IVY TECH COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES

SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK 2015-2016
COLUMBUS, INDIANA

REGION 10 – COLUMBUS

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NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the Office of Student Affairs.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

INTRODUCTION

Welcome to the Region 10/Columbus campus of Ivy Tech Community College of Indiana. Ivy Tech is Indiana's community-based technical college. Ivy Tech is the third largest college/university in Indiana and is served by fourteen regions.

Since you will be new to both the program and the clinical and hospital environments, it is our desire to provide you with answers to many of the questions frequently asked during the first days of school. This handout is to provide basic information about the role of a surgical technologist, the present admission process, and the curriculum of the two year (five semester) Associate of Applied Science in Surgical Technology Program. The class traditionally begins in August of each year.

We encourage you to read this document thoroughly and mark areas that need clarification. Bring this handbook with you to all counseling sessions. It is your responsibility to become familiar with the information and seek advisement as needed. Please call (812) 372-9925 Ext. 5185 and ask to make an appointment with the Surgical Technology Program Chair, Susan D. Sheets.

It is important to understand that your admission to the College is separate from your admission into the Surgical Technology Program. After you meet the program application criteria, you must remain in good academic standing so you can register for required program level courses and become clinically eligible. You also need to understand that the clinical affiliates control the clinical settings – who is permitted to use them and when.

TERMINAL OBJECTIVES

Upon completion of the Surgical Technology Program, the graduate is expected to:

1. Possess a base of theoretical knowledge and clinical proficiency;
2. Practice appropriate ethical and legal behavior;
3. Perform cooperatively on the operating room team;
4. Assist in providing optimum level of patient care;
5. Implement principles of aseptic techniques;
6. Function skillfully in the care, preparation, and maintenance of supplies and equipment;
7. Maintain safe environment and techniques;
8. Maintain organization and problem solving ability in stressful situations, and;
9. Understand the need to continue personal/professional growth.

OVERVIEW

The surgical technologist is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse delivering direct patient care before, during, and after surgery. The principal role of the surgical technologist is that of "scrub person" during a surgical procedure. Responsibilities of the scrub person consist of preparing and passing instruments and sutures to the surgeon and maintaining a sterile environment.

Surgical technologists assist in the preparation of the operating room by selecting and opening sterile supplies such as drapes, sutures, electrocautery, suction devices, and surgical instruments. Other tasks include operating sterilizers, lights, and operative diagnostic equipment. After surgery, the surgical technologist assists other members of the team in preparing the operating room for the next patient. The surgical technologist must have the ability to perform under pressure in stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are also required; manual dexterity and physical stamina are vital. At times the surgical technologist may be exposed to communicable diseases, unpleasant sights, odors, and materials. The surgical technologist will be required to lift heavy items and stand for a number of hours. It is imperative that attention is focused closely on the task being performed.

The academic portion of the Surgical Technology Program consists of five (5) or six (6) semesters starting in the fall semester of each year. The first academic year may be taken on a full- or part-time basis. All first year courses must be taken before acceptance into the second year. Surgical Technology courses are offered in a full-time status during day hours. The last three semesters including a mandatory summer session are completed at affiliate health care agencies. The Surgical Technology faculty assigns all clinical rotations. Students will be responsible for their own transportation to all clinical sites as well as any expense incurred to fulfill the clinical rotations.

The surgical technology specialty courses are presented in a lecture/laboratory format. The lecture presents principles of surgical practices, instrumentation and equipment, and surgical procedures. The laboratory course provides hands-on experience with surgical techniques and instrumentation.

PHILOSOPHY

Consistent with the mission and goals of Ivy Tech Community College of Indiana, the Surgical Technology faculty believe that occupationally-oriented educational services should be provided to the citizens of the State of Indiana, based upon the identified economic developmental needs of the community.

Education is perceived by the faculty as the evolving and continuous lifelong process which creates positive change in the affective (attitudes), cognitive (knowledge), and psychomotor (skills and habits) domains of the learner. Education, as learning, proceeds within a simple to a complex framework. In providing this educational program, the faculty believes that they are responsible for promoting the self-actualization of the student in preparation for coping productively with the complex dynamics of modern society, as well as the technical world of employment. The educational program has been designed according to the professional standards and guidelines, which have been declared by the Association of Surgical Technologists, Inc. as being essential for preparing the surgical technologist. Emphasis is placed upon care of the patient through provision of an appropriate curriculum consisting of both didactic and clinical courses. Consistent with the program philosophy, faculty members are qualified in the field of surgical technology, hold appropriate credentials, and are committed to the concept of one's personal responsibility for professional growth and development.

Successful completion of the two-year program leads to an Associate of Applied Science Degree in Surgical Technology. This provides eligibility for the graduate to take the national comprehensive certification examination given by the Liaison Council on Certification for Surgical Technology. Once the graduate is certified, he or she may maintain certification by participation in the mandatory continuing educational programs (60 continuing education units every four years) or re-testing every four years. Employers and/or local and national professional associations provide continuing education units.

ACCREDITATION

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Surgical Technology Program at Ivy Tech Community College – Columbus. This program has established that we have met the educational standards and guidelines established by the profession.

The North Central Association of Colleges and Schools accredits Ivy Tech Community College. The North Central Association is a national organization that accredits many public and many private colleges and universities. North Central Association of Colleges and Schools is located at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. The telephone number is (312) 263-0456.

**ESSENTIAL FUNCTIONS REQUIRED FOR THE
SURGICAL TECHNOLOGY PROGRAM**

Qualified applicants are expected to meet all admission criteria and students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program.

A Surgical Technologist must have specific physical and mental requirements. Applicants should review the requirements listed below. To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills.

Essential Function	Description	Examples
Communication	Interaction and therapeutic communication	- speaks effectively with patients, families, health care team members - identifies and interprets non-verbal communication - demonstrates knowledge of items and events that must be documented such as counts, implants, equipment use, etc. - accurately, objectively, concisely and legible document information on the patient's chart, label specimens, and other written documentation - read surgeon's preference cards, medication labels, orders (typed and handwritten), policies, procedures, instructions - ability to communicate in a rational and coherent manner both orally and in writing - maintains professionalism and minimizes social interaction
Intellectual/ Conceptual	Problem solving ability; critical thinking	- calculates dosages to prepare and mix medication correctly - anticipates the needs of/for surgical team for instrumentation and supplies in routine and unexpected situations reason what instruments will be needed per procedure - prioritize the surgeon's needs in emergency surgery - analyze situations involving a potential break in aseptic technique - recognize and initiate interventions for patient status changes prepare in advance for clinical and integrates general information to specific tasks and procedures
	Recognizes hazards and assumes responsibility for safety	- awareness of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc. - takes appropriate safety precautions to prevent injury to self or others

Motor	Physical ability	• present the following documents: 　▪ head-to-toe physical examination 　▪ rubella screen 　▪ tuberculosis testing 　▪ weight lifting ability (Lift and carry 50 pounds) 　▪ tetanus immunization 　▪ hepatitis B immunization or declination form 　▪ Laser eye examination 　▪ CPR certification • possess stamina for long periods of standing • ability to wear full sterile surgical attire including personal protective equipment • demonstrate ability to focus intently on the task at hand without distraction • demonstrates visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print and function visually in a semi-dark room • demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise • ability to withstand exposure to irritating soaps and solutions • ability to withstand unusual smells such as cauterized, infected or necrotic tissue
	Gross motor skills	• ability to bend, reach, pull, push, stand, stoop and walk during all aspects of the educational experience • fasten masks and protective gowns • ability to lift, position and move heavy patients and equipment • respond quickly to a surgeon's request for instrumentation • scrub all aspects of fingers, hands and arms • visually identify differences between instruments • regulates equipment, including electrocautery, lasers, and endoscopy • perform patient assessment
	Fine Motor Skills	• manipulate needles, blades, sutures, and instrumentation with both hands • possess eye-hand coordination with both hands • evaluate size of suture by feel
Behavior/Social	Emotional stability	• accept responsibility for total patient care • responds in an emotionally controlled manner in emergency situations
	Flexibility	• adapts to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift and emergency call
	Function effectively under stress	• utilize acceptable coping mechanisms in a high stress environment • plan and implement execution of duties independently • avoid demonstrating personal stress or frustration when interacting with clients, significant others, and health care team members
	Demonstrate caring behavior	• interact with client and significant others in a positive manner without demonstrating personal stress or frustration • provide emotional support to surgical team members and the patient • interact professionally with clients, significant others and health care team members and organizations

In compliance with the "Essentials and Guidelines for an Accredited Educational Program in Surgical Technology" as directed by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Signature of MD _____

SURGICAL TECHNOLOGY PROGRAM OUTCOMES

A graduate of the Surgical Technology Program will meet the following program outcomes. The graduate will:

1.0   Reason logically, analyze objectively, generate new ideas and make reasoned choices.

2.0   Relate global perspectives to concepts and events.

3.0   Apply physical and/or biological science knowledge.

4.0   Cooperate and collaborate with others.

5.0   Use mathematics to convey ideas and solve problems.

6.0   Read, listen, write, and speak effectively.

7.0   Apply principles of aseptic technique in providing patient care.

8.0   Prepare for and assist with surgical procedures.

9.0   Function effectively as a member of the surgical team in the roles of scrub person, circulator, and second assistant.

10.0 Provide a safe, efficient environment for the patient.

11.0 Practice ethical and legal behavior.

12.0 Respond with dexterity in a timely manner.

13.0 Demonstrate initiative and problem solving under stress in clinical settings.

STATEMENT ON ASSESSMENT

It is the mission of Ivy Tech Community College of Indiana to enable individuals to develop to the fullest potential and to support the economic development of Indiana. To this end, an assessment program is conducted Collegewide to measure student progress toward educational goals, to determine academic progress, to improve teaching and learning, and to evaluate institutional effectiveness. Student assessment is part of the College's educational program. What Ivy Tech discovers through the assessment program is used in making decisions about everything for the College--from curriculum planning, to student activities, to support services.

From the time students apply to the College until the time they leave, students are expected to participate in a series of tests, surveys and evaluative activities intended to:

- assess students' backgrounds and academic skills for accurate advisement and course placement at entry;

- obtain information on students' satisfaction with College courses, programs and services;

- measure academic gains made and competencies achieved by students while at the College; and

- demonstrate mastery of technical skills.

Students at Ivy Tech are expected to participate in two important assessments as they conclude work on their educational programs: technical outcomes assessment and general education assessment. Students receive information on both of these as they approach graduation.

Assessments, surveys, and evaluative activities are used to help students achieve their individual goals and to improve College services and programs for all students. Students' earnest and sincere participation in surveys, tests, learning tasks, exit exams and portfolio development provides the College with accurate information to plan increasingly effective programs and services. In the effort, students become partners in the assessment and learning process.

PROGRAM OF STUDY

General Education courses (21-22 credits)

APHY 101	Anatomy and Physiology I	
APHY 102	Anatomy and Physiology II	
BIOL 211	Microbiology	
MATH 123/136	Concepts in Mathematics	
ENGL 111	English Composition: Strategies for Inquiry	
COMM 102	Intro to Interpersonal Communication	
PSYC 101	Intro to Psychology	
IVYT 1XX	Life Skills Elective	

Specialty core courses

SURG 203	Surgical Pharmacology
HLHS 101	Medical Terminology
HLHS 102	Medical Law/Ethics – May be taken Fall of 2nd year.

Technical Core (38 credits)

SURG111	Fundamentals of Surgical Technology	4
SURG 112	Applications of Surgical Fundamentals	2
SURG 113	Surgical Procedures I	3
SURG 114	Clinical Applications I	3
SURG 211	Surgical Procedures II	6
SURG 212	Clinical Applications II	9
SURG 213	Surgical Procedures III	3
SURG 214	Clinical Applications III	7

ALL FIRST YEAR COURSES MUST BE TAKEN BEFORE ACCEPTANCE INTO THE SECOND YEAR (CLINICAL SEQUENCE) EXCEPT HLHS 102 DUE TO FINANCIAL REASONS.

The surgical specialty courses (SURG) must be taken in sequence and in succession as shown, since they are designed to advance in levels of technology.

