

College of The Albemarle



Surgical Technology Handbook

Effective July 2011

I INTRODUCTION

College of The Albemarle Surgical Technology Faculty has prepared this handbook to inform each student of the policies and guidelines specific to the Surgical Technology program. This handbook serves as a supplement to the College catalog which covers the general institutional policies as they relate to students in the College. The handbook is distributed at the beginning of the fall semester.

It is the responsibility of each student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to this program.

This Handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy provision of this handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this handbook may impose greater obligations, expectations or responsibilities on students in the Surgical Technology program than are generally applicable to other students. In the event a student has a question or concern regarding inconsistencies in these policies, the inquiries should be directed to the program's coordinator. The Program Coordinator may confer with the Department Chair, Division Chair, Vice President of Instruction and other administrative officials to resolve any such issue or conflict.

All statements in the Surgical Technology Handbook are announcements of the present programs' policies and are subject to change at any time. While every effort will be made to give advance notice of any change in the programs' policies, such notice is not guaranteed nor required.

If there are questions concerning information in this handbook, the faculty advisor should be consulted.

II FACULTY

	<u>Ext.</u>	<u>Office</u>
Brandy M. Wooten Surgical Technology Instructor/Program Coordinator brandy_wooten@albemarle.edu	2995	OC206
Marsha Vanture Surgical Technology Lab/Clinical Instructor marsha_vanture@albemarle.edu		

III STAFF

Vivian Bridgers Administrative Assistant / Health Sciences vbridgers@albemarle.edu	2283	OC-102
----------------------------------------------------------------------------------------------------------------------------------------------	------	--------

IV
COLLEGE OF THE ALBEMARLE
SURGICAL TECHNOLOGY PROGRAM

PHILOSOPHY

The philosophy of the Surgical Technology Program is evolving and is consistent with the mission statement, institutional goals, and value statements of the College of The Albemarle and the North Carolina Community College System.

The faculty of the program believes Surgical Technologists are integral members of the surgical team who work closely with the surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care in the preoperative environment. Scrubbing, circulating, second assisting, and being constantly vigilant to insure all members of the team adhere to aseptic technique are basic responsibilities. The Surgical Technologist handles the instruments, supplies, and equipment necessary during a surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. The Surgical Technologist demonstrates an ability to care for people, has an orientation towards service to people, and a capacity for calm and reasoned judgment in meeting emergencies. Respect for the patient as a person and respect for privacy are expected of the Technologist. The Surgical Technologist must have the necessary knowledge, skills, and ability to ensure quality, effective health care during surgical procedures.

The purpose of the Surgical Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of Surgical Technology and related areas. Goals of the program include producing graduates prepared for employment as skilled, competent Surgical Technologists able to provide services in the operating room under the supervision and responsibility of the

operating supervisor. Graduates will achieve this through didactic and classroom theory, hands-on laboratory training, and clinical experiences. The philosophy, purpose and goals of the program are consistent with the COA mission.

V ADMISSIONS

To be considered a "qualified applicant" for the Surgical Technology program, one must achieve the minimum scores on COA's Placement Tests as listed below:

	<u>Placement Test</u>		<u>TEAS V</u>
	<u>Compass</u>	<u>Asset</u>	
Reading	82	42	62%
English	76	42	
Math	46	41	59%
Composite			54%

After testing, an appointment should be made with the Director of Admissions and Testing or a Student Development counselor to discuss Placement Test scores and the courses needed.

Placement tests will be waived if the student has completed, with a minimum grade of "C" or better before the application deadline, ENG 111 and/or MAT 080 or their equivalents, or courses beyond these, from a regionally accredited institution. Achieve and maintain a **2.0** minimum cumulative grade point average on the transcript of record and the COA transcript, when applicable. Achieve a minimum of "C" grade on each relevant COA or transfer course. Only grades of "C" or better will be accepted for point earning, transfer purposes, and program completion.

A. Admission Requirements/Process

Admission to College of The Albemarle's Surgical Technology program is based on objective data of the applicant's achievements. Having achieved the status of "qualified applicant," one must meet the minimum academic requirements listed below:

1. Be a high school graduate or equivalent (GED recipient).
2. Achieve the required minimum cumulative grade point average of 2.0

A. High School GPA

For those applicants who have not attended college (including those still enrolled in high school), the high school GPA will be used for calculation.

B. Post-Secondary GPA

Must have taken a minimum of 18 quarter hours/12 semester hours of non-developmental courses. If there are transcripts from more than one college, the most recent one showing 18 quarter hours/12 semester hours will be utilized in

figuring the GPA. Director, Admissions and Testing is responsible for the calculation.

If applicant has not taken the 18 quarter hours/12 semester hours, the applicant's High School GPA will be used.

