Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College 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, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

The Mission of Ivy Tech Community College

We are Ivy Tech, Indiana’s Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

Booklet Disclaimer

This Surgical Technology Handbook 2019-2020 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. 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 handbook and its provisions are not in any way a contract.

Revised 6-20-2019
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Introduction to Surgical Technology

Welcome to Ivy Tech Community College of Indiana. Ivy Tech is a statewide college system, with multiple instruction sites and the largest state-supported college in Indiana. The purpose of this application booklet is to describe the Surgical Technology Program (SURG) at Ivy Tech, and the procedures for applying to the program. We encourage you to read this booklet thoroughly, and to contact the School of Health Sciences office at your local campus if you need additional information.

Profession Overview and Description
The Certified Surgical Technologist (CST) is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse to deliver direct patient care before, during, and after surgery. Certified Surgical Technologists often function as the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. After hand antisepsis, they gown and gloves themselves and prepare the sterile setup for their assigned procedure. They must also be able to anticipate the needs of the surgeon, pass instruments, and provide sterile items in an efficient manner. Under the supervision of the surgeon, a certified surgical technologist may also be involved in holding retractors or instruments, sponging or suctioning the operative site, or cutting suture material. They may also be involved in preparing and applying sterile and non-sterile dressings. Other duties of the Certified Surgical Technologists include preparation of the operating room. They must select and open 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 CST assists other members of the team in preparing the operating room for the next patient.

Characteristics of Certified Surgical Technologists
The Certified 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. Good manual dexterity and physical stamina are vital to success. Certified surgical technologist may be exposed to communicable diseases, unpleasant sights, odors, and materials. They will be required to lift heavy items and stand for hours. It is imperative they focus attention closely on the task-at-hand.

Another important quality of a Surgical Technology practitioner is compassion in order to provide emotional support to patients. They also need to be detail-oriented to ensure patients are receiving proper care. Surgical Technologists need to have good interpersonal skills and communication skills. They also need to have patience, problem-solving skills and be strong in the area of science.
Job Placement
According to the Bureau of Labor and Statistics the need for surgical technologists is growing faster than the average for all job growths. It is growing much faster than average with a projected growth of 12% by the year 2026. The median pay of a surgical technologist is $22.26 per hour or $46,310 per year (https://www.bls.gov/ooh/healthcare/surgical-technologists.htm).

The reason for an increase need for surgical technologists is due to advancement in technology, growing health care access, aging population (baby boomers), and an aging Surgical Technology workforce. According to the Bureau of Labor and Statistics, growth will also result from advances in medical technology as surgery is now safer, and more operations are being done to treat a variety of illnesses and injuries. These advances include but are not limited to robotics and other less invasive procedures.

The career opportunities for the entry level and advanced level program graduates include staff technician, program directors, clinical instructors in the hospital health care setting. Other career opportunities exist in labor and delivery, central sterile processing, ambulatory surgery centers, and surgeon’s offices. While working in some of these areas, Certified Surgical Technologists provide care with surgical procedures and treatment management.

Graduates of the program must complete the multiple choice, online National Certification Exam for Surgical Technologists. Graduates must take the exam prior to completing the Surgical Technology Program. Students who pass the exam as determined by the National Board of Surgical Technology and Surgical Assisting is a Certified Surgical Technologist (CST.)

Roles of the Surgical Technologist
A Certified Surgical Technologist may perform in one of three roles: the first scrub role, the second scrub role, or the assistant circulator role.

- **First scrub role**: The certified surgical technologist performs verify supplies and equipment needed for the surgical procedure. He or she may setup the sterile field with instruments, supplies, equipment, medications, and solution needed for the procedure. The certified surgical technologist performs counts with the circulator prior to the procedure and at closure of the incision. He or she will 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 certified surgical technologist is at the sterile field and actively participates in the surgical procedure by sponging, suctioning, cutting suture, holding retractors, and manipulating the endoscopic camera.

- **Assistant circulator**: The certified surgical technologist is a non-sterile surgical team member; the assistant circulator does not gown or glove during the surgical procedure. The certified surgical technologist in the assistant circulator role responds to the needs of the members of the sterile field. He/she is responsible for keeping the written account of the surgical procedure and may participate in the counting of needles, sponges, and instruments.
With additional training, the certified surgical technologist may act in the role of surgical first assistant. The surgical assistant provides aid in exposure, hemostasis, suturing, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient.