YEAR ONE (Suggested full-time sequence)

FALL SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 101	Anatomy & Physiology I	3	4	64
MATH 123/136	Concepts in Mathematics	3	3	48
ENGL 111	English Composition	3	3	48
HLHS 101	Medical Terminology	3	3	48
HLHS 102	Medical Law & Ethics	2	2	32
IVYT 1XX	Life Skills Elective	1	3	48
	TOTALS	15	18	288

SPRING SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 102	Anatomy & Physiology II	3	4	64
COMM 102	Intro to Interpersonal Communications	3	3	48
PSYC 101	Intro to Psychology	3	3	48
SURG 203	Surgical Pharmacology	3	3	48
BIOL 211	General Microbiology	3	4	64
	TOTALS	15	17	272

YEAR TWO (Required full-time sequence) Clarification of Formula As State-Mandated

1:3 = Clinical
1:1 = Lecture
1:2 = Lab

FALL SEMESTER (16 weeks)				
First 8 weeks				
Course Number	Course Title	Credit Hour	Contact Hour/Week	Total Hours
SURG 111	Fundamentals of Surgical Technology	4	8	64
SURG 112	Applications of Surgical Fundamentals	2	8	64
Second 8 weeks				
SURG 113	Surgical Procedures I	3	6	48
SURG 114	Clinical Applications I	3	18	144
	TOTALS	12	40	320

SPRING SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour/Week	Total Hours
SURG 211	Surgical Procedures II	6	6	96
SURG 212	Clinical Applications II	9	27	432
	TOTALS	15	33	528

SUMMER SEMESTER (10 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour/Week	Total Hours
SURG 213	Surgical Procedures III	3	4.8 (5)	48
SURG 214	Clinical Applications III	7	33.6 (34)	336
	TOTALS	12	50	384

SURGICAL TECHNOLOGY PROGRAM TOTALS
Credit Hours 67   Contact Hours 112   Total Hours 1808

COURSE DESCRIPTIONS

ENGL 111   English Composition   3 credits

This course provides a foundation in rhetorical principles, communication strategies and inquiring process that can be successfully applied in personal, academic or professional writing situations. The course initiates and integrates the composing process with critical reading and thinking.

MATH 123/136   Concepts in Mathematics   3 credits

Through real-world approaches, this course presents mathematical concepts of measurement, proportion, interest, equations and inequalities, probability and statistics, a brief survey of college mathematics.

BIOL 211   General Microbiology   3 credits

Presents an overview of Microbiology, which includes fundamentals, methods and materials. Introduces industrial and clinical Microbiology and special topics.

HLHS 101   Medical Terminology   3 credits

Emphasizes forming a solid foundation for a medical vocabulary including meaning, spelling and pronunciation. Includes medical abbreviations, signs and symbols.

APHY 101   Anatomy & Physiology I   3 credits

Develops a comprehensive understanding of the close inter-relationship between anatomy and physiology as seen by human organism. Introduces students to the cell, which is the basic structural and functional unit of all organisms and covers tissues, integument, skeleton, muscular and nervous systems as an integrated unit.

APHY 102   Anatomy & Physiology II   3 credits

Continues the study of the inter-relationships of the systems of the human body.

COMM 102   Introduction to Interpersonal Communication   3 credits

Focuses on the process of interpersonal communication as a dynamic and complex system of interactions. Stresses the importance of understanding and applying interpersonal communication theory in work, family and social relationships.

IVYT 1XX   Life Skills Elective   1 credit

Provides students with specific skills/strategies to reach their educational, career, and life objectives by introducing a variety of informational topics.

PSYC 101   Introduction to Psychology   3 credits

Provides a general survey of the science of psychology. Includes the study of research methodology, emotion, biological foundations, learning and cognition, perception, development, personality, abnormal psychology and social psychology.

SURG 203   Surgical Pharmacology   3 credits

Introduces the basic concepts of pharmacology. Emphasis is given to classification, indications, interactions and adverse reactions of commonly used medications. Dosage calculation, weights and measures, terminology and abbreviations associated with drug use are presented. Medication use in the perioperative patient is addressed.

HLHS 102   Medical Law & Ethics   2 credits

Presents ethics of medicine and medical practice as well as legal requirements and implications for allied health professions.

SURG 111   Surgical Techniques   4 credits

Introduces principles of sterile techniques and the operative care of the surgical patient. Includes the roles of scrubbing and circulatory duties.

SURG 112   Application of Surgical Fundamentals   2 credits

Demonstrates the application of surgical fundamentals. Correlates theory to practice by requiring students to participate as members of a surgical team in laboratory simulations.

SURG 113   Surgical Procedure I   3 credits

Introduces general surgical procedures with review of perioperative patient care, including pre-operative care, diagnostic testing and immediate post-operative care.

SURG 114   Clinical Applications I   3 credits

Correlates the principles and theories of basic surgical procedures to clinical performance in affiliating hospitals. In addition to knowledge, skills and attitudes necessary for successful implementation of safe patient care in an operating room.

SURG 211   Surgical Procedures II   3 credits

Studies advanced surgical procedures in relation to the total physiological aspects of surgical intervention including procedures related to the special sense, genitourinary, musculoskeletal and nervous systems. Includes a knowledge of the involved anatomy, existing pathology, surgical hazards encountered, the surgical procedure and a review of perioperative care.

SURG 212   Clinical Applications II   9 credits

Correlates the basic principles and theories of advanced surgical procedures to clinical performance in affiliating hospitals. Includes knowledge, skills, and attitudes necessary for successful implementation of safe patient care in an operating room.

SURG 213   Surgical Procedures III   3 credits

This course studies specialized surgical procedures including those related to the cardiothoracic and vascular systems. Includes a knowledge of the involved anatomy, existing pathology, surgical hazards encountered, the surgical procedures and a review of perioperative care.

SURG 214   Clinical Applications III   7 credits

Correlates principles and theories of specialized surgical procedures to the clinical performance in affiliating hospitals. Includes the knowledge, skills, and attitudes necessary for successful implementation of safe patient care in an operating room.

ACCEPTANCE TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO A LIMITED ENROLLMENT PROGRAM!

It is important that you read and follow this guide concerning the admission and application processes. It is your responsibility to become familiar with the information and seek advisement as needed.

APPLICATION PROCEDURE TO THE COLLEGE

STEP 1

Complete an Admissions Application. Return the Admissions Application to the Office of Admissions in the postage paid envelope provided in the Admissions package. I suggest you make an appointment with an admission counselor to assist you with successful completion of the admission steps. Please contact Admissions at (812) 372-9925 or 1-800-922-4838 to schedule an appointment. Keep in mind that application to the Surgical Technology Program is a separate process.

Complete the transcript request card provided in the Admissions package and mail it to your high school. The high school must send an official copy of your transcript to the Office of Admissions. If you received a GED, complete the transcript request card and mail it to the site that has your GED scores.

If you have previously attended an accredited college(s), obtain additional transcript request cards from the Office of Admissions. Complete and mail, with any applicable fees, to the college(s) attended.

Ivy Tech Community College/Columbus is committed to providing equal opportunity for persons throughout the College. If you have any disabilities or special needs that require accommodations, please contact the interim special needs coordinator, Janet Sharp, at (812) 372-9925 Ext. 5324. This information is not utilized during the admissions or acceptance processes. The College does not discriminate on practices or procedures including, but not limited to admissions, financial aid, educational services, employment services, programs or activities.

STEP 2

Contact the Office of Admissions to schedule an appointment to take the College placement test. When scheduling to take the admission testing, you may request a sample test booklet. If you have previously attended an accredited college, your transcript(s) is needed for review before you schedule testing. If you have taken the SAT or ACT, your scores may be considered for waiving of the test. The placement test consists of reading, writing, and math. In addition to the routine placement test, the algebra component must be taken or the applicant must successfully complete an Introductory Algebra (MATH 023).

After the Admissions Office receives your application, transcripts and placement testing results, that office will notify you that your file is complete.

STEP 3

If your placement scores indicate the need for developmental course work, the General Technical Studies (GTS) counselor will register you for courses. You may call him or her for an appointment at (812) 372-9925 Ext. 5324. All recommended developmental courses must be completed before acceptance into the Surgical Technology Program. Enrollment in developmental courses does not guarantee acceptance into the Surgical Technology Program.

STEP 4

Complete Developmental (ASA) courses, if needed.

STEP 5

After application to the College and all developmental courses (ASA) have been completed, ACCEPTANCE INTO THE FIRST YEAR CURRICULUM OF THE SURGICAL TECHNOLOGY PROGRAM DOES NOT GUARANTEE ADMISSION INTO THE TECHNICAL COURSES (SECOND YEAR) IN THE SURGICAL TECHNOLOGY PROGRAM. Acceptance into the first year means that the student may take the general education courses of the Surgical Technology Program curriculum.

APPLICATION PROCEDURE FOR THE TECHNICAL COURSES (SECOND YEAR) OF SURGICAL TECHNOLOGY PROGRAM

The student should consider application for the technical courses or the second year of the Surgical Technology Program when successful completion of the first year curriculum will be accomplished by the following fall semester.

The Surgical Technology Program clinical sequence has a limited enrollment. In the event that there are more applicants than clinical spots, an application selection process will be implemented that involves the ranking of applicants utilizing the aptitude examination for health occupations (PSB-HOAE). A meeting with the Program Chair of Surgical Technology is required before the PSB-HOAE can be taken.

ADMISSION PROCESS

The number of students admitted and enrolled in the Surgical Tech Program and/or courses may be limited by the College financial resources, facilities…including lab equipment and related support, or the number of available health program clinical work stations.

Application Procedure/Second Year/Admission Process (Continued)

Applicants chosen for the Surgical Tech Program are selected on a competitive basis after:

1. The Ivy Tech application package is completed.

2. Successful completion of the Ivy Tech Assessment program. (Taking assessment and needed skills, advancement courses, if applicable.)

3. Receipt of an official high school transcript or official GED documentation (with scores) is received.

4. Completion of the Aptitude for Health Occupations Examination (HOAE)

ADMISSION REQUIREMENTS

Each new class of students will be selected from those files which have met the application deadline (MARCH 1, each year) **in the order in which they were complete and the rank of order of the sum of the PSB-AHOE percentile/raw scores (i.e., "first come-first served"). Applications/files must be hand delivered to Judy Elliott, room 203 of the Columbus Main Building or placed in the box outside that office.** Applicants who meet the required criteria will be accepted until the class has been filled or until the day of Orientation.

APPLICATION STATUS

A. You must successfully complete the first year of curriculum in the Surgical Technology Program by the fall semester of the year starting the clinical phase. Unsuccessful completion of the first year curriculum may make you ineligible for acceptance into the technical courses (second year) of the Surgical Technology Program.

B. You must sign a form accepting your position in the second year of the Surgical Technology Program (enclosed in the acceptance letter) prior to starting the technical courses (second year). Failure to submit the form of the year prior to starting the technical courses (second year) will constitute a failure to comply with the condition of the acceptance and will necessitate removal of your acceptance status to the program.

C. You must attend a MANDATORY orientation session for all students accepted into the technical courses (second year). You will be notified of the date of orientation by the program chair. The orientation will discuss detailed Surgical Technology policies for the technical courses (second year) such as attendance policies and uniforms.

Application Status (Continued)

D.   You must undergo a complete medical examination (at your expense) by a physician. The physician must complete and sign the medical examination forms. The Pre-Entrance Health Certificate form (enclosed in the acceptance letter) must be submitted by **August 18, 2015** prior to starting the technical courses (second year). No other forms may be substituted. Failure to submit the completed medical forms by **August 18, 2015** prior to starting the technical courses (second year) may necessitate withdrawal from the program.

E.   Validation of current certification in cardiopulmonary resuscitation (CPR), Health Care Provider by the American Heart Association must be obtained before **August 19, 2015 Prior** or to starting the technical courses (second year). There are different levels of CPR courses; please take the correct course. Failure to obtain CPR certification and submit a photocopy of the CPR card by October **1, 2015** prior to starting technical courses (second year) may necessitate withdrawal from the program.

REGIONAL RE-ADMISSION POLICY

The student must submit a formal appeal for re-admittance by letter. The letter should include the following:

1. What the student has been doing since leaving the program, including work and school experience.

2. What has changed to enable the student to succeed in the program.

3. Goals which have been set to ensure completion of the program.

4. Objectives/plans for achieving the goals (Number 3); and

5. The course in which admission is requested.

WITHDRAWAL/TERMINATION

Upon termination or withdrawal from the program, a student should have an exit interview with the program chair. If a withdrawal is voluntary and the student is satisfactory in clinical, the student may be considered for re-admission. Students with unsatisfactory clinical evaluations will not be eligible for re-admission with the exception of unsatisfactory clinical performance based on attendance.

Withdrawal/Termination (Continued)

Students with unsatisfactory performance, below a "C" on the <u>clinical evaluation</u> form will be prohibited from continuing in the program or graduating. If a clinical site asks a student to leave their site, the student may be prohibited from continuing in the program or graduating.

REAPPLICATION

A new surgical technology application packet must be completed and submitted each spring for application into the technical courses (second year) of the Surgical Technology Program. Applications are reviewed only for the year entered on the application.

