

**Department of Surgical Technology
Policy Manual
2014**

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Table of Contents

<u>ITEM</u>	<u>PAGE</u>
1. Mission	3
2. AST Associate Degree Concept Resolution.....	3
3. Surgical Technology Program Goals and Conceptual Framework.....	4
4. Trocaire College Surgical Technology Program Accreditation.....	5
5. Philosophy.....	5
6. Student/Faculty Expectations.....	5-6
7. Channels of Communication.....	6
8. Program Goals and Learning Domains (Cognitive, Psychomotor, Affective).....	6-7
9. Program Overview.....	8
10. Course Descriptions.....	8
11. Policies Specific to Surgical Technology Program.....	8-14
A. Health Requirements/Pregnancy Policy.....	8-10
B. Student Accident/Incident Policy.....	10-11
C. Code of Professional Behavior/Disruptive Behavior.....	11-13
D. Grading Policy.....	13
12. Academic Evaluation.....	14
Attendance/Absentee Policies.....	14-15
Homework Policy.....	15
Repeat Policy.....	15
Minimum Degree Requirements.....	16
13. Clinical/Laboratory Guidelines and Evaluation.....	16
14. Clinical Experience Evaluation/Clinical Case Requirements.....	16-18
15. Student Clinical Roles (First Scrub, Second Scrub, Observation Roles).....	18-19
16. Student Master Case File.....	19
17. Clinical/Laboratory Grading Rubric.....	20
18. Clinical Make-Up Time for Absences.....	22
19. Criteria for Inability to Progress in The Surgical Technology Program.....	22
20. Course and Instructional Evaluation.....	22-23
21. Admission of Experienced Medical Professional/Course Challenge.....	23
22. Re-Admission Policy.....	23-24
23. Requirements for Program Completion.....	24
24. Student Grievance Policy and Procedure.....	25
25. Institutional Policy on Non-Discrimination.....	25
26. Student Work Policy.....	25
27. Accreditation Review Council On Education in ST and SA (ARC-STSA).....	25
28. Commission of Accreditation of Allied Health Education Programs (CAAHEP).....	25

MISSION

“The Surgical Technology Program at Trocaire College enables students to gain access to professions in the Health Sciences. These professions are mostly but not limited to the field of Surgical Technology. The Surgical Technology Program also maintains a commitment to community needs and value based education.”

The Surgical Technology Program educates students with the theoretical foundation, laboratory skills and clinical experiences to prepare them for entry level positions in the field of Surgical Technology. The Surgical Technology faculty sees as part of its mission the need to instill those values which will aid the student in developing a strong sense of surgical conscience. Student characteristics of honesty and integrity are crucial if the faculty is to prepare a skilled, self-reliant, responsible, accountable and confident practitioner. This education coupled with the student's own unique abilities should prepare them for a career in Surgical Technology and foster a desire for life long learning.

AST ASSOCIATE DEGREE CONCEPT RESOLUTION

In 1989, the AST Surgical Technology Instructors Committee was charged with developing a statement supporting the associate degree as the preferred model for entry-level practice. The AST House of Delegates adopted the following resolution:

Whereas, A profession's educational base is the cornerstone of its growth and development;

Whereas, Competent and humanistic practice as a health care professional demands a broad area of knowledge and the development of intellectual skills as well as technical proficiency;

Whereas, The escalating rate of change and increasing complexity of surgical therapies require the surgical technologist to have the ability to adapt to new roles and new technologies;

Whereas, What constitutes an adequate educational program today will not be sufficient for tomorrow's practitioner as the role of the surgical technologist continues to expand;

Whereas, Increasing responsibilities demand a more broadly based preparatory curriculum with greater foundation in both the medical sciences and the liberal arts;

Whereas, To remain on a par with other allied health professions, surgical technology must maintain the same educational standards; and

Whereas, Many administrators and faculty of surgical technology programs recognize these needs and look to the Association of Surgical Technologists, Inc., for support; therefore, be it

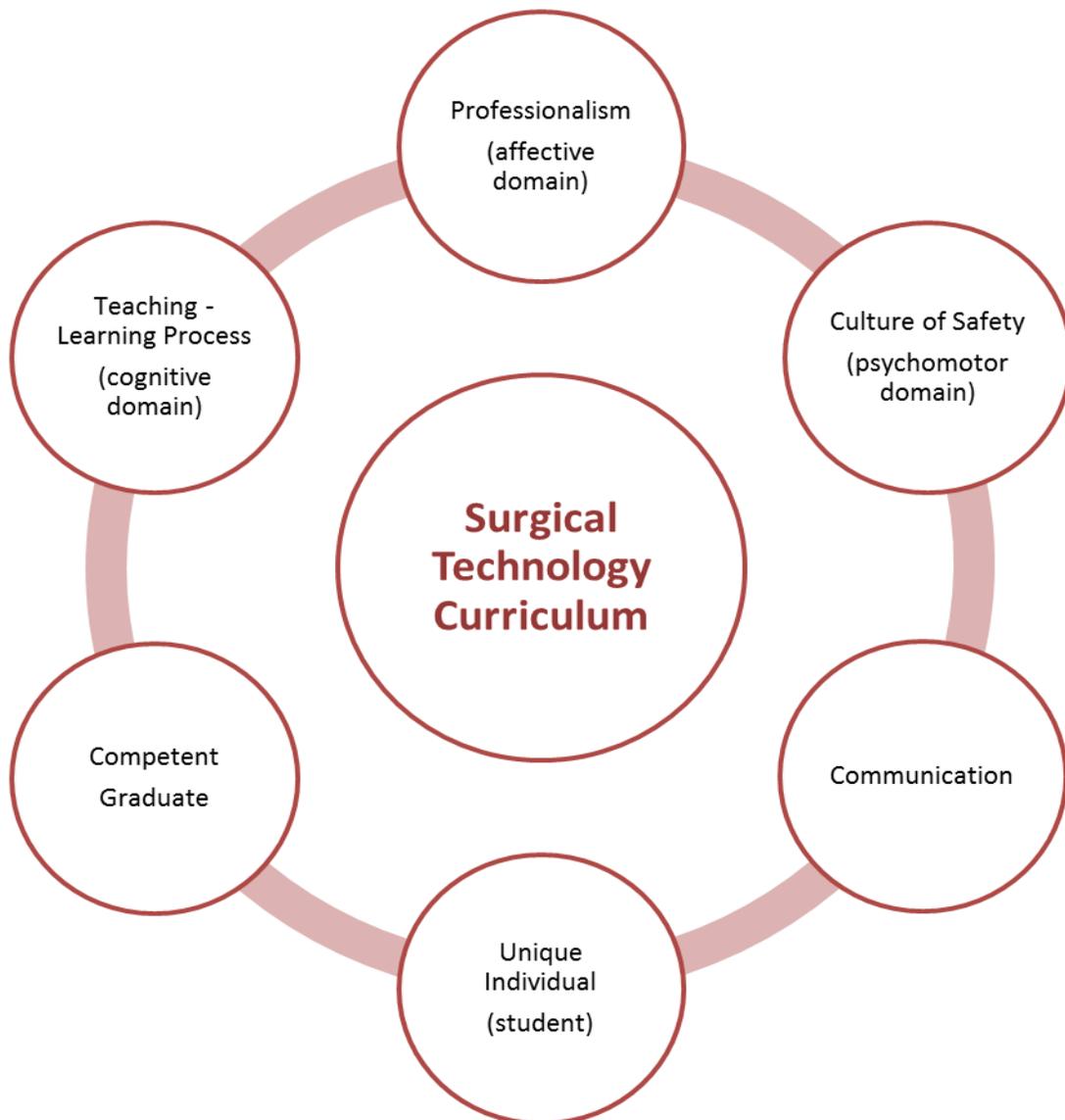
Resolved, That the Association of Surgical Technologists, Inc., declares the associate degree in surgical technology to be the preferred educational model for entry-level practice.

