

MCC Mohave
Community
College

**SURGICAL
TECHNOLOGY
STUDENT GUIDE
2020/2021**



**MCC
BIGHORNS**

Mohave Community College Surgical Technology Program accredited by:

**The Commission on Accreditation of Allied Health Education
Programs (CAAHEP)
9355 - 113th St. N, #7709
Seminole, FL 33775**

DISCLAIMER

*Manual provided to assist the student while in the Mohave Community College Surgical
Technology Program.*

*Surgical Technology Administration reserves the right to make changes without prior notice in
all policies, assignments, schedules, courses, grading, curricula, and all other matters contained
in this manual.*

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PURPOSE OF SURGICAL TECHNOLOGY STUDENT GUIDE

The Surgical Technology Student Guide is designed to provide students with specific policies, practices, protocols and objectives of the Surgical Technology Program. The information contained in the Surgical Technology Student Guide complies with the Mohave Community College (MCC) Catalog.

The Surgical Technology Student Handbook contains:

- Professional Behavior
- Grading Procedure
- Attendance
- Laboratory Skills
- Clinical Experience
- Dress Code
- Dismissal Policy
- Students Rights
- Conference/Probation/Withdrawal/Failure/Readmission
- Informs Student's of their Responsibilities, Code of Ethics & Guidelines
- Discusses Skills Necessary for Safe Practice of a Surgical Technologist
- Overview of Working with Surgeon's and Other Skilled Professionals
- Accreditation information

This guide prescribes admission and readmission requirements and standards of conduct for students enrolled in the Allied Health programs. The standards are in addition to those detailed in the MCC Policies and Procedures Manual. Violation of any standard may serve as grounds for non-admission to a program, due to suspension or dismissal. MCC Allied Health programs reserve the right to make program changes as needed and to change, without notice, any information, requirements and regulations published in this document.

PROFESSIONAL ASSOCIATIONS

Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accredits the Surgical Technology Program in cooperation with the **ARCSTSA Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting**

Association of Surgical Technologists (AST) established in 1969 by members of the American College of Surgeons (ACS), the American Hospital Association (AHA), and the Association of Peri-operative Registered Nurses (AORN).

National Board of Surgical Technology and Surgical Assisting (NBSTSA) is solely responsible for all decisions regarding certification; from determining eligibility to maintaining, denying, granting and renewing the designation.

MISSION AND GOALS

The mission of the program is to:

- ✓ To prepare competent entry-level Surgical Technologists in the cognitive (knowledge), psycho-motor (skills), and affective (behavior) learning domains within a learning-centered environment.
- ✓ Prepare Graduates to take the national examination for certification as a Certified Surgical Technologist (CST).
- ✓ Complete an Associate of Applied Science (AAS) Degree.

It is expected that the enrolled student of the MCC Surgical Technology Program will follow the below expectations and goals.

Expectations & Goals	Associate Applied Science (AAS) in Surgical Technology
Accountability	<ul style="list-style-type: none"> ▪ Identifies and practices within the ethical, professional and legal frameworks of surgical technology practice standards.
Safe effective care environment	<ul style="list-style-type: none"> ▪ Provide safe, efficient environment for patients and O.R. team members. ▪ Possess and apply effective work habits. ▪ Apply and integrate caring behaviors that demonstrate respect for the human condition.
Communication	<ul style="list-style-type: none"> ▪ Identifies and uses effective communication and interpersonal relationship skills with patients and other members of the health care team, including instructors.
Health Promotion and maintenance	<ul style="list-style-type: none"> ▪ Display behavioral awareness and management of stressors, both internal and external. ▪ Apply positive attitudes towards self and others.
Culture	<ul style="list-style-type: none"> ▪ Recognizes that biological and cultural diversities impact self and others within healthcare field.
Teamwork	<ul style="list-style-type: none"> ▪ Works cooperatively in a team environment.
Management	<ul style="list-style-type: none"> ▪ Manage the use of time and other resources to complete tasks and attain goals.

GRADUATION REQUIREMENTS FOR AAS SURGICAL TECHNOLOGY DEGREE

Graduate must complete the following requirements:

- ✓ Successful completion with a 80% or higher in course work and clinicals
- ✓ Successfully demonstrate all lab skills – final lab competency is pass/fail each semester
- ✓ Successfully scrub for at least 120 surgical cases fulfilling First Scrub and Second Scrub requirements according to the Core Curriculum for Surgical Technology 6e
- ✓ Clinical placement will be assigned upon successful completion of all second semester SGT courses. Students understand they may be sent outside their area for clinical rotation and are responsible for all transportation and housing costs.

Also Complete:

- ✓ Petition to graduate from Mohave Community College (Petition to graduate deadline is March 1 for May graduation)
- ✓ Obtain appropriate Student Services representative's signatures
- ✓ Pay all fees

Graduation from Mohave Community College Surgical Technology Program:

- ✓ Prepares graduate to take the NBSTSA exam
- ✓ Prepares graduate to work successfully as a Surgical Technologist
- ✓ Prepares graduate to work in a hospital, physician or veterinary office
- ✓ Does not guarantee obtaining a certificate from the National Board for Surgical Technology and Surgical Assisting (NBSTSA).