TRANSFER POLICY

Students transferring from another Surgical Technology Program may be admitted on a space available basis. The student must submit all college transcripts, course descriptions, and notarized copies of original records describing the level and content of clinical competency. A written recommendation from the current program chair is required. All transferring students must comply with the current requirements for graduation. Placement in the program will be determined by clinical and didactic competency testing by the Ivy Tech Community College of Indiana Surgical Technology Program faculty.

CRIMINAL HISTORY CHECK/DRUG SCREENING

A Criminal History Check and Drug Screening will be required for all Surgical Technology students (at your expense) before starting your clinical rotations in November.

It is possible that during your course of study, you will be required by a clinical site to submit to a drug screening. The College cannot control or influence the requirements placed on students by independent clinical sites the majority of which require screening. Consequently, your ability to successfully complete your program of study may be affected by your ability to pass a drug-screening test or criminal history check. In the event that you are required to submit to one or to both, you will have to bear the cost of the test/check. **These checks or screenings are required to be completed by August 18, 2015.**

HEALTH AND HUMAN SERVICES DIVISION REENTRY POLICY

Students who withdraw from or do not successfully complete one or more of the program's technical courses must reapply to the program. Students considering reentry are encouraged to reapply for the earliest possible return to the program. Experience has shown students who do not reapply within one calendar year are unlikely to successfully complete the program or earn their professional credentials.

To apply for reentry to an HHSD program, the student must fill out a form that is available from the HHSD office in Tippe 212. Attached to the form must be a current transcript, which the student should obtain from the Registrar's office. If the student has not attended Ivy Tech during the most recent Fall and Spring semesters, he or she must also reapply to the College through the Admissions Office. Reapplying through Admissions does not guarantee the student reentry into the program. All program processes outlined below must also be completed. Reentry to the program is contingent on the following criteria:

1. Students may repeat any general education course or technical course in the curriculum only one time. They may repeat a course only if the grade earned is a "D" or "F".

2. Students who do not successfully complete a course on the second attempt may not reapply to the program unless there are extenuating circumstances presented that allow for an exception to be made by the Vice Chancellor of Academic Affairs.

3. Students who have withdrawn from one or more technical courses may reenter the program one time only. A second withdrawal from the technical courses will be considered permanent.

4. Students who reenter a program will be admitted under the curriculum that is currently in effect. This may require that the student repeat certain content or experiences if the curriculum has been revised.

5. Students may be required to participate in an assessment or theoretical knowledge and/or clinical skill proficiency upon applying for readmission to the program. The program chair and/or program faculty will determine if an assessment is required. The decision will be based on criteria which include how long the student has been out of the program, the student's GPA, in completed program and general education courses, and whether or not the student has been working in health care delivery while out of the program. The assessment may include exams, skill demonstration, documentation of related work activities during the time the student has been out of the program courses by the faculty, and students seeking re-admission will be assessed consistently for retention of knowledge   and skills of the courses they have completed.

HHS Division Reentry (Continued)

6. If the student does not pass the required assessments, he or she will be advised of the options. Options may include repeating an equivalent 284 course for a course(s) previously completed, with permission of the Dean of Academic Affairs; auditing courses previously completed; taking an individualized or group remediation course; or denial of re-admission to the program. Not all options may be available in every individual situation. The program faculty, based on the individual's performance on the required assessments and other factors, will determine the options. To be re-admitted to the program, the student must successfully pass (earn a "C" or higher) any required course(s) taken for remediation. Failure to successfully complete any required course(s) taken for remediation will result in the student not being accepted for reentry into the program.

7. Students will be re-admitted to programs on a space-available basis. Students applying for reentry will not be allowed to replace other students currently in the technical sequence. If space is not available in the program when the student applies, he or she must reapply for future semester and may be required to repeat or complete required assessments of current knowledge and skills.

8. General education and technical course credits are valid for five (5) years after completion. Credits earned more than five (5) years from the date of re-admission to the program may need to be updated by repeating the course work. Credits that were earned more than five (5) years before reentry will be reviewed by the Vice Chancellor of Academic Affairs per College policy.

Certification requirements for students seeking a degree include:

  a. Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.0.
  b. Successful completion of the required number of credits.
  c. Completion of at least 15 degree credits as a regular student of Ivy Tech, and not through test-out or other means of advanced placement.
  d. Satisfaction of all financial obligations due the College.
  e. Satisfaction of program accreditation standards that may have additional requirements.
Successful completion of 120 clinical cases as described by the ARC-STSA

<u>ARC-STSA requirements to graduate from Surgical Technology Program:</u>

CORE CURRICULUM FOR SURGICAL TECHNOLOGY, **6th edition**
SURGICAL ROTATION CASE REQUIREMENTS
Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations:
"To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."
Objectives:
I. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
A. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
B. No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.

II. Students must complete a minimum of <mark>120 cases as delineated below.</mark>
    A. General Surgery cases
        1. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
    B. Specialty cases
        1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
            a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a **minimum** of **four** surgical specialties.
                (1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of **four** surgical specialties (40 cases total required).
                (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
            b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

    C. Optional surgical specialties
        1. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
            a. Diagnostic endoscopy cases **must** be documented in the category of "Diagnostic Endoscopy", rather than by specialty.
            b. Vaginal delivery cases **must** be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty.
    D. Case experience in the Second Scrub Role is **not** mandatory.
    E. Observation cases **must** be **documented**, but do not count towards the 120 required cases.
    F. Counting cases
        1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).

2. Examples of counting cases

      a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

      b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

      c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure—one case.

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties:	90	60	30
☐ Cardiothoracic			
☐ ENT			
☐ Eye			
☐ GU			
☐ Neuro			
☐ Ob-Gyn			
☐ Oral/Maxillofacial			
☐ Orthopedics			
☐ Peripheral vascular			
☐ Plastics			
Optional: Diagnostic Endoscopy:		10 diagnostic endoscopy cases may be applied **only** toward the Second Scrub Role cases. ☐ Refer to Objective II. C.	
☐ Bronchoscopy			
☐ Colonoscopy			
☐ Cystoscopy			
☐ EGD			
☐ ERCP			
☐ Esophagoscopy			
☐ Laryngoscopy			
☐ Panendoscopy			
☐ Ureteroscopy			
Optional: Labor & Delivery		5 vaginal delivery cases may be applied **only** toward the Second Scrub Role cases. ☐Refer to Objective II. C.	
Totals	**120**	**80**	**40**

FIRST AND SECOND SCRUB ROLE
AND OBSERVATION

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

☐ Verify supplies and equipment needed for the surgical procedure.

☐ Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.

☐ Perform counts with the circulator prior to the procedure and before the incision is closed.

☐ Pass instruments and supplies to the sterile surgical team members during the procedure.

☐ Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE
The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

☐ Sponging

☐ Suctioning

☐ Cutting suture

☐ Holding retractors

☐ Manipulating endoscopic camera

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

PROGRESSION

Progression through the Surgical Technology curriculum is sequential (see suggested sequence). First-year courses may be taken in full-time or part-time status. Individual course prerequisites must be met before proceeding to upper level courses. Courses may be repeated as the College offering allows. Successful completion of ALL first year curricula is required before enrollment into the technical courses (second year).

Technical courses (second year) must be taken in a full-time status. A cumulative grade point average of 2.0 or above is required each semester to permit continuance in the course sequence.

Certain behaviors are considered serious enough to warrant probation or dismissal from the program of study. The following are sufficient causes for dismissal from the Surgical Technology Program:

1. Failure to make up course deficiencies.
2. Persistent absences or tardiness from clinical resulting in loss of accurate evaluation of student skills.
3. Failure to comply with any of the rules and policies of affiliating agencies, the college, and the program.
4. Proven dishonesty, cheating, or negligence.
5. Falsifying written or oral communications (i.e. – clinical attendance, listing false cases, etc.).
6. Leaving the clinical area without permission.
7. Unsafe practice or failure to perform procedures according to established terminal performance objectives.
8. Being under the influence of illicit drugs while on duty, attending class, or college functions.
9. Breach of patient confidentiality.
10. Achieving a GPA below 2.0 at any time during your studies.
11. Failure to demonstrate the attitude and aptitude for surgical technology.
12. Being dismissed from a clinical facility.
13. Behavior requiring the clinical site to excuse the student.

DRUG AND ALCOHOL POLICY

Any student under the influence of drugs or alcohol during school or clinical time is subject to disciplinary action. Under Indiana law, consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted. Students, staff or visitors in violation of this law face College disciplinary action.

PARKING/TELEPHONE POLICIES

Parking is provided by the clinical affiliate in designated parking lots. Students are permitted to park only in designated areas. Cars which violate these areas are subject to being towed away at the expense of the owner. Instructions for parking will be arranged before the clinical experience begins.

The Telephone in the Surgical Technology Program office and the clinical facility may only be used in special or emergency situations.

a. Students are permitted to receive only emergency calls during school and clinical hours. It is the responsibility of the student to DISCOURAGE ALL NON-EMERGENCY CALLS.

b. Public pay phones are located in the hospitals and college for the students' use.

BAD WEATHER

It is NOT the policy of Ivy Tech to cancel classes because of bad weather unless it is extremely severe (such as the 1978 blizzard). Cancellation will be made ONLY by the chancellor. He will have announcements made through appropriate radio stations in this region. When you are listening for such announcements, be sure that the closing is for this regional site.

Columbus: WCSI   WKKG   WWWY   Seymour: WJCD
Greensburg: WTRE   North Vernon: WNVI

STUDY TIME

Minimal study time is provided for the student during regular school hours. Students wishing to use reference books for independent study are encouraged to use the library and lab areas during designated open hours (these hours will be posted in the classroom). For more information, see the College handbook for LRC policies.

EMERGENCY HEALTH SERVICES

Emergency Health Services are available in the clinical affiliates. For routine health care, students are advised to make every attempt to be seen by their family physician. A student must furnish a physician's statement when there is a question regarding the student's health or contagion. Injuries in the clinical areas will be treated according to the hospital's policy.

Any injuries sustained that limit the student's ability to perform surgical assignments must be made up, usually after graduation. After the make-up time is satisfied, a signed degree will be awarded.

PROFESSIONAL ORGANIZATIONS

National membership in the Association of Surgical Technologists is <u>strongly</u> encouraged. The student is encouraged to join the Association at the beginning of the second year.

Sharps Club is an Ivy Tech organization dedicated to helping the surgical technology student. The members schedule funding events to help offset needed money to go to the AST National conference in May. All Surg Tech students accepted into the program are members.

EMPLOYMENT

The faculty suggests that students not be employed during the clinical year. In the event that employment is necessary, work schedules must not interfere with classes or clinical participation by rendering the student too tired or sleepy to concentrate, or by preempting class or clinical time. Time is also needed for studying, writing papers, family and self-interest.

TRANSPORTATION

Transportation to class and clinical is the responsibility of the student. Students should plan to provide his/her own transportation to school and clinical facilities. **Park in designated areas only, where applicable.** Car pools are fine unless it leaves you unable to get to school or clinical as assigned. Schedules will not be altered to accommodate car pools. Some clinical sites are a one (1) hour drive from the campus. Students need to be aware they are expected to be at their assigned sites and on time. <u>Students are not allowed to switch sites once they have been assigned.</u>

CHILD CARE

Dependable childcare arrangements should be made prior to beginning the program. A back-up giver should be considered. For local childcare, contact Student Affairs at 812-372-9925 Ext. 5123.

COUNSELING

The campus provides counseling to all interested students. Each student will be counseled by the individual course instructor and/or the program chairperson concerning academic matters. Any other matters can be referred to the College counselor.

ACADEMICS

A student experiencing academic difficulty should contact the course instructor and/or the college academic counselor. Best results are obtained when assistance is sought early and time for improvement is possible. Each instructor reserves the right to establish policies related to their specific course requirements. These are documented within the course syllabus.

CLINICAL AFFILIATIONS

A large component of the Surgical Technology Program is the clinical experience the students have in the hospital(s) and Ambulatory Surgery Center(s). Clinical instruction/applications are completed at the following health care agencies:

IU-Bedford Regional Medical Center	-	(812) 275-1200
Columbus Regional Hospital	-	(812) 379-4441
Johnson Memorial Hospital	-	(317) 736-3300
Schneck Medical Center	-	(812) 522-2349
Major Hospital	-	(317) 392-3211
Kings Daughter's Hospital	-	(812) 265-5211
Monroe Hospital (Bloomington)	-	(812) 825-0867
Bloomington Hospital	-	(812) 353-5252
Scott Memorial Hospital	-	(812) 752-8541
St. Vincent – North Vernon	-	(812) 352-4200
St. Vincent – Salem	-	(812) 883-5881
Floyd Memorial Hospital	-	(812) 944-7701
Clark Memorial Hospital	-	(812) 282-6631
St. Vincent Dunn Hospital	-	(812) 275-3331

The student must ask for their clinical department.