The resolution states AST's preference for the associate degree as the educational model for entry-level practice and offers encouragement to programs that do not currently offer an associate degree to offer one for the future preparation of students. This resolution does not make the associate degree mandatory for all entry-level surgical technology programs nor will it change accreditation or certification requirements. It does not affect current practitioners and does not require technologists who are already in the field to earn an associate degree.

TROCAIRE COLLEGE

SURGICAL TECHNOLOGY PROGRAM GOALS AND CONCEPTUAL FRAMEWORK

The Trocaire College Surgical Technology Curriculum conceptual framework is an open systems framework which consists of a triad of seven ideals; one building upon the other. Beginning at the bottom of the triad, it is noted that the student enters the program and is exposed to the Surgical Technology curriculum. Each student is recognized as a unique individual, one with unique qualities and differences both as a learner and culturally. With the individuality of each student an articulate form of communication must be established. This is thought to enhance the teaching-learning process. The teaching learning process is crucial to create an effective culture of safety that ultimately leads to professionalism that inevitably leads to graduation. At the peak of the triad is Educator. It is the hope of the Surgical Technology Program that our graduates inevitably become effective educators for new students at their various places of employment. The conceptual framework illustrates that at each level of the Surgical Technology Curriculum, there is ongoing development of each of the ideals presented as well as continued substantiation of each ideal. This is accomplished through an expansion of *cognitive* knowledge, *psychomotor* skills and professionalism in the form of *affective* behavior within the domain of surgery.



TROCAIRE COLLEGE SURGICAL TECHNOLOGY PROGRAM ACCREDITATION

The Trocaire College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology and Surgical Assisting (ARC/STSA).

According to ARC/STSA, “Accreditation is a system for recognizing educational institutions and professional programs for a level of performance, integrity, and quality that entitles them to the confidence of the educational community and the public they serve. In the United States, this recognition is extended primarily through non-governmental, voluntary institutional or professional associations. Accreditation performs a number of important functions, including the encouragement of efforts toward maximum educational effectiveness. The accreditation process requires institutions and programs to examine their goals, activities, and achievements; to consider the expert criticism and suggestions of a visiting team; and to determine internal procedures for action on recommendations from the accrediting body. While accreditation is basically a private, voluntary process, accrediting decisions are used as a consideration in many formal actions by governmental funding agencies, scholarship commissions, foundations, employers, and potential students”.

PHILOSOPHY

The Department of Surgical Technology faculty supports the philosophy of its sponsoring institution, that is, a belief in the innate dignity of the human person and a desire to further the growth potential of the student within the atmosphere of a small college.

The Surgical Technology program at Trocaire College prepares the graduate to assume the responsibilities and duties of a Surgical Technologist at an entry level. The Surgical Technologist is a member of the health care team who works directly with the patient, the physician and under the supervision of the Registered Professional Nurse in the surgical setting, performing a variety of surgical procedures.

The faculty believes that students should assume personal responsibility for learning, while the faculty provides an environment which will facilitate learning. The faculty believes the learning process in Surgical Technology proceeds from the simple to the complex and that true learning will be manifested by observable and measurable behavioral changes.

Upon completion of the clinical and academic requirements in the three learning domains (cognitive, psychomotor, and affective) the graduate of the Surgical Technology program will have completed the program objectives and terminal competencies.

STUDENT/FACULTY EXPECTATIONS

The student may expect the following from the Surgical Technology faculty:

- A. Lectures designed to emphasize important, factual, up-to-date information.
- B. Clinical laboratory experiences during which the faculty will function as role models.
- C. Clinical laboratory experiences which allow for the hands-on experience and application of theoretical knowledge and practice to the field of Surgical Technology with appropriate supervision.

- D. Assignments designed to assist in meeting classroom objectives and clinical competencies.
- E. Assignments returned in a timely manner.
- F. Classes that begin and end on time.
- G. Office hours observed as stated.

The Surgical Technology faculty may expect the following from the student:

- A. Report to class and clinical laboratory on time and prepared to learn.
- B. Read assignments and objectives prior to classes and laboratories.
- C. Study the material as long as it takes to assimilate it.
- D. Report to clinical laboratory experiences on time, in proper attire, adhere to Code for Professional Behavior, and prepared to give safe, effective care.
- E. Notify instructor if you are going to be tardy or absent.
- F. Treat each client with dignity and respect.
- G. Maintain confidentiality of all information as pursuant of HIPPA regulations.
- H. Submit assignments reflective of their own work and on time according to guidelines established by their Instructor(s).

**When faculty and students adhere to the above expectations, combined goals from both the student and Instructor will be met.*

CHANNELS OF COMMUNICATION

If a problem should arise, the student may seek resolution by following the appropriate communication channels as listed below.

- Step 1. Faculty member directly involved (classroom, laboratory or clinical Instructor).
- Step 2. Director of Surgical Technology (Linda Kerwin 827-2454) or Clinical Coordinator (Kimberly Heeb) 827-2548.
- Step 3. Dean of Health Professions (Linda Kerwin) 827-2454.

OVERALL PROGRAM GOAL(S) AND DOMAINS OF LEARNING

The Surgical Technology Program prepares the graduate to assume the duties and responsibilities of a Surgical Technologist at an entry level position and to qualify to sit for the National Certification Examination via the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The inclusion of Bloom's taxonomy has been threaded throughout all course content in the Surgical Technology program reflective of 3 learning domains: Cognitive, Psychomotor, and Affective.

COGNITIVE LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

- A. Become an integral part of a surgical team providing care to the patient undergoing surgical intervention.
- B. Recognize the value of continued professional and personal growth by participating in educational and professional activities and the sharing of knowledge with colleagues.
- C. Evaluate own performance by identifying strengths and limitations using standards of the profession.