CODE OF ETHICS FOR SURGICAL TECHNOLOGISTS

The Association of Surgical Technologists (AST) believes all surgical technologists and surgical technology students should follow a professional code of ethics.

In 1985 AST established the following Code of Ethics as guidelines for the Surgical Technologist:

- ❖ To maintain the highest standards of **professional conduct** and patient care
- ❖ To hold in confidence, with respect to the patients beliefs, all personal matters
- ❖ To respect and protect the patient's legal and moral rights to quality patient care
- ❖ To not knowingly cause injury or any injustice to those entrusted to our care
- ❖ To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care
- ❖ To always follow the principles of asepsis
- ❖ To maintain a high degree of efficiency through continuing education
- ❖ To maintain and practice surgical technology willingly, with pride and dignity
- ❖ To report any unethical conduct of practice to the proper authority
- ❖ To adhere to the Code of Ethics at all times with all members of the health care team

PROFESSIONAL BEHAVIOR

Professional Behavior is required on campus, in classroom, laboratory & clinical sites.

Traits of professional behavior:

- Being on time and prepared for work
- Show respect for all members of educational team and peers
- Accountable and responsible for one's own actions

These concepts are very simple but lacking in many employees in the United States workforce. Our program takes pride in the graduates we produce and the quality of their skills both interpersonal and technical.

Our staff and faculty demand a high standard of professionalism both for ourselves and from our students.

The program will not tolerate behaviors inconsistent with these principles including, rude language or demeanor, **excessive talking while in the operating room**, in appropriate/personal conversations, leaving the clinical site without notifying Clinical Instructor.

Unprofessional Behavior & Consequences:

Lack of respect shows poor training and bad manners. These qualities are not desirable in an educational environment, and are absolutely intolerable in the workplace. Anyone who feels they cannot adhere to these requirements should consider another profession.

More than (1) one episode of unprofessional behavior may result in termination from the program.

Any student dismissed from a clinical site will be dismissed from the program.

Students dismissed from Allied Health programs at MCC or other institutions due to inappropriate or dangerous behaviors, and/or personal misconduct will not be allowed admission to any MCC Allied Health program or course with a clinical component. Notation will be on student's academic transcript indicating the student was dismissed from a particular Allied Health program.

STUDENT WORK POLICY

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

SURGICAL TECHNOLOGY PROGRAM REQUIREMENTS

All core courses must be satisfactorily completed prior to, or concurrent with, the final course of the program. It is the student's responsibility to verify the courses and credits obtained on the degree audit each semester and that all courses completed in the appropriate timeframe.

Students strongly advised against working over 20 hours per week while enrolled in the program. Students understand the program requires four to six hours of study per day for successful outcomes. Clinical semester students will be at facilities 8-10 hours per day.

Prerequisites:

BIO 181—General Biology (4)

BIO 201—Human Anatomy and Physiology I (4)

BIO 202—Human Anatomy and Physiology II (4)

BIO 205—Microbiology (4)

HES 113—Medical Terminology (3)

Advanced placement for students granted as follows:

Students may meet the prerequisites by:

- Providing proof of transfer credit for Medical Terminology and Biology
- Successfully challenging these courses
- Students may be granted an exemption from course requirement of BIO 201 and BIO 202 (Anatomy, Physiology), and BIO 205 (Microbiology) by providing course transcripts equal to or greater than the requirement.
- Students may be granted exemption from course requirement of SGT 123 (Pharmacology) for Surgical Technology by providing course transcripts equal to or greater than the requirement.

Health Policy for Surgical Technology

Prior to clinical rotation students understand they must provide;

- ✓ Present evidence of two-step tuberculosis testing within the past year
- ✓ Proof of immunity for measles, mumps, rubella and varicella
- ✓ Provide evidence of HBV vaccination or declination.
- ✓ Provide evidence of a negative drug screen. Testing to be done at any LabCorp location. Students may choose to have testing at another facility, doing so will result in student responsibility for payment to that facility.
- ✓ Provide proof of health insurance, and notify Department of Surgical Technology of any changes in coverage.
- ✓ Proof of malpractice insurance coverage.
- ✓ CPR at the Health Care Provider level
- ✓ Complete and pass a background check

Failure to provide information will make student ineligible for continuation in the Surgical Technology program.