The Surgical Technology faculty assigns all clinical rotations. Clinical instruction takes place under the supervision of the college faculty. A designate clinical coordinator will be available at each clinical site.

CLINICAL EXPERIENCE

After various skills are explained, demonstrated, and practiced in the college lab, clinical assignments are arranged for the student. This student accomplishes a series of tasks to become proficient as a beginning technologist. These tasks are not necessarily arranged in order of difficulty, but in a way to allow for lab and classroom instruction to precede the task. The clinical skills learned and practiced in the first semester will be critiqued as part of the clinical review of performance in the second semester. Skills learned in the first and second semesters are used to critique and evaluate students in the Summer session. This method evaluates the student's practice of cumulative skills learned throughout the program and better prepares him/her to function as a beginning Surgical Technologist upon graduation.
Clinical Experience (Continued)

The designated on-site clinical coordinator is to be a Certified Surgical Technologist (CST) or otherwise acceptable person with current Surgical Technology experience. This person will be the liaison between the clinical affiliate and the college

faculty. The coordinator will be informed of and should have an understanding of the teaching and evaluation methods being used in the instructional process.

Clinical Experience (Continued)

In addition to the on-site coordinator, each student will have a "preceptor." The preceptor is an individual that may be assigned by the coordinator to instruct an individual student in a one-on-one relationship. This may be done for certain skills, as by the student observing, assisting, following an example, or other wise following training instructions of the preceptor. A preceptor should be a Certified Surgical Technologist, a Registered Nurse with current operating room experience, or an individual who has current knowledge and practices accepted principles of Surgical Technology.

Transportation to and from clinical sites is the responsibility of the student. All students will be assigned a clinical rotation in the Surgery department of two (2) previously listed Clinical Affiliations. A clinical schedule will be provided to all students at the beginning of each semester. Students are not allowed to switch sites once they have been assigned.

The affiliating hospital reserves the right to withdraw from its facility any student whose work or conduct may reflect discredit to the program or whose progress is not satisfactory.

ATTENDANCE

Regular attendance, prompt arrival and dependability are traits the employers desire and the Surgical Technology Program promotes. Students are expected to be prompt and attend all classes, laboratory sessions, and clinical assignments.

ATTENDANCE REQUIREMENTS:

1.   Students are required to attend all scheduled classes. If a student is absent for 2 – 4 classes, they will be in jeopardy of being withdrawn or given an "F".

2.   Students are to be in class on time. If a student is 10 or more minutes late, it constitutes a tardy day. Two tardy days will constitute an absence. Leaving class early constitutes a tardy day.

If the student is absent more than 15% (2-4 days) of the time from any didactic course (classroom/laboratory), the student will be considered to have excessive absenteeism and will be withdrawn from the course or given an "F".

The student will be allowed no more than two (2) days of excused absences from the clinical course SURG 114. A maximum of three (3) days may be missed from the clinical/laboratory courses SURG 212 and SURG 214. The student must report all absences. Failure to report an absence will result in an unexcused absence. Unexcused absences shall be considered equal to two (2) absences. Absences may not be accumulated and taken as "leave". Students will also report his/her absence to the clinical department where he/she will be.

Attendance/Absences (Continued)

Failure to notify the clinical area will result in an unexcused absence. **You must notify Carla Cockerham by cell phone for <u>any</u> absences.**

Absences in excess of one (1) day in any semester MUST be made up before receiving a passing grade for the course. All clinical and laboratory absences <u>must be made up in the clinical area where the absence occurs</u>. The clinical instructor will schedule the make-up time. Clinical hours are assigned in coordination with the affiliating hospitals. Students must be dressed and ready to begin the clinical at 6:45 a.m. Any absence from the clinical site of 60 minutes or more, including excessive tardiness or leaving early with permission, will be counted as a full absence.

Leaving the clinical site without permission from the Surgical Program chair will be considered abandonment and will result in a recommendation for termination from the program. <u>The preceptor cannot give permission for a student to leave early, come in late or change any hours of clinical time.</u>

When the maximum number of days has been exceeded, the student may be dropped from that corresponding didactic and clinical/laboratory course. The student may continue other courses from that semester. The student wishing to continue the program must reapply to the program and resume courses when offered again.

NO STUDENTS WILL BE ALLOWED TO COME TO CLASS OR TO EXTERNSHIP WITH THEIR CHILDREN

REGIONAL ATTENDANCE POLICY

*1. Attendance is compulsory in the classroom, laboratory, and clinical.

*2. All appointments, including doctor and dentist, should be scheduled to avoid classes and clinical hours. (Time missed will be counted as an absence.)

3. In situations where tardiness or absence cannot be avoided (such as auto accident), the student must notify the instructor as soon as possible.

   A. For class, clinical or laboratory absences, the message should be directed to the Program Chair or SURG Instructor by cell phone number. Do not leave information with the college switchboard.

   B. Clinical absences or tardiness should be reported to assigned clinical instructors/coordinators at the hospital Surgery Department prior to 7:00 a.m.

*Any clinical absence or tardiness not reported as outlined above will result in a written student status report and possible withdrawal from the Program.

4. Penalty for Absences

   A. Absence of a laboratory day of more than one day of the Fall semester will necessitate withdrawal from the Surgical Technology program. Students can miss one lab but it must be made up before the class ends. Students must contact the instructor within one week of the absence. All absences of more than one (1) lab day will result in withdrawal from the Program due to inability to make it up.

   B. You MUST ATTEND (MANDATORY) the FIRST DAY OF ANY CLINICAL ROTATION and the LAST DAY OF ANY CLINICAL ROTATION or you will be automatically WITHDRAWN from that course. Since on the FIRST DAY the clinical instructor gives detailed orientation to the clinical units and on the LAST DAY the clinical preceptor gives the student their final evaluation, there will be NO EXCEPTION to this policy.

   C. Any failure to notify the clinical unit during the clinical experience will result in an automatic withdrawal of that course. (NO CALL – NO SHOW)

   D. It is the student's responsibility to contact the instructor regarding making up class assignments due on the day of an absence.

5. In case of serious illness or injury and/or hospitalization requiring absence from clinical or class, the necessity for withdrawal from the program or assigned make-up times will be determined by the faculty. (A doctor's release must be presented on the first day of return to class or clinical.) Make-ups for clinical days missed will be

Regional Attendance Policy/Penalty for Absences (Continued)

determined by the Surgical Technology Program Chair and clinical instructors. Make-ups will be scheduled at the convenience of the clinical-site instructors. An incomplete grade will be assigned until the makeup requirement is met.

ABSENCES OF MORE THAN ONE CLINICAL DAY PER SEMESTER MUST BE MADE UP. *THIS IS A NON-NEGOTIABLE POLICY*.

6. In the event of an injury or condition prohibiting scrubbing or performing duties of the Surgical technician as required by the program, clinical makeup may be necessary. This will be determined by the clinical instructors and Surgical Technology Program Chair based on the student's clinical evaluation. Make-ups will be scheduled at the convenience of the clinical site/instructors. An incomplete grade will be assigned until the makeup requirement is met.

7. Students should not come to school when ill. The faculty reserves the right to send home any student deemed ill, either physically or emotionally, in the clinical, classroom, or lab area and time missed will be considered an absence.

8. Due to potential hazard and physical requirements and for the student's protection, pregnancy MUST be reported to the Program Chair AND clinical instructor **immediately**. (Refer to Pregnancy Policy.)

9. There will be NO make-up exams or quizzes. If you miss an exam or quiz, you will automatically receive a zero (0).

TARDINESS

Arriving late to class and/or clinical is a bad habit to develop. The student misses valuable information and it is an interruption to the other students. A "tardy" is considered being more than ten minutes late for class or clinical. Being tardy (2) times will constitute one absence and will be included in the maximum time allowance. Chronic tardiness could constitute a need for dismissal from the program.

DRESS CODE AND HYGIENE

As a professional, image is important to represent the college, profession and program. Surgical Technology students are expected to adhere to the following dress code and personal hygiene guidelines:

1. Students are expected to be clean and neat at all times. Daily bathing, dental hygiene and frequent shampooing of hair are essential to good health practices.

2. Use of deodorants and/or antiperspirants are encouraged. (No perfumed deodorant)

Dress Code (Continued)

3. Shoes must be worn at all times while in the classroom or while on college premises.

4. Clothing worn to the classroom, laboratory and clinicals must be clean, neat and appropriate. Students may be asked to adhere to a specified dress code for special occasions such as guest speakers or tours. Short halter, mid-drift shirts and short skirts are not appropriate. Students whose attire is inappropriate in the laboratory or clinical will be sent home to change.

5. A pair of comfortable WHITE leather professional shoes are to be worn throughout the clinical experiences. Leather or vinyl athletic (tennis) shoes may be worn. Canvas, nylon, open toe sandals or clogs may NOT be worn. Shoes should be kept clean, maintained and in good condition. Shoestrings must be cleaned and replaced as needed.

6. A name pin identifying the student as a Surgical Technology student must be worn at all times at the clinical facilities. If the name pin is lost or broken, a replacement should be ordered promptly. It is the student's responsibility to replace lost name pins.

7. Wearing jewelry in the operating room potentially increases the risk for contamination; therefore, jewelry is not allowed when the student is wearing the scrub uniform in any clinical area. This includes earrings, necklaces and bracelets. This also includes non-traditional body piercing such as tongue, eyebrow, etc. The jewelry is to be removed. When scrubbing, jewelry should be pinned to clothing – not loose in pockets.

No facial jewelry at any time during classroom time, lab and/or your clinical days. **NO tongue jewelry allowed**.

Tattoos must be covered in the clinical setting.

8. Protective eye wear, goggles, mask with face shield, and/or side shields are to be worn during surgical procedures and clinical experiences with potential for splashing or exposure. Students are responsible for purchasing a pair of goggles or protective eye wear. Students shall adhere to the affiliated hospitals policy concerning shoe covers. **Eyewear is mandatory.**

9. Hair must be neatly arranged and worn above the collar. This applies to both female and male students.

10. Nails must be kept clean and short enough to avoid injuring patients. <u>No</u> nail color shall be worn in the clinical facilities. Artificial nails are <u>not</u> permitted.

11. Make-up may be worn in moderation. Perfumed products, including deodorant, SHOULD NOT BE WORN in the clinical setting, as the smell may be offensive to patients or other staff members. Hose or socks are to be worn by all students in the OR.

Dress Code (Continued)

12. Students shall adhere to the dress code of the affiliate hospital/surgery center. The scrub attire worn in surgery and obstetrics is furnished by the hospital. The scrub suits may NOT be worn outside the hospital.

13. Undergarments must be worn under the scrub uniform. The Ivy Tech scrub uniform must be worn <u>to and from</u> the affiliating agencies.

14. GUM CHEWING IS NOT PERMITTED IN THE LAB OR CLINICAL AREAS!

15. **One complete uniform is required.** Students will wear uniforms into the clinical setting, then change into scrubs. The uniform must be worn <u>to and from</u> the affiliating agencies ONLY – ANY DEVIATION IN TRAVEL TO AND FROM THE AGENCY WILL REQUIRE CHANGING INTO STREET CLOTHES.

STATE HEALTH POLICY

It is the student's responsibility to choose their own physician. If illness or injury occurs during the school day, the student should notify the instructor and the Program Chairperson.

The Ivy Tech Community College of Indiana student accident insurance will not cover illness; therefore, students should have health hospitalization insurance.

All Surgical Technology students will be <u>required</u> to have Hepatitis B immunization in process before entering the clinical component of the program. This is an OSHA mandated immunization for at-risk health care workers and students. The vaccine is given in a series of three injections with the initial dose of vaccine, another injection one month later, and the final dose six (6) months from the initial injection.

A two-step TB immunization is required for entrance in this program. The second one rules out a false negative. This is required BEFORE the required date. The two are absolutely required BEFORE August 19, 2015. If your physician's office tells you that you do not need 2, they are incorrect. The Surgical Department in each hospital requires this two-step method for TB.

Students will not be allowed to start clinical experience until the vaccine schedule is in process. Since clinical sites require students to be protected, non-adherence to this policy may prevent continuation in the program.

If students refuse said injects, a form must be signed stating that they were presented with the opportunity to receive the vaccine, but refused. This refusal may jeopardize their admission into a clinical site.

Students who have received Hepatitis vaccination in a work situation must have written proof that they have received the vaccine.

Students are also required to have a completed physical examination before clinical experience. Routine immunizations <u>must</u> be current. If not given, the physician must write a comment as to the reason they were not given. In addition, students must be CPR trained before clinical experience.