- D. Master and complete specific performance objectives and competencies in the Academic/lab/clinical areas as so stated in the Core Curriculum for Surgical Technology.
- E. Sit for the National Certification examination by the National Board of Surgical Technology and Surgical Assisting.

PSYCHOMOTOR LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

- A. Apply the scientific principles of aseptic technique.
- B. Recognize breaks in aseptic technique and take immediate corrective action.
- C. Demonstrate practice that reflects the development of a surgical conscience.
- D. Participate in the preparation and sterilization of supplies and equipment used in surgery.
- E. Participate in the preoperative preparation for a surgical procedure.
- F. Function in the “First Scrub role” on basic surgical procedures.
- G. Assist with circulating duties.
- H. Actively participate in the scrub role in a variety of procedures in surgical specialty areas according to Hospital policy.
- I. Participate in the post-operative activities for a surgical procedure according to hospital policy.
- J. Identify potential and existing safety hazards in the operating room environment.
- K. Complete all clinical laboratory required written assignments by due date with a minimum grade of 75%.
- L. Attain an averaged grade of 75% or better on the lab practical exams.
- M. Complete mandatory student experience records using correct terminology and accurate spelling.
- N. Maintain a grade of 75% or better in all Surgical Technology courses, Anatomy and Physiology coursework and Microbiology courses.
- O. Actively participate in the evaluation process, including self evaluation.
- P. Prepare and handle drugs and solutions properly with concern for legalities, under the supervision of a Registered Nurse.
- Q. Apply effective communication skills to a given situation.

AFFECTIVE LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

- A. Demonstrate dependability and integrity.
- B. Display an attitude of empathy and respect for the patient and co-workers.
- C. Carry out Surgical Technologist duties calmly and efficiently in a stressful environment.
- D. Utilize a variety of methods to facilitate personal and professional growth.
- E. Functions as a surgical technologist throughout a surgical procedure, using an efficient routine, adhering to hospital policy.
- F. Recognize the uniqueness of patients when providing surgical care.
- G. Utilize critical thinking when providing care to achieve established goals.
- H. Demonstrate accountability in their practice based on current knowledge in the field of surgery.

PROGRAM OVERVIEW

To view the Surgical Technology degree audit and curriculum, please refer to the College Catalog under Degrees and Programs of Study.

COURSE DESCRIPTIONS

Trocaire College Surgical Technology course descriptions and pre/co-requisites for all courses are located in the College Catalogue.

POLICIES SPECIFIC TO SURGICAL TECHNOLOGY PROGRAM

A. Health Requirements/Pregnancy Policy:

1. Physical Examination

A health report consisting of a medical history, a standard immunization record and a physical examination is required of each accepted student. The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior." (New York State Department of Health Code 405.3 [b] [10]).

All health records and immunizations (including TB testing and the Hepatitis B vaccination) **MUST** be kept current and updated as needed throughout the entire period of enrollment.

Based on the NYS Public Health Law, the NYS Hospital Code, NYS Education Department regulations, and the NYS Department of Health Law, Health Science Programs have established the following specific standards for physical, mental and emotional health as a basic requirement for students in Health Science Programs. **Any student accepted into a Health Science Program at Trocaire College will be required to meet the technical standards outlined in section 2.**

Students are advised that the College and clinical agencies associated with the Health Science Programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action (Student Handbook).

- a. The student must have adequate visual acuity (with or without corrective lenses), sufficient hearing (with or without hearing aids), and communication skills necessary to meet objectives of the program.
- b. The student must have sufficient physical ability and manual dexterity to meet program requirements including: the physical ability to stand, walk, kneel, lift, bend, push, carry, hold, grasp without assistance and draw up solutions in a syringe.
- c. Any student who is pregnant at the time of registration or who becomes pregnant during the course of study must provide a written statement to the Health Records Coordinator from her physician stating that she is physically able to participate in classroom and clinical experience *without restriction*.

The pregnant student must also consent to wearing an X-Ray badge while in the clinical setting.

- d. Any student with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year.
 - e. Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical and mental illness or emotional disorders must present medical documentation of:
 - (1) Ability to participate *without restriction* in classroom, college laboratories and clinical areas.
 - (2) Adequate physical, mental and/or emotional ability to continue in the program of study.
 - (3) Medical clearance forms must be submitted to the clinical instructor upon return to the clinical site.
 - f. Any student who, because of medical restriction, is unable to meet program objectives will be required to withdraw from the respective program.
 - g. Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes and/or continuance in a Health Science Program. (Students accepted after the scheduled registration dates will be allowed 30 days for completion of health records.)
 - h. Students whose health records are not received, are incomplete or not in compliance with required information, will not be permitted to attend classes or laboratory experiences beyond the 30 day extension. Information regarding access to community health agencies is available through the Health Office or the Dean of Health Sciences.
 - i. The student will be responsible for submitting to the Health Office all required *updated* immunization records, test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases, suspension from class attendance.
 - j. The College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. All documentation of health records will be tracked by and kept in the Health Office.
2. Technical Standards for the Surgical Technology Student
- The Surgical Technology program criteria for admittance to the clinical site for students with health or physical restrictions, require the student to be able to:
- a. Stand continuously for a minimum of 4 hours.
 - b. Lift and carry a minimum of 25 pounds across a room.
 - c. Move and manipulate O.R. equipment such as O.R. tables, beds, stretchers, and complete case carts.
 - d. Assist in positioning of patients which involves lifting of extremities and trunk.
 - e. Assist with surgical prep of patients which involves elevation of extremities while the surgeon prepares the limb.
 - f. Assist with transfer and transport of patients.
 - g. Able to wear and tolerate latex products (no known allergy to latex).
3. Functioning during surgical procedures requires multiple complex and/or fine activities involving gross motor activity of the upper and lower extremities. The student must be able to:

- a. Demonstrate manual dexterity.
 - b. Pass instruments quickly and efficiently.
 - c. Arm a needle holder.
 - d. Draw up medications in a syringe.
 - e. Assemble equipment, large and small.
 - f. Drape equipment and the surgical patient without contamination with speed, accuracy and efficiency.
 - g. Be able to freely move about the surgical field with speed, efficiency, accuracy.
 - h. Be emotionally and physically stable to function in a high stress environment.
4. Pregnancy Policy (as per Title IX of the Education Amendment)
 The statute reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The Surgical Technology Department may not discriminate against any individual who is enrolled in the program and who is pregnant. Appropriate accommodations and alternate comparable activities will be offered as the situation warrants. Students enrolled in the Surgical Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any area where x-rays are being taken and bone cement is used. Students are required to comply with all safety precautions and the importance of keeping exposure to x-rays as low as possible through a combination of time, distance, and shielding. Should any student suspect pregnancy, they are required to report to the Program Director and the Clinical Instructor. Upon confirmation of pregnancy, the student must obtain a written statement of medical clearance from her doctor regarding health status and advisement for continued participation in the Surgical environment. **If at any time the pregnant student feels (despite clearance from her doctor), that she is working in an unsafe area or under conditions she feels are detrimental to herself, the embryo or fetus, she should report to the clinical instructor immediately.**
5. Students enrolled in the Surgical Technology program are instructed in the proper safety precautions regarding OSHA regulations and "Universal Precautions". The clinical sites provide the necessary scrub and surgical attire. The College provides each student with one personal pair of protective goggles. Wearing of goggles is mandatory at all times of potential exposure to contamination with body fluids. Students failing to comply with policy will be relieved of duty until compliance is assured. Replacement goggles will be purchased by the student.
6. See Student Handbook for Trocaire College policies on HIV infection and AIDS.
7. Students enrolled in the Surgical Technology program are instructed in the proper safety precautions regarding surgical procedures using lasers and x-ray. The clinical site provides the necessary laser specific goggles and masks for students as well as x-ray protection devices.