3. Complete all testing and submit to Admissions all applicant's forms by the designated deadline, usually June 1 prior to the Fall Semester of anticipated enrollment

Number Of Applicants Per Program

The maximum number of applicants annually accepted for this program is 20 students

Competitive Ranking

If the number of qualified applicants exceeds the number listed above, then the admission process becomes competitive and the selection criteria of the top applicants for each program are based on a rank system. This system of competitive ranking is utilized to determine the top students based on their college or high school grades and cumulative GPA and points awarded for courses completed.

Pre-Admission Meeting

After meeting the minimum qualifications for admission to this program, applicants will be notified of a pre-admission meeting with the faculty.

The purpose of the pre-admission meeting is to inform prospective applicants about the program and answer questions or concerns of the applicants. During the meeting applicants are requested to validate the accuracy of the compiled academic data on their Admissions Summary Sheet.

The pre-admission meeting is mandatory. Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously received a waiver from the Program's Coordinator.

Information Shared During Pre-Admission Meeting)

- Question/Answer Session on Admission Requirements/Process/Competitive ranking
- Applicant reviews/validates individual admission data as related to placement test scores, GPA, and academic performance.

- Applicant's readiness for the Surgical Technology program
- Contingencies related to acceptance status:
Completed Student Health Form and CPR Certification
- Program Content for required Surgical Technology Orientation Meeting
- Master Curriculum Plan for Program (Graduation check sheet)
- Criteria for progression as related to academic courses.
- Clinical Facilities utilized (travel involved)
- Criminal background check and/or drug testing required by clinical agencies.

Notification of Admission Status

The qualified applicants seen by the faculty during the pre-admission meeting are notified by the Program regarding their admission status.

B. Admission Requirements for Contingently Accepted Applicants

Final admission into the Surgical Technology Program is contingent on satisfactory completion of the following additional requirements by the **date specified**.

1. Health Requirements

a. Physical Health

Physical health is defined as being free of disabling and contagious disease, being able to perform fine and gross motor skills, being able to perform normal weight-bearing ambulatory activities as well as abstaining from illegal use of controlled substances or abuse of alcohol or prescribed medication.

Assessment of the physical health of the applicant is made through the use of a physical examination performed by the applicant's physician, physician assistant, or nurse practitioner and required tests as stated on the Student Health Form. If a physical condition threatens to prevent satisfactory performance, the applicant is counseled and referred to an appropriate professional.

b. Emotional Health

Emotional health is defined as reacting appropriately to stressful situations,

coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary.

c. Health Problems and Admission

An applicant who has had an existing problem(s) (physical or emotional) must provide certification from a physician that the condition(s) is/are stable and the student is able to participate fully in the program. A plan of treatment for said condition(s) is to be in the applicant's file in the Surgical Technology Program Office.

d. Immunizations

Each individual is required to complete the immunization section of the Student Health Form prior to registration in the Surgical Technology program. Immunization requirements are subject to change as a result of any clinical agency's policy revisions.

e. Hepatitis Status

Hepatitis vaccines are required unless a medical condition, as confirmed by a physician, prevents the applicant from receiving the vaccine. Students must provide documentation that he/she has received the initial dose of the hepatitis vaccine series prior to enrollment in the Surgical Technology program.

2. Uniforms

Applicants are given information and requirements regarding uniforms at the Orientation Session. Each applicant is responsible for purchasing the required uniforms by the designated time.

3. Basic Cardiac Life Support

Prior to initial registration of Surgical Technology courses, all students are required to show proof of current training in Basic Cardiac Life Support. Current equivalent training includes:

American Heart Association - Health Care Provider, Modules 1-4.

American Red Cross - Professional Rescuer

Each student must maintain current training throughout their educational experience.

4. Liability Insurance

Each student is required to have Liability insurance. Surgical Technology students are enrolled in a group policy through C. Berry & Smith Insurance Company with the premium being paid by the applicant to the Business Office when Fall Semester tuition and fees are collected.

5. Surgical Technology Program Orientation Session

Attendance is **required** at the program orientation session. If an applicant cannot be present due to extenuating circumstances, a waiver must be obtained from the program Coordinator prior to the orientation session.

6. Bloodborne Pathogens

Each student will receive a copy of the Health Sciences Exposure Control Plan on Bloodborne Pathogens at the orientation session. Each student will sign a statement reflecting that they have received and understand the Bloodborne Pathogen Exposure Control Plan. This statement will be filed in the student's folder located in the programs office.

Each student will attend a training session on bloodborne pathogens at the time of orientation for the clinical rotations.

7. A Criminal Background Check and Drug Screen

Health Sciences students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. By applying for admission to any health sciences program, a student consents to drug and alcohol screening and criminal background checks and sex offender checks as required by the contracted clinical affiliate and may be responsible for payment. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided to any hospital or other clinical facility prior to clinical rotations upon request. **COA does not guarantee the admission of any student to a clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each**

course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.

For these reasons, all Surgical Technology students must understand that it is critical that they comply with all policies and procedures of these clinical sites and that they must satisfactorily perform and conduct themselves at any clinical site. Students are under a continuing obligation to supplement the information provided to COA and any clinical facility concerning (**medical**)background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the program.