PREGNANCY POLICY

Policy Statement: It is essential that the faculty be informed of pregnancy to ensure the safety of the student and fetus. The expectations for the pregnant student will be the same as for other students with the exception of allowing exemption from potential hazards such as x-ray, radium, bone cement and other agents known to have deleterious fetal effects.

Other exceptions will be reliant upon the judgment of the clinical instructor with consultation from the program director and the student's physician, considering institutional policy. Written verification of any limitations placed upon the student by her physician should be presented to the clinical instructor along with a copy to the program chairperson.

A student whose expected delivery date is within a semester should consider not registering for that semester. If she so chooses, she should withdraw at the end of the preceding semester, placed on a leave of absence if in good academic standing and return to the program the next time the sequence of courses needed is offered. Upon returning to the Surgical Technology Program, the student shall be required to demonstrate proficiency in clinical and didactic prerequisite SUR courses. The student must have written permission of her physician before returning to the program, if requesting readmission within the first six (6) weeks post delivery.

BREAKS AND LUNCHES

The students' lunch and break period will be scheduled by the clinical coordinator or designee according to the surgery schedule. Students will be advised of appropriate smoking and eating areas at each clinical site. Students and faculty will adhere to smoking policies at each clinical affiliate. Students are required to adhere to your clinical site policy for lunch breaks.

STATEMENT ON ASSESSMENT

It is the mission of Ivy Tech Community College to enable individuals to develop to their fullest potential and to support the economic development of Indiana. The college believes that the academic success of students is the best measure of program success, student assessment is part of the college's educational program.

Students are involved in continuous assessment of academic achievement throughout their courses and programs. Assessments, surveys and evaluations are utilized to help students achieve their individual goals and to improve college services and programs for all students.

GRADING POLICY

The faculty believes the grading system should be patterned in such a way as to place the student in competition with self or high standard of achievement, not in competition with other students (since the students have extensive variation in background and basic potential).

The college grading system consists of letter grades A, B, C, D, and F. These are determined and assigned by faculty based upon appraisal and evaluation of student performance.

Surg Tech Grading Scale:

A = 93-100%
B = 86-92%
C = 80-85%
D = 75-79%
F = Below

Progression through the curriculum is sequential.

Official grade reports will be provided in all courses at the end of each semester. Clinical evaluations will be given at midterm and the end of the semester.

Courses with a clinical component (SURG 114, SURG 212, SURG 214) grades will be determined by two criteria:

- the student must maintain a "C" or above on the clinical evaluation form (technical skills)
- SURG 114, 212 and 214 final semester grades will be based on the clinical evaluation scores and Instrument Tests

If a student is having academic problems (failing tests, etc.), it is the responsibility of the student to contact the instructor.
Grading Policy (Continued)

The student is responsible for contacting the instructor concerning make-up work and missed tests the day the student returns to school following an absence.

If a deficiency interrupts the clinical course sequence, the student must withdraw from clinical status (second year). Return to the clinical course sequence status that is based upon the program entry policy.

CLASSROOM POLICY -- Lecture and Clinical

It is the philosophy of the faculty that learning is a systematic process that brings about change in behavior of the learner. The change occurs through knowledge, practice, and experience. Student participation in the classroom is expected.

1. Classes are conducted on a lecture and discussion basis. Students are expected to bring books, study guides and assigned class projects and to participate appropriately. The student is expected to accept responsibility to make appropriate meaningful contributions to class discussion.

2. Students have the right to a classroom, laboratory or clinical environment that is conducive to learning. Behavior that interferes with a learning environment is prohibited**. (Any student whose behavior is disruptive will be asked to leave the classroom, laboratory or clinical site and report to the program chair. Language should be professional and free from profanity, sexual content or derogatory comments.)**

3. The student is expected to be alert and attentive in class. **The instructor is expected to ask a student to leave the class if the student is inattentive or disruptive. The student is then recorded as absent. Disruptive behavior includes leaving the classroom other than at break time, talking to other students, eating, and/or putting feet on tables.**

4. Food or beverages are not permitted in the LABORATORY or CLINICAL except in designated areas and times.

5. SMOKING IS NOT PERMITTED within the hospital or Ivy Tech campus.

6. The use of cellular telephones and pagers during class is distracting. A student may carry a cellular phone or pager in the classroom with permission from the program chair, but are discouraged due to disruption of incoming calls. Phones/pagers must be set on vibrate. **ABSOLUTELY NO TEXT MESSAGING WILL BE PERMITTED IN CLASS OR AT THE CLINICAL SITE.**

7. Students are expected to maintain a professional manner at all times. The Surgical Technology motto is, "The patient first". Physicians and hospital personnel must be addressed by their proper title, such as Dr., Mr., and Mrs., etc. Instructors may be

addressed according to the instructor's preference. Loyalty and confidentiality to the college, Surgical Technology Program, instructors and classmates should be upheld.

8. It is also suggested that students carry a pen and a small notebook while in clinical.

Classroom Policy (Continued)

Please keep in mind that we are **guests** in the clinical facility. We are invited to practice technical skills in these institutions because their philosophies support the concept of education and training. Conduct is expected to be courteous and professional at all times. Inappropriate, unsafe, or objectionable behavior in the affiliating (clinical) agencies may result in eviction from the agency and dismissal from the program.

SOCIAL NETWORKING

Social Networking (for example Face Book and Twitter) and Cell Phone Guidelines:

1. Students shall not use online social networking to harass, threaten or discriminate against other students, faculty, staff or any member of the public.
2. Text, photos, e-mails or videos that are demeaning or insulting to others may not be used/posted.
3. Personal information about students, faculty, staff or clinical sites may not be shared on networking sites without written permission from all parties involved.
4. Computers and cell phones are not to be used during class or clinical time for social networking, texting, e-mailing or other recreational use.
5. **No photos of any kind are to be posted on any social network concerning lab, clinical, or classroom.**

Students should be aware that information posted on these sites that violates the Guidelines for Professional Conduct outline in this handbook, may result in disciplinary action up to and including expulsion from the program. Furthermore, such violations can place the student at risk for civil and criminal penalties.

PROFESSIONAL IMAGE

Students are expected to be clean, neat, and appropriately attired at all times. Daily bathing and frequent shampooing are essential to good health practices. Use of deodorants or antiperspirants is encouraged. For safety and insurance purposes,

shoes must be worn at all times while in the classroom or while on school premises or at clinical facilities.

PROFESSIONAL BEHAVIOR: Professional behavior is expected of the student.

A.   ***Honesty***
Reports errors immediately and accurately.
Recognizes knowledge deficits and freely acknowledges these to the instructor in order to seek help.
Recognizes limitations of skills and seeks help.
Demonstrates integrity in test taking and completing assignments.
Professional Image/Professional Behavior (Continued)

B.   ***Responsibility***
Maintains confidentiality
Notifies appropriate personnel when absent.
Demonstrates self-direction and discipline in own learning.
Knows and abides by policies in the College Catalog and Student handbook.
Does not abuse drugs or alcohol.
Does not possess firearms or other dangerous weapons on clinical or school premises.
Adheres to safety regulations.
Maintains punctuality.
Prepares assignments on time. Prepares written work in concise and grammatically correct style.
Maintains appropriate attire for classroom and clinical areas.
Accepts responsibility for own behavior.
Assumes responsibility for own learning and growth. Accepts constructive feedback and improves behavior.
Attentive to classroom instructions and announcements. Recognizes own limitations and takes constructive action to overcome them.
Expands knowledge base and seeks innovative ways to more effectively deliver health care.
Student is motivated to improve skills and motivated to be timely in the clinical setting.
Adapts procedures and treatments as required to meet an individual's need.
Shares knowledge with others when appropriate.

C.   ***Sound Judgment and Decision-Making Capacity***
Actively applies knowledge as a basis for making sound, logical decisions.
Makes decisions with flexibility for change within the area of sound practice.
Identifies how an individual is meeting his/her own needs before initiating nursing action

D.   ***Interpersonal Relationship Qualities***
Presents self as warm, mature, caring adult.
Recognizes own positive and negative feelings and is able to deal with them appropriately.

Communicates well with faculty, physician, head nurse, section leader, team members, and other agency personnel.

Works cooperatively with peer group.

Discusses problems openly and honestly with the person directly concerned at the proper time and place.

Demonstrates trustworthiness.

Listens effectively.

Respects the rights of others. This includes the awareness of the effect of smoking, perfume, noise, etc., on others, and not calling staff endearing terms (Example: Honey, etc.).

Professional Image/Professional Behavior (Continued)

E. ***Leadership***

Relates effectively to people in authority roles.

Demonstrates flexibility in dealing with health care personnel as well as clients.

Relates respectfully and responsibly to all personnel (example: demonstrates respect for all hospital personnel and the job they do).

Works with peers to accomplish specific goals and achieve positive actions.

F. ***Flexibility***

Seeks to perceive and understand the situation from another person's point of view.

Demonstrates respect for an individual's right to a value system different from one's own.

Recognizes and respects cultural and religious differences.

Recognizes own biases and prejudices and does not permit them to influence behavior toward others.

Recognizes attitudes in self which hinder acceptance of another person.

CLINICAL PERFORMANCE EVALUATION: Evaluations will be held at the conclusion of a clinical rotation. Clinical performance evaluation conferences are required for completion of a period in a clinical area.

1. Unstructured informal "on the spot" evaluations will be held upon stated or observed need.

2. All evaluations are part of the learning process and are conducted in terms of:
   a. course objectives
   b. daily clinical performance

3. Final clinical days are required for ***completion*** of a clinical rotation. **IT IS MANDATORY TO ATTEND THE FINAL CLINICAL DAY.** An incomplete (I) will be given if a student does not attend a final clinical day.

4. The clinical component must be completed with a passing grade as part of the total course grade.

CLINICAL EQUIPMENT: The following equipment is required for the clinical experience.

      a. Black ball point pen
      b. Pocket size notebook/Scrub Notes
      c. Protective eyewear – (Hospital supplies) - MANDATORY

Professional Image/Professional Behavior (Continued)

CONFIDENTIAL INFORMATION: Information concerning the condition, care, or treatment of any client should be held in strict confidence by all students. This obligation of confidentiality must be carefully fulfilled not only regarding the information on the clients' charts and records, but also regarding confidential matters learned in the exercise of clinical duties. Under NO CIRCUMSTANCES should this information be discussed with anyone – even the client's family or friends – unless you are authorized to do so. More over, the charts and records must be safeguarded against inspection by those who have no right to see them.

DO NOT discuss information with other students or facility employees unless it is required for the treatment or care of the client. When such discussions are necessary, make sure your conversation is not overheard.

DO NOT take any cell phone pictures of any kind while at your clinical site of patients or employees, MDs, etc.

DO NOT duplicate any client record, or remove any record from facility agencies (e.g., computerized Kardexes) with a patient's name or ID on the information.

Any violation of client confidentiality will result in dismissal from the surgical program and may result in legal reprisal.

NOTICE CONCERNING STUDENT ACCIDENTS, INJURIES OR EXPOSURES WHILE IN TRAINING

REPORTING REQUIREMENTS

SUMMARY: It is essential that any accident, or injury or exposure which occurs in conjunction with training at Ivy Tech, or any one of the lab, clinical or externship sites utilized by Ivy Tech, be reported promptly; documented in writing by student, instructor and witness(es), as appropriate; and tracked throughout any related treatment period.

IT IS IMPORTANT FOR YOU TO CARRY YOUR OWN HEALTH AND ACCIDENT INSURANCE WHILE ENROLLED. If you do not currently have a policy in force, you may wish to obtain information regarding voluntary participation in the student insurance program. The College is not affiliated with the company, but has arranged with the carrier to supply policy information to potential subscribers. Information is available from the Office of Student Affairs. (College liability insurance may cover accident/injury claims, but it is recommended that you also file claims with your own carrier, in the event of accident or injury.)

PROCEDURES:

1. Report any accident, injury or exposure immediately to your instructor or externship supervisor.

2. Apply Universal Precautions, as required in dealing with accidents or potential exposure to blood or other body fluids.

3. Obtain and complete two forms within 24 hours: an internal Student Incident/Accident/Exposure Report Form (see attached example) and a claim form supplied by the College's insurance carrier.

Note: Copies of these forms are available from your program advisor, or from the Office of Student Affairs. If you are unable to obtain forms, please have someone obtain them for you and proceed to complete them.

4. Return forms to the Office of Student Affairs with invoice/bills, if available. DO NOT WAIT to return forms if invoices/bills are not available. The Office of Student Affairs has been advised to field initial claim forms with the Carrier within twenty-four (24) hours of the accident/incident/exposure. Invoices/bills received after the initial claim is submitted will be forwarded to the Carrier by the Office of Student Affairs as they become available.

