Reapplication:**

The outcome of a positive drug screen may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate dismissal from the program. A positive drug screen of any of the following substances: amphetamines or similarly acting sympathomimetics, cannabis, cocaine, hallucinogens, inhalants, or phencyclidine (PCP) or similarly acting arylcyclohexylamines will result in immediate dismissal from the program. If the student wishes to challenge the decision, the due process procedures of the college will be followed.

A student will not be denied readmission based on a history of substance abuse. The reapplication process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, for a 6-month period of time, or a recognized substance abuse treatment program of choice. Evidence of participation must be sent to the Program Director. Acceptable evidence will consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of the chairperson of each group attended. Acceptable evidence for a treatment program of the student's choice will be a verifiable completion certificate.
- Demonstrate at least one (1) year of abstinence immediately prior to application.
- Demonstrate letters of reference from all employees within the last one (1) year.
- Once readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agency where assigned client care. The student will pay for testing.
- Once readmitted, the student must abstain at all times from the use of controlled or abuse-potential substances, including alcohol, except as prescribed by a licensed practitioner who authorizes prescriptions of controlled or abuse-potential substances or student's dependency on controlled or abuse-potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Division Chair or designee within ten (10) days of the date of the prescription.
- Completion of readmission criteria according to the Surgical Technology Handbook.

**Incident of Reoccurrence:**

A student who is readmitted to the program, and has a positive test for substance abuse, will be dismissed from the program and will be ineligible to return.

## Confidential Information

Each patient entrusts themselves to the care of the staff in the facility in which they are in. Each patient has the right for all personal and medical information to be held in the strictest of confidence. As a student working in a facility, you are considered as an employee in this area of keeping confidential information about a patient or employee during your clinical rotation. You may be approached for information by a person who has no authority to access it. If approached for such information, direct them to the person in charge. It is essential that you do not discuss a patient's, employee's or visitor's personal affairs or medical condition with fellow students, employees, other patients, visitors, or anyone else.

Please be extremely cautious when posting to social media networks such as Facebook, Twitter, etc. No reference to clinical activities that could in any way pose a breach of confidentiality for the patient, clinical affiliate or clinical staff will be tolerated.

Any student who reveals confidential information without proper authorization will be subject to disciplinary action including dismissal from the program.

## HIPPA/Confidentiality Policy

In 1996, the Health Insurance Portability and Accountability Act (HIPAA) was established to provide a foundation of Federal protection for personal health information to govern the health care marketplace. HIPAA directed the U.S. Department of Health and Human Services (HHS) to create a regulation-the Privacy Rule-to protect and enhance the right of consumers to control how their personal health information is used and disclosed. This law requires that everyone who has access to protected health information is to keep that information confidential.

Protected Health Information (PHI) is any information that identifies an individual and relates to the individual's physical or mental health, provision of health care and the payment for health care. Information deemed to identify an individual includes the patient's name and any other information that taken together could enable someone to determine an individual's identity such as date of birth, gender, medical record number, address, e-mail address, social security number, or full-face photograph. Each student is responsible for understanding HIPAA, protecting health information, and following the North Arkansas College Policy concerning HIPAA. The Surgical Technology Program will provide the student with knowledge of HIPAA during student orientation to the program and the student will complete clinical site confidentiality modules prior to clinical. HIPAA has important implications for nursing and Health Professions students and their education. Students are asked to remember they have access to confidential patient health information in the clinical setting. Protecting the privacy of patients' health information must be a priority as the student considers how to communicate what you are learning with faculty, clinical and fellow students. Ask yourself before looking at any protected health information:

- Do I need this to do my job and provide quality care?
- What is the least amount of information I need to do my job?

Depending on your task, if you do not need to know confidential patient information, then you should not access it.