SUMMARY

Contingently Accepted Applicants Complete And Return By Designated Date:

- Student Medical Form
- Hepatitis Declination Form (if required)
- CPR Certification Documentation
- Liability Insurance Payment to Business Office
- Student's Contractual Agreement regarding Surgical Technology Program
Student Handbook and Exposure Control Plan for Bloodborne Pathogens

Orientation Session Is Required Of Contingently Accepted Applicants.

Orientation Session Agenda:

- Surgical Technology Student Handbook
- Health Sciences Bloodborne Pathogen Manual
- College's optional Accident Insurance Plan
- Information on required liability insurance for Surgical Technology students
- Financial Aid information
- Information and instructions for uniform ordering
- Physical and emotional standards as defined by the Surgical Technology Program and as related to ADA (American Disabilities Act)
- Registration for Fall semester classes
- Information on Criminal Background Check, Sex Offender Check and Drug Screen.
- HIPAA Regulations
- Master Curriculum Plan

After All Contingencies Have Been Met, The Applicant Is Notified That He/She Is Eligible To Register For Surgical Technology Courses:

- All above requirements/processes must be completed by the designated date. The

Program Coordinator of the program is responsible for validating that all requirements have been met and for notifying the applicants that all contingencies have been met and that he/she is eligible for registration and enrollment.

Enrollment In First Course:

- Applicants attend first class session of first Surgical Technology course to certify their enrollment and have their attendance validated by Faculty's Attendance Form.

C. Americans with Disabilities Act

The Surgical Technology Program complies with the provisions contained in the 1990 Americans with Disabilities Act.

Since the Surgical Technologist must have the necessary knowledge, skills, and ability to ensure quality, effective health care during surgical procedures, the Surgical Technology faculty believes that the scope of practice for Surgical Technologists involves cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligibility requirements for participants in the Surgical Technologist education program shall be further defined according to the following physical and emotional standards.

Physical and Emotional Standards

An applicant must be able to perform the following skills in order to function as a Surgical Technologist in a clinical, lab, and employment setting:

1. Visually observe the patient in order to assess the patient's needs and protect the patient from potential hazards.
2. Read labels on medication vials, etc.
3. Identify by sight needlepoints, eyes, and be able to thread needles.
4. See sutures as fine as human hair in order to cut and load on a needle holder.
5. Recognize by sight different instruments used in surgical procedures.
6. See hand signal requests by the surgeon or first assistant.
7. Respond to verbal requests without the benefit of visual cues.
8. Hear and react to audible alarms used in the OR.
9. Exchange verbal communication with patients, surgeons, staff and instructors.
10. Speak in a manner, which establishes a clear and concise communication with patients, surgeons, staff and instructors.
11. Document significant medical data on patient records.
12. Understand and apply clinical instructions both written and verbal.
13. Order supplies and equipment by filling out a request form.
14. Stand in one area in excess of 6 hours without possibility of relief.
15. Lift instrument trays and equipment up to 30 lbs.
16. Lift extremities of patients and hold securely to insure patient safety.
17. Respond quickly to requests by surgeon for instruments and equipment using manual dexterity to retrieve and pass items.

18. Push and manipulate large and heavy equipment from storage to operating room.
19. Move patients both awake and asleep from stretcher to OR table and to recovery room bed with assistance, without injury to self or patient.
20. Work efficiently, in a limited or confined area to adequately expose the operative field, without causing contamination of the operative field, or gowns and gloves of self and other sterile personnel.

The above examples are illustrative only and are not all inclusive!

If an applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student should confer directly with the Program Coordinator to determine whether or not any additional accommodations can be provided and whether such accommodations are feasible. Students needing any form of accommodation are expected to engage in an interactive process with the Program Coordinator, and any other administrative officials, to determine what modifications or accommodations may be reasonable and appropriate. Please refer to the College catalog for specific information.

DISCRIMINATION POLICY

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination in the Surgical Technology Program at College of the Albemarle on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, national origin, religion, sex, physical or mental disability, or marital status.

D. Special Admission Circumstances

1. Re-admission

A re-admission applicant is defined as an individual who withdrew or was dismissed from his/her most recently enrolled Surgical Technology program and is seeking admission to the Surgical Technology program at COA. Re-admission is limited to one time. Applicants seeking re-admission will be considered on a space available basis and at the discretion of the Surgical Technology Program Coordinator.

Any former student from any CAAHEP accredited Surgical Technology program desiring re-admission must:

- a. Meet the current admission requirements and procedures required of all Surgical Technology applicants of the year they wish to re-enter.
- b. Submit a letter, prior to the pre-admission meeting, to the Program Coordinator stating:
 - the reasons for previous withdrawal or dismissal from the program;
 - the reasons he/she desires to be re-admitted;

- the circumstances that have changed to indicate that the applicant would successfully complete his/her education at this time.

Applicants seeking re-admission will be required to:

1. Have a conference with Surgical Technology Program Coordinator.
2. Demonstrate competency of certain skills appropriate for the point of re-entry to the program.