5. File a claim with YOUR OWN HEALTH/ACCIDENT INSURANCE CARRIER concurrently with the filing through the College.

6. Notify the Office of Student Affairs when treatment has been completed.

SPECIAL INSTRUCTIONS RELATED TO "SHARPS":

1. Complete report forms provided by the clinical site, if the accident occurs at an off-campus clinical location.

2. Follow other reporting procedures listed previously.

3. Consider the following RECOMMENDATIONS for further precautionary measures:

    a. Request HIV antibody testing via the Columbus Regional Hospital

    b. Have your blood drawn and kept for up to 90 days to determine whether or not HIV antibody testing should be done. AND…

    c. If exposed to Hepatitis B (assuming previous immunization with Hepatitis B vaccine prior to enrollment), obtain antibody titer.

STUDENTS ARE TO ADHERE TO UNIVERSAL PRECAUTIONS

Universal Body Substance Isolation Includes:

A. All health care workers shall routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when direct contact with blood or other body fluids is anticipated.

    1. Gloves
        a. shall be worn for touching blood and body fluids, mucous membrane or non-intact skin of all clients.
        b. shall be worn for handling items or surfaces soiled with blood or body fluids.
        c. shall be worn for performing venipuncture and other vascular access procedures.
        d. shall be changed after contact with each patient.

    2. Masks and protective eyewear:
        a. shall be worn during all <u>procedures</u> : <u>no exceptions during surgery</u>.

    3. Gowns or aprons:
        a. shall be worn during all <u>procedures</u> that are likely to generate splashes of blood or other body fluids

B. Hands (and other skin surfaces):

    1. should be washed immediately and thoroughly if accidentally contaminated with blood or body fluids.

    2. should be washed immediately after gloves are removed.

C. Precautions to prevent injuries from "sharps":

1. Caution should be used in handling any "sharps" during procedures, cleaning and/or disposal.
2. NEEDLES SHOULD NOT BE RECAPPED, PURPOSELY BENT OR BROKEN BY HAND, removed from disposal syringe or otherwise manipulated by hand.
3. After use, all "sharps" should be placed in puncture-resistant containers for disposal.
4. The puncture-resistant containers should be located as close as practical to the use area.
5. Reusable large-bore needles should be placed in a puncture resistant container for transport to the processing area.

D. Mouth-to-mouth transmission:
    1. To minimize the need for mouth-to-mouth transmission, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

Universal Body Substance Isolation Includes (Continued)

E. Health care workers who have exudative lesions or weeping dermatitis should be evaluated by their clinical instructor prior to providing direct client care.

STUDY HABITS FOR EFFICIENT LEARNING

It seems clear that if students are to learn efficiently, they must develop study habits that emphasize the economical use of time and an organized procedure. The following suggestions for successful study are based on the psychological factors underlying learning. To help develop good study habits, go over each of the following techniques.

1. Have a definite purpose for studying. If you are highly motivated to learn the material you are studying – such as a job objective – it will be much easier to find the discipline to study.

2. Have a definite place to study. Find a quiet place where you can concentrate and put together all of the materials you need for efficient study. By using one place for study continuously, you can save the time required to gather the materials and set up a study area.

3. Have a specific time to study each day. It is much easier to get into the pattern (or habit) of study if you reserve a certain time each day for that purpose.

4. Stop periodically to rest during study periods. It is possible to become "saturated" with study to the point that you are so weary you are not learning. If you stop periodically for short rests, it will be easier to concentrate when you return to studying.

5. Look for key words and thoughts in sentences and paragraphs as you read. If you are using your own book, underline key words or thoughts. This should help you recall the entire idea without having to re-read the entire sentence or paragraph as you review.

6. Take brief, well-organized notes. Use key words and key ideas to recall the information you want to remember. If your notes are lengthy, they will be confusing to follow.

7. "Recite" to yourself silently as you study. In other words, question yourself silently about what you have studied. If you can't seem to recall the major ideas, go back over the material again to pick up major points.

8. Try to connect the ideas you study into related patterns. This procedure is far easier than trying to remember a long list of isolated facts.

Study Habits (Continued)

9. Learn to read rapidly yet carefully. Research indicates students who read rapidly learn with greatest comprehension. A student whose reading is labored and constantly interrupted by looking up words for meaning and pronunciation is usually not comprehending well.

10. Try to evaluate the difficulty of the material you are studying. By evaluating the difficulty of the material you are studying, you will be able to determine approximately how much time you will need to devote in order to master the material.

11. At the end of each section of material, ask yourself what you do not understand about the material and go back to try to find the answers immediately. By following this procedure, you will not have covered too much ground without understanding the material you are studying.

12. Study illustrative material (charts, graphs, pictures) carefully. Illustrations help you visualize complex concepts for easier understanding.

13. When you have completed your study of a section of material, try to summarize what you have learned in a few concise, concrete statements; then go back and review the key ideas in the material. Summarizing and reviewing frequently will help to develop clearer recall.

14. Always be sure to complete each study assignment. Frequently study assignments contain an entire concept to be developed. If you don't complete the entire assignment, you don't develop the entire concept – creating potential confusion.

15. *If a statement made by an author (or a teacher) does not seem logical and correct to you, challenge it (discreetly).* By questioning what you read and what you hear, you will be developing the ability to see the whole picture.

16. *Where it seems appropriate look into the points of view of several authorities on a subject.* Again, this helps to see the whole picture.

17. *Be alert to the instances where subject matter in one course is related to the subject matter in another course.* By doing this you will begin to see that most subject matter, particularly in vocational education, is interrelated and interdependent; not isolated bits of information.

18. *Always take the time to look up the pronunciations and meanings of new words in a dictionary.* Understanding and using the vocabulary of a subject area is what learning that subject matter is about! Be certain, too, that your dictionary is current – published within the last five years. Words and their meanings do change.

19. *Be sure to study carefully the preparatory assignments that are given by your teachers.* By studying preparatory assignments carefully, you will have a "frame of reference" upon which to relate what is being taught in class. If you don't study preparatory assignments, you will be coming to class without adequate background to understand completely the subject matter being taught.

SUGGESTIONS FOR PREPARING FOR AND WRITING TESTS

1. Study before a test. One purpose of the test is the review it demands. Memory improves with recency. It is well accepted that "cramming" or learning it all at the last minute is inadequate. But review of your notes or the test may help you to recall points you have forgotten.

2. Study the whole subject. Do not try to guess what the questions will be. If you do not get questions on all of the material in one test, you will probably get them on a later date. Remember what the teacher called important, not because he/she will ask it on a test, but because it is important.

3. Study with someone because speaking aloud reinforces the knowledge. Perhaps the other person remembers facts that you missed. Helping someone else often does more for the helper than the helped.

4. Approach the test with all the physical help you can get from a good night's sleep and a good breakfast.

5. In the essay type test, read through the entire test first. Then pick the easier questions to answer first. This will get you started and give confidence. Sometimes answers to other questions will appear while you are thinking about what you know.

6. In the essay questions, write more than is asked. Give examples and more than one meaning if such is the case. Answer for any hospital, any place, any time. Too often the student is confused by a local situation which would not be applicable to general use.

7. Answer the question as you think it should be answered and do not anticipate how the teacher wants you to answer. If you have seen conflicting answers in textbooks, give both. Sometimes a different approach to a question calls for different answers. Take the question: "Should a nurse knock on a client's door before entering?" The answer could be "yes" or "no." "Yes" if the client is convalescent, up and about, or in for X-ray study. "No" if the client is quite sick, has been awake most of the night, or must be checked every fifteen minutes. Sometimes an essay question is asked to see whether the student can think it through.

8. If you do not know the answer to an essay question, write something anyway. Sometimes the answer will come when you start writing. In multiple choice questions it is considered better to guess. The odds are you might guess the right answer. Never leave an answer blank.

9. On the multiple choice question, leave your first answer unless you are absolutely sure that the change is correct. Your first answer is usually right.

10. Watch for absolutes such as "always," "never," "every," "best," and "first." If they are not in the question, do not read them into it.

11. If you do not know the answer and have four choices, try to work backwards by ruling out the answers that cannot be true. Usually two out of four possible answers can be eliminated at once. Then decide which of the remaining two best answers the question. Often, more than one answer could apply, but only one really answers the question as it is asked. This is especially true in the questions as it is asked, "the first thing the nurse should do" or something which is "always true."

12. On scantron sheets check carefully to see that numbers of questions match answering squares. If one answer is misplaced, it may misplace all answers which follow. If you have trouble keeping numbers correct, stop and check every five questions. On machine graded scantron sheets, the machine records any pencil mark. Marks other than the correct one cause the machine to grade "wrong." An erased wrong answer must be completely erased.

13. Test taking is a skill. A skill requires practice. Practice can come from frequent test taking as required by the instructor, or from your own use for questions in the textbook, in other texts from the library, and from work books and exam review books.

NOTICE CONCERNING FACULTY AVAILABILITY

To better serve our students:

1. Faculty will be available only during the regular posted hours for each faculty member or during clinical or lab hours.

2. Students wishing to see faculty should make an appointment during posted hours.

Faculty Availability (Continued)

3. No appointments will be available during lunch or immediately preceding a scheduled class.

4. Those students desiring exam or course grades at the end of each semester (prior to the grade form being mailed by the College) should submit a self-addressed, stamped postcard to the instructor prior to the end of the semester.

5. No grade results will be given over the telephone, in accordance with the Federal Rights and Privacy Act of 1974.

6. Graded papers will be returned only during regular class hours.

Faculty Availability (Continued)

7. Mail pockets labeled for each instructor will be located outside the door of each instructor's office. All written assignments to be turned in may be deposited in these pockets.

8. Each faculty member reserves his or her own preference as to how they wish to be addressed by students and will make that preference known to you. Until it is known, it is appropriate to address all faculty formally (i.e., Mr. Jones or Ms. Smith).

SURGICAL TECHNOLOGY FACULTY

Dean of School of Health Science

Cathy Woodard --Ext. 5134

Program Chair

Susan D. Sheets, RN, MSN, CST, CNOR -------------------------------------Ext. 5185

Adjunct

Carla Cockerham, CST

FINANCIAL ASSISTANCE

As a part-time or full-time student at Ivy Tech, you may be eligible to receive Financial Aid. Eligibility for most Financial Aid programs is based upon a student's demonstrated financial need. There are several kinds of financial aid awards (Grants, Loans, Scholarships, etc.) available. To obtain the most current financial aid information and to apply, contact the Office of Financial Aid at (812) 372-9925 Ext. 5157

<u>APPROXIMATE</u> COST OF SURGICAL TECHNOLOGY PROGRAM

FIRST YEAR

Fall Semester	15-18 credits @ $131.15/credit hour	$2,360.70 + books
Spring Semester	14 credits @ $131.15/credit hour	$1,626.10 + books
Summer Semester (Optional)	Electives 3 credits @ $131.15/credit hour	$ 393.45
	CPR Certification	$50.00-$55.00
	Health	Varied amount
	Vaccinations	Varied amount
	Hepatitis B	Varied amount
	Physical Exam	Varied amount

SECOND YEAR

Fall Semester	12 credits @ $131.15/credit hour	$1,573.80 + books
	Uniform and shoes	$260.00
	Clinical Name Tags	$10.00
	Stethoscope (optional)	$25.00
Spring Semester	15 credits @ $131.15/credit hour	$1,967.25 + books
	Association of Surgical Technologists Membership	$45.00
	Graduation Gown/Cap	$20.00
	Class Composite (Optional)	$45.00
	Graduation pin	$25.00
Summer Semester	12 credits @ $131.15/credit hour	$1,573.80 + books
	CST Self Assessment Exam	$250.00
	Surg Tech Pin	(Approx $35.00)

TEXTBOOK COST ESTIMATE: $3000.00 subject to change
ESTIMATED TOTAL COST OF PROGRAM: OVER $9255.10 (not including books and extras)

NOTE: The above calculations are for In-State tuition. Out-of-state tuition can be calculated at $260.40 per credit hour. **These costs are subject to change and are only to be used as an estimate.** Financial Aid is available to qualified students and may cover some of these costs. Call 1-800-922-4838 or (812) 372-9925 ext. 5156 or 5157 for more information on Financial Aid.

BOOKLIST FOR THE SURGICAL TECHNOLOGY PROGRAM

FALL SEMESTER

Required Text:

Fuller, Joanna Kotcher. Surgical Technology Principles and Practice. 6th Ed. St. Louis, Missouri: Elsevier Saunders, 2005.

Fuller, Joanna Kotcher. Study Guide to Accompany Surgical Technology Principles and Practice. 6th Ed. St. Louis, Missouri, 2005.

AST. Surgical Technology for the Surgical Technologist bundle. 4th Edition. Cengage.