B. Student Accident/Incident Policy

1. Injury or Incident at College
 Surgical Technology students will be provided with accident insurance by the

College. Health insurance is not included in this policy but students in the Surgical Technology Program are encouraged to maintain health/medical insurance from the agency of their choosing. Forms for insurance claims are kept in the Academic Services Office. Regardless of where incident/injury occurs, students must report to Academic Services Office for necessary paperwork.

If an incident/injury occurs at the College the student must inform the instructor. The appropriate incident forms must be completed and sent to the Health Office.

2. Injury or Incident at Clinical Agency

If an incident/injury occurs at the Clinical site students must report incidents to the instructors and appropriate hospital personnel immediately. The student should inform personnel that he/she is in the Surgical Technology Program at Trocaire College. When an incident occurs at a clinical site appropriate Hospital and College forms must be completed. There are different College forms for incidents involving patients and those which do not involve patients.

C. Code For Professional Behavior

1. Adherence to Student Code of Conduct as published in Student Handbook.
2. Adherence to Association of Surgical Technologists Code of Ethics. (See Association of Surgical Technologists Standards of Practice, page 6-7).
3. Attitudes and Behaviors – Development of attitudes that will best further the fundamental purposes of health professionals is an important aspect of professional preparation; therefore, the Surgical Technology Program expects students to present professional behavior at all times. The following areas are mandated as expected professional student behavior:
 - a. The student must demonstrate a positive attitude toward both the field of Surgical Technology and more particularly the patient. Empathy for patients; respect for co-workers and supervisors is essential.
 - b. Honesty and integrity are two qualities that are essential for the health care provider. Therefore, these areas will be looked at critically throughout the program and addressed during classroom/clinical evaluation time(s).
 - c. Confidentiality - Students entering a health science profession will be expected to conduct themselves appropriately. Information concerning patients, *e.g.* surgical schedules, received directly or indirectly, is never to be given out or discussed. Students are to conduct themselves both in and out of the program in a manner which will not discredit the hospital, the college, the profession of Surgical Technology or themselves.
 - d. Responsibility and Accountability - The faculty believes that responsibility and accountability are imperative for the practice of Surgical Technology. Responsibility means being reliable and trustworthy; accountability means that each person is answerable for his/her individual actions. The student must apply theoretical knowledge, practice ethical and professional behavior in order to give safe and effective patient care. The faculty is here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, the student must make the decision to learn as well as to have a strong motivation to succeed. In order to work together successfully, students and faculty need to have mutual expectations.
 - e. Punctuality - Student arrives for clinical/class/lab at required time; returns from lunch and breaks at required time.

4. Adhere to the Trocaire College Code of Conduct regarding possession, use and sale of drugs and/or alcohol. This code may be found in the Student Handbook.

The Surgical Technology Department at Trocaire College requires a high-level of professionalism. Professional behavior while representing the Surgical Technology Program at Trocaire College is expected at all times. Students MUST conduct themselves in professional manner so as to reflect positively upon themselves and the Program they represent. The student is to accept responsibility and accountability for their actions. It at any time said student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, faculty, staff, clients and/or the health care team, said student will be disciplined for unprofessional conduct at the discretion of the Surgical Technology Department. This disciplinary action may also be implemented by the clinical agency for students that do not follow clinical agency policies during each clinical experience.

Unprofessional conduct includes (*but is not limited to*) the following:

- Verbal or non-verbal language, voice inflections, actions, or insubordination which compromise harmonious accord or working relations with peers, faculty, staff, clients, families/significant others or health care team members.
- Actions that may compromise contractual agreements between Trocaire and affiliate agencies.

D. Disruptive Behavior Policy

Definition: Disruptive behavior or misconduct is defined as physical or verbal behavior, including, but not limited to, actions, covert or overt, language and/or gestures that disrupt the learning experience, or indicate disrespect to fellow students, staff, and patients. Disruptive behavior will not be tolerated in the class, clinical or lab setting of the Surgical Technology Program.

Purpose: This policy is designed to emphasize the need for all individuals to treat others with respect, courtesy, and dignity and to protect all persons within the class, clinical or lab setting from behavior that does not meet that standard.

Documentation of disruptive behavior: Documentation of said disruptive behavior shall include (*but not be limited to*) the following:

- a. date, place and time of questionable behavior
- b. name of person/persons involved and how their presence affected the situation
- c. circumstances precipitating the behavior/incident
- d. description of questionable behavior
- e. consequences, if any, of questionable behavior
- f. action taken, including date, time, place, action and names of those intervening

The report will be submitted to the Program Director, Clinical Coordinator, Instructor and/or other appropriate person in charge at the particular location where the incident occurred. Documentation is critical because it distinguishes between a single incident and a pattern of behavior. Factual, objective language will be used to describe the behavior as much as possible, specifically as it relates to the educational/professional situation.

1. A meeting with the person/persons involved shall ensue after documentation has been forwarded to the Program Director. The meeting shall include discussion relevant to the misconduct identified including (*but not limited to*) the following:

- a. How the behavior was inappropriate, unprofessional and/or disruptive.
- b. How the behavior will not be tolerated.
- c. Corrective action to address future unprofessional behavior (anger management, psychiatric evaluation and assistance, etc.).
- d. The perpetrator will be given a written reprimand regarding the unprofessional behavior noted and a warning that if behavior continues or is deemed intrusively/ alarmingly inappropriate, he/she will be dismissed from the program immediately.

2. If repetitive disruptive behavior/misconduct continues to be a problem, a formal written report will be made to the Dean of Health Professions and official College policies will be followed that include (but are not limited to) the following:

- a. Depending on the type, nature and severity of the behavior involved, the person/ persons involved will be reprimanded (with formal documentation established) or dismissed from the class, lab or clinical setting.
- b. Any more than 2 reprimands will result in immediate dismissal from the Surgical Technology Program.
- b. The severity of the situation and the determination of the outcome will be the responsibility of the Program Director. The Program Director will follow the policies/guidelines established by ARC/STSA, AST, the Surgical Technology Department and/or those maintained by Trocaire College.