Students are expected to abide by the following to protect a patient's privacy:

1. All patient information is confidential and should only be discussed with other health care professionals directly involved in the patient's care.
2. Patients (with or without names) and their situation should never be discussed in public places such as elevators, hallways, the cafeteria, or in conversations with family, friends and peers.
3. Keep discussions about patient care private if reasonably possible by closing doors, pulling curtains, and conducting discussions so that others cannot overhear.
4. If you find that you are overhearing someone else discuss patient information, politely remind the individual of the privacy policies, and let them know they can be overheard.
5. When preparing clinical assignments:

- Keep the electronic chart secure and not left where patient information may be viewed by others.
  - Never photocopy or print any part of the patient chart, kardex, eMAR or anything with patient identification.
  - Remove the name/identifier from any patient information given to the student by staff or instructors.
  - Never write any patient information on clinical assignments.
  - Shred any patient information prior to leaving each clinical day.
6. Do not take photographs or record audio of a patient, family or staff member, faculty or peers with a cell phone or any other type of device.
  7. Do not post or discuss any clinical experience or information regarding a clinical experience with any internet social media (Facebook, Twitter, e-mails, TikTok) and any others not mentioned.

Students are expected to comply with all the information and guidelines presented in this section. Failure to do so could result in being denied access to the clinical site and jeopardize your progress through the program.

### **Mandated Reporter Policy – Arkansas Law**

In accordance with Arkansas law (Arkansas Code Annotated § 12-18-402), all health professionals and individuals in training for healthcare roles, including Surgical Technology students, are considered Mandated Reporters. This means that any student, faculty, or staff member who has reasonable cause to suspect that a child, dependent adult, or vulnerable person has been subjected to abuse, neglect, or maltreatment is legally required to make a report.

#### **Reporting Requirements**

- **Who Must Report:** All Surgical Technology students, faculty, and staff.
- **When to Report:** Immediately upon having reasonable suspicion of abuse or neglect. Delay in reporting is a violation of Arkansas law. If you are unsure, consult with another professional assigned to the patient.
- **How to Report:**
  - Call the **Arkansas Child Abuse Hotline** at 1-800-482-5964.
  - For dependent adult/vulnerable person abuse, call the **Adult Maltreatment Hotline** at 1-800-482-8049.
  - If the situation is an emergency, dial 911.

#### **Program Expectations**

- Students are expected to comply with all reporting requirements while in class, lab, or clinical settings.
- Failure to report suspected abuse or neglect may result in disciplinary action by the College and legal consequences under Arkansas law.
- Students should also notify their clinical instructor or Program Director after making a mandated report, so the program is aware of the situation.

#### **Training and Resources**

- Students will receive information on mandated reporter responsibilities during programs **SUR 1101 Introduction to Surgical Technology, Chapter 3 The Surgical Patient. Each student will be required to complete the assignment labeled “Arkansas Mandated Reporter” and upload a Pdf copy of the certificate awarded.**
- Resources and updates on reporting laws will be posted on the College website and distributed as needed

## **SECTION V: Clinical and Laboratory**

### **Clinical Practicum**

Concurrent clinical experience is provided in a fundamental setting. Specific hours and locations for clinical assignments will be announced in class.

The type of clinical assignments may vary by institution and specific clinical site depending on policy and procedures, patient populations, and surgery schedule. The level of clinical assignment may vary according to the needs and abilities of each student.

Students are responsible for maintaining standards of care and competencies.

Students are required to be prepared and adapt to variations in the clinical assignments.

Students will be oriented to their assigned clinical site by the clinical instructor or preceptor. Expectations for clinical performance and written clinical assignments will be included in the orientation.

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.

## Clinical Assignments

1. Do not seek free medical advice for yourself or your family while in the clinical area.
2. Students are not allowed to make or receive telephone calls on the hospital telephone. Students are not allowed to have cell phones in the clinical area. Students may use cell phones in the locker room or break room when on break from clinical assignment.
3. If a student is sick or injured while in a clinical, report to the instructor. If the instructor is not available, report to the supervisor designated in that hospital. For an injury, an incident form will be made out and signed by the instructor or a supervisor and signed by the student. The hospital or college is not responsible for injuries occurring during clinical practice, or for the expenses occurred for treatment.
4. When a student has an infection (either upper respiratory or a cut) talk with the instructor/supervisor for directions.
5. When assigned to an operating room, report on duty and off duty to the preceptor/staff in that room. Also, the instructor must be told if available. When reporting on duty, introduce yourself to the staff, give your name, that you are a ST student and the reason you are there (to observe, to help circulate, to scrub), also give the duration of time you will be in the room.
6. After receiving a clinical assignment, STAY in the assigned area unless otherwise designated. Your clinical instructor and/or preceptor should be aware of where you are at all times.
7. Do not carry food or drink into the hospital corridors. You will be told where food and drinks are permitted in each hospital. Smoking is prohibited in clinical.
8. When reporting off duty, the student may leave when designated by the instructor/supervisor. Students are not to remain in the clinical areas after time designated by the instructor/supervisor nor return to clinical for any reason without notifying the program director.
9. Students must complete time sheets with date, time of arrival and time of departure. These are to be signed by the designated personnel at each clinical site. These are submitted to the Program Director.
10. The time for turning in written clinical assignments is at the discretion of the instructor.
11. Students must park in the designated area at the clinical facility. Failure to abide by the parking policy may result in loss of privileges for clinical rotations.