Association. Surgical Technology for Surgical Technologist: Positive Care. 4th Edition. Cengage.

Junge, Terri L. Study Guide to Accompany Surgical Technology for the Surgical Technologist. 4th Ed. Delmar, 2001.

Goldman, Maxine. (1996) Pocket Guide to the Operating Room. 3rd ed. F.A. Davis and Co.

Rutherford, Colleen A. Differentiating Surgical Instruments. 2nd Ed. F.A. Davis Co.

Rutherford, Colleen A. Differentiating Surgical Equipment & Supplies. F.A. Davis Co.

Rogers. Pearson's Surgical Technology Exam Review Booklet. 3rd ed.

Coursey. Surg Tech Kit.

Pieknik. Suture & Surgical Hemostasis Pocket Guide. Elsevier.

Allhoff. Surgical Mayo Set Ups. 2nd Edition. Cengage.

Allmers. A & L Review for Surg Tech Exam. 6th Edition. McGraw-Hill.

MedCom- Web learning

Sheets, S. Surgical Notes, F. A. Davis

Recommended:

Rothrock. Alexander's Care of Patient in Surgery. 14th Edition. Mosby, Inc.

Interactive CD-ROM, Scheese, Carolyn H., CST, RN, BSN, CNOR, Preoperative Surgical Procedures. Thompson-Delmar Learning.

Rothrock, J. & Sherri M. Alexander. Surgical Procedures. Maryland Heights, MO. Elsevier.

Nemitz. Surgical Instrumentation (w/CD). 2nd Ed. W. B. Saunders Co.

Tighe. <u>Instrumentation for Operating Room</u>. 8th Ed. Mosby, Inc.

Optional (Student Choice):

Phillips. <u>Berry & Kohn's Operating Room Technique</u>. 12th Ed. Mosby, Inc.

COLLEGE NON-HARASSMENT POLICIES
(Sexual, Racial, Religious, Age, or Disability)

Ivy Tech Community College of Indiana is committed to the maintenance of an environment which is supportive of its primary educational mission and free from all exploitation and intimidation. I would like to take the opportunity to remind all of you that these policies do exist and are intended to promote a learning and working environment free from all kinds of harassment, intimidation, and discrimination.

Non-discrimination, intimidation, and harassment policies, as well as student grievance policies, are listed in the College Course Catalog and the Student Affairs Policies and Procedures Manual *(Number 1A.SSM, Student Rights and Responsibilities).*

The College Employee Handbook contains additional policies that pertain to employees. In the Handbook, on pages PP-8, PP-11, and PP-12, we make the following clear:

■   The College affirmatively raises the subject of the quality of work-life and expresses *disapproval of* and *prohibits* any actions which might even *potentially* be offensive or embarrassing to a fellow employee, a student, or a visitor.

■   The College has a Grievance Procedure, with informal and formal steps for resolving problems, including perceived discrimination or harassment.

■   The College Handbook makes it clear that there are *disciplinary sanctions* up to and including termination of employment without further counseling when appropriate if it is proved that an employee has harassed another employee, a student, or a visitor.

Any employee or student with concerns about perceived discrimination or harassment should consult with the appropriate Employee Relations Director or Student Affairs Vice Chancellor. Your concerns will be taken seriously and a proper investigation will be made in consultation with the College General Counsel. The results of such investigation will be reported to you.

Copies of this memorandum will be posted on College bulletin boards.

IVY TECH COMMUNITY COLLEGE OF INDIANA
Health Science Division

GUIDELINES FOR PROFESSIONAL CONDUCT

PURPOSE: This information is presented to students by the health science division faculty to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even as a student in training, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for a student nurse/clinician/technician and respectful of the confidentiality of information provided to you as a part of your clinical experience.

Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the entire program rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with one of your nursing instructors.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outlines in this document. The faculty integrates these guidelines into the MEAS, NURS, and SURG curricula with the intention of modeling the standards of professional nursing performance and the expected roles and behaviors of graduate nursing practice. *Record of incidences will be maintained by the Program Chairperson or appropriate designee and will have a collective effect until the point of graduation.*

Faculty have divided expectations of professional conduct into three groups. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a nursing professional in a work setting. These actions are listed at the end of each category.

GROUP I

PROFESSIONAL CONDUCT EXPECTATIONS:

THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.

The following thirteen points are critical to the successful training and employment of health care professionals, should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.

2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the clinical area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.

3. You will maintain confidentiality about any patient, student, or clinical employee.

4. You will follow guidelines re: disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, or personnel in cooperating agencies. (*Ivy Tech Community College of Indiana Student's Rights and Responsibilities 1A.SSM)*

5. You will not falsify any component of the written or oral patient/client record.

6. You will not remove or photocopy any part of the patient/client or clinical records without authorization.

7. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem. *(ISBN 848 IAC 2-2-2)*

    Professional Conduct Expectations (Continued)

8. You will not abandon or neglect patients/clients requiring health care.

9.   You will not perform any technique or procedure including administration of medication for which you are unprepared by education or experience and/or without faculty approval.

10.   You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site. *(Ivy Tech Community College of Indiana Student's Rights and Responsibilities 1A.SSM)*

11.   You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites. *(Ivy Tech Community College of Indiana Student's Rights and Responsibilities 1A.SSM)*

12.   You will not leave the clinical site during assigned clinical hours without permission from the program chair or the clinical supervisor.

13.   You will not cheat on papers, tests, or other academic works including clinical/externship practicum assignments. *(Ivy Tech Community College of Indiana Student's Rights and Responsibilities 1A.SSM).*

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:
Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a questions arises, by seeking counsel of faculty.

IMMEDIATE ACTION:
If there is evidence of non-compliance in the guidelines referred to in numbers **2, 4, 10, and 11 above**, the student will be removed from the clinical/externship site and a call will be initiated to the Dean of Student Affairs for further action. Evidence of non-compliance in the guidelines referred to in numbers **1, 3, 5, 6 7, 8, 9, 12, and 13** may result in removal from the clinical/externship site and further follow-up will be initiated.

FOLLOW-UP ACTION:
If non-compliance in **any** of these areas becomes evident, a written status report or other documentation will be prepared and a follow-up counseling session will be conducted. Recommendations made during the session may include a request to the appropriate college administrative representative for immediate <u>suspension</u> or <u>dismissal</u> from the class and/or clinical/externship site. *(Students' Rights and Responsibilities 1A.SSM).*

THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. (Can be clinical, lab, or class.)

2. You must adhere to Standard Precaution Guidelines, safety rules and regulations, and use safety equipment provided.

3. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.

4. You must refrain from smoking in restricted areas.

5. You will not solicit, vend or distribute literature, written or printed material in the class or clinical setting without proper authorization.
    Ivy Tech Community College of Indiana Students Rights and Responsibilities 1A.SSM.

6. You will not accept gratuities from patients.

7. You will follow written protocol for all diagnostic procedures and policies in the clinical/externship setting.

FOLLOW-UP IN THE EVENT OF NON-COMPLIANCE WITH GENERAL PROTOCOL AND GUIDELINES REFERENCED ABOVE:

These seven items reflect appropriate responses as related to professional protocol and guidelines that are expected while training and once employed in a health care field. Any behavior not meeting the expectations listed above would result in a written status warning report for the first issue. At that point, the student would be asked to acknowledge receipt of the notification, and should take the initiative to review what is expected and modify behavior accordingly. In the event that a second issue occurs involving one of these areas and is documented on a student status form, a formal conference will be scheduled with faculty to address the situation.

**IVY TECH COMMUNITY COLLEGE OF INDIANA
HEALTH SCIENCES DIVISION
ACADEMIC HONESTY STANDARDS**

A foundation of mutual trust and individual responsibility is essential in an academic community. Faculty and administrators at Ivy Tech Community College of Indiana assume the responsibility for creating an environment in which honesty is encouraged and dishonesty discouraged. Students are obligated to demonstrate respect for the principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to faculty or administration.

Academic dishonesty may take many forms. The following list may not be inclusive:
♦   **Cheating – using unauthorized assistance, materials, or study aids in academic exercise**
♦   **Plagiarism – using the words or ideas of another without appropriate acknowledgment; using another written paper as your own (example: submitting another student's paper as your own)**
♦   **Fabrication – falsifying or inventing information or data**
♦   **Deception – misrepresenting work or academic records; forging signatures**
♦   **Electronic Dishonesty – using network access in an inappropriate way, having an impact on a class or the work of others**
♦   **Facilitating Academic Dishonesty – intentionally assisting another to commit an act of academic misconduct**

Students who commit acts of academic dishonesty will be subject to disciplinary action by the College through due process procedures for student conduct violations. The penalties, listed in order of increasing severity, may be: (a) redoing the project; (b) lowering the project grade: (c) no credit for the assignment; (d) lowering the course grade; (e) failure for the course; (f) removal from the academic program; (g) dismissal from the College. The term "project" is not limited to classroom assignments and includes examinations, lab reports, care plans, library assignments, and any other exercises faculty evaluate.

At NO time can a student have in their possession an Instructor's textbook, an Instructor's workbook, or any other Instructor material (i.e. test bank).

STUDENT AND FACULTY RESPONSIBILITY STATEMENTS

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty bring knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, all the while respecting the diversity of the student body. Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. This includes, but is not limited to:

♦   evaluating student work in a fair, objective, timely manner;
♦   respecting opinions without demeaning the student;
♦   giving help and clarification when needed;
♦   being accessible and approachable to students (ie., maintaining posted office hours and arranged appointments);
♦   having a positive, caring attitude toward teaching and learning; and
♦   presenting facts and skills in an organized manner that respects various learning styles.

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the educational opportunities available. Students are also expected to conduct themselves in such a manner as not to interfere with the learning of others. The following list is not meant to be inclusive, but rather further defines the student role:

♦   come to all class sessions prepared and on time;
♦   display interest in the subject matter through participation, questions, etc.;
♦   bring forth concerns to appropriate individuals;
♦   seek help and clarification when necessary (ie., through tutoring, study groups, questions);
♦   engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance;
♦   understand the instructor's expectations and methods of assessment; and
♦   initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.

Everyone has a responsibility to respect the rights of others with regard to academic affairs. This includes: refraining from inappropriate comments; engaging in value-neutral discussions when differences occur; developing sensitivity to diversity among students and faculty; allowing others an equal chance to participate; and respecting the personal time of others.

The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.

CONSENT

FORMS

LEARNING CONTRACT

Welcome to the Surgical Technology Program at Ivy Tech Community College. We are confident you are anxious to begin your studies. As faculty, we want to support each of you in your decision to pursue this Associated of Applied Science Degree. However, we ask that each of you consider what lies ahead. This "contract" was designed to help you understand the role that you must take in order to have a successful educational experience.

I, _____, understand that it is not nearly enough to "want" to be a Surgical Technologist, but that I must apply myself to "earn" graduation from this program.

I am willing to give my best, understanding that I may have to prioritize activities, and make sacrifices of my own time and finances while participating in the program.

I recognize that the faculty of this program is here to support and assist me, but that I am ultimately accountable for my own outcomes in this educational process.

I realize that my position as a Surgical Technologist will demand that I be trustworthy and honest. Therefore, I see the importance of being on the honor system as a Surgical Technology student. Cheating cannot be tolerated.

My career as a Surgical Technologist will require that I demonstrate self-governance and a high level of responsibility; therefore, I am ready to take on these roles as a Surgical Technology student.

                                        _____
                                        Student

IVY TECH COMMUNITY COLLEGE
PROGRAM IN SURGICAL TECHNOLOGY
COLUMBUS, INDIANA

Receipt of Surgical Technology Handbook

This is to acknowledge that I have received a copy of the Student Handbook for the Surgical Technology Program.

This information in it has been explained and any questions that I have concerning the policies in it have been answered.

I agree to abide by the policies included.

Signature_____

Printed Name_____

Date_____

IVY TECH COMMUNITY COLLEGE
PROGRAM IN SURGICAL TECHNOLOGY
COLUMBUS, INDIANA

PREGNANCY POLICY

I have been given a copy of the Surgical Technology Program Handbook.

It has been explained to me and I understand that if I am pregnant while I am enrolled in a clinical course I may be exposed to agents such as viruses, chemotherapeutic drugs, x-ray, radium and bone cement, and anesthetics that could have detrimental effect on me and/or on my unborn child.

The Surgical Tech Faculty discourages pregnant students from registering for the semester during which they deliver. I understand that if I deliver a baby while enrolled in the Surgical Technology Program I may return to classes and clinical experience after submitting a written signed statement from my physician indicating the date I may return.

I also understand that attendance and performance requirements will not be adjusted for me.