Accrediting Organizations

Ivy Tech Community College is accredited by the Higher Learning Commission. For contact information on the accrediting bodies, see below.

*The Higher Learning Commission (HLC)*
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456
FAX: 312-263-7462
[https://www.hlcommission.org/](https://www.hlcommission.org/)

The Surgical Technology Associate of Applied Science Program is accredited by the *Commission on Accreditation of Allied Health Education Programs* (CAAHEP) upon the recommendation of the Accreditation Review Committee (ARC/STSA).

*Commission on Accreditation of Allied Health Education Programs (CAAHEP)*
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
Fax (727) 210-2354
[www.caahep.org](http://www.caahep.org)

*Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)*
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
[www.arcstsa.org](http://www.arcstsa.org)
303-694-9262
Fax 303-741-3655
Program Philosophy

The faculty strives to provide a positive, challenging, and supportive environment in which students are able to develop the skills necessary to succeed as surgical technologists. Surgical Technology Faculty believes that the learning process is a shared responsibility between the faculty and student. The faculty lays the foundation for learning and the student exhibits the study habits and attitude conducive to learning. Education is perceived by the faculty as an evolving and lifelong process that creates positive change in the attitudes, knowledge, and skills of the learner. Education proceeds from simple to complex.

The Surgical Technology faculty is committed to providing students with a broad base of knowledge utilizing the most current technology and facilities available. In keeping with this philosophy, faculty members continually seek opportunities for professional development. In addition to providing students with the necessary clinical skills, emphasis is placed on the importance of treating all patients with compassion, empathy and tolerance.

Program Outcomes

College General Education Outcomes

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

Terminal Surgical Technology Outcomes

Upon completion of the program, the graduate Surgical Technologist will be able to:

1. Think critically and creatively, analyze objectively, integrate and synthesize knowledge, and synthesize knowledge, draw conclusions from complex information, and generate new ideas.
2. Exhibit recognition, understanding, and respect for cultural and individual differences, in terms of both contemporary and historical perspectives, with application to an interdependent world.
3. Recognize and act upon social, political, civic, and environmental responsibilities relative to our society.
4. Understand and apply basic scientific concepts in a variety of settings, making informed judgments about the use of science and technology both in our global and local environments and society.
5. Communicate effectively in written, oral, and symbolic forms.
6. Exhibit quantitative literacy with respect to calculation, analysis, synthesis, problem solving, interpretation, and application.
7. Exhibit the ability to apply ethical reasoning in private, professional and public situations.
8. Attain computer competency in relation to basic information retrieval, library resources, and information technology.
9. Exhibit an understanding and appreciation of ideas, values, artistic expressions, and human experiences to enrich life and strengthen community through intellectual curiosity, aesthetic literacy, and a joy of learning.
10. Demonstrate preparation for assigned surgical procedures.
11. Demonstrate desirable employability attributes.
12. Apply principles of aseptic technique to surgical procedures.
13. Perform scrubbing responsibilities correctly, according to appropriate level of experience.
14. Assist with circulating responsibilities correctly, according to appropriate level of experience.
15. Identify safe and correct care of operative instrumentation, equipment, and supplies.
16. Manage a safe, efficient environment for the care of the surgical patient.
17. Describe and integrate concepts of standard precautions as related to surgical technology.
18. Demonstrate initiative and problem solving under stress in clinical settings.
19. Assess competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Facilities

Teaching Facilities
All facilities and resources of the Ivy Tech Community College are available to Surgical Technology students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical Facilities
The clinical experience is an integral part of the educational experience for all Surgical Technology students. The Program has affiliation agreements within each campus service area. For more information on clinical affiliates, please contact the Surgical Technology Program Chair. Completion of clinical time is required for program completion. Surgical Technology students are required to work 912 unpaid clinical hours.
Student Support Services
For more information, go to https://www.ivytech.edu/enrollmentcenter/

Advising
Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree-seeking student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each term.
For more information, go to https://www.ivytech.edu/advising/.

Health Services
For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student’s responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Career Development Services
The Office of Career Development Services is available to help you in a number of ways:

- Employment Referral
- Resume/Cover Letter Assistance
- Career Assessment
- Job Shadowing
- Labor Market Information
- Practice Interviews
- Occupational Reports
- Community Employer Portfolios
- Work-Study Positions
- Co-op Education Opportunities
For more information, go to https://www.ivytech.edu/career-development/
Housing
Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation
All necessary transportation to clinical experience is the student’s responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense.