## Work Policy

All activities required in the clinical component of the program must be educational in nature. Clinical facilities will maintain a sufficient level of staff employees to carry out regular duties. The student must not be substituted for paid personnel during the clinical component of the program. Students **must be under direct supervision at all times** while performing duties in the clinical area. Students must abide by safety measures and policies in effect at the affiliate or clinical facility.

## Course Evaluation

Evaluation of the student's progress is based on written examinations and successfully meeting course and clinical objectives. A clinical evaluation will be done at least two times per course. These evaluations will be a part of the clinical grade. Evaluations may also be given after each case and/or weekly to inform students of clinical performance level. These may be used to identify areas of strength and areas of weakness that the student needs to improve upon. Students will be counseled in areas of weakness with recommendations for methods to improve. Students with unsatisfactory evaluations will be evaluated by the faculty to determine competency to remain in the program. If they continue in the program, they will be on probation. Samples of evaluation forms are included in the clinical syllabus.

Students must demonstrate competency in the lab setting before performing skills in the clinical setting. Students must pass a lab skills check-off for some skills prior to performing them in the clinical setting. Students are allowed three attempts to demonstrate competency and complete check-off. The lab will be available during posted hours for practice and/or by appointment. Students unable to demonstrate competency in the check-off lab will not be allowed to continue in the program. After demonstrating competency in the lab skills check-off, students will continue to be evaluated in these areas by preceptors or instructors throughout the program.

## Grading Criteria/Evaluations

The student is responsible for keeping record or keeping track of his/her grades, so he/she is aware of any trouble areas. You will be evaluated periodically on theory, clinical performance, and professional attitude. Your demonstration of responsibility is part of the evaluation. It is up to you to find learning experiences.

You will need to plan time each day outside of class for study if you wish to keep up with the work. The lowest passing grade is 75%, however, students are encouraged to set low to mid 80's as a realistic goal for all grades. Usually, keeping up with assignments and reading the lessons are adequate for maintaining good grades. Occasionally, a specific subject may be difficult for some students. It is up to each student to determine whether he/she needs specialized assistance from the instructor; the student should speak with the instructor of that course for assistance.

## Program/Course/Instructor Evaluation

Students will be asked to complete faculty evaluations in the fall and spring semesters.

Students will be asked to complete evaluations for the program, classroom instructor, clinical instructor, clinical affiliate, and preceptors at the end of the program.

Six months after graduation, students will be asked to complete and return a graduate survey form to the program director.

## Grading Scale for all Courses

92 – 100	=	A	Excellent
83 – 91	=	B	Above Average
75 – 82	=	C	Average
66 – 74	=	D	Unsatisfactory
< 65	=	F	Failing

To satisfactorily progress in the program, a student must achieve a grade of "C" or above in all surgical technology courses. If a grade less than "C" is earned in any course, didactic or clinical, the student will not be permitted to continue in the program.

## Policy Regarding Make-Up Tests

1. All exams should be taken at the scheduled time.
2. The student must notify the instructor in advance if absent for an examination.
3. Arrangements must be made by the student with the instructor to make up the exam. **Students may make-up one test only per course at the instructor's discretion.**
4. Failure to comply with the stated requirements omits the privilege of taking a make-up test. A zero will be given for the test not taken.
5. Two points will be deducted after the original test time, then two points per day thereafter will be deducted from the test score.
6. If an instructor observes a student's behavior and suspects the student of cheating, the student will receive a "0" for that test.
7. If a student is taking a test in the testing center, the student is responsible for making sure they are given and take the correct test.