Name_____

Print Your Name_____

Date_____

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**IVY TECH COMMUNITY COLLEGE
PROGRAM IN SURGICAL TECHNOLOGY
COLUMBUS, INDIANA**

AGREEMENT TO MAINTAIN CLIENT CONFIDENTIALITY

I, _____, understand all information I may be privy to concerning patients' (clients') names, heath status, medical and other treatments, and any knowledge gained through conversation, records, or by other means is confidential. I agree to maintain patient confidentiality and will not speak, write about, or divulge by any other means any patient (client) by name. Further, I will not discuss any patient cases outside the clinical classroom setting or with anyone other than my fellow Surg Tech students and Surg Tech instructors. I realize duplicating patient records and then removing patients' names fails to safeguard confidentiality fully and is not authorized by the institution providing the clinical classroom setting or by Ivy Tech Community College. I understand any violation of patient (client) confidentiality can result in my dismissal from the Surgical Technology Program and may result in legal reprisal.

STUDENT SIGNATURE AND DATE_____

STUDENT PRINTED NAME_____

WITNESSED BY_____

IVY TECH COMMUNITY COLLEGE
PROGRAM IN SURGICAL TECHNOLOGY
COLUMBUS, INDIANA

ABSENCES

I have read and understand the policy and procedures for clinical and classroom absences in the

Surgical Technology Program. These procedures were explained prior to implementation.

_____
Signature, Surg Tech Student

_____
Printed Name, Surg Tech Student

_____
Date

VOLUNTARY IDENTIFICATION OF SPECIAL NEED

Ivy Tech Community College – Columbus is committed to providing equal opportunities for persons throughout the College. This information is not utilized during the admissions or acceptance process. The College does not discriminate on the basis of special needs in any of its policies, practices, or procedures including, but not limited to, admissions, financial aid, educational services, employment services, and programs for activities.

In order to receive instructional accommodations for special needs, students must contact Special Needs coordinator, Nicole Shankle. Identified needs must be documented. Nicole will work with the student, Program Chair, and instructors in facilitating special needs accommodations.

If you have a special need, please list the need and the support services requested:

_____

_____

_____

_____

Applicant Name:_____

Student Identification Number:_____

Program of Application:_____

Date:_____

Please return this form to Special Needs Coordinator
Located in the Student Success Center

UNIVERSAL PRECAUTIONS

The Ivy Tech Community College Surgical Technology Program provides an academic study of Surgical Technology that includes on-campus laboratory and off-campus clinical practicum as well as classroom presentation. The use of models and simulations in the laboratory and the direct hands on care are conducted under the supervision of College Surg Tech faculty.

Each student will be given instruction in Universal Precautions according to the recommendations from the Centers for Disease Control. The documentation of such instruction will be contained in Surgical Technology Program records.

STUDENT AGREEMENT TO FOLLOW UNIVERSAL PRECAUTION GUIDELINES

I hereby agree to follow Universal Precautions while I am a student in the Ivy Tech Community College Surgical Technology Program. I understand that these procedures protect myself, my patients, my family members, and other health care workers from infectious and/or communicable diseases.

I understand that by participating in caregiving activities for people who are ill that I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndromes (AIDS), and other infectious and/or communicable diseases. It is understood that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with the College, will be paid at my own expense.

If I am involved with a needle stick or other incident while in either the laboratory or clinical practicum, I agree to report it promptly according to the protocol of the college or the health care facility involved.

If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I will discuss my concerns with the nursing faculty and appropriately consider alternative career plans if necessary.

The Surgical Technology Program strongly recommends that I inform the Program Chair of changes in my health status, such as pregnancy, or contraction of a communicable and/or an infectious disease. I have been informed and understand that an altered state of my health, such as an immunosuppressive disorder may increase my health risk in relation to caregiving activities for patients with bacterial and viral diseases. I agree to seek sound medical advice for a change in my health status, such as those previously discussed in this paragraph.

Student Signature_____

Date_____

POLICIES FOR INFECTION CONTROL

The student is responsible to inform the Program Chairperson of any infectious

disease, and have a physician's release to continue with the program. The

release should be stated as follows:

_____ has been under my care for a medical
     (Student's Name)

condition classified as "infectious." I hereby certify _____ is
                                                  (Name)

able to perform as a health care provider, without placing the patient, client,

instructor, self, or health agency in undo risk.

_____
                          Physician

_____
                          Address

_____
                City, State, Zip Code

_____
                          Telephone

_____
                              Date

IVY TECH COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

COLUMBUS, INDIANA

PROGRESSION POLICY

I have been given a copy of the Progression Policy for the Surgical Technology Program. I have read the progression policy and I understand that **FAILURE of the SAME program course(s) TWICE** will result in withdrawal from the Surgical Technology Program. I have also been made aware that **FAILURE of TWO different program courses** will result in withdrawal from the Surgical Technology Program.

STUDENT SIGNATURE_____DATE_____

STUDENT PRINTED NAME_____

WITNESSED BY_____

VIDEO RELEASE FORM FOR SURGICAL TECHNOLOGY LABORATORY SCENARIOS

I, (PLEASE PRINT YOUR NAME) _____,
Give Ivy Tech Community College of Indiana – Columbus Campus permission to use, reuse, and /or publish photographic, audio, and videographic materials containing my performance, my image and/or voice and/or words in Surgical Laboratory clinical scenarios. These videoed sessions will be used to provide debriefing opportunities with the appropriate faculty, staff and students. I understand that a Confidentiality Agreement will be signed by fellow participants and staff to protect my privacy and eliminate inappropriate discussion of the video contents or my performance in the simulation scenarios. I do hereby waive the right to inspect and/or approve the Recorded material.

I give permission for Ivy Tech Community College of Indiana – Columbus Campus to use the video for future review by appropriate faculty, staff and students. I release ivy Tech Community College of Indiana – Columbus Campus for any violation of any personal or proprietary right I may have in connection with such use and I hereby cede any and all rights, title, and interest in the Recorded Materials to which I may be entitled by law to Ivy Tech Community College of Indiana – Columbus Campus. I further agree that these Recoded Materials may be used without limitation, reservation, or compensation. I also verify that I am 18 years of age or older and acknowledge that I have read the above disclaimer/release and understand it.

Signature _____   Date _____

Address _____

City _____   State _____   Zip _____

Phone (_____) _____   Date _____

Adopted from Schneck Memorial Hospital Simulation Laboratory 4/20/11

Ivy Tech Community College of Indiana
School of Health Sciences – Surgical Technology - Columbus
Physical Examination & Immunity Documentation Form

THIS SECTION TO BE COMPLETED BY STUDENT:

Student Name:_____ Student ID: C _____ Date of Birth ___/___/___

Address:_____

Phone: Home ____ - _____- _____   Work____ - _____- _____   Cell ____ - _____- _____

Email:_____

I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.

_____   _____   _____
Name of Student (PRINT)   **Student Signature**   **Date**

━ ━

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR ADVANCED REGISTERED NURSE PRACTITIONER:
Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform essential functions of the program. Health care provider must complete and sign all 3 sections of this form. It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

1. **Immunity Status:** Documentation of immunity requires either a vaccine that is up to date according to CDC recommendations or serologic evidence of immunity. **If the student declines one or more of the following vaccines, a declination form must be completed and signed by the student's health care provider.**

	Date of Vaccine	Titer Showing Immunity	Date of Titer
Hepatitis B #1			
Hepatitis B #2 (1 mo. following #1)			
Hepatitis B #3 (5 mo. following #2)			
Influenza (1 dose annually)			
Measles (2 doses, 4 weeks apart)	MMR 1:		
Mumps (1 dose)			
Rubella (1 dose)	2:		
Varicella (2 doses, 4 weeks apart)	1:		
	2:		
Tdap - 1 dose		Titer Below	
Td Booster (every 10 years after Tdap)		Titer Below	
Tetanus	Vaccine above		
Diphtheria	Vaccine above		
Pertussis	Vaccine above		
Hepatitis C screening			

School of Health Science -- Vaccine or Titer

2. **Tuberculosis Screening**: Tuberculin Mantoux skin testing or Quantiferon TB Gold blood test required; and chest x-ray if either result is positive.

- Tuberculin Skin (Mantoux) Test: For students who have not had a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing should employ a two-step method, with a second test in 1-3 weeks. If student has documented annual tuberculin skin testing, the last annual results may be recorded for first test and the current test may be recorded for second test.

  First Test:
  Date Given: ___/___/___ time: ____Date Read: ___/___/____ time:____Results: _____ mm
  Negative ☐   Positive (chest x-ray required) ☐

  Provider Signature: _____

  Second Test:
  Date Given: ___/___/____ time: ____Date Read: ___/___/___ time:_____Results: _____ mm
  Negative ☐   Positive (chest x-ray required) ☐

  Provider Signature: _____

- Quantiferon TB Gold Blood Test
  Results: Date of test: ____/____/_____
  Negative: ☐   Positive (chest x-ray required): ☐   Indeterminate (requires mantoux):☐

  Provider Signature: _____

- Chest X-Ray (Required if Tuberculin skin test or Quantiferon TB Gold test is positive)

  Date of chest x-ray: ____/____/_____   Normal: ☐   Abnormal: ☐

  Provider Signature: _____

- Vision Exam

  Date of Vision Exam: ____/____/____ 20/20 ____   Needs Glasses/Contacts _____

  Provider
  Signature _____   Date: _____

School of Health Science – Vaccine or Titer

Physical Examination

A complete list of essential functions required for the program may be found in the student's program handbook. Academic capabilities may be documented through other means; however, the student's physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider.

Frequency: O = Occasionally (1-33%)   F = Frequently (34-66%)   C = Constantly (67-100%)

Function	Program-Specific Examples	Frequency	Specific Accommodations	Health Care Provider Initials
GROSS MOTOR SKILLS	Move within confined spaces Maintain balance while sitting and standing Reach above shoulders and below waist (e.g., IV poles, plug electrical appliance into wall outlets)	C		
FINE MOTOR SKILLS	Manipulate small objects with fingers (e.g., micro instruments, pencil, manipulate a syringe, eye dropper, write with pen or pencil) Key/type (e.g., use a computer) Twist (e.g., turn objects/knobs using hands)	C		
PHYSICAL ENDURANCE	Prolonged standing (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift or an entire surgical procedure)	C		
PHYSICAL STRENGTH	Push, pull, support and lift 50 pounds (e.g., position clients, pick up instrument trays, pick up a child, transfer client) Move light object weighing up to 40 pounds (e.g., instrument trays) Move heavy objects (transfer, transport, assist falling patients to ground) Defend self against combative client Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client, heavy equipment or instrument trays) Squeeze with hands (e.g., operate fire extinguisher)	C		
MOBILITY	Twist and bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk	C		
AUDITORY	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)	C		
AUDITORY	Hear in situations when not able to see lips (e.g., when masks are used)			

Function	Program-Specific Examples	Frequency	Specific Accommodations	Health Care Provider Initials
(Cont'd.)	Hear auditory alarms (e.g., monitors, fire alarms, call bells)			
VISUAL	See objects close up and at a distance (e.g., information on a computer screen, skin conditions, client in a room, client at end of hall) Use depth perception Use peripheral vision Distinguish color (e.g., color codes on supplies, charts, bed) Distinguish color intensity (e.g., flushed skin, skin paleness)	C		
TACTILE	Feel vibrations (e.g., palpate pulses)_ Detect temperature (e.g., skin solutions) Feel differences in surface characteristics, sizes and shapes (e.g., skin turgor, rashes, palpate vein, identify body landmarks) Detect environment temperature (e.g., check for drafts)	C		
OLFACTORY	Detect odors from client and environment (e.g., foul smelling drainage, alcohol breath, detect smoke, detect gases or noxious smells, etc.)	C		
EMOTIONAL STABILITY	Adapt to changing environment/stress/crisis Focus attention on task Monitor own emotions Handle strong emotions (e.g., grief, surgeon yelling)	C		

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

    Yes ☐   No ☐

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

    Yes ☐   No ☐

Based on my assessment, I believe the student is physically and mentally capable of performing the essential functions described above.

    Yes ☐   No ☐

Provider Name/Credentials _____ Signature _____
                       (Name of physician, licensed physician assistant or nurse practitioner)

Provider Phone: ____- ____ - _____   Date _____

Certification / Licensure Training Disclaimer

v.1.4
8/05/2002

Full Disclaimer

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Small Disclaimer for printed schedules, etc.

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. The goal of providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

ATTITUDE

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company…a church…a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past…we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude…I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you…we are in charge of our attitudes."

By Charles Swindoll

YOU ARE NOW ENTERING THE COLLEGE ZONE!!!

STUDY HARD

OR

STAY HOME

TIPS FROM

THE SURGEONS

PAY ATTENTION.

CARE ABOUT THE PATIENT.

ANTICIPATE.

FOCUS.