Disability Support Services (DSS)
Students pursuing the Surgical Technology Program must be capable of fulfilling the Essential Functions of Surgical Technology Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least one month prior to the need for accommodations. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

All students are expected to meet entry requirements. Essential elements of courses and programs and accreditation requirements relevant to a program curriculum cannot be waived, although they
may be reasonably accommodated. Please refer to the campus contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

If you would like more information about the DSS go to http://www.ivytech.edu/dss/ or contact your campus disabilities coordinator.

Financial Information
http://www.ivytech.edu/financial-aid/contacts.html

Tuition and Fees
Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Surgical Technology student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with taking the National Certifying Examination. The testing fee is paid at the beginning of summer term prior to completion of the Surgical Technology Program.

Financial Aid
Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation
The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement
Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Surgical Technology Program. The limits of liability for the Institutional Professional Liability coverage are $1,000,000 for each medical incident and $3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.
Withdrawals and Refunds

Withdrawal Policy
http://www.ivytech.edu/registrar/3432.html
From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar’s Office. Withdrawal from a course (with a grade of “W”) will display on the student’s transcript, however, the withdrawal does not affect the student’s GPA in any way.
Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

Refund policy
In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at http://www.ivytech.edu/registrar/3435.html. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: https://www.ivytech.edu/studenthandbook/.

Progression/Readmission/Stop Outs

College Progression and Readmission Policy
Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Surgical Technology Program must be in good academic standing according to College policy.

Progression
Students are expected to progress each term. Students who withdraw or do not successfully complete with a minimum grade of “D” all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.
Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

**Stop Outs**
In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last term in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

**Credit for Prior Learning**
Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

**Transferring**
The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL).

For credit-bearing courses not appearing on the CTL, the appropriate academic faculty within that discipline makes recommendations for transfer and applicability of credit. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

**Graduation**
Certification requirements for students seeking a degree include:
- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
• Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
• Satisfaction of all financial obligations due the College.
• Satisfaction of program accreditation standards that may have additional requirements.

Global Studies Certificate

Global Learning Close to Home
Many U.S. businesses are expanding their operations into different areas of the world, so you are very likely to interact with people from other countries and cultures on the job. A Global Learning Certificate may be just what you are looking for!

Ivy Tech faculty members have worked together to redesign curriculum for some of Ivy Tech's business, education, humanities, healthcare, technology and life science courses. These areas are some of Indiana's biggest high-growth sectors of the economy and areas where you need to be able to think critically and in terms of global perspectives and competencies. With the Global Learning Certificate, you can apply your knowledge in your own community, throughout the state of Indiana, and around the world!

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have the opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

Program Requirements for the Global Studies Certificate:

• **Global Studies Orientation** - meeting to discuss the benefits, and requirements of the certificate
• **Global Studies Electives** - 15 credits of global-module courses, many of which are already within the two-year curriculum
• **Global/International Resume** - outlining global experiences and letters of reference
• **Global Studies Capstone Experience** - completion of an international project, research, competition, community service, service learning, or travel study experiences
• **Global Immersion** - participation in global, cultural, or diversity related activities that may include attending conferences/workshops, completion of the U.S. Institute of Peace Certification, becoming a member of a professional or community group, and maybe even an international travel experience. Talk to your advisor for more information about your options!
• For more information contact your campus Global Studies Coordinator or see the Global Learning webpage: [http://www.ivytech.edu/global-learning/](http://www.ivytech.edu/global-learning/)
Attendance

College Policy
Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student’s advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

Surgical Technology Program Attendance Policy
Students are expected to attend all lecture, lab and clinical sessions. Attendance is necessary to maximize student-learning opportunities. Strict attendance policies also develop positive employability habits. Attendance will be kept for the purpose of financial aid qualification. Specific attendance expectations will be found in each course syllabus.

Absent students are responsible for missed material. When absences meet or exceed the maximum number of days, the student is subject to dismissal from the corresponding didactic, lab, and/or clinical courses. Students wishing to continue in the SURG Program will have to follow the College Surgical Technology Stop-out Policy the following year.

SURG students may not accumulate absences to take as leave. If a student leaves the clinical site without permission from program or staff, it constitutes patient abandonment and may result in termination from the program.

In Lafayette

Regular attendance and prompt arrival are desirable employability skills that the Surgical Technology program promotes. Students must be prompt and in attendance to all courses.

