

**NORTH SHORE COMMUNITY COLLEGE
SURGICAL TECHNOLOGY
STUDENT HANDBOOK
2009 - 2010**



**NORTH SHORE COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

INTRODUCTION

This challenging certificate program will prepare you for employment as an entry-level surgical technologist. Upon successful completion of the program you will be eligible for job opportunities in hospitals, surgicenters and surgical offices. The program is a member of the Association of Surgical Technologist organization which provides educational programs and professional standards/credentials ,as well as, opportunities for the personal and professional growth of all surgical technologists and surgical assistants.

It is important tht you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files:

NSCC General catalog

NSCC Schedule

Surgical Technology's Student Handbook (on-line)

Surgical Technology 's Course Outline and Objectives

Nondiscrimination Statement

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

PROGRAM APPROVAL

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater FL 33756 Phone: 727-210-2350 Fax: 727-210-2354 www.CAAHEP.org and it follows the curriculum guidelines as established by the Association of Surgical Technologists. Upon graduation, you will be eligible to take the National Certification exam for Surgical Technologists.

PROGRAM PHILOSOPHIES

The Surgical Technology Program has established philosophies and objectives to assist you in obtaining your goal to become a Surgical Technologist. They are as follows:

The primary goal of the Surgical Technology Program is to prepare students for entry level positions as a surgical technologist. The program operates within a strong intellectual framework and emphasizes skills and supervised work experience. Consequently, it increases the marketability of student skills and so enhances students' income generating potential and work satisfaction. The program is designed to improve self-confidence of students as well as allows them to develop to their full potential.

PROGRAM OBJECTIVES:

General Education and Department Program Outcomes

The goal of this program is to provide students with the opportunity to develop skills and knowledge necessary to gain employment as an entry level surgical technologist. This will be accomplished by preparing competent graduates utilizing the cognitive, psychomotor, and affective learning domains and the curriculum structured by North Shore Community College using the guidelines set forth by the Accredited Educational Program.

Cognitive

1. Apply writing, reading and speaking communication skills to interact with surgeons, health care professional and co-workers.
2. Utilize critical thinking and clinical reasoning skills to problems of the operating room and patient safety.
3. Quantitative reasoning skills- transfer but not administer drugs within the sterile field.
4. Recognize patient as whole person with multiple dimensions of social, cultural, religious and ethical beliefs.
5. Demonstrate computer skills by seeking, selecting and organizing research information for writing a research paper.

Psychomotor

1. Prepare the operating room and the sterile field for surgical procedures by preparing sterile supplies, instruments, and equipment using sterile technique
2. Prepare the operating room for surgical procedures by ensuring that surgical equipment is functioning properly and safely
3. Assist nurses and ancillary personnel in counting supplies, cleaning and restocking the operating room for the next surgical procedure.
4. Assist surgeons and surgeon's assistants in surgical procedure such as; hold retractors, cut sutures.
5. Performing tasks at the sterile field, including: (1) passing supplies, equipment, or instruments; (2) sponging or suctioning an operative site; (3) preparing and cutting suture material; (4) transferring and irrigating with fluids; (5) handling specimens; (7) holding retractors; and (8) assisting in counting sponges, needles, supplies, and instruments.

Affective

1. Exhibit professional and respectful behavior
2. Perform as a team player
3. Protect patient privacy and confidentiality
4. Anticipate the needs of the surgical team based on knowledge of human anatomy and pathophysiology and how they relate to the surgical patient and the patient's surgical procedure.

ADMISSIONS POLICY

Admission information for the program of Surgical Technology is available from the Enrollment Service Office located at the Danvers Campus. This office can be reached at (978) 762-4187 or 4188, OR (781) 593-6722, extension 4187 or 4188.

HEALTH REQUIREMENTS

Following initial acceptance into the surgical technology program, candidates must satisfactorily meet the health requirements of the program.

HEALTH FORMS: students must possess certain abilities and skills necessary to provide and maintain safe and effective care. A Technical Standard for Surgical Technology and Immunization Form completed by a physician or nurse practitioner must be submitted before the beginning of the program.