Any applicant not enrolled in the Surgical Technology program within one year from the time of withdrawal/dismissal will be asked to repeat all Surgical Technology courses. Those seeking re-admission will discuss their point of entry in the curriculum with the Program Coordinator.. Re-admission students must complete the same admission requirements of contingently accepted applicants into the Surgical Technology program prior to registration. Refer to "Admission Requirements of Contingently Accepted Applicants."

2 Transfer of Credit

Any individual desiring to transfer to the Surgical Technology program must:

- a. Follow the same procedure required by the College for all transfer students as outlined in the College catalog.
- b. Meet the same admission criteria required of all Surgical Technology students.
- c. Request the following items from his/her former school and have them mailed to the Program Coordinator:
 - course outlines of those courses for which one is seeking to receive transfer credit,
 - scores from any standardized tests taken at former schools,
 - letter of recommendation from clinical instructor who most recently supervised applicant.
- d. Have been enrolled in a CAAHEP accredited Surgical Technology program within two years immediately preceding transfer to COA's Surgical Technology program.

Transfer credit for Surgical Technology courses is granted only in the following instances:

- Space available to accommodate the applicant.
- The Program Coordinator for Surgical Technology Program, in consultation with

appropriate faculty, recommends acceptance of the specific Surgical Technology course(s).

- Final course grade in any required course(s) is C or better.

VI PROGRESSION

A. College Advisement System

The Vice President, Student Development and Dean of Students is responsible for assigning curriculum students to full-time faculty members for academic advisement. Advisors are responsible for working with their advisees as needed during registration periods, posted office hours, and by appointment. Specifically, advisors are responsible for assisting students with registration functions, dropping/adding, withdrawing, as well as for graduation and transfer planning, in addition to other related tasks.

Students are encouraged to discuss their course selections and educational plans with advisors. It is the responsibility of the student to know the Program requirements and to register for these classes each semester. It is the ultimate responsibility of the student to know the program requirements and the graduation requirements.

B. Academic

1. Sequence of Courses

All courses required in the Surgical Technology program must be taken in the sequence outlined in the curriculum. General education courses may be taken prior to enrollment in the Surgical Technology courses. In order to progress to the next semester's course, the student must successfully complete (1) each Surgical Technology course with a final grade of 78 or better, (2) each general education course with a final letter grade of "C" or better, and (3) must maintain a minimum cumulative grade point average (GPA) of 2.0 each semester.

2. Grading System for Surgical Technology Courses

The following grading system will be used for all courses with the prefix of SUR:

<u>Letter</u>	<u>Numerical Equivalent</u>
A	100-93
B	92-85
C	84-78
D	77-70
F	70-Below
I	Incomplete
W	Withdrawal
A	Audit

A surgical technology course may include different areas of instruction and evaluation - classroom, lab, and clinical. Students receive one grade for their performance in the total course. The classroom and clinical grades are in numerical terms while the labs are evaluated as satisfactory or unsatisfactory. A student must be evaluated as satisfactory in lab in order to pass the course.

The minimum acceptable passing grade for classroom or clinical, work is 78 or C; for lab the acceptable passing grade is “satisfactory”.

3. Clinical Evaluation Form

For each Surgical Technology course with a clinical component, a specific clinical competency evaluation form has been developed. Each student will receive a copy of the evaluation form as part of the course syllabus or prior to his/her first clinical assignment. It is the student's responsibility to read the evaluation form. If any part of the evaluation form is unclear, the student should seek clarification from the Clinical Instructor. The clinical evaluation forms will be reviewed by the student as well as the Clinical Instructor(s) at midterm of the semester's clinical experience and at the end of the semester's clinical experience.

C. Learning Experiences in Labs/Clinicals

Students will utilize allotted time for labs to learn specific skills/procedures as well as have observation experiences in clinical settings per the course syllabus. The lab may be utilized for additional learning/practice time

Competency testing of certain skills is required for selective courses and must be successfully completed in order to complete designated courses.

It is understood that, in the course of the duties associated with lab/clinical practice, it may be necessary for physical contact to take place between the student and another member of the team. This contact may be as a result of the close proximity necessary for the surgical team to function, or as a result of the need for the instructor or preceptor to provide guidance to the student. The exclusive purpose of these actions is 1) to provide appropriate care for the patient and 2) to further the education of the student.

D. Attendance

The general attendance policy for College of The Albemarle as stated in the College catalog will apply to all courses. Surgical Technology students are expected to meet all scheduled classes, labs, and clinical learning experiences. An excessive absence is defined as in excess of ten percent (10%)

of total course hours. Excessive absences may result in disenrollment from the program.

If a student knows in advance that he/she will be absent, the instructor is to be notified.

Whenever a student is ill and/or absent from class, lab, or clinical, it is the student's responsibility to notify and initiate a conference with the instructor to discuss make-up work. It is also the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a clinical session, he/she is to notify assigned affiliating agency/instructor per the instructions in the course syllabus.