**APPROVED PROGRAM OF STUDIES FOR
AAS IN SURGICAL TECHNOLOGY**

Communications

ENG 101	English Composition I.....	3
COM 121	Interpersonal Communications	3

Critical Thinking and Reasoning

BIO 181	General Biology.....	4
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Global Awareness

PSY 101	Introductory Psychology	3
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Technology

CIS 110	Intro to Computer Info Systems.....	3
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Other Prerequisites

HES 113	Medical Terminology.....	3
BIO 201	Human Anatomy & Physiology I.....	4
BIO 202	Human Anatomy & Physiology II.....	4
BIO 205	Microbiology.....	4

Surgical Technology Requirements

SGT 121	Orientation and Introduction to Surgery.....	2
SGT 122	Surgical Techniques.....	4
SGT 123	Pharmacology for Surgical Technology.....	3
SGT 221	Surgical Concepts I.....	2
SGT 222	Surgical Procedures	6
SGT 231	Surgical Technology Externship I	12
SGT 232	Surgical Technology Externship II.....	9

Total: 69

ADVISING MATRIX 2020-21 FOR SURGICAL TECHNOLOGY AAS

PREREQUISITES			
	Timeline	DE	Completed
BIO 181—General Biology (4)			
BIO 201—Human Anatomy and Physiology I (4)			
BIO 202—Human Anatomy and Physiology II (4)			
BIO 205—Microbiology (4)			
HES 113—Medical Terminology (3)			
GENERAL EDUCATION REQUIREMENTS			
COM 121—Interpersonal Communications (3)			
CIS 110—Intro to Computer Info Systems (3)			
ENG 101 – English Composition I (3)			
PSY 101—Introductory Psychology (3)			
SURGICAL TECHNOLOGY REQUIREMENTS			
SGT 121—Orientation and Introduction to Surgery (2)	Fall	X	
SGT 122—Surgical Techniques (4)	Fall		
SGT 122 L—Surgical Techniques Lab	Fall		
SGT 123—Pharmacology for Surgical Technology (3)	Spring	X	
SGT 221—Surgical Concepts (2)	Spring	X	
SGT 222—Surgical Procedures (6)	Spring		
SGT 222L—Surgical Procedures Lab	Spring		
SGT 231—Surgical Technology Externship I (12)	Fall		
SGT 232—Surgical Technology Externship II (9)	Spring		

PROTOCOL #1--GRADING PROCEDURE

Lectures and clinical competences will be evaluated

- The clinical/laboratory class is interdependent with the lecture class
- If a student receives a failing grade in either class, the grade recorded for that class will be "D" or "F", and the student cannot continue in the program.

Grading Scale:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 0 – 59%

If the student is readmitted to the program, the entire course must be repeated

Lecture/Theory Grading Procedure:

- Final grades are based on examinations and/or other assignments
 - Minimum average of 80% is needed
 - 60% or lower on a test is a "D" or "F"
 - "D" or "F" in any required surgical tech core course is not acceptable, and will lead to dismissal from the program.
- Number of examinations is explained in individual class syllabus
- Assignments turned in must have proper identification and be legible. Reports must follow APA format.
- Attend classes and laboratories as per course syllabi
- **Special attendance outside usual class time may be required– i.e. guest speakers**
- Students will be notified in writing if doing unsatisfactory work

Minimum Expectations The program must have the following goal defining minimum expectations: "To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Programs adopting educational goals beyond entry-level competence must clearly delineate this intent and provide evidence that all students have achieved the identified basic competencies prior to entry into the field."

Clinical Grading Procedure:

- Clinical evaluation is based on performance, LMS assignments, case reports and attendance in the clinical area as defined by the course outline.

- All students are to perform clinical procedures under direct supervision of their preceptor or designee, or manager of clinical site at all times.
- Students are not to administer medications.
- Medications on a student's sterile field must be clearly marked as well as administering devices such as syringes.
- Hospital and/or clinical agency incident reports involving any student and/or patient are to be completed in full and signed by the student and the clinical instructor or preceptor. Faculty may require that a student complete an incident report even if the clinical institution does not request it. Incident report shall be placed in the student's file in the MCC Surgical Technology office.
- Students are not to leave their assigned unit without notifying their preceptor, their clinical instructor and the nurse in charge. At no time will the student leave the agency during the assigned clinical time without permission of the preceptor.
- Students will be present in the Clinical Site 4 days a week, from 6:30 AM to 3:30 PM on those days. Specific days and hours will be determined by the Clinical Facility. Students must be flexible based on the requirements determined by the OR Supervisor. There is no guarantee of which day, time, or location the student may be required to matriculate. When the assigned clinical time is finished, the student is to exit the facility in a timely manner.
- Students not assigned to a particular clinical area or group will not loiter in the area where other students are working.
- The clinical component of each course is unique and the student is expected to apply all positive behaviors learned. Any problem behavior shall be evaluated on a continuum. If the student does not change the behavior, he/she may be dismissed from the program at any point.
- Students dismissed from a clinical site will be dismissed from the program.
- Students must use protective eyewear and Personal Protective Equipment (PPE) in the clinical setting.