Clinical hours are assigned in coordination with the affiliating hospitals or surgery center. The most common shift is Monday through Friday 8:30 a.m. to 12:00 p.m. in the fall semester, 6:30 a.m. to 11:30 a.m. during the spring semester and 6:30 a.m. to 2:30 p.m. during the summer semester. Students must be dressed and ready to begin the clinical day at the assigned time. If the student is not dressed and ready to begin the clinical day at the start time, he or she will be considered late.

Absence
Attendance in all program courses is mandatory. The student must report all absences by calling/texting the course instructor prior to the absence. Failure to report an absence will result in an unexcused absence; unexcused absents shall be considered equal to two excused absences. Absences taken
immediately before or after a scheduled break will count as 2 absences. Absences may not be accumulated and taken as "leave."

If a student is absence on a test day, a make-up test will be given at the discretion of the professor. It is the responsibility of the student to arrange a make-up test with the professor. If the student is absent on a mid-term or final exam day, a make-up test will not be given. If a student is absent for five consecutive days without reporting to the program, he or she is subject to dismissal from the program. Upon exceeding the maximum absences in any SURG course, the student will not be allowed to continue in the SURG program. 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 diploma will be awarded.

Absence from Lecture
Absence from a lecture course (SURG 111, SURG 113, SURG 211, SURG 213) consisting of more than 15% of the total contact hours for that semester will constitute a failing grade regardless of the grade received by the student. For example: in a 3 credit hour lecture class, the student missing over 7.2 hours of class will fail. Anyone becoming ill during lecture must inform the course instructor/professor prior to departure. Any student missing lecture is responsible for the information covered in class.

Absence from Lab
Absence from a lab course (SURG 112) consists of a maximum of 2 lab classes. Missing more than 2 lab classes will constitute excessive absenteeism and a failing grade will be received. If time allows, the student may withdraw from the course. All lab absences must be made up as soon as possible after the absence. With instructor approval, the student may attend a different lab section to avoid an absence. Anyone becoming ill during lab must inform the course instructor/professor prior to departure.

Absence from Clinical
Absence from a clinical course (SURG 114, SURG 212, & SURG 214) consists of a maximum of 3 days. Missing more than 3 clinical days will constitute excessive absenteeism and a failing grade will be received. If time allows, the student may withdraw from the course. All clinical absences MUST be made-up before receiving a passing grade for the course. Make-up time may include working late afternoon hours, working extra call hours on weekends, or working after graduation. The clinical instructor/professor will schedule make-up time. Absences and make-up time will be documented in 30-minute increments. Arrivals will be rounded up while departures will be rounded down.

Anyone becoming ill or leaving the clinical site must inform the course instructor/professor prior to departure. If unable to reach the clinical instructor, contact the program chair. Leaving the clinical site without permission is patient abandonment and may result in termination from the program. In addition to notifying the SURG Program Chair when absent, students must notify the assigned clinical department. Failure to notify the clinical area or your instructor/professor will result in an unexcused absence equal to two days.
Title IX Statement

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals is at https://www.ivytech.edu/prevent-sexual-violence/index.html under Confidential Employees and/or Community Resources.

Student Rights and Responsibilities

Students at Ivy Tech are expected to uphold and follow the Code of Student Rights and Responsibilities, and all other rules applicable to conduct in class environments, including distance education courses and programs or college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college-approved activities. Students are also expected to comply with all local, state, and federal laws.

The College’s Code of Student Rights and Responsibilities is accessible on the Ivy Tech website: https://www.ivytech.edu/studentcode/.

The College’s Student Handbook is accessible on the Ivy Tech website: https://www.ivytech.edu/studentshandbook/.

Student Grievance Process

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur. When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.
The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual’s supervisor; if the issue is not resolved to the student’s satisfaction, the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. See Student Code of Rights and Responsibilities for more information: https://www.ivytech.edu/studentcode/

Student Disciplinary System/Student Code of Conduct

College Rules of Conduct
All Ivy Tech students are expected to abide by the College rules of conduct. Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. A full description of the student disciplinary system may be found in the Code of Student Rights and Responsibilities.

Guidelines for Professional Conduct in Clinical Settings
Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System as described in the Code of Student Rights and Responsibilities.

Purpose
This information presented to students by the faculty is to ensure students recognize the many guidelines for professional conduct that must govern their behavior and decisions, when engaged in any aspect of patient care. 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 students 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 College 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 the Program Chair.
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 outlined in this document. Record of incidences will be maintained by the Program Chair and will have a collective effect until the point of graduation.