## Policy Regarding Written Assignments/Procedure Forms

1. Written assignments will be made during the semester. These assignments will be part of your theory grade or clinical evaluation. Spelling, grammar, neatness, and legibility may be part of the grade.
2. All written assignments must be submitted on or before the day they are due. This includes clinical paperwork assignments. Assignments are due at the beginning of the day. Late assignments will receive a 10% reduction in grade for each day late up to 6 calendar days and no credit will be awarded after day 6.
3. If the instructor suspects that the submitted written work is not the original work of the student, the student will receive a "0" for the written assignment.
4. If class does not meet on a particular day, but the college is in session that day, then the student is expected to turn in the assignment to the instructor's office.

## Progression Requirements

To satisfactorily progress in the program, a student must:

1. Achieve a grade of "C" or above in the didactic and clinical components of the Surgical Technology courses. If a grade less than "C" is earned in either didactic or clinical, the student will not be permitted to continue in the program. If a grade of less than "C" - 75% is earned in any Surgical Technology course, the student must drop all Surgical Technology courses or receive a failing grade "F". Students may apply for readmission to the program the following year.

### GRADING SYSTEM

92-100 = A	Excellent
83-91 = B	Above Average
75-82 = C	Average
66-74 = D	Unsatisfactory
< 65 = F	Failing

12. Earn a grade of "C" or above in each course required in the Surgical Technology curriculum. Graduation from the program requires a minimum grade of "C" or better in all courses required in the curriculum.
13. Maintain an overall grade point average of 2.0.
14. Satisfactorily complete all required courses in the sequence listed.
15. Satisfactorily complete all prerequisites listed for the program.
16. Must have mental and physical health that is sufficient to maintain expected daily activities. A completed and signed health statement form must be on file in the directors' office. Students must maintain their health record. Students with changes must present a health release form from their physician to continue in the program (examples: pregnancy, surgery, hypertension, etc.)

17. The student should go to the Registrar's Office and drop all of their classes if the student does not return to class for any reason. The instructor is not allowed to withdraw the student. If a student fails to withdraw from a course, they will receive an "F" at the end of the semester.

## Conferences And Evaluations

Instructors are available for conferences during posted office hours and/or by appointment. Conference sessions times are not available during Class, Lab, or Clinical times.

The student or the instructor(s) may initiate conferences concerning the student's performance or status in the classroom or clinical component of the course as needed.

## Probation

Students in the Surgical Technology Program may be placed on probation within the Surgical Technology Program when they fail to comply with certain standards. Probation serves as a notice to students that they have committed a violation of standards and may be dismissed from the program if additional violations occur.

1. Students are placed on departmental **academic probation** when they have earned a "D" or "F" in any required course in the Surgical Technology Program. If a grade of "D" or "F" is earned in a course required in the surgical technology curriculum, the student must seek permission to continue in the program. Graduation from the program requires a minimum grade of "C" or better in all courses required in the curriculum.
2. Students are placed on departmental **attendance probation** when they fail to comply with college and/or department policies on attendance.
3. Students are placed on **professional probation** when they have demonstrated a lack of professional compatibility. Such status is a warning that an additional violation may result in immediate dismissal from the surgical technology program. Lack of professional compatibility is demonstrated when students exhibit the following:
  - A. Does not adhere to the principles of aseptic technique.
  - B. Fails to review procedure prior to doing it and is unable to give correct information.
  - C. Fails to call the instructor/preceptor for necessary instruction and/or assistance.
  - D. Fails to take advantage of learning experiences in assigned areas.
  - E. Is usually in a hurry to "get the job done" so is prone to errors, breaks in communication, and fails to consider all factors in problem solving.
  - F. Talks constantly at the wrong time, in the wrong place, on the wrong topic, and has the wrong information.
  - G. Shows a pattern of tardiness and/or absenteeism in all areas: clinical work; post conference; lab; class; homework; special assignments.
  - H. Lets obscene language become so much a part of one's pattern of speech that it cheapens their professional image.
  - I. Does not establish and maintain a workable interpersonal relationship with patients, fellow workers, and visitors.
  - J. Has a consistent emotional pattern which causes them to be unable to cope with normal non-emergency situations.
  - K. Does not hear what another person is verbally and/or nonverbally trying to communicate.
  - L. Does not recognize, nor try to alter, personal mannerisms which may be irritating to others.
  - M. Lacks academic preparation:
    - a. Does not fulfill reading assignments.
    - b. Does scant, or no homework.
    - c. Does not take advantage of the learning lab experiences.
    - d. Cannot, or does not, apply theory principles to patient care.