Students are required to adhere to any additional attendance policies that may be required by the individual instructor as stated in the course syllabus.

When inclement weather occurs (snow, storms, etc.), students should listen to local radio or area TV stations for information about the closing of the College. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

E. Health Status

Students, who pose a risk to the health, safety or well being of patients or other students, whether due to infectious diseases or otherwise, may be removed from clinical settings. If a student should contract or be a carrier of any infectious disease whether acute, chronic, active or inactive, it is the student's responsibility to report this immediately to the course/clinical instructor. Patient well being, safety and health are the primary concerns of all clinical facilities and clinical sites. All clinical sites and clinical facilities, as well as COA, reserve the right to require medical verification that a student may participate in a clinical setting without posing a risk to the health, safety or well being of patients, other students or staff.

1. Physical Health

As a student progresses through the Surgical Technology Program, if a physical condition threatens to prevent or prevents satisfactory classroom, lab, or clinical performance, the student will be counseled and referred to an appropriate professional. The recommendation of this professional is used in advising the student regarding continued enrollment in the Surgical Technology Program. If the health problem necessitates medical or surgical intervention over a period of time, an individual conference with the course and/or clinical instructor will be held to determine the feasibility of the student being able to meet the course objectives. If it is determined that the student can achieve the objectives, a plan and schedule to accomplish this will be established and agreed to by both parties. Failure on the student's part to complete the plan will result in a "W" in the course.

Whenever such a health problem occurs, the student must have a physician's written documentation as to the problem, the necessary intervention, and the date the student can

safely resume his/her activities in the Surgical Technology Program.

2. Emotional Health

Throughout the curriculum, instructors' assessments of any student's emotional health are made by observing his/her behavior and by conferring with the student. When emotional conditions prevent satisfactory classroom, lab, or clinical performance, recommendations are made on an individual basis for consultation with the appropriate professional. The recommendations of this professional together with faculty recommendations will be used in advising the student with regard to continued enrollment in the Surgical Technology Program.

3. Infectious Disease

If a student should contact or be a carrier of acute/chronic, active/inactive, infectious disease, it is his/her responsibility to report this immediately to the course/clinical instructor.

- Update of Health and Other Requirements

Student records will be assessed for expiration dates of CPR, PPD and necessary Hepatitis vaccines. Although every effort will be made to notify students it remains the responsibility of the student to submit verification of completion before the expiration date.. Failure to comply results in inability of the student to attend clinical until file is complete.

F. Probation

Probation is a trial period in which the student must improve or be withdrawn from the program. The Program Coordinator for any of the following reasons may place a student on probation in the Surgical Technology Program:

1. Academic failure.
2. Unsatisfactory performance in the clinical setting.
3. Unsafe or unprofessional practice.
4. Inability to maintain physical or mental health necessary to function in the program.
5. Poor attendance.

A student experiencing any of the above circumstances will have a conference scheduled with the Surgical Technology Program Coordinator. The purpose of the conference will be to discuss the options available to remedy the situation. A written conference form, which should be signed by both the student and the instructor, will be provided for all conferences.

VII NON PROGRESSION

A. Withdrawal

If a student, for any reason, desires to withdraw from the Program, he/she is required to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with both his/her faculty advisor and course instructor;
2. Submit a letter of resignation to the Program Coordinator stating the reason(s) for withdrawal;
3. Complete the necessary withdrawal forms
4. Confer with Director of Financial Aid, if applicable, in his/her case.
5. Return to the Program Coordinator all forms of identification which may have been issued by a clinical site.

Withdrawal from Class

Students may withdraw from class after ten percent but prior to the completion of seventy-five percent of a class. Prior to the seventy-five percent date students may also be withdrawn for non-attendance. Withdrawals through completion of seventy-five percent will result in a "W" grade. After fill in 75% date here, withdrawals are only given in rare circumstances with approval of the instructor and department chair.

B. Dismissal

The Surgical Technology Faculty reserves the right to recommend the dismissal of a student from the Surgical Technology Program. The Program Coordinator has the right, authority, and responsibility to make a decision on such a recommendation.

Causes for Dismissal

The following reasons, though not intended to be all-inclusive, constitute cause for a student to be dismissed from the Surgical Technology Program.

1. **Failure to meet the academic standards as set forth in the College Catalog and the Surgical Technology Student Handbook.**
2. **Health problems.** A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems which result in excessive absences or non-completion of clinical competencies may be grounds for dismissal from the Program. It is the philosophy of the Surgical Technology faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.