The Surgical Technology Department would like to make it abundantly clear that cyberbullying is a form of electronic aggression and that both it and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment.

D. Grading Policy

There will be separate grades given in all courses involved in the Surgical Technology Program. A passing grade of 75% (C) must be obtained in all areas of study. A failure in any area will require the student to repeat the failed course. The student may not progress to next level until the required coursework is passed successfully. See individual course contracts for specifics.

Surgical Technology Program Grading Policy

A	95-100
A-	92-94
B+	89-91
B	85-88
B-	82-84
C+	79-81
C	75-78
C-	72-74
C	69-71
D	65-68
F.....	64-0
FX.....	Failure because of excessive absence.
I.....	Incomplete.
W	Withdrawal
WF.....	Withdrawal failure.
AD	Academic Dismissal
ID.....	Institutional Dismissal

ACADEMIC EVALUATION

Attendance Policy

Prompt and regular attendance in lectures, clinical site and laboratory sessions is expected of all students.

Doctor (and other appointments) are not to be made during scheduled clinical, laboratory or theory college hours. Attendance generally affects the quality of the students academic and clinical performance. When an absence does occur, students must inform their Clinical Instructor. Unreported clinical absences will result in an unsatisfactory clinical day. Please note that any absence in excess of 2 days (legal or not) will result in failure due to excessive absence (FX). Please refer to the following absenteeism/tardy policy.

Trocaire College

Surgical Technology Absenteeism / Tardy Policy

This contract is to establish an agreement between the Department of Surgical Technology and the Surgical Technology students regarding professional conduct, absenteeism, tardiness, as well as leaving class early in lab, clinical and theory.

1. Students are allowed to accrue 2 (two) clinical absences per semester with the understanding that BOTH missed days must be made up. Any student missing more than 2 clinical days will receive an Fx for the course. This includes being sent home by the Clinical/Lab/Theory Instructor. Approval/non-approval of missed clinical day(s) will be determined by the Program Director on an individual basis.
2. The student will be required to make up ANY clinical day(s) missed.
3. If a student is absent from lecture more than twice the number of times a class meets a week, it will constitute a grade of FX (this means for ST101, ST104, ST201, ST203 you can't miss more than 2 classes a semester), as per the Trocaire Student Handbook.
4. The student will be considered absent for every two times that they leave class/lab/clinical early or come late.
5. It is necessary for the student to notify the Instructor if he or she is going to be late, absent, or need to leave early. Failure to do so will result in an unsatisfactory day.
6. Professional behavior is to be upheld by all students at all times. Any unprofessional or unethical conduct will not be tolerated and will be handled accordingly:
 - a. 1st offence – Verbal warning involving student and Instructor that will be recorded in the students profile chart. VERBAL WARNING will be issued.
 - b. 2nd offence – Student shall meet with the Instructor and Director of the Program. A written incident report will be recorded on the College's official Violation of Student Code of Conduct form and will be placed in the students' permanent file. WRITTEN WARNING will be issued.
 - c. 3rd offense – Student to meet with the Program Director, Clinical Instructor, and the Dean of Academic Affairs. DISMISSAL from program will be issued.

**Eligibility to continue on in the Surgical Technology Program will be evaluate/determined at ALL offence levels and will be acted upon according to the severity of the incident.*

1. Academic

Each student is personally responsible for the satisfactory completion of course work assigned by his/her instructors. Students are expected to attend classes regularly, since excessive absence may seriously effect the quality of a student's work. A grade of FX (failure because of excessive absence) may result. It is the students' responsibility to take the initiative in making up work. All written work and assignments must be completed by the due dates. Failure to do so may result in a failing grade. Students shall communicate reasons for absence by contacting the Instructor's Office by phone.

- a. Classroom Dress Code - Scrub attire is to be worn in the College Classroom due to the potential of transitioning into the College Laboratory setting to explore material presented in the classroom further in a simulated Operating Room.
- b. Absences per semester exceeding twice the number of class hours per week will constitute a grade of (FX) failure due to excessive absence. Extenuating circumstances will require individual counseling with ST department regarding legal/illegal absences.

2. Clinical/College Laboratory Guidelines

Students are responsible for attending all clinical/college laboratory sessions.

Laboratory session absences will be treated the same as clinical absences.

Absences due to a serious reason will be individually considered. If prolonged and repeated absences make it impossible for a student to achieve the competencies in the course, the student may be asked to withdraw. Absence due to illness must be reported to and approved by the Program Director.

Students are allowed to accrue 2 legal clinical absences per semester with the understanding that BOTH missed days must be made up. Students are allowed to accrue 1 illegal absence per semester with the understanding that this day must be made up. Students are allowed to accrue 1 legal and 1 illegal absence per semester with the understanding that BOTH missed days must be made up. Approval/non-approval of missed clinical days will be determined by the Program Director.

- a. Laboratory Dress Code - Scrub attire is to be worn in the College Laboratory.
- b. Laboratory Student to Instructor Ratio – Student to Instructor ratio will not exceed recommended ARC-STSA guidelines which currently is 12:1.

Homework Policy

All assigned homework must be handed in ON TIME and reflect each students own individual work. Extenuating circumstances regarding due dates will be evaluated on an individual basis.

Repeat Policy

Students in the Surgical Technology Program will have the opportunity to repeat 1 course ONE TIME. This includes any of the Surgical Technology core courses (ST100, ST101, ST102, ST103, ST104, ST105, ST106, ST201, ST202, ST203, ST204, BIO130, BIO130L, BIO131, BIO131L, BIO223, BIO223L).

Minimum Degree Requirements

For the Surgical Technology Minimum Degree Requirements, please refer to the College Catalogue and/or Degree Audit.

CLINICAL/LABORATORY GUIDELINES AND EVALUATION

The student will be required to demonstrate satisfactory clinical/college laboratory performance. An unsatisfactory evaluation will be given if the student does not perform satisfactorily in all aspects of clinical/college laboratory experience and meet required clinical/college laboratory competencies which includes written assignments. **An unsatisfactory evaluation in the clinical-laboratory area (depending on the level of severity could result in an automatic failure of the course.**

Evaluation of Clinical/Laboratory competencies:

1. Pre-clinical competencies (4)* with a 100% mastery (see Clinical Laboratory Handouts)
2. The remaining competencies will be met with mastery as evidenced by clinical evaluation, laboratory practical examinations and written assignments.
3. An unsatisfactory "U" grade will be given if the student does not perform satisfactorily in all aspects of the clinical-laboratory experience and meet all required clinical-laboratory competencies.
4. **Two (2) unsatisfactory days in the clinical or laboratory setting constitutes an automatic failure in the course.** Automatic failure based on one (1) unsatisfactory day may be issued by the Program Director as pursuant to the degree of unsatisfactory performance.
5. Written clinical-laboratory assignments will be evaluated using the Surgical Technology Program grading policy.