HEALTH INSURANCE: the College requires all matriculated students carrying nine credits or more to carry health insurance either through the student health insurance program or a health insurance program with comparable coverage. Liability insurance for the student is purchased on the first day of class.

PREGNANCY: one must present documentation from a physician stating one is able to fully participate in all classroom and clinical activities required of a student enrolled in the surgical technology program.

CRIMINAL OFFENSE RECORD INVESTIGATION (CORI) POLICY AND DRUG TESTING POLICY

All students enrolled in the Surgical Technology Program will be required to complete a CORI (Criminal Offender Record Information). The CORI form gives permission for an agency to access all criminal case data including conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the student's CORI, participation in clinical or field placement may be denied. In addition, a SORI (Sex Offender Record Information) and/or a urine drug test may be required. Failure to complete or participate in any required agency screening will result in the student not being placed at that agency which may lead to possible dismissal from the ST Program.

PERSONAL INTEGRITY:

A professional code of ETHICS does not allow for dishonesty of any kind. Any incident of untruthfulness or any type of academic misconduct may be cause for automatic dismissal from this course or program. Discourteous conduct will not be tolerated. PROFESSIONAL APTITUDE and PROFESSIONAL ATTITUDE are an integral part of this program.

ACADEMIC POLICY

The surgical technology faculty regard the surgical technologist students as adult learners who come to the program with a variety of life experiences and knowledge levels. Students are expected to exhibit a maturity level consistent with adulthood and to utilize a variety of learning experiences throughout the program.

COURSE EXEMPTION AND TRANSFER CREDIT

There are no course exemptions in the ST program at NSCC. Individuals who have completed the following courses ONLY with a final grade of "C" or better may transfer credit into the ST program:

1. Anatomy & Physiology 1 and 2 (completion within the last 10 years).
2. Microbiology (completion within the last 10 years).
3. Medical Terminology

SCHOOL HOURS

Class hours on the Hathorne campus are as printed in the College's Master Schedule. Hours at clinical affiliations are 7:00 a.m. - 3:30 p.m. It is the student's responsibility to be punctual at the clinical affiliation. Late arrival at school or for clinical is excused only in case of emergency. Students should call to inform faculty of any emergency situations. Successful progress of any class/lab necessitates the punctuality of class participants. A student who is frequently late may be placed on probation.

ATTENDANCE POLICY

Because of the importance of attendance in the Surgical Technology curriculum, students will be expected to adhere to the following attendance policies:

1. Attendance is expected. During the year, three school days absences overall will be allowed without academic or clinical penalty. Absenteeism in serious extenuating circumstances will be considered on an individual basis by the Surgical Technology Department Chair.
2. The student must notify the instructor EACH day she/he is absent.
3. There is no mechanism to make up missed academic classes. The student is responsible for obtaining the missed material/information and contacting the appropriate instructor for help and guidance. It is under the discretion of the instructor to permit make up of lab.
4. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Department Head and/or Clinical Instructor.
5. Student attendance will be monitored and each student will be notified by the Program Director when a potential problem is developing. The Student will be expected to participate in a conference with the Department Head
6. Failure to attend classes/clinical seriously jeopardizes an individual's eligibility to remain in the program.
7. Tardiness is not acceptable and is deemed unprofessional behavior.
8. When in the clinical area, if a student is to be absent, he/she must call the clinical area by 6:30- 6:45 a.m., and page the instructor before 7:00am (781-387-9098 beeper)
9. Missed clinical days are unacceptable. All clinical absenteeism will require make-up of the missed clinical hours before graduation.
10. Students are required to participate in at least 576 hours of clinical externship and 475 hours of classroom instruction.
A student may be terminated for failure to meet these requirements.
11. It is the student's responsibility to obtain the information missed due to absenteeism
12. Medical or other documentation may be required for verification. Documentation of illness may be required by the Department Head or Clinical Instructor.

Funeral Days - Three (3) days shall be allowed in the immediate family without any deductions from the regular sick leave allowance. Immediately family shall include spouse, child, parents, sister, brother, grandparents, parents of either spouse and grandchildren.

Jury Duty: Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting program objectives.