3. **Violation of attendance policies or habitual tardiness.**
4. **Falsification of information in any form - verbal or written.** Any student who submits false, misleading, incorrect, and/or incomplete information as part of the Surgical Technology Program Admission Process or while enrolled in the program may be dismissed from the program.
5. **Cheating** Health professions hold the public trust. Academic dishonesty by Surgical Technology students calls that trust into question; therefore, the Surgical Technology program at College of The Albemarle expects academic integrity. It is expected that all Surgical Technology students will be honest in their dealing with members of the faculty and staff at COA as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will ensure that the matter is fully investigated. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved. If the Program Coordinator concurs that cheating has occurred, the student will be dismissed from the program and will receive a grade of "F" for the course grade.
 - Cheating in any form will not be tolerated and could result in automatic, immediate dismissal from the program and the student will receive a grade of "F" for the course grade.
 - Students that are discovered making or receiving notes of any kind that contain information covered in any testing situation will be found guilty of cheating.
 - Students who are found in possession of any information on test content may also be found guilty of cheating.
6. **Plagiarism.** Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The instructor who detects plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the Surgical Technology Program will be considered cheating and treated as such.
7. **Infraction of health agency policies while on affiliation in that agency.** Each student is to review a copy of the Contractual Agreement between the College and the clinical agency as well as the policy regulations of the affiliating clinical agency at the beginning of a clinical course. It is the student's responsibility to understand and abide by these policies.
8. **Violation of the patient's right to confidentiality.** The Surgical Technology student is legally (Privilege Doctrine and HIPAA Regulations) and ethically (AST's Code of Ethics)

obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment which is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission. It is appropriate to discuss patient condition or care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting.

9. **Negligent acts resulting in harm to patient.**
10. **Student behavior in the clinical setting which (1) indicates difficulty in making clinical judgment or (2) conflicts with patient safety.** Such behavior is defined as a failure to assess or act appropriately on information that another or a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of instructor's time in the clinical setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the Program.
11. **Drug/Alcohol Use.** The substance abuse policy set forth in section 4-12 of COA's Policy and Procedure Manual shall apply. Appendix A.
 - (a) Any student found to possess (meaning consumed or carried on one's body) any alcoholic beverage, mind-altering substance, or controlled substance (other than ones prescribed by the student's physician and taken in compliance with the physician's instructions) on the COA campus or at any clinical facility will be dismissed from the Surgical Technology Program.
 - (b) Any student who diverts any controlled substance from a clinical facility will be dismissed from the Surgical Technology Program and is subject to prosecution.
 - (c) Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Surgical Technology faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substances, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Program. The student will be responsible for the cost of testing.

Any student dismissed from the Surgical Technology program for the above reasons with the exception of 1, 2, and 3 is not encouraged to apply for readmission to the program.

The Dismissal Process

As soon as practical after a decision is made to dismiss a student from the Surgical Technology Program, the Instructor will have a conference with the student to discuss the reason(s) for the dismissal. Then the student, the Instructor, and the Program Coordinator will discuss the reasons(s) for recommendation of the dismissal. The student will receive a letter stating the reason(s) for dismissal.

A student who believes the dismissal is unfair and elects to appeal the decision may attend class and/or lab, but not clinical (protection of patient safety) while the case is being processed in the Appeals Process.

C. Appeals Process

The student disciplinary procedure set forth in Section 4-15 of the COA Policy and Procedure Manual shall apply to all students in the Surgical Technology program. Students removed from the program, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy 4-15. Appendix B.

VIII. GRADUATION

A. Graduation Requirements

A student is subject to the graduation requirements of the College. In addition, Surgical Technology students must:

1. progress satisfactorily through the Surgical Technology curriculum as defined in the Progression Policy;
2. maintain a minimum grade point average of 2.0 and earn a grade of "C" or better in all the required courses of the curriculum in which they are graduating;
3. demonstrate physical and emotional health which indicates their ability to provide safe care to the public.

B. Application for Certification

Upon satisfactory completion of all courses in the Surgical Technology curriculum and verification by the Program's Coordinator graduates of this program will be eligible to apply to take the National Board of Surgical Technologists and Surgical Assistants certification exam. Arrangements are made prior This is necessary for annual accreditation reports.

IX GENERAL POLICY INFORMATION

General Guidelines

The following guidelines for professional behavior are required of Surgical Technology students. Failure to follow these guidelines may result in an unsatisfactory grade in classroom, lab, and/or clinical evaluation and consequently in dismissal from the Surgical Technology Program.

A. Surgical Technology Student's Professional Behavior

The following characteristics are consistent with professional behavior and are expected at all times:

To maintain professional conduct the Surgical Technology student:

- a. Refrains from loudness, profanity, sneering, rudeness, and sleeping in class or clinical
- b. Is truthful
- c. Listens receptively and respectfully
- d. Takes advantage of self-learning opportunities
- e. Assumes responsibility for course preparation and participation
- f. Approaches individuals with kindness, gentleness, helpfulness and respect
- g. Offers companionship without becoming involved in a non-therapeutic manner
- h. Accepts constructive criticism
- i. Is neat, clean and appropriately attired, wears make-up in moderation.
- j. Is consistently punctual
- k. Accepts assignments and willingly assists others
- l. Recognizes and performs within own limitations
- m. Uses break time appropriately
- n. Uses correct spelling and grammar
- o. Communicates in a medical professional manner
- p. Cooperates with agency policies
- q. Observes legal and ethical standards of practice

Each student is also required to maintain a reliable means of communication including a valid telephone number and email address via the COA Blackboard account.