- e. Has a high rate of absenteeism.
  - N. Fails to comply with clinical dress code.
  - O. Does not assume responsibility for safe patient care.
  - P. Fails to maintain confidentiality.
4. Students are placed on professional probation when they have **demonstrated unsafe** or **unprofessional practice**.

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care.

The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

- |                    |   |
|--------------------|---|
| PHYSICAL SAFETY:   | Unsafe behavior includes but is not limited to:<br>-inappropriate use of side rails, transport devices, safety straps, positioning devices, equipment<br>-lack of proper protection of patient which potentiates falls, lacerations or burns.   |
| BIOLOGICAL SAFETY: | Unsafe behavior includes but is not limited to:<br>-failure to recognize and correct errors in aseptic technique<br>-attends clinical site while ill<br>-performs technical actions without supervision<br>-fails to seek help when needed  |
| EMOTIONAL SAFETY:  | Unsafe behavior includes but is not limited to:<br>-threatening patient or making patient fearful<br>-provides patient with inappropriate or incorrect information<br>-demonstrates unsafe emotional behaviors<br>-verbal or nonverbal language, actions, or voice inflections which compromise rapport or working relationship with patients, family members, staff, physicians, or instructors<br>-behavior which may compromise contractual agreements and/or working relations with clinical affiliates<br>-behavior which constitutes violations of legal or ethical standards |

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively on the Surgical Technology Program or North Arkansas College. Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relationships with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards.

Violation of standards for safe and professional practice are of exceptional importance. Because students in the surgical technology program deal directly with patients, dentists, doctors, and other professionals, the student is observed and evaluated as a total person not merely on the knowledge that he/she possesses concerning a particular field of study. The "patient" must always come first; therefore, requirements which apply to the student in the surgical technology program may not apply to the students in other disciplines. At the clinical instructor's discretion, the student may be removed from the clinical site immediately.

A violation of standards for safe and professional practice will result in the student being placed on probation and may result in dismissal from the program.

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

A student may be placed on probation for:

- Academic failure.
- Unsatisfactory performance in clinical setting.
- Unsafe or unprofessional practice.
- Lack of professional compatibility.
- Inability to maintain physical or mental health necessary to function in the program.
- Lack of attendance.
- Failure to notify before a clinical absence.

### **Probation Procedure**

Probation may begin following a conference with the student. A student conference form will be completed and signed by the parties attending the conference. Members present may be Dean of Health Professions, Nursing and Technical Programs, Program Director, Clinical Instructor, Northark counselor or nonsurgical technology instructor.

### **Dismissal from the Program**

The faculty reserves the right to dismiss any student for just cause. Just cause may apply to excessive absenteeism, repeated tardiness, failure to notify of absences, incapability in passing required courses, unsatisfactory progress in clinical performance violation of standard for safe and professional practice and moral or ethical misbehavior.

Students will be dismissed when they:

1. Have earned a "D" or "F" in any course titled surgical technology for any reason.
2. Participate in one or more of the following:
  - failure to maintain confidentiality
  - falsification of patient and/or agency record
  - illegal possession, sale, or distribution of drugs
  - illegal possession of weapons
  - unauthorized possession of examinations
  - theft
  - academic cheating
  - any other activity which is incompatible with professional behavior.
3. Are dismissed from a Clinical Facility (this is at the discretion of the Program Director based on the reasons for the dismissal from the clinical site).

If a student is dismissed from the program, he or she may reapply to take the course when offered. If a student withdraws from the second semester of class, they may re-enter the next fall only if they are able to pass a lecture and lab examination covering first semester course work. If they are unable to pass this competency examination, they will need to re-apply for entrance into the first semester.

### **Petitions For Exception**

Exceptions to any of the policies may be considered by Faculty in the Surgical Technology Program. Petition for exceptions are made in writing to the Program Director.