SCHOOL CANCELLATION (Snow Days)

If school is canceled the announcement will be given on the NSCC website . DO NOT FOLLOW ESSEX AGGIE SCHOOL ANNOUNCEMENTS. Adverse weather and emergency school closings are announced on local radio and television stations. The

College voice mail message system also records school closings. Students may call (978) 762-4200 for school closing announcements. Students are to use their own discretion to determine if travel to the school or clinical site is safe.

FIRE RULES AND REGULATIONS:

Absolutely NO SMOKING in classrooms, halls, stairways and buildings. The school is a NON-SMOKING campus.

FINANCIAL AID

The Office of Student Financial Aid provides grants, loans, and work-study programs to those students who otherwise would be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need.

STUDENT SERVICES

Services available:

1. Counseling for the disabled student
2. Academic advising
3. New student orientation
4. Career center
5. Variety of student activities

CHANGE OF NAME OR ADDRESS:

Students changing their name or address are required to notify the Department Chair and the College's Registrar's office immediately.

STATEMENT ON STUDENT EMPLOYMENT

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hours per week. Students who work more than 16 hours, seriously jeopardize their successful completion of the program.

GRADUATION AND SURGICAL TECHNOLOGIST CERTIFICATION

To be eligible for graduation, the SST must successfully complete 475 hours of classroom and 576 hours of clinical externship and have a minimum cumulative grade point average of 2.0.

To become a Certified Surgical Technologist, the student must meet the College's graduation requirements and those of the Association of Surgical Technologist and take a national examination provided by the Association.

The Surgical Technology Program is designed to meet College and AST requirements. The program follows the curriculum guidelines as established by the Association of Surgical Technologists.

DISABILITIES SERVICES:

North Shore Community College welcomes students with disabilities to engage in an interactive, collaborative partnership with Disability Services and faculty in order to meet your educational and academic needs. If you have a disability-related need for reasonable academic accommodations in this course and have not yet met with a Disability Counselor, please visit www.noithshore.edu/disability and follow the outlined procedure to request services.

If Disability Services has formally approved you for an academic accommodation in this class, please present me with your "Faculty Notice of Academic Accommodations" during the first week of the semester, so that we can address your specific needs as early as possible.

If you will require assistance during an emergency evacuation on campus, please notify me immediately. For your reference, evacuation procedures are posted in all classrooms.

TESTING STANDARDS

It is expected that the student will be present for all exams/quizzes and final exams on the announced date and time.

TEST CONDUCT

The expectations for the student during testing while enrolled in the Program include:

Being seated at his/her desk on the announced date and time of the exam.

Independent completion of all exam materials.

Absence of water bottles, coffee, etc on desk.

Electronic devices (cell phones, I-pods etc) will be off and placed in purse or backpack.

Removal of all hats (baseball caps etc).

Placement of pens or pencils only on desktop.

Completion of exam/test/quiz before leaving the classroom. Leaving the classroom during a test for any reason will result in TERMINATION of the testing process.

Passing in the exam promptly at the conclusion of the testing period.

EXAMS/QUIZZES

1. It is the student's responsibility to contact the instructor the first day following the missed quiz/exam in order to arrange for a possible make-up quiz/exam.
2. A quiz/exam must be made up within one week.
3. Exams or quizzes will be corrected and returned by the faculty member at the next scheduled class if at all possible. The faculty member will review the exam or quiz with any student by appointment. ALL exams and quizzes remain the property of the faculty member and the Surgical Technology Program.
4. Failure to comply with stated policy will result in a grade of zero for that quiz/exam. See the requirements listed under each syllabus.

FINAL EXAMS

There is no make-up for final exams. A Final exam is a cumulative exam given during the College final examination period. One is ineligible to continue in the program if any final exam is not taken.

At the end of the year all students are to take the Program Assessment Examination that is provided by the Association of Surgical Technology for a moderate fee.

ACADEMIC WARNING POLICY

When a student is having difficulty in either the theoretical or clinical component of a course, the student will be referred to the Student Support Center and if there is no progress in the academic component a warning/probation will be given at any time during the program. The student will be notified in writing or by meeting with the course instructor for specific recommendations and/or improvement in the identified area(s). Forms must be read and signed by both the student and faculty person. The student will retain a signed copy, and a copy will be forwarded to the program director.