B. Classroom/Clinical Behaviors

Each Surgical Technology student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/clinical setting.

Students are required to be on time and appropriately prepared for class/clinical.

Students are required to adhere to the College's Drug-Free and Smoke-Free Environment Policies.

Smoking is not allowed in clinical facilities per their policies, college vans, or campus buildings.

Any information learned about a patient is considered confidential. There will be no discussion of clinical experiences in public places (elevators, stairs, cafeteria, hallways, etc.). Discussion should occur only in clinical conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of patients' records nor be in possession of copies of any part of patients' records. Violation of this confidentiality policy will result in a grade of unsatisfactory in clinical, consequently an "F" in the course, and dismissal from the Program. If evidence of violation of confidentiality is discovered after completion of a course, the student is subject to dismissal from the Program.

A student who is responsible for an act of negligence or deviation from expected performance in the clinical area will complete an agency report per agency policy. At the discretion of the faculty member, the student will meet with the Clinical Instructor and the Program's Coordinator to discuss this area of concern and the student's retention in the program. The Surgical Technology faculty member is to submit a written descriptive memo regarding such an incident to the Program's Coordinator, Department Chair, and Division Chair.

When at all possible, a student will not be assigned to the same unit in the clinical agency where he/she is or has been an employee.

Students are not to make or receive any personal phone calls while on duty in a clinical facility.

Students should refrain from wearing perfume or scented lotions, after shave, cologne, hair spray while in uniform and/or on duty in clinical facility.

Outside visitors are not to visit with students during scheduled clinical experiences.

Upon leaving the clinical area, each student is to report to the clinical instructor.

C. Personal Appearance - Dress Code

Surgical Technology students are expected to be examples of healthy persons. This includes being clean and well-groomed, particularly when assigned to the clinical area. Good personal hygiene must be practiced. It is required that all students wear the appropriate Surgical Technology Program uniform when reporting to their clinical assignment unless otherwise directed.

Uniforms should be clean and neat (ironed, if necessary).

While in uniform the student will:

- Have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward. Beards, mustaches, and sideburns are to be neatly trimmed and groomed. Hair should be of natural color.
- Wear clean, solid (no holes), leather or leather-like shoes and white above the ankle socks.

- Limit visible jewelry to two pairs of post-earrings (in ear lobes only) one watch and one smooth surface ring on either left or right third finger. All visible jewelry is to be removed before beginning a Surgical scrub.
- Have clean, short, manicured fingernails; nail polish and artificial nails are prohibited.
- Address instructors and staff respectfully (by Dr. Mr., Mrs., Ms. and Miss) and the surname unless otherwise directed.
- Wear only white lab coat or facility provided jacket with uniform in the clinical area.
- Wear photo identification badge. ID badge must be worn conspicuously with picture facing out so that it may be easily read. Failure to wear appropriate ID will result in a clinical absence.
- Have no visible body piercing jewelry (with the exception of ear lobes).

D. Student Injury in Clinical Area

If a Surgical Technology student is in an assigned clinical area when personal injury occurs, he/she is to report immediately to the Instructor. If he/she is unable to do this, another student working in that area is to contact the Instructor.

Per agency policy, a report with specific details of the injury must be completed. The report should clearly state how and why the incident occurred and if the incident resulted from faulty equipment or negligence on the part of the student or agency. It is recommended that the student report to the Emergency Department for evaluation and treatment. This would be done at the student's expense - not the College's or hospital's expense (E.D. cost may include E.D. fee, physician's fee and cost of treatment and/or services rendered). If a student elects not to go to the E.D., this should be so stated on the report.

A copy of the report is to be reviewed by the Clinical Instructor who will report the occurrence, by way of memo, to the Program Coordinator.

E. Transportation to Clinical Agencies

It is the student's responsibility to provide his/her own transportation to clinical facilities.

F. Sexual Harassment

Refer to current COA Catalog for "Sexual Harassment" Policy.

X STUDENT ACTIVITIES/RESPONSIBILITIES

A. Class Organization

After school has been in session for approximately four weeks, each class will be offered the opportunity to elect officers, including a President, Vice President, Secretary, Treasurer, Historian, and a Student Senate representative. A Surgical Technology Faculty member will be assigned as Advisor by the Program Coordinator. The Advisor will be available for class meetings and serve as a resource person and consultant.

The Officers will preside over class meetings and be the official representatives for all business matters concerning the class. Class meetings should be announced at least 48 hours prior to the meeting time; an agenda should also be posted.

B. Pinning Ceremony

The pinning ceremony, which honors graduating Surgical Technology students, is generally held preceding the College's summer graduation services. Ushers for the ceremony are selected from former graduates of College of The Albemarle's Surgical Technology Program by the graduating class. The graduating class participates in planning the ceremony and the reception that follows.