**All 4 competencies must be completed successfully with a minimum of 75% or above.*

CLINICAL EXPERIENCE EVALUATION/CLINICAL CASE REQUIREMENTS

1. There will be designated dates for student/instructor consultation and evaluation throughout the semester. The student is expected to demonstrate a satisfactory level of performance in the clinical setting which indicates an integration of classroom theory and technical manual skills needed in the operating room.
2. Agreements with clinical agencies prohibit any compensation to student or faculty, or use of student for service while functioning within the Surgical Technology Program.
3. Criteria for satisfactory clinical performance is based on:
 - a. Successful completion of all clinical objectives and competencies.
 - b. Adherence to Code for Professional Conduct.
 - c. Adherence to policies of the Surgical Technology Program.
 - d. Completion of case load requirement (**120 cases minimum for both day and evening programs**).
4. Criteria for Unsatisfactory Clinical Performance is based on:
 - a. Failure to complete all clinical objectives and competencies.
 - b. Failure to comply with attendance and punctuality policies. This includes repeated failure to notify clinical instructor regarding tardiness or absenteeism on scheduled clinical day.
 - c. Failure to comply with the policies and procedures for The Surgical Technology Program.
 - d. Inability to make adult decisions and demonstrate emotional maturity.
 - e. Need for frequent and continuous direct guidance and detailed instructions to prevent mishap or error in carrying out duties of a Surgical Technology student described in the competencies.

- f. Failure to complete and submit all written work on the assigned dates. (See written assignment handout)
- g. Failure to demonstrate safe practice in the O.R. environment.
- h. The student's performance indicates continued lack of required preparation.
- i. Failure to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with level of preparation and performance.

SURGICAL ROTATION CASE REQUIREMENTS

As adopted from the Core Curriculum for Surgical Technologists, 6th ed.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30 ²	20 ²	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics • Procurement/Transplant 	90 ³	60 ³	30
Diagnostic Endoscopy <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases.
Totals	120 ^{1,7}	80	40

SURGICAL ROTATION CASE REQUIREMENTS (con't)

As adopted from the Core Curriculum for Surgical Technologists, 6th ed.

1. The total number of cases the student must complete is 120.
 2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
 3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
 4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
 5. Diagnostic endoscopy cases and vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
 6. Observation cases must be **documented**, but do not count towards the 120 required cases.
 7. **Counting Cases**
 - Cases will be counted according to surgical specialty. Examples:
 - 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.
 - 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.
-

FIRST AND SECOND SCRUB ROLE AND OBSERVATION

As adopted from the Core Curriculum for Surgical Technologists, 6th ed.

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.

Trocaire College Surgical Technology Students are made aware of clinical requirements on Student Orientation Day that is annually held each Fall Semester, the week prior to the first official day of school. Students are provided with an updated copy of the Surgical Technology Department’s Policy Manual that is reflective of clinical requirements necessary for program completion according to the 6th edition of the Core Curriculum for Surgical Technology. Students are required to sign and date a contract validating that they have read and agree to follow policy’s contained within the manual. All Trocaire College Surgical Technology Instructors are provided with an updated manual that can be viewed and referred to by all clinical affiliate staff members on an ongoing/as needed basis. An updated copy of the Surgical Technology Policy Manual is accessible to the general public (including but not limited to potential Surgical Technology students and clinical affiliates) on the College’s website located at www.trocaire.edu

TROCAIRE COLLEGE STUDENT MASTER CASE FILE

Surgical Specialty	Total # of Cases Obtained	# of First Scrub Cases Obtained	# of Second Scrub Cases That Can be Applied Towards 120 Cases Obtained
General Surgery	30 (required) Obtained:_____	20 (required) Obtained:_____	10 (allowed) Obtained:_____
Surgical Specialties	90 (required) Obtained:_____	60 (required) Obtained:_____	30 (allowed) Obtained:_____
Diagnostic Endoscopy	10 (allowed) Obtained:_____		10 (allowed) Obtained:_____
Labor & Delivery	5 (allowed) Obtained:_____		5 (allowed) Obtained:_____
Totals	120 (required) Obtained:_____	80 (required) Obtained:_____	40 (allowed) Obtained:_____

Program Director Signature:_____

Date:_____

Student Signature:_____

Date:_____

CLINICAL/LABORATORY GRADING RUBRIC

Grading Policy

	<u>1st Semester</u>	<u>2nd Semester</u>
A95-100	Written Work 15%	Written Work 35%
A-92-94	Laboratory Practical..... 55%	Lab Practical <u>65%</u>
B+89-91	Pre-Clinical Comp 20% 100%
B85-88	Quizzes..... <u>10%</u>	
B-82-84 100%	
C+79-81	<u>3rd Semester</u>	<u>4th Semester</u>
C75-78	Written Work 35%	Written Work 35%
C-72-74	Lab Practical <u>65%</u>	Lab Practical <u>65%</u>
D+69-71 100% 100%
D65-68		
F64-0		

5. Clinical Dress Code

The personal appearance and demeanor of Surgical Technology students at Trocaire College reflect the College, and Program and Professional standards. Students are expected to be professionally groomed at all times.

Students and Faculty should maintain cleanly body hygiene by bathing and by the use of deodorants. Hair will be neat at all times and be kept away from face. Students with long hair will tie and secure it at back of head under OR cap. Discreet use of make-up if worn is required. Heavy eye shadow, fake eyelashes, mascara and rouge will be avoided. Male students will maintain a neat hair style. Beards, mustaches, and sideburns must be well trimmed. Highly scented perfumes, male colognes or after-shave lotions, nail polish, artificial nails, excessive make-up, jewelry, necklaces, rings, earrings, etc., will not be permitted as well as gum chewing.

Within the surgical suite the dress code is as follows:

- Hospital surgical attire, with appropriate head coverings.
- White sturdy duty shoes (clogs, canvas sneakers, tennis shoes, beach sandals, boots, are forbidden)
- Females will wear stockings if wearing a scrub dress.
- Trocaire name tag to be worn at all times.
- Eye protection (goggles) will be worn on all surgical procedures by the student in the scrub role.
- **Full length white lab coats are to be worn out of the surgical suite within the hospital.**
- No student is to leave the hospital with surgical dress, pants or shirts. These are the hospital's property.

6. Supervision

Assignments will be made by the clinical instructor. The instructor will alert students to his/her availability at all times. Any deviation from the students scheduled assignment must be discussed with the clinical instructor. **The student will not change his/her assignment without approval of the instructor. O.R. staff members may not change the student assignment.** Students will be under the supervision of the technologist (preceptor) they are scrubbed with, the circulating nurse and the clinical instructor.