The following list are some, but not all of the reasons that a student may be placed on academic warning/probation.

Grade point average of 2.0 and below

Repeated failure to keep appointments with facilitator/clinical instructor.

Repeated absences or tardiness from mandatory classes.

Repeated failure to comply with program policies.

PROMOTION PROGRESSION POLICY

The Surgical Technology program consists of nine months of concurrent, correlated and supervised clinical practice days. At the conclusion of the fall semester, winter intersession, and spring semester the surgical technology student must **MEET THE MINIMUM PASSING STANDARD of "C" (75%)** or better and a "pass" on clinical evaluation in **ALL** Surgical Technology program courses listed on the Program of Study sheet for that semester/intersession in order to progress in the program.

The curriculum includes surgical technology theory and practice, biological and behavioral sciences, and trends and issues. To ensure academic success and achieve practice competency it is necessary for each student to demonstrate proficiency and safety in all his/her course work.

SATISFACTORY PROGRESS

To remain in the Surgical Technology Program, satisfactory progress must be achieved and standards met throughout the academic year. The following do NOT constitute satisfactory progress and mandate withdrawing from the Program:

Failure to achieve a theory grade of "C" (75%) in all of the courses of the surgical technology curriculum.

Failure to achieve a "Pass" grade in the clinical component of SRG132.

Excessive absenteeism; more than 2 unexcused clinical absences.

Failure to complete at least 1051 hours of the Program including 576 hours of clinical practice

DISMISSAL/WITHDRAWAL POLICY

The following constitute offenses that may result in the dismissal/withdrawal process being initiated against an individual enrolled in the Surgical Technology Program

GROUND FOR DISMISSAL/WITHDRAWAL:

A. Theory Component

1. Failure in any adjunct course.
2. Failure to achieve a theory grade of C in major surgical technology courses (SRG courses).
3. Failure to achieve a "pass" grade in the clinical component of the course.
4. Violation of academic conduct.
5. Any occurrence of unethical or unprofessional behavior.
6. Any occurrence of alcohol/chemical drug abuse.
7. Failure to complete 475 hours of classroom + 576 hours of clinical externship.
8. Failure to maintain an ongoing cumulative average of 2.0
9. Failure to pass in the lab component of the course

B. Clinical Component

1. Unsafe clinical practice; (examples but not limited to) failure to recognize errors in aseptic technique, threatens patient or staff, unstable emotional behavior, lack of patient protection from falls, burns,
2. Failure to progress toward meeting clinical competencies within a responsible time period.
3. Failure to apply theory to practice.
4. Inadequate preparation for clinical experiences.
5. Excessive absence or repeated tardiness from clinical experiences.
6. Conduct which conflicts with professional behavior policy.
7. Performs technical actions without appropriate supervision.
8. Unprofessional practice demonstrated by student that are inappropriate according to student-instructor, student-personnel, or student-patient interactions.

STUDENT GRIEVANCE

The ST faculty supports the “Student Grievance Procedure” of North Shore Community College published in the Student’s Rights and Responsibilities handbook. It is recommended the ST student review the handbook and become familiar with its policies and procedures.

A “grievance” is defined as a complaint by a student that there has been an alleged violation, misinterpretation, or inequitable action committed against said student. In the event a student ST believes an incident has occurred, the student should refer to the College’s “Student Grievance Procedure.” However, the ST faculty believes the student wishing to file a grievance should first:

Discuss the matter in a timely fashion with the appropriate faculty member with the objective of resolving the issue/matter.

If the matter is not resolved informally, the student shall request a meeting with the Department Chair, with a meeting resulting within 48 hours.

If the grievance cannot be resolved by the parties, the student should file within 48 hours a written statement to the Division Dean.

The Division Dean will respond to the student within and convene a meeting which may or may not involve faculty members and the Department Chair.