Recipients of the Surgical Technology awards are announced at the Pinning Ceremony

C. Student Senate Association

All Surgical Technology students are encouraged to participate in the Student Senate Association. The Student Senate plans and directs a program of activities and as well as lends financial support to student clubs, organizations, publications, intramural, and fine arts events.

D. Student Responsibilities

Surgical Technology students are subject to the same student responsibilities, regulations, and conduct as stated in the College catalog.

XIII CLINICAL AGENCIES, ADDRESSES AND PHONE NUMBERS

1. Albemarle Hospital 252-335-0531
P.O. Box 1587
1144 N Road ST
Elizabeth City, NC 27906
2. Chowan Hospital 252-482-8451
P.O. Box 629
211 Virginia Road
Edenton, NC 27932
3. Obici Hospital 757-934-4622
2800 Godwin Blvd
Suffolk, Va. 23439
4. Regional Medical Center 252-255-6020
5200 N. Croatan Highway
Kitty Hawk, N.C. 27949-3990
5. The Outer Banks Hospital 252-449-5860
4800 S Croatan Highway
Nags Head, N.C. 27959
6. Chesapeake General Hospital 757-547-6151
P.O. Box 2028
736 Battlefield Blvd, North
Chesapeake, VA 23320
7. Sentara Obici Ambulatory Surgery 757-983-2022
2750 Godwin Blvd
Suffolk, Va 23439
8. Roanoke-Chowan Hospital (252)209-3000
500 South Academy Street
Ahoskie, NC 27910

**COLLEGE OF THE ALBEMARLE
DEPARTMENT OF HEALTH SCIENCES
SURGICAL TECHNOLOGY PROGRAM
STUDENT ACKNOWLEDGEMENT**

I, the undersigned, have

- (1) received a copy of;
- (2) read;
- (3) received an explanation of; and
- (4) understand

the policies and guidelines as stated in the Surgical Technology Student Handbook and Health Sciences Exposure Control Plan for Bloodborne Pathogens.

I also understand that I must comply with and follow these guidelines and policies as well as all other policies of College of The Albemarle during my enrollment as a Surgical Technology student at College of The Albemarle. I also understand that this signed acknowledgement will be filed in my student file.

Student ID #

Date

Signature of Surgical Technology Program Coordinator

Date

TABLE OF CONTENTS

Organizational Charts

I.	Introduction.....	1
II.	Faculty.....	2
III.	Staff.....	2
IV.	Program Philosophy.....	3
V.	Admissions.....	5
	A. Admission Requirements/Process.....	5
	B. Admission Requirements for Contingently Accepted Applicants	8
	C. Americans with Disabilities Act	12
	D. Special Admission Circumstances	14
	1. Readmission.....	14
	2. Transfer of Credit.....	14
VI.	Progression.....	16
	A. College Advisement.....	16
	B. Academic	16
	1. Sequence of Courses	16
	2. Grading System.....	16
	3. Clinical Evaluation Form.....	16
	C. Learning Experiences in Labs/Clinicals.....	17
	D. Attendance	17
	E. Health Status`	18
VII.	Non-Progression	19
	A. Withdrawal.....	19
	B. Dismissal.....	19
	C. Appeals Process	22
VIII.	Graduation	23
	A. Graduation Requirements	23
	B. Application for Certification.....	23

IX.	General Policy Information.....	23
	A. Surgical Technology Student’s Professional Behavior	24
	B. Classroom/Clinical Behaviors	24
	C. Personal Appearance-Dress Code	25
	D. Student Injury Clinical Area	25
	E. Transportation to Clinical Agencies	25
	F. Sexual Harassment.....	25
X.	Student Activities/Responsibilities	26
	A. Class Organizations.....	26
	B. Pinning Ceremony	26
	C. Student Senate Association	26
	D. Student Responsibilities	26
XI.	Clinical Agencies, Addresses and Phone Numbers	27
XII	Surgical Technology .Student Contractual Agreement.....	28
	Appendix A	
	Appendix B	
	Appendix C	
	Appendix D	

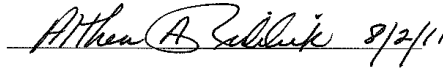
**COLLEGE OF THE ALBEMARLE
DEPARTMENT OF HEALTH SCIENCES
SURGICAL TECHNOLOGY PROGRAM**

STUDENT HANDBOOK

Approved:

 7/27/11

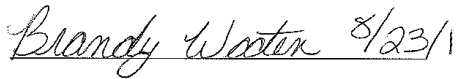
Dr. Kandi Deitemeyer Date
President

 8/2/11

Althea Riddick Date
Vice President of Learning
Chief Academic Officer

 8/17/11

Joe DeStefano Date
Division Chair
Health Sciences/Public Services

 8/23/11

Brandy Wooten Date
Program Coordinator
Surgical-Technology

 8/17/11

Joe DeStefano Date
Acting Department Chair
Health Sciences/Public Services