PROTOCOL #2--ATTENDANCE**Class attendance is one of the most important responsibilities:**

Absences result in loss of knowledge and skill which seriously jeopardizes the students' ability to give safe, comprehensive patient care in the role of a surgical technologist.

- Students are required to attend all class lectures & labs
- Students should bring:
 - ✓ Textbooks, writing material and a well-rested & open mind
- Attendance has a direct bearing on a student's:
 - ✓ Academic performance, financial aid eligibility, and future employability
- Students are expected to attend every class they are registered for, except in the case of illness or emergency
- All absences or tardiness will be kept in your student file with a written explanation from the student

Absences**Lectures & Labs:**

- It is mandatory to notify **your instructor directly** at least 1 hour prior to the scheduled class and/or lab time for any absence or expected tardiness
- The lab is looked on as a clinical setting & the same professional behavior shall apply
- If a student cannot keep a lab appointment, he/she will notify the Lab Instructor prior to the scheduled time and will lose 10% of their points for that day
- Examinations are given by the designated instructor of each segment of instruction, It is the student's responsibility to be present & prepared for the examination
- Makeup examinations are given on a case-by-case basis.

Clinical Sites:

- **Arrive on time to your clinical site**
- It is mandatory to notify **your instructor & clinical contact person directly** at the clinical site at least 1 hour prior to the scheduled clinical time for any absence or expected tardiness
- Failure to do so will be considered an absence & may result in dismissal from the program
- Students are responsible for arranging make up clinic time with clinical instructor and program instructor
- Excessive absences will result in unsatisfactory clinical evaluation.

Tardiness:

- Students are to arrive on time & prepared for lab/class and clinicals. Due to the seriousness of tardiness in the clinical area, two (2) tardies will count as one (1) absence.

PROTOCOL #3—LABORATORY SKILL GUIDELINES

Introduction: Mohave Community College and faculty believe individuals have their own learning style. Based on this belief, different modes of learning are incorporated into the Surgical Technology curriculum.

The instructional sequences are planned to help the student learn to perform basic surgical technology skills and learn scientific facts and principles upon which the skills are based.

The instructional material the student uses is intended for independent study. Practice of the lab skills helps gain confidence to do the performance of that skill.

Success will depend on early planning, preparation, and especially practice.

No skill can be performed in a clinical setting without prior satisfactory performance of specific lab competencies.

Objectives: Upon completion of required skill performance the student will:

- ✓ Demonstrate accountability for accurate preparation for scheduled skills.
- ✓ Demonstrate responsibility in managing time commitments.
- ✓ Demonstrate required surgical technology skills independently, correctly and within given period of time.
- ✓ Identify surgical technology principles related to safe performance of required skills.

Laboratory Activities: Standard precautions are used as in all situations in which contact with body fluids is likely. During **practice** in the laboratory, request instructor assistance and guidance as needed. **Needles, syringes and any sharp object must never be removed from the lab. All “sharps” must be discarded in a container designated for safely storing these items. Violation of this policy may result in dismissal from the program.**

Students must satisfactorily perform each skill in the laboratory to receive a satisfactory evaluation by the clinical instructor. **Failure to satisfactorily complete skills in a timely manner may:**

- ✓ Decrease the number of clinical opportunities for patient care experience.
- ✓ Affect the student's evaluation of preparedness for clinical experiences.
- ✓ Result in an unsatisfactory clinical grade.

All students will perform required competencies at each lab session. Failure of the student to achieve satisfactory performance of lab competency will result in the student attending required remedial lab session to be assigned by instructor. Remedial session is held within two weeks of the failed competency. A new competency exam will occur after the remediation, if at this time, the student is unsuccessful in attaining a grade of 80% or higher they will be dismissed from the program.

Students will attend their assigned lab class only, unless assigned otherwise by the Lab Instructor. **Failure to successfully complete competencies will result in a failure of the course.**

Any student not passing their Final Lab competency will be dismissed from the Program.

Students are required to wear the assigned scrubs to class and lab sessions. Students failing to do so will be sent home and receive a grade of 0 for the day.