Clinical affiliating agencies have the right to prohibit students from participating in externship experiences based on unprofessional behavior. If a student is removed from participating in learning experiences at an externship site, the student will be removed from the externship site and require remediation. After successful remediation, the student will be placed at another site, if available. If a different externship is not available, the student will reapply for the following term. If the student is removed a second time, the student will not be able to complete the course requirements, resulting in a failing grade for the course and removal from the program.

Expectations of professional conduct into two groups, which are outlined on the following pages. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a professional in a work setting. These actions are listed at the end of each category.

GROUP I Expectation of Professional Conduct
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 healthcare professionals and 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 adhere to state and federal confidentiality laws, including but not limited to HIPAA and clinical affiliate confidentiality policies and procedures. You will maintain confidentiality about all aspects of the clinical experience; this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If there is a situation that arises that requires disclosure of information by law, you must seek out guidance from your clinical faculty member or the Dean of the School of Health Sciences before proceeding with that disclosure.
   a. You will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
   b. You will not remove or photocopy any part of the patient/client or clinical records.
   c. You will not use any patient identifiers, as defined by HIPAA, in written assignments.
d. You will destroy any notes you have taken to enable you to provide care for your patient according to the clinical affiliate policy and will not carry those notes outside of the clinical agency if they contain any patient identifiers.

e. You are expected to follow guidelines in this Student Handbook with regard to social media, cell phones, email or other electronic media.

4. You will follow guidelines regarding disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, or personnel in cooperating agencies.

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

6. 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.

7. You must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.

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

9. You will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.

10. You will not perform any technique or procedure for which you are unprepared by education or experience and/or without faculty approval.

11. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site.

12. 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.

13. You will not cheat on papers, tests, or other academic works including clinical practicum assignments.

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 question arises, by seeking counsel of faculty

ACTION: If non-compliance in any of these areas becomes evident, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include continued enrollment in the clinical course with additional requirements stipulated. It may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.
In the event students are permanently dismissed from one program, they may not apply for admission to a Surgical Technology Program at any other Ivy Tech Community College campus. Further disciplinary actions may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

GROUP II Expectation of Professional Conduct

General Protocol and Guidelines
1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.
2. You must refrain from smoking or using other tobacco products in restricted areas.
3. You will not solicit, vend or distribute literature, written or printed material in the clinical setting without proper authorization.
4. You will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

In the Event of Non-compliance with Expectations Listed Above

These four items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.

Action: Any behavior not meeting the expectations listed above would result in a written status warning report for the first incident and will affect the clinical grade. The student would be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.

In the event that any subsequent infraction occur involving one, of the Group II expectations and/or a previous infraction of a Group I expectation, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.

In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Surgical Technology Program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending
outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

**Professional Conduct Expectations Specific to Those Who Handle Medications and Solutions**

1. You will **NOT** administer medication of any kind; including ointment, eye drops, etc.
2. A potential medication error that is prevented by the preceptor, surgeon, or clinical faculty member will still be considered a medication error on the part of the student.
3. You will verify the following information with the circulator before it is administered:
   - Right patient
   - Right route
   - Right medication
   - Right concentration/strength
   - Right expiration date
4. You will dispose of unused controlled substances under the observation of a circulator and according to the clinical site policy.
5. You will prepare medications and solutions according to recommendations.
6. You will label all supplies containing medication such as syringes and basins.
7. You will handle medications and supplies as instructed using safe practices for you, co-workers, and patients.
8. You will be prepared to verbalize knowledge of medications and the action to the patient.
9. You will calculate proper medication dosage or safe dosage in the clinical area.
10. You will report any medication error to your Surgical Tech Program faculty member, preceptor, AND surgeon immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

**IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE**

*Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, Ivy Tech supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent future errors and will be expected to participate as requested in any root-cause analysis conducted by the clinical agency. However, repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and may be subject to actions that may affect the student’s status in the program.*

**ACTION:** Every medication error will be documented and may affect the clinical grade. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty, and initiate precautionary measures to make certain that it does not happen again. In the event that there is more than one documented medication-related errors, occurring at any point throughout the student’s enrollment in the program, written documentation will be prepared and the student will be required to meet with the Surgical Technology Program Chair
and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.

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**IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE**

Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the school supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent future errors and will be expected to participate as requested in any root-cause analysis conducted by the clinical agency. However, repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will affect the student’s status in the program.