### **Academic Due Process**

#### **Academic Grievances:**

If a student has a grievance concerning an instructor or method of instruction, the student should follow the procedure determined by the college. The procedure students should follow is below:

- The student should attempt to resolve the issue with the instructor.
- If the resolution is not possible with the instructor, the student should speak with the chair of the department.
- Should the student be unable to resolve the grievance with the instructor or department chair, he/she may then speak with the dean of that division.
- Should the student be unable to resolve the grievance with the dean, he/she may then file a written grievance within five class days with the Academic Grievance Committee facilitated by the Vice President for Academic and Student Affairs.
- The decision of the Academic Grievance Committee will be communicated to the student within five days. The decision of the Committee is final.

Should a student have a grievance of a non-academic nature:

- He/she should attempt to resolve the issue with the individual.
- If resolution is not possible, the student should speak with the supervisor of the individual.
- Should the student be unable to resolve the grievance with the supervisor, he/she may then file an electronic grievance through the Customer Feedback Form.

### **Policy: Withdrawing From/Dropping a Class or Classes**

Students who wish to withdraw from/drop a class or classes must do so in the Office of the Registrar. Students dropping from a class prior to the withdraw deadline date listed on the academic calendars in the front of the catalog will receive a "W". Students dropping a class that differs from the fifteen-week regular semester, or a five-week summer session will have the same percentage of time to withdraw with a grade of "W".

Without the instructor's written permission, students may not be re-instated into a class from which they have officially withdrawn. No reinstatement may be made after the final examination period has begun.

Students are expected to attend all class meetings and officially drop courses they are no longer attending.

Faculty will not drop or withdraw students from course for any reason.

Students who do not withdraw within the stated deadlines and in accordance with this policy will receive the grade earned for that course.

Students may be administratively withdrawn from Health Professions Programs by the program director or dean for failure to progress in the sequenced courses or for policy violations as outlined in the program-specific policy manuals. Students will be withdrawn from program courses only; any withdrawal from general education or associated courses follows the process outline in this policy.

### **Readmission to the Program**

Students who withdrew due to failure or other reasons must reapply for admission by July 15 of the year they wish to re-enter.

Readmission may be obtained only after a review of records and a consultation with the Program Director, provided there is a space available.

To be readmitted to the program, the student:

- must write a letter to the Director requesting readmission - an updated transcript and current class enrollment of all college courses must accompany this letter.
- must reapply within one (1) year of termination or withdrawal.
- is permitted only one readmission
- is accountable for changes in degree requirements at the time of readmission.
- must meet all academic, professional, and health requirements in effect at time of readmission.

- must have a 2.0 overall grade point average.

Approval for readmission to the second semester requires passing a written exam of objectives covered in the first semester and passage of a Clinical Readiness Exam.

### **Transfer Student**

A transfer student is defined as one who has completed one or more surgical technology courses at another college. Transfer students must provide course descriptions of courses taken at another college. Transfer students must meet all the admission criteria and will be considered on an individual basis by the Surgical Technology Program Director after review of transcripts. Placement is based on available space.



# Surgical Technology Program

## Student Conference Form

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

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

Conference held at: \_\_\_\_\_

### Reasons for conference:

- \_\_\_\_\_ excessive absences
- \_\_\_\_\_ attitudinal difficulties at clinical site and/or classroom
- \_\_\_\_\_ required competencies lacking
- \_\_\_\_\_ grades in lecture and/or clinical sections
- \_\_\_\_\_ other: \_\_\_\_\_

### Supporting documentation:

#### Decisions:

- \_\_\_\_\_ review conferences scheduled on: \_\_\_\_\_
- \_\_\_\_\_ probation begins: \_\_\_\_\_
- \_\_\_\_\_ withdrawal from program - student initiated
- \_\_\_\_\_ withdrawal from program - instructor initiated
- \_\_\_\_\_ student may reapply to program

Comments: \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_



## Surgical Technology Program

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### Probation Form

Student:

Date:

**Reason for Probationary status:**

**Probation Begins:**

**Probation Ends:**

**Condition of Probation:**

\_\_\_\_\_ No further absences from clinical and/or classroom.

\_\_\_\_\_ Demonstration of attitudinal change.