STUDENT-FACULTY COMMUNICATION

1. Each student is responsible for reading notices on the classroom white board in Rm. 213.
2. Each student surgical technologist may schedule an appointment with his/her faculty advisor as needed.
3. A faculty advisor will notify a SST if a meeting is deemed necessary.
4. During the academic year, the faculty is available during posted office hours outside the office door.
5. Student and Instructor may send emails alerting pertinent information regarding the program.

WITHDRAWAL PROCEDURE

Prior to withdrawing from the surgical technology program, it is highly recommended the student make an appointment with the Department Chair or her advisee. The student must report to the Registrar's office to officially withdraw from the College by making written application. Notifying the instructor or ceasing to attend class and/or clinical does not constitute official withdrawal. The importance of following the withdrawal procedure cannot be overemphasized. Students who do not formally withdraw will receive an "F" grade for the enrolled courses. Failure to follow the official withdrawal procedure may also result in the College giving incomplete or misleading academic transcript results and/or recommendations. *(Please refer to the College handbook, Academic Standing, for more information.)*

READMISSION POLICY COLLEGE POLICY:

The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous five years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiological Technology, Respiratory Care, Medical Assisting Certificate, Veterinary

Technology, Surgical Technology, and Practical Nursing Certificate) who have interrupted their sequence of professional courses with a course withdrawal, course failure, and/or semester stop out.

Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures.

SURGICAL TECHNOLOGY POLICY

1. Previously enrolled students have an opportunity to be re-admitted to the Surgical Technology (ST) Program at North Shore Community College on a space available basis.
2. Readmission will be based on academic history as well as personal extenuating circumstances. Academic failure is not necessarily viewed as an extenuating circumstance and will not guarantee an individual re-admission into the next class. Upon withdrawal and/or failure from the ST Program an individual interested in reapplying **MUST** meet with the ST Department Chair or designee to discuss the readmission process.
3. The ST Department Chair will review all re-admission applicant files through Enrollment Services. A letter of re-admission will be sent to the individual notifying an individual of admission status for the Fall Semester. Requests will be accepted for only one year from the date of withdrawal from the program.
4. Readmission to health professions programs is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program with approval by the Program Director/Department Chair.
5. The following requirements and conditions **MUST** be met for consideration for re-admission into the ST Program at North Shore Community College:
 - Meet the current admission requirements of the ST Program and College.
 - Submit a detailed letter* to the ST Department Chair addressing the changes you have made to enhance your academic success if readmitted to the ST Program.

**(The letter must include a self-description of the difficulties you encountered in meeting ST course requirements and a plan for addressing difficulties in the future; plus a description of activities (academic and work) that you have been involved with since withdrawal from the ST Program).*

- ❖ Schedule a meeting with the ST Department Chair during the readmission process.

Re-admission in January may require an individual to complete the following:

- ❖ Clinical lab practicum
- ❖ A letter will be mailed to individuals outlining necessary requirements needed for completion for re-admission.

CLINICAL AFFILIATIONS

Beverly Hospital	978-922-3000, ext. 2232
Anna Jacques	978-462-6600
Atlanticare	781-581-9200
Holy Family	978-687-0156
Hunt Center	978-774-4400
Lahey Clinic North	978-538-4000
Lahey Clinic Burlington	781-744-3501
Lawrence General	978-683-4000
Lawrence Memorial	781-306-6000
Lowell General	978-937-6000
Massachusetts General Hospital	617-726-2000
Melrose-Wakefield	781-979-3000
Merrimac Valley	978-374-2000
Mount Auburn Hospital	617-499-5191
New England Tufts Medical Center	617- 636-6000
North Shore Medical Center	978-741-1200
Saints Memorial-Lowell	978-458-1411
Winchester	781-729-9000

DRESS CODE FOR THE CLINICAL SETTING

Students will wear the surgical attire provided by the clinical setting

1. OR attire provided by the clinical facility
2. White nurses' shoes or low cut sneakers
3. Warm-up jacket
4. Name pin/ or facility picture ID badge
5. Heavy make-up, perfume, colored nail polish, and long fingernails are not allowed in the clinical area.
6. No acrylic nails allowed in the clinical area.
7. Fingernails should be short and unpolished.
8. Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover.
9. Good personal hygiene is mandatory for the surgical technologist.