PROTOCOL #4—CLINICAL EXPERIENCEGeneral

- All problems concerning clinical times or experiences must be referred to the Clinical Coordinator or the Director of Surgical Technology Program.
- In the event of illness or injury in the clinical setting, the student maintains financial responsibility for his/her own care. If there is an injury sustained in the lab or clinical setting, the student is required to seek immediate medical attention.
- All transportation meals and housing before, during, and after clinical experience are the student's financial responsibility.
- All students are required to maintain health insurance coverage, current immunizations, TB screening, negative drug test, clean background check and CPR certification (American Heart Association Healthcare Provider or American Red Cross Professional Rescuer level). The student **must** have **current** documentation on file in the Surgical Technology office and posted to Certifiedbackground.com or he/she will not be allowed to participate in the clinical experience. Failure to report ANY changes may result in termination from the program.
- All students are required to purchase access to Castle Branch where they will complete a background check, upload proof of vaccinations, and CPR certification.
- All students will have access to Trajecsys to track clinical hours and documents.
- All students are expected to conform to policies and procedures of agency where students are assigned. The student must comply with the drug screening policy of the agency.
- If the student is involved in any kind of accident/incident at clinical site, the operating room supervisor and supervising clinical specialist should be notified immediately. It is mandatory to fill out an incident report under lab evaluation at the clinical site.
- Hospital procedures will be followed with respect to Incident/Accident report. A copy of all reports will be given to Director of Surgical Technology Program. The report will be in student's permanent file.
- If at any time a student becomes or suspects they are pregnant please inform the Clinical Coordinator and preceptor. The Director of the Surgical Technology Program **MUST** be notified. Clinical assignments may be changed to accommodate a pregnancy for a safe clinical experience. It is not recommended for pregnant individuals to be around various x-ray devices or certain chemicals used in the surgical setting as they can harm developing fetus. Confidentiality will be maintained by both the Director and preceptor.
- Students are assigned to clinical sites based on skills and availability. Students will make plans for transportation and housing on their own. Rotations outside of Mohave County are possible, and should be anticipated.

Unsafe and Unprofessional Clinical Practice Defined

Unsafe clinical practice is student behavior which threatens or violates the physical, biological or emotional safety of the patient assigned to her/his care.

The following are examples that may serve as guidelines for the student's understanding of unsafe clinical practices.

Examples are not all inclusive.

UNSAFE PHYSICAL BEHAVIOR: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

UNSAFE BIOLOGICAL BEHAVIOR: student fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

UNSAFE EMOTIONAL BEHAVIOR: student threatens patient or makes patient fearful. Provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

UNPROFESSIONAL PRACTICE: Examples of unprofessional practice: verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, patient family members, staff, physicians or instructors which may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards.

PROTOCOL #5—DRESS CODE

Dress Code and appearance when functioning in the clinical laboratory and classroom include:

- ✓ Meticulous personal hygiene
- ✓ Hair & skin clean; **Hair natural color**, no artificial hair colors or styles.
- ✓ No False Eyelashes
- ✓ No Ear Gauging/tongue piercing.
- ✓ No Transdermal Implants
- ✓ Fingernails are short, clean & healthy (No artificial nails or polish permitted)
- ✓ Deodorants used/No perfume
- ✓ Good oral hygiene
- ✓ Hair to be arranged neatly & securely so that it stays off face & collar
- ✓ Beards are to be neatly trimmed
- ✓ Jewelry is limited to watch, plain wedding band & stud type earrings **in ears only**-Not admissible on lab days or while at clinical rotation
- ✓ White shoes of an athletic cut are appropriate for OR
- ✓ Appropriate surgical attire will be worn at all times

Students will dress in scrubs designated by the Program Director to all classes & Lab Settings. Casual business attire is required for Pinning Ceremony.

Surgical attire:

Non-sterile surgical apparel items designated for the OR practice setting include:

Two-piece pants suit, cover jackets, head coverings, masks, protective eyewear, and other protective barriers. Scrub clothing is worn to promote cleanliness and hygiene in surgical environment.

- ✓ Each student must wear a Surgical Technology name tag at the clinical site.
- ✓ Cover head and facial hair, including sideburns and neckline.
- ✓ Remove all rings, bracelets, and watches.
- ✓ Wear clean, dry, freshly laundered surgical attire intended for use in the surgical suite (The clinical site provides attire)
- ✓ Surgical mask that covers both mouth and nose. Tie securely to minimize venting.
- ✓ Protective eyewear must be worn on all surgical procedures.
- ✓ Wear shoe covers.
- ✓ Scrub top and drawstrings are tucked in pants.
- ✓ Non-scrubbed personnel wear long sleeved jackets, buttoned or snapped close.
- ✓ Laundering of surgical attire in the home is not allowed.

- ✓ Change surgical attire daily or when wet or soiled.

PROTOCOL #6—DISMISSAL**Reasons for dismissal of surgical technology students:**

- Failure to achieve an 80% or higher in any SGT course.
- Failure to pass the lab/clinical in SGT course.
- Failure to protect patient confidentiality.
- Any behavior which jeopardizes life, impedes recovery, or interferes with maintenance of the patient's current health status (attending clinical when not prepared or attending clinical with an infectious illness jeopardizes patient health).
- Failure to immediately report a patient-care error to college preceptor or clinical instructor and responsible hospital personnel.
- Any preparation of written material that is plagiarized/fraudulent and/or untruthful.
- Any documented complaint of performance and/or conduct while in the hospital/clinical agency indicating the inability to perform at a professional level.
- Student dismissed from clinical site.
- Proven dishonesty, for example –including, but not limited to, false documentation, stealing and/or cheating on exams, and taking pictures of exams.
- If charged with a felony the President of the College may suspend the student while awaiting a verdict. If background changes, clinical will be deferred and student cannot progress.
- Evidence of physical, psychological or emotional instability which could jeopardize life, impedes recovery, or interferes with the maintenance of a patient's health.
- Evidence of substance abuse or refusal to participate in drug screening. Repeat drug screen may be required at any time, without cause.
- Failure to maintain health insurance coverage, current TB screening, immunizations, background check and CPR certification (current documentation must be on file in the Surgical Technology office).
- Placing self or others in physical, emotional or biological jeopardy.