\_\_\_\_\_ No failing grades on tests and/or clinical evaluations.

\_\_\_\_\_ Must demonstrate satisfactory improvement in clinical.

\_\_\_\_\_ Other (See comments):

**Comments:**

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **SECTION VI: Professional Development**

### **Association of Surgical Technologist Student Association (ASTSA)**

The Association of Surgical Technologist's (AST) is the national professional organization for surgical technologists. Their primary purpose is to ensure surgical technologists have the knowledge and skills to administer quality patient care. The student association promotes attendance of state and national meetings where professional and academic activities are presented. Opportunities for professional growth and development of communication and leadership skills are encouraged. Students may apply for scholarships for education. Students are encouraged to participate in ASTSA and to attend state assembly meetings. Fundraising events throughout the school year may help defray costs of attending the AST National Convention each year in May. Meeting dates will be selected at the beginning of each school year.

### **National Certification Exam (CST Exam)**

Upon graduation, the graduate is eligible to apply to take the national Certifying Examination which is administered nationwide by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). To meet eligibility requirements for taking the examination, students must show proof of completion of an accredited program. Upon passing the Certification Exam, the surgical technologist is a Certified Surgical Technologist (CST).

### **Conferences and Evaluations**

Instructors are available for conferences during posted office hours and/or by appointment. Conference sessions times are not available during Class, Lab, or Clinical times.

The student or the instructor(s) may initiate conferences concerning the student's performance or status in the classroom or clinical component of the course as needed.

## **Student/Instructor Expectations**

**Instructor's Objective:** To provide supervision and learning opportunities for the student to become a safe practicing Surgical Technologist.

### **STUDENT'S EXPECTATIONS OF INSTRUCTORS**

- 1. Clear study objectives.**
- 2. Plan coordinated activities.**
- 3. Provide opportunities to apply scientific principles to procedures**
- 4. Promptness: class, assignments, regular attendance, clinical area.**
- 5. Absences given individual consideration**
- 6. Provide opportunities to assume responsibility.**
- 7. Periodic exams and evaluations.**
- 8. Frequent quizzes to be given covering objectives.**
- 9. Periodic clinical evaluations.**
- 10. The instructor will be available for help or will authorize OR staff to help the student.**

### **INSTRUCTOR'S EXPECTATIONS OF STUDENTS**

- 1. Student will study appropriately to meet objectives.**
- 2. Will make use of self-learning activities.**
- 3. Student will know and be able to apply scientific principles to various procedures.**
- 4. Promptness: regular attendance, class activities, clinical area, lab.**
- 5. Low absentee rate. School policy will be followed.**
- 6. Willingness to assume responsibility for personal performance.**
- 7. Able to pass exams covering all phases of objectives: lectures, textbooks, films, clinical and laboratory.**
- 8. Pass quizzes covering objectives for any particular class period - Student will understand these quizzes cannot be made up.**
- 9. Clinical performance on a passing basis.**
- 10. The student will call the instructor for assistance when needed.**

### Surgical Rotation Case Requirements

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

#### FIRST AND SECOND SCRUB ROLE AND OBSERVATION

##### **FIRST SCRUB ROLE:**

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

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

##### **SECOND SCRUB ROLE:**

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

## **OBSERVATION ROLE:**

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

## **SURGICAL ROTATION CASE REQUIREMENTS**

**From:** Core Curriculum for Surgical Technology, 6<sup>th</sup> Ed, Surgical Rotation Case Requirements

Students must complete a minimum of 120 cases as delineated below.

- A. General Surgery cases
  1. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
- B. Specialty cases
  1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second scrub Role.
    - I. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a **minimum of four** surgical specialties.
      - i. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of **four** surgical specialties (40 cases total required).
      - ii. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
    - II. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
- C. Optional surgical specialties
  1. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
    - I. Diagnostic endoscopy cases **must** be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
    - II. Vaginal delivery cases **must** be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.
- D. Case experience in the Second Scrub Role is **not** mandatory.
- E. Observation cases **must** be **documented**, but do not count towards the 120 required cases.
- F. Counting cases
  1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases.
  2. Examples of counting cases
    - I. Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
    - II. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
    - III. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure – one case

**(This document is assembled and provided by ARC/STSA)**