JEWELRY:

Wedding rings and engagement rings are permitted in the clinical setting.

NO additional rings are permitted on the hand during clinical duty.

Earrings – stud-type, plain, dime-sized; no hoops or dangle type.

Bracelets and necklaces are not to be worn with the clinical uniform.

CLINICAL ASSIGNMENTS:

The student will be assigned with a preceptor for selected surgical procedures. If the assignment is given in advance, the student will be expected to explain in his/her own words various aspects of the surgical procedure. If the assignment is given on the same day, the student is expected to use resources on the clinical unit to gather information about the procedure. Various clinical skill sets are mastered in a variety of ways. Classroom, surgical operating room laboratory, lectures, readings, and demonstrations may be used in many combinations to provide for learning. In

general, students are expected to demonstrate progressive and consistent mastery of procedures.

FACULTY WILL PERMIT ONLY COMPETENT, PREPARED STUDENTS TO PRACTICE IN THE CLINICAL AREA.

Students are ultimately responsible for their own actions and may be liable for their own negligence.

As the student becomes more proficient and builds up a knowledge base of surgical cases, she/he must maintain good communication with the clinical instructor. Good judgment about seeking the instructor's help and supervision is necessary.

SAFE STUDENT PRACTICE IN CLINICAL SETTINGS

In the clinical setting the student at all times will demonstrate patterns of behaviors that follow the legal and ethical codes of the Association of Surgical Technology.

The Faculty reserves the right to remove a student from the clinical area in any instance such as,

- ❖ a pattern of behavior which endangers a patient, peer, staff member, clinical instructor, or preceptor
- ❖ patient safety is jeopardized by the student's negligent actions or by demonstration of unethical or unprofessional behavior.

A pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a non-passing grade for the course will be given a verbal and written warning by the clinical instructor. At the discretion of the clinical instructor, that instructor may request a member from the clinical facility (preceptor, educator, and/or nurse manager) be involved for the purpose of further evaluation. If the student's pattern of behavior is repeated with the other clinical facility member, and the student's conduct is determined to be unsafe, the student may be terminated from the clinical practicum, receive an "F" for the course and be terminated from the surgical technology program. The student, if s/he desires, may file a grievance against this decision regarding termination.

A "pass" clinical evaluation must be achieved in each of the following courses:

SRG132- Operating Room Externship

A "fail" on any clinical objective at the conclusion of the above listed courses may result in a "FAIL" grade in that clinical component and will result in an "F" for that course. At that point the student will be required to withdraw from the surgical technology program.

CLINICAL ATTENDANCE:

Attendance is mandatory at all scheduled clinical practicum to which the student is assigned during the course of the program. When absent the student is unable to meet clinical objectives or participate in clinical learning activities. No unexcused absences from clinical practice are acceptable and ALL unexcused clinical absences necessitate a make-up requirement. The availability of clinical make-up is at the discretion of the clinical faculty member, the department chair, and the appropriate representative of the clinical agency.

NOTE: To be eligible for graduation, the student must complete a minimum of 540 hours of clinical experiences (AST).

In the event of a clinical absence, the student is required to:

- ❖ Notify the clinical facility at least 30 minutes in advance.

- ❖ Notify the instructor by 6:45am to discuss the clinical absence
- ❖ Maintain absences below the 3 allowances

ACADEMIC WARNING POLICY

When a student is having difficulty in either the theoretical or clinical component of a course, the student will be placed on academic warning/probation at any time during the program. The student will be notified in writing or by meeting with the course instructor for specific recommendations and/or improvement in the identified area(s). Forms must be read and signed by both the student and faculty person. The student will retain a signed copy, and a copy will be forwarded to the program director.

The following list are some, but not all of the reasons that a student may be placed on academic warning/probation.

Grade point average of 2.0 and below

Repeated failure to keep appointments with facilitator/clinical instructor.

Repeated absences or tardiness from mandatory classes.

Repeated failure to comply with program policies.

If, at any time during the academic year, the student is unable to meet the clinical objectives of a course or fully participate in the clinical learning activities due to illness or other personal reasons, s/he will be required to withdraw from the program.