**ACTION**: Every medication error will be documented on a student status form and will affect the clinical grade. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty, and initiate precautionary measures to make certain that it does not happen again. In the event that there is more than one documented student status form for medication-related errors, occurring at any point throughout the student’s enrollment in the program, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.

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approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course and subsequent infractions will be subject to the same process as described above.

**Social Networking Guidelines**

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but also the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions could be the basis for disciplinary action including termination from the program. Furthermore, the discussion of patient information through any of these venues is a violation of patient confidentiality and HIPAA. You have rights afforded by state and federal law, but be aware that not everything you say or post online is protected. False, defamatory, harassing or intimidating postings are not protected free speech.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs that may be perceived as derogatory thus impacting employment opportunities. Students are reminded NOT to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively affect student status and any reference to these is strictly prohibited.

**Surgical Technology Professional Attire**

Students may be required to adhere to a uniform policy. Students may be required to wear a scrub suit during the laboratory session (SURG 112), when traveling to and from clinical areas, and while attending the affiliated hospital or clinic (SURG 114, SURG 212, and SURG 214). If a student enters the hospital for any reason as an Ivy Tech SURG student, the entire uniform is to be worn.

The SURG program may require a specific uniform. The details will be discussed prior to starting the program. All uniforms must be clean, odor-free, and s-free. The scrub suit must not to be too loose or too tight. Personal t-shirts may be worn under the scrub top and must NOT be visible. Pants must be secured at the waist and not permitted to sag down onto the hips. Arms must be covered with a cover jacket. Dresses are not permitted except for religious reasons.

Shoes must be leather; no canvas, mesh, or nylon construction. Shoes must be closed toe, solid on top, and solid at the heel. Clogs or high-tops are not acceptable. Shoes should be kept clean and maintained in good condition. Shoestrings must be clean and replaced as needed. No flip-flops while in uniform. The specific campus may designate shoe color.
An Ivy Tech picture identification is considered part of the Surgical Tech uniform. It is the student’s responsibility to contact the Surgical Technology Program Chair if the ID badge is lost; getting a replacement badges will be the responsibility of the student. A retractable badge holder is required. The use of lanyards is not permitted. Facilities may distribute additional security badges if desired.

Jewelry is NOT permitted; this includes earrings as well as non-traditional body piercing such as the tongue, umbilicus, eyebrow, etc. It is recommended students leave all jewelry at home for security. This includes wedding rings, engagement rings, watches, etc.

Tattoos may not be visible while in uniform. Depending upon the location of the tattoo, there are various ways to cover it. This may include long sleeves, a med sleeve, Coban wrap, or a bandage. If the tattoo is on the hands or arms, the covering must be removed prior to the surgical scrub and replaced when not scrubbed.

Hair must be worn up; loose, dangling hair does not meet the standards of cleanliness. Elaborate or bright colored hair accessories are not permitted. No baseball caps may be worn. False eyelashes are not permitted. Nails must be kept clean and not extending past the end of the fingertips. Nail polish and artificial nails may NOT be worn. Perfume, cologne, and other scented products are not permitted. Facial hair must be covered with a beard cover. Bandage scissors, a pen, and a small notebook is required and should be carried in the uniform pocket while in lab and clinical.

Students must adhere to the dress code of the affiliated hospital. The scrub attire worn in surgery and obstetrics is furnished by the hospitals. These scrub suits may not be worn outside the hospital. Shoe covers are provided and must be worn in the OR. Protective eyewear with eyebrow guards and side shields must be worn in all clinical areas where there is risk of blood splash or chemicals. If scrub pants, tops, and/or jackets are removed from the clinical facility, it constitutes theft. The theft will be reported to the authorities. Do not remove them from the hospitals/surgery centers without permission. If you withdraw from the Surgical Technology Program, you must surrender your clinical name badge and lab coat to the Program Chair for security reasons.