Students (when assigned to a room) should be able to seek help through the O.R. staff or clinical instructor whenever needed. The staff may ask a student to step aside occasionally due to uncontrolled circumstances, the student is to oblige and then will be required to assist the staff as directed.

Students are to remain in assigned rooms, and are not to be in halls without reason. Breaks and lunch will be time for conversing and relaxing. Because of state laws regarding a smoke free environment in public places, students will not leave the hospital premises in surgical attire to smoke.

Students and Faculty will be oriented to the clinical affiliate site. The student must be in compliance with all the rules and regulations of the clinical affiliation(s). (The clinical affiliation has the right to request suspension from that affiliation for any student who demonstrates a breach of rules or displays unethical or unsafe behavior).

HIPAA regulations will be reviewed on an annual basis. All students are expected to comply with regulations.

All students **MUST** be **CPR Certified** prior to entering the clinical setting and **MUST MAINTAIN** certification throughout the duration of the program.

Students are required to:

- Report to the clinical site in the A.M. for an 8 hour day, at the assigned time 7:00 a.m. - 3:00 p.m.
- Be punctual for all daily events (pre-conference, post conference, case studies).
- Return on time from assigned lunch and breaks, students are expected to remain in the hospital setting for all breaks/meals. Break time may vary or be split depending on present duties. Students should not leave in the middle of an assigned case or emergency unless they are ill or dismissed from the situation by the instructor. Any student who leaves the clinical site without advising the clinical instructor may be dismissed from the program.
- Attend all assigned conferences.

A daily attendance record including unsatisfactory punctuality, shall be recorded on Trocaire College attendance record.

In cases of absence from clinical experience, it is the student's responsibility to:

a. Call the clinical affiliate Hospital (O.R. Manager) you are scheduled to report to as well as your Clinical Instructor before 7:00 a.m. to report the absence (827-2548). Failure to do so will result in an unsatisfactory clinical day.

c. Excessive absenteeism will be discussed with the student informing them that their continued absence/punctuality pattern will be reflected in the clinical performance evaluation and grade. Students must adhere to the ST departments' absentee policy.

The students' excessive absenteeism will be reported to the Program Director and Dean of Health Professions. A recommendation to warn the student or advise withdrawal or failure because of excessive absences from the course will be sent to the Dean of Health Professions.

d. Clinical absences must be made up - an incomplete grade will be issued if the make - up is not completed when grades are due.

CLINICAL MAKE-UP TIME FOR ABSENCES

Clinical absences must be made up to comply with program requirements. Make-up time is scheduled with the permission of the Program Director, Clinical Instructor and Department Supervisor at the Clinical site.

1. A student missing (2) days of clinical education per semester is in jeopardy of failing the semester as per college and department policy. Each student case will be reviewed individually by the Program Director, Clinical Coordinator and Dean of Health Professions accordingly.
2. Absences per semester totaling over 16 hours (2 days) will constitute a grade of (FX), failure due to excessive absence. College laboratory absence is counted toward clinical hours.
3. A student missing (2) consecutive days of clinical education due to medical reasons will be required to produce a medical clearance from a physician to re-enter the clinical areas. *
4. **The student will be financially responsible to the college for any student make-up time.**
5. Make up days may not follow the traditional Monday/Tuesday day or Thursday/Friday clinical schedule.

** This does not exempt the student from making up all clinical absences.*

CRITERIA FOR INABILITY TO PROGRESS

The student must meet the following course requirements to remain in the Surgical Technology Program:

1. Attend all preparatory laboratory sessions.
2. Demonstrate successful mastery of the pre-clinical competencies in the preparatory laboratory sessions. Before entering the clinical area, the student shall demonstrate mastery in the following pre-clinical competencies:
 - Scrubbing, Gowning and Closed gloving
 - Gowning and gloving a team member
 - Basic back table and Mayo stand set up, Knife handle
 - Draping and instrumentation for “opening of the abdomen” simulation competency
3. Meet all clinical competency evaluation requirements and clinical performance evaluation requirements.
4. Maintain a passing grade of “C” or better in Surgical Technology and the required Science courses.
5. A 2.0 cumulative grade point average must be maintained to graduate with a degree.

COURSE AND INSTRUCTIONAL EVALUATION

Evaluation of Surgical Technology Courses

At the end of every semester, students will be asked to evaluate the Surgical Technology course they have completed. Evaluation provides an opportunity to offer constructive suggestions in an objective manner. Student evaluations are reviewed by the Surgical Technology faculty and administration after semester grades are sent to the Registrar. Changes in the curriculum have resulted from student course evaluations.

Evaluation of Instruction

During the course of the semester, students will be asked to rate both classroom and clinical instructors. Students are asked to evaluate instructors in an objective manner and use the opportunity to offer constructive suggestions. Students' evaluations are used by faculty members for self-growth and improvement in their individual teaching responsibilities. In addition to students, faculty members are evaluated according to the College evaluation process. The total process of evaluation is designed to improve the Surgical Technology Program.

ADMISSION OF EXPERIENCED MEDICAL PROFESSIONAL

Persons desiring to enter the ST program at Trocaire College with previous medical background and/or experience will be evaluated on an individual basis with regards to the clinical component academic requirements and laboratory competencies.

COURSE CHALLENGE

A Course Challenge is allowed by the College in special and exceptional cases in which it has been clearly determined that prior educational and/or vocational experience has provided a learning experience equivalent to that of the particular college course. Application and guidelines are available from the Vice President for Academic Affairs and Program Directors for matriculated students who have presented documentary evidence of their prior experience. Applications should be submitted no later than the official registration days in the fall and spring semesters. The application and accompanying evidence will be evaluated by the Vice President for Academic Affairs, and/or the Director of the program involved. Following the approval of the application, the Program Director will arrange a time and place for the applicant to take the examination before the semester's end.

RE-ADMISSION POLICY

Re-admission to the Surgical Technology program will be based on:

- I. The student who has failed to achieve a grade of "C" or better. Documentation will be completed and acted upon by the Surgical Technology faculty, who will make the final decision for student readmission based upon the following criteria:
 - (1) Academic Performance:
 - a. examination grades
 - b. attendance
 - (2) Clinical Performance:
 - a. clinical evaluations
 - b. clinical remediation forms
 - c. attendance
 - (3) College Laboratory:
 - a. attendance
 - b. pre-clinical competency mastery
 - c. lab practical examination grade
 - d. performance
 - (4) Clinical Instructor and Director's comments and recommendation.
 - (5) Achievement in other pre-requisite courses.
 - (6) Adherence to Code of Professional Behavior.

Students recommended for readmission must successfully meet Admission Criteria established by the Surgical Technology Program. Students may have the opportunity to repeat 1 core Surgical Technology class, 1 time. If the student is unsuccessful on their second attempt, they will be dismissed from the program.