EVALUATION OF CLINICAL PERFORMANCE

All applicable clinical objectives must be met satisfactorily to pass the course. A student who meets all the course objectives in a satisfactory manner will receive a pass grade for the clinical component of the SURGICAL course. Students are expected to acquire a copy of the clinical evaluation tool to review the document at the beginning of each clinical rotation. Each student will receive two (2) clinical evaluations completed by the clinical facility staff. All applicable clinical objectives on the clinical evaluation tool must be met satisfactorily to pass the operating room externship.

The student will complete a surgical log documenting all the cases they participated in. The log must be turned into the instructor every week so that it can be evaluated for 85-120 case requirements mandated by the AST.

Students are expected to demonstrate consistent and progressive mastery of skills in the clinical area. Students' performance and behavior must be safe and appropriate at all times. Students are expected to meet the behavioral objectives of the clinical area with equal amounts of guidance and instruction as required by other students at the same level.

Faculty will permit only competent, prepared students to practice in the clinical area.

Evaluation Periods:

First Semester:	Mid-term: Lab evaluation/conference
End of First Semester:	Grade reports
Second Semester:	Two (2) written evaluations (midterm and final) given by the clinical facility and ongoing feedback by instructor. Final grades

CLINICAL WARNING

Unsatisfactory or unsafe performance will be explained verbally to the student by the clinical instructor without delay. Patterns of unsatisfactory performance will be documented on a **Clinical Warning Form** with suggested remedial actions and time frame for improvement.

A student placed on Clinical Warning must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or time frame before Clinical Warning is removed. **Should his/her performance not improve satisfactorily, the student will receive a "fail" grade in the clinical component of the course.** In this situation, the student is not eligible to

continue in the program. A Clinical Warning may be given at any time during the semester. The Department Chairperson will be given a copy by the instructor and will collaborate with both the student and the instructor to determine appropriate actions.

CLINICAL SUSPENSION POLICY

The Surgical Technologist Program will suspend any student from the clinical area in the event that:

- ❖ The health form is incomplete,
- ❖ Evidence of current CPR and malpractice insurance has not been provided to facilitator.
- ❖ Failure to attend clinical orientation
- ❖ Unsafe behavior
- ❖ The student will be suspended until such time as the facilitator receives evidence of successful completion of the requirements.
- ❖ Inability to maintain physical or mental health necessary to function in the program

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

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

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

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

BIOLOGICAL SAFETY: unsafe behaviors: 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.

EMOTIONAL SAFETY: unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or (institution's name).

LEAVING THE CLINICAL SETTING

On a clinical day, students are to remain in the clinical environment until their preceptor gives them permission to leave. Prior to leaving the clinical setting, all assignments, including procedures, must be completed. Report is to be given to the preceptor. If the preceptor agrees that the responsibilities have been fulfilled, the student may leave at the designated time (end of shift).

If an emergency arises where the student has an unexpected problem at home, the student must notify the instructor and leave the premises only with the instructor's permission.

ACCIDENTS/INCIDENTS AT AGENCIES:

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor should be notified immediately as well as the supervising clinical specialist. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Department Head of Surgical Technology to be placed in the student's file. If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment.

CONFIDENTIALITY

As guests of the institutions/agencies, we are expected to abide by rules, including, but not limited to HIPAA regulations. We must also respect the confidentiality of patient records and information concerning patients.

Do not discuss a patient's diagnosis or prognosis, a physician, or about the hospital with anyone who is not involved in the direct care of the patient, either in the hospital, at the school, or in your home or social environment. The patient's rights and those of a physician and hospital cannot be violated during the process of your learning experiences. You are liable for any information you give out verbally or in writing.

For example:

Discussion of patient information in an elevator or cafeteria is a violation of patient's rights.

A physician's performance

MEALS/COFFEE BREAKS: Every student is permitted to have a 15 minute coffee break and one-half hour lunch break while on duty. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed.

SMOKING: Most health care agencies/institutions have adopted a smoke-free environment policy. If selected areas have been assigned for employee smoking you may use these designated smoking areas.