Certain behaviors are grounds for immediate dismissal. Students failing to demonstrate professional attitudes will be placed on probation. This includes disrespect to peers, instructors, and professional colleagues.

Allied Health Programs Grievance Policies

Allied Health Programs have established a policy to resolve both academic and non-academic complaints. Students and Faculty should strive to resolve conflicts as quickly as possible within their program.

Step 1. A. Students are required to discuss their complaint with the instructor involved. If the outcome of such discussion does not satisfy the student or faculty thinks that third party intervention would facilitate the resolution go to Step 1-B.

B. Summarize the situation in writing and seek an appointment with the Program Director.

C. The Program Director will meet with one or both, individually or together to seek further data on the situation. The Program Director will review the data and reach a decision on the matter. The Director will notify the student and faculty of the decision within ten (10) business days.

D. If the student or faculty is still not in agreement with the decision of the Program Director, the MCC Student Grievance procedure should be followed. If the program director is the faculty/instructor and the resolution has not been reached, the MCC Student Grievance procedure should be followed.

Step 2: MCC Student Grievance Process found in the MCC Student Handbook.

Submission forms are available MCC website at <http://www.mohave.edu/studentforms>

PROTOCOL #7—HONOR CODE

Students Rights

Student rights are identified in the Mohave Community College Student Handbook. In addition, the student is encouraged to adhere to the Honor Code developed by students for students.

**MOHAVE COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM
HONOR CODE**

I agree to abide by the guidelines of the Honor Code as follows:

RESPECT:

- Recognize and overcome my own biases toward others.
- Give the staff, instructors and peers the respect they deserve.
- Treat my peers as partners and equals, not as competitors.
- Show consideration of cultural and other differences between others and myself.
- Respect other's personal affairs unless volunteered to you.

COMMUNICATION:

- Be aware of verbal and non-verbal communication and be a good listener.
- Address concerns first directly to the person involved.
- Direct group concerns to the student representative.
- Maintain a team spirit and sense of unity among classmates.

ACCOUNTABILITY:

- Become patient advocate, safeguarding patient health and safety at all times.
- At all times, be honest, open, democratic, collaborative and assertive.
- Maintain a professional attitude at all times with special consideration to the following: always be punctual; maintain an appropriate dress code; treat patients with kindness, respect and dignity, and respect confidentiality of patient.
- Respect all materials and equipment in both skills lab and clinical settings.
- Never allow an action to continue that may cause injury to the patient, student, staff, or equipment. These types of incidents may be handled by an individual student initially, but must be reported to a faculty member as soon as possible.
- Address concerns directly to the person involved. If that is not possible or feasible, the student will share their concerns with faculty member involved. If issues are not resolved, they will address their concerns to the Director of Surgical Technology Program or follow the MCC grievance policy.

**PROTOCOL #8—CONFERENCES, PROBATION, WITHDRAWAL, AND
FAILURE**

Students of the Surgical Technology Program are expected to follow the approved sequence for the program without variation. Any interruption in progression of Surgical Technology courses requires readmission to the program.

Student Conferences: Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. There are two types of student conferences.

- Bi-weekly clinical conference in which the student and instructor will discuss the previous week of clinical performance. Students who are having difficulties in clinical setting may be required to meet with the clinical instructor more often.
- Student conference is for a student experiencing academic, attendance or behavior problems. These conferences are scheduled with Director of the Surgical Technology program and a faculty member.

Probation: Once placed on probation the student will remain on such the remainder of the Program and must improve or be withdrawn from the program. A student may be placed on probation in the Surgical Technology program by the Director for any of the following reasons:

- Unsatisfactory performance in the clinical setting
- Unsafe or unprofessional practice
- Inability to maintain physical or mental health necessary to function in the program
- Lack of attendance or tardiness
- Unprofessional Behavior

Probation will begin following a conference with the student. Members present may include the Director, a clinical instructor and/or Mohave Community College counselor, or non-surgical technology faculty. A Mohave Community College Academic Progress Alert form and a student conference form from the Surgical Technology program will be filled out and signed by the parties attending the conference. Copies will be placed in the student's academic file

Failure of a course: If a student fails **any** surgical technology course, the student will be dismissed from the Program. Failure of any given SGT course may occur in one of the following ways:

- Lecture failure (achieving less than 80% final grade)
- Clinical failure (receiving less than 80% on any critical element on the Clinical Evaluation Tool)
- Placing anyone (patient, staff, faculty, or other students) in physical or emotional jeopardy (i e Alcohol or drug use, failure to maintain confidentiality, felony criminal activity)

PROTOCOL #9—COURSE REPEAT AND READMISSION PROCESS

All students are required to submit a written appeal to the Surgical Technology Program Director explaining how they overcame their obstacles and submit a written plan for successful completion. *

If a student has been out of the program for 2 years or more they must reapply for the program in its entirety and follow current year catalog requirements.