- II. For a student who has successfully completed Surgical Technology 101 or 103 one year previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:
 - (1) The student must demonstrate successful mastery of Pre-clinical Competencies before beginning Surgical Technology 104 and 106.
 - (2) The student must contact the Director of Surgical Technology upon application for readmission to the program so that the student can complete these requirements before the start of ST 104 and 106 courses.

- III. For a student who has successfully completed Surgical Technology 101 or 103 two years previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:
 - (1) The student must obtain a passing grade of 75% or better on an examination equivalent to the ST 101 and 103 final.
 - (2) The student must demonstrate successful mastery of Pre-Clinical Competencies before beginning Surgical Technology 104 and 106.
 - (3) The student must contact the Director of Surgical Technology upon application for readmission to the program so that the student can complete these requirements before the start of ST 104 and 106 coursework.

- IV. For the student who has completed Surgical Technology 101 or 103 more than two years previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:
 - (1) Advances in practice and changes in the program in the two plus year time frame will necessitate that the student repeat all Surgical Technology coursework.

- V. For the student who has successfully completed 101, 103, 104 and 106, readmission to the 201 level, courses will follow the same guidelines established for the 100 level courses.

REQUIREMENTS FOR PROGRAM COMPLETION

In order for students to successfully complete the Surgical Technology Program, they MUST show evidence of the following:

- Completion of ALL courses according to the Surgical Technology Degree Audit (with a grade of “C” or better in all Surgical Technology Core Courses).
- Total of at least 68 semester hours with a cumulative Quality Point Average of 2.0.
- Completion of 120 surgical cases as illustrated on pages 16 + 17 of the ST policy manual according to the 6th ed. of the Core Curriculum for Surgical Technology (2011).
- The potential graduate student from the Surgical Technology program must participate in taking the web based CST examination offered on campus.

STUDENT GRIEVANCE POLICY AND PROCEDURE

Please refer to the College Catalogue and Student Handbook.

INSTITUTIONAL POLICY ON NON-DISCRIMINATION

Please refer to the College Catalogue and Student Handbook.

STUDENT WORK POLICY

- The clinical component of the program shall be educational in nature, and
- The student shall not be substituted for paid staff personnel during the clinical component of the program.

ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING (ARC/STSA)

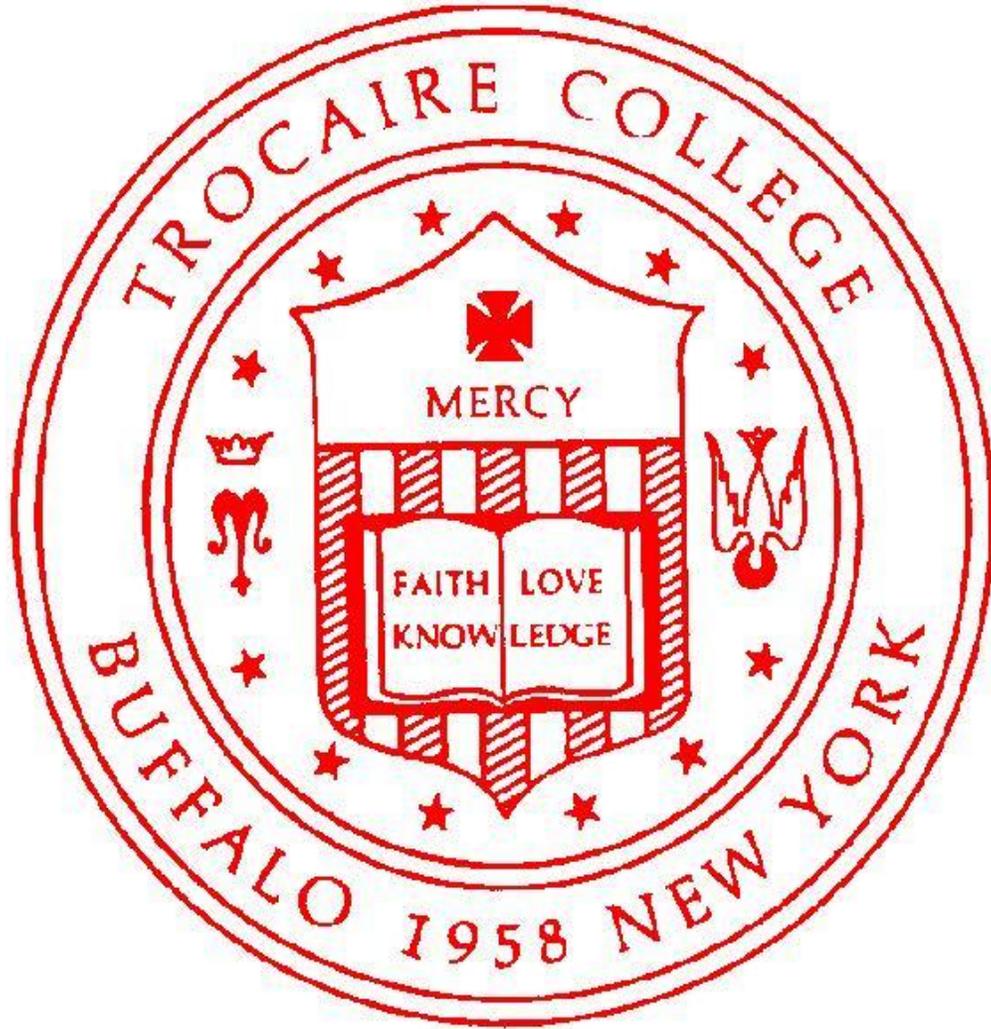
“The mission of the *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* is to provide recognition for the quality of the education programs in its system to the public. The ARC/STSA is the *only* CAAHEP-recognized Committee on Accreditation for education programs in surgical technology and surgical assisting”. For further information regarding ARC/STSA, feel free to browse their website at www.arcstsa.org ARC/STSA is located at the following address:

6 West Dry Creek Circle
Suite 110
Littleton, Colorado 80120
Phone Number: 1 (303) 694-9262 Fax: 1 (303) 741-3655

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)

CAAHEP is the largest programmatic accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2000 educational programs in twenty-two (22) health science occupations including the field of Surgical Technology. For further information about CAAHEP, feel free to browse their website at www.caahep.org CAAHEP is located at the following address:

Commission of Accreditation of Allied Health Programs
1361 Park Street
Clearwater, Florida 33756
Phone: 1 (727) 210 2350 Fax: 1 (727) 210-2354



Department of Surgical Technology Policy Manual

This signature validates that I have read and fully understand the Policy Manual of the Surgical Technology Department at Trocaire College and will abide by its guidelines (and/or modifications as warranted) for the duration of time that I am in the Surgical Technology Program.

Student Signature: _____

Student Name (printed): _____

Date: _____

Program Director Signature: _____

Program Director Name (printed): _____

Date: _____