PARKING: All agencies provide us with directions concerning where student parking is permitted. These will be shared with you during orientation class. Please abide by these regulations. You are responsible for any parking tickets obtained while you are at the clinical setting.

TRANSPORTATION: Students are responsible for their own transportation throughout the entire program. Rotation in the clinical area cannot be planned around transportation groups. If a student driver is dismissed before the school day is over, for any reason, he/she will not receive permission to take the students who are passengers with him/her. The passengers will have to make other arrangements for transportation at the end of the school day.

FIELD TRIPS: Street clothes are to be worn on field trips unless otherwise indicated. This does not include jeans, sneakers or clogs. Transportation is the responsibility of each student.

TELEPHONE: No telephone calls are to be made or received by students except in an emergency. Pay telephones are available at the agencies to make outside calls. Pay telephones at school are located in Berry Hall and outside the Science Building. Cell phones and beepers are not allowed in class.

Cell phones are not allowed in clinical as they can interfere with life supporting equipment



NORTH SHORE COMMUNITY COLLEGE

Danvers • Lynn • Beverly

Technical Standards for the Surgical Technology Program

To the examining physician or nurse practitioner: As you complete this form please consider the physical and mental/attitudinal ability of this student to meet the Technical Standards associated with the health professions program that he/she is about to enter. Please carefully consider the General Job Description as you evaluate the student's ability to meet the Technical Standards specified. Contact the Division of Health Professions at (978) 762-4160, if you require more specific information about the physical and mental/attitudinal requirements of the program.

General Job Description: Under the supervision of a Registered Nurse, utilizes the principles of aseptic technique and knowledge of surgical procedures to provide optimum sterile and safe practices for the surgical patient; stays current in the knowledge of all equipment and supplies used for a surgical procedure; works closely with the surgeon during a surgical procedure; maintains safe practice in handling blood, body fluids and collecting specimens; uses problem solving to identify and correct breaks in sterile technique during a surgical procedure; demonstrates appropriate interpersonal skills to work productively with patients, families, staff, and co-workers; accepts directives; maintains confidentiality; does not discriminate and upholds the ethical standards of the profession.

PHYSICAL STANDARDS		Freq*
LIFT:	up to 50 lbs to assist moving patients	C
STOOP:	to adjust equipment	O
KNEEL:	to perform CPR	O
CROUCH:	to pick up stools and equipment	O
REACH:	5½' above the floor to attach plugs and suction	O
HANDLE:	small and large equipment for storing, retrieving, moving.	C
GRASP:	syringes, instruments & sterile supplies.	C
STAND/SIT:	in a fixed position for prolonged periods of time for surgical procedures	C
FEEL:	temperature of irrigating solutions	C
PUSH/PULL:	video, microscopes, equipment	C
WALK:	to retrieve supplies, and different areas of the hospital	C
HEAR:	verbal directions within one foot in distance	C

PHYSICAL STANDARDS		Freq*
LIFT:	up to 50 lbs to assist moving patients and alarms	C
ASSEMBLE/DISASSEMBLE:	instruments and technical devices	C
MANIPULATE:	knobs, dials associated with surgical equipment	C
TALK:	to communicate in English with surgeons and staff	C
READ:	typed, handwritten, computer information or medical information , directions in English	F
WRITE:	to communicate in English pertinent information about equipment	C
MENTAL/ATTITUDINAL STANDARDS		Freq*
Function safely, effectively, and calmly under stressful situations.		C
Maintain composure and mental stamina while managing multiple tasks simultaneously.		C
Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.		C
Maintain personal hygiene consistent with close personal contact associated with patient care.		C
Display attitudes/actions consistent with the ethical standards of the profession.		C
Utilize critical thinking and sound judgment		C
Is punctual and reports to work as scheduled		
Use appropriate interpersonal skills to interact with surgeons, staff members, and patients		C
Be conscientious, orderly and emotionally stable to respond to the demands of the OR environment		C
Apply a rational approach to solve practical problems		C
Prioritize and perform multiple and concurrent repetitive tasks		C

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

* Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). **For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 8, 2010.**