- If a student withdraws third semester, the student must take a cumulative SGT written exam achieving an 80% or higher. The student must also complete a competency exam with an 80% or higher to return to a clinical site. Student understands they must retake SGT 231 and previously scrubbed cases do not count. The student MAY be placed in a clinical site outside of their hometown and different from where he/she was previously placed.

*Students dismissed from the Program due to unprofessional behavior are not eligible for readmission.

PROTOCOL #10—PROFESSIONAL BOUNDARIES

- Students enrolled in a program of study in Surgical Technology must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the patient. Students unclear of proper behavior or of an appropriate response to a patient should consult the instructor for guidance.

Student and Faculty:

- Faculty and students will maintain a professional relationship.
- Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

Student and Patient:

- Students will maintain a professional nurse-patient relationship. .
- Students must treat all patients, as well as other health care providers, professionally. The student should abstain from obtaining personal gain at the patient's expense and refrain from inappropriate involvement in the patient's personal relationships.

PROTOCOL #11-- GUIDELINES FOR DEALING WITH HIV, HEP C AND HBV

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any patient's blood or body fluids that require universal precautions

Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, and protective eyewear, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. In addition, under universal precautions, it is recommended that all health care workers take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments of devices

All persons who perform duties in hospitals, clinics, or other health care settings are considered at risk for exposure to body fluids. Primary concern is focused on contamination from fluids harboring the AIDS and/or Hepatitis B and/or C viruses. As surgical technology students would be considered at risk of exposure, it is required that they obtain the Hepatitis B inoculations. It is the responsibility of the individual student to have this done

Mohave Community College requires compliance with all guidelines recommended by the centers for disease control (CDC) for preventing contamination and infection of health care workers at risk for occupational exposure

In accordance with the recommended guidelines, the following procedures must be followed

Standard Precautions / Universal Precautions

Universal precautions shall be observed to prevent contact with blood and other potentially infectious material

- 1 Poor hand washing and failure to wash after each patient contact is the greatest contributing factor in the spread of microorganisms in the health care setting. **YOU MUST WASH YOUR HANDS BEFORE AND AFTER EACH PATIENT CONTACT**
- 2 Gloves, masks and eye protection are to be worn when there is reasonable likelihood of hand contact with blood or other potentially infectious materials
- 3 Face and eye protection including masks, goggles, glasses or face shields are to be used when there is a potential for splashing, spraying or splattering of blood or other potentially infectious material
- 4 Appropriate protective clothing such as gowns, aprons, or lab coats shall be worn in occupational exposure situations. When gross contamination can be anticipated, head coverings and shoe covers should be worn
- 5 Eating, drinking, smoking, applying cosmetics or lip balm or handling contact lenses is prohibited in work areas where blood or infectious materials might be present

Infectious Waste Management

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items, should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. All knife handles should be disarmed with use of a needle holder, and sharp instruments should be placed in a separate, puncture resistant container for transport to the reprocessing area

Infectious waste is defined as any waste, solid or liquid that is capable of producing an infection. **ALL BODY FLUIDS AND SECRETIONS ARE TO BE TREATED AS CONTAMINATED AND POSSIBLY INFECTIOUS**

1. All equipment and/or work surfaces overtly contaminated with blood or infectious material will be cleaned and disinfected immediately. A chemical germicide or bleach solution diluted 1:9 is recommended
2. Infectious waste will not be placed in regular trash but will be segregated from other waste by being placed in containers designated as biohazard and labeled or tagged with this identification
3. Contaminated needles and other sharps shall not be bent or broken but placed in an appropriate Sharps container
4. Recapping of needles shall not occur unless there is no alternative and then only with a “one handed technique” or a mechanical device made for this purpose
5. Exposure control plans should be available in each department of each facility where you may be working. Please familiarize yourself with each facility’s plans and their locations. Follow all facility rules governing the contact and handling of blood and body fluids, according to the OSHA regulations for blood borne pathogens

Students

Student clinical assignments:

The student may be assigned to an HIV or HBV positive patient without knowledge of the diagnosis of the patient. The student will be taught universal precautions, and will use universal precautions with all patients

Student Refusal of Clinical Assignment to an AIDS Patient:

Various studies suggest that the risk to health care workers of occupational transmission of HIV is very low when proper hygienic/isolation techniques are practiced. Because it is the policy of most health care agencies that employees will treat AIDS patients or be subject to termination

and since surgical technology students are being trained to work in health care delivery settings, it seems only reasonable they should learn to care for AIDS patients.

Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from peri-natal transmission. Because of this risk, pregnant health care workers should be especially familiar with, and strictly adhere to, precautions to minimize the risk of HIV transmission

Students, who are antibody positive, have ARC or AIDS:

Present guidelines do not mandate that asymptomatic health care workers with HIV infection be restricted from employment

Based on this information, students with HIV infection who are asymptomatic need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted

The student should be aware that HIV infection may cause immunosuppression and therefore increase the student's susceptibility to infections acquired from patient-student interaction. The student who is HIV positive has a moral/legal responsibility to protect patients and others with whom they come in contact

Students who are HIV antibody positive should wear gloves when coming into direct contact with blood, mucosal surfaces, or exposed tissues of patients. These students should also be educated regarding the epidemiology and prevention of HIV infection, including the use of barrier precautions in appropriate situations, such as where aerosolization or splashes are likely to occur

HIV infected students with exudative or weeping skin lesions are restricted from direct patient care contact. The determination of whether an infected student who is symptomatic should be excluded from providing direct care shall be made on a case-by-case basis by a team composed of appropriate college faculty/administrators, hospital management and the student's physician

Antibody Testing of Students and Faculty

Accidental Exposure

Accidental exposure is defined as unintentionally being exposed to blood/body fluids through needle stick, or skin lesion/non-intact mucosal membrane of a suspected or diagnosed ARC/AIDS patient

The accidental exposure of a faculty member or student in the Surgical Technology Program while in a clinical agency is treated in a similar manner to any type of accident occurring within the agency

The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the accident occurred. Agency policies will then be followed. The clinical agency will require the completion of an incident report and will

usually order testing for antibody to HIV AND HBV. The exposed student or faculty will be encouraged to have testing.

The clinical instructor should notify the Director of the Surgical Technology Program when a student or faculty has been exposed

When a student experiences an accidental exposure to the "AIDS" virus while in a clinical practicum agency, he/she should be made aware that the agency policy will mandate that an incident report be filed. While Mohave Community College will make every effort to maintain confidentiality, the College cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above

Confidentiality

Within the Code of Federal Regulations are statements to protect medical information and the privacy of the individual when there is no overriding need for the public to know. To mandate that a person infected with HIV, etc be required or requested to notify College authorities is hard to enforce and legally challengeable. Therefore, a person infected with HIV is not under obligation to disclose this information to the College

The College is aware of the extremely sensitive nature of health care information, particularly patient identifiable information, and the legal ramifications of disclosure of that information (Federal Health Insurance Portability and Accountability Act known as HIPAA) Therefore, no information concerning complaints or diagnosis will be released without the expressed written permission of the involved individual

Individuals involved with health care-giving services that know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek and follow medical advice
2. Follow College and/or agency guidelines when involved in direct patient care
3. Be knowledgeable about and practice measures to prevent transmission of HIV
4. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even family, without the expressed written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that statutes protect all confidential medical/health care information and that any unauthorized disclosure may create legal liability

**Mohave Community College
SURGICAL TECHNOLOGY
IMPORTANT NOTICE
HEPATITIS VACCINE RECOMMENDATION**

General Information

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV). Individuals who work in health care settings are at more risk than others for acquiring this infection. Because of this increased risk, it is recommended that surgical technology students receive the Recombivax HB vaccine as a protective measure. A high percentage (85-95%) of healthy people who receive two doses of the vaccine and a later booster achieve high levels of antibody development (ant-HBV) and receive protection against Hepatitis B. Full immunization requires three doses of vaccine over a six-month period. The duration of immunity, while believed to be life-long, is unknown at this time. The incidence of side effects is low, however, it is not known whether the Recombivax HB vaccine can cause fetal harm when administered to a pregnant woman; therefore, the Recombivax HB vaccine should not be given to a pregnant women

You may obtain the Recombivax HB vaccine series from your physician, the Department of Health Services, or the Occupational Health Clinic at your local hospital. The choice of receiving the Hepatitis vaccine is yours. If you refuse to have the Recombivax HB vaccine you will be required to sign a provided waiver and it will be kept on file

EQUAL OPPORTUNITY POLICY STATEMENT

Equal Opportunity Policy Statement

Mohave Community College does not discriminate on the basis of sex, color, race, religious preference, age, disability, national origin, veteran status or any other legally protected class in any of its policies, practices, or procedures, and it is an affirmative action and equal opportunity employer. For more information, contact the Human Resources Office at 928.757.0835, 1971 Jagerson Ave., Kingman, AZ 86409. Grievance procedures are available at the Mohave Community College libraries in Bullhead City, Colorado City, Kingman, and Lake Havasu City.

MCC STUDENT HANDBOOK

Please review the MCC Student Handbook to be aware of the college's policies and procedures.

The handbook can be found on the Student Clubs webpage on Mohave.edu; on the right-hand side under 'Related Resources'

<https://www.mohave.edu/life-at-mcc/clubs/>