**In Lafayette:**

Students must purchase their uniform prior to the beginning of fall semester from Barnes and Noble Bookstore located on the first floor of Ivy Hall. The scrub top and pants are unisex; they are made for male & female. The required color is “ceil blue.” The top is short sleeved and hip length. The top may be worn over the pants or tucked into the pants. The pants have a drawstring waist. A long sleeve warm-up jacket is required. A white lab coat with the Ivy Tech Emblem will be purchased and may be worn with the scrub suit outside the OR. There are male and female styles chosen by the program chair. **The lab coat must be ordered AND paid for by 7/15/17.** It will be shipped to the program chair for a white coat ceremony in early November. The scrub suit must be purchased and brought to class the first day of classes in August. Do not wear the scrub suit the first day of class; bring it.
An identification badge is part of the Surgical Tech uniform. Ivy Tech will take a picture of each student in scrub attire without a hat or mask. This photo will be used for the identification badge while in the clinical sites. Students must have their clinical identification badge on the first day of class. To get your clinical badge, pay for it first (approximately $6.00), then go to the information desk in Ivy Hall to get an updated picture taken. Students must wear their blue scrub top for the picture. The Ivy Tech clinical badge is worn clipped on the right chest when in uniform.

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Surgical Technology Grading Practices

The Surgical Technology program awards the following grades: A, B, C, D and F. If students earn a grade of “F” in a Surgical Technology course, they need to make an appointment with SURG faculty to discuss their progress. The student will not be eligible to enroll for subsequent SURG courses as the course pre-requisite was not met. Students need to review Progression and Stop out policy located in this booklet.

The grading scale for all SURG courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>86% - 92%</td>
</tr>
<tr>
<td>C</td>
<td>80% - 85%</td>
</tr>
<tr>
<td>D</td>
<td>75% - 79%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 74%</td>
</tr>
</tbody>
</table>

Evaluation of Student Learning

Methods of Evaluation in Courses
Tests/quizzes are placed within each course at strategic times to assess learning objectives that have occurred to that point; tests/quizzes may be cumulative. It is the expectation that students will review their individual tests/quizzes and set an appointment with faculty to address their concerns. However, it should be noted there are no repeat tests.
Laboratory skills will be assessed through competency check-offs scheduled throughout the semester for courses with a laboratory component. Competency check-offs are allowed two attempts for successful completion; review of deficiencies is required, along with proven practice (remediation) prior to subsequent attempts. The subsequent attempt is expected within one week of the unsuccessful attempt. If students cannot pass competency on the next attempt, they will fail the course and may be limited in enrollment based on pre-requisites. If students demonstrate difficulty with particular skills in the clinical setting, clinical faculty may require the student to return to campus and remediate. Students must then demonstrate that they have rectified their deficiency(s) and may demonstrate competency and patient safety.

**Technical Outcomes Assessment**

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates’ mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Ivy Tech Community College Surgical Technology Program utilizes the National Certification Exam for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting as the technical outcomes assessment tool. The exam costs $262.00 and will be attached to the summer semester fees. The exam will be taken during the last week of their Surgical Technology program.

**National Certification**

As a graduate of Ivy Tech Community College Surgical Technology Program, students are eligible to apply, sit, and take the National Certifying Exam for Surgical Technologists. After successfully completing the CST online, multiple-choice examination, your credential is Certified Surgical Technologist. This certification extends throughout the United States. States may require a license to work in that state in addition to the national certification.

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. The Multiple-Choice exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Each campus is responsible for their board results. Please go to ivytech.edu/surgical-technology/ and click on outcomes data for more specific information for each campus.

**Student Requirements Associated with Clinical Affiliation Agreements**

Clinical experiences are arranged by the Surgical Tech Program faculty and/or the affiliating agencies. Ivy Tech and each clinical agency have agreements that outline the responsibilities and privileges of both parties. The clinical site has the right to refuse a student that do not meet their institutional
In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background Checks and Drug Screening

Purpose
Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience
This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.

Definitions
Drug Screening: Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Clinical and Practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients’ health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy
Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical or externship as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the programs.
Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Occasionally students may be denied clinical placement or are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students. This may occur if positive findings on criminal background checks or drug screenings are found. In that case, the student may reapply to the same or different School of Health Sciences program the next term, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

**Procedure**

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background check will include the following elements (additional elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.

2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).

3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list

4. Social security verification and residency report
5. Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next term. The student will need to complete the criminal background test again if the student is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
• If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisites pending resolution of the situation.

Protection of Confidential Information from the Background Checks and Drug Screenings
Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. Occasionally, a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check. If this occurs, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by the Surgical Technology Program Chair or the School of Health Sciences in accordance with program policy.

Reasonable Suspicious Drug/Alcohol Policy and Testing  (ASOM 4.14.1; Updated May 2018)

If clinical instructors/clinical site supervisors perceive the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean, chair, or designee to validate the basis for reasonable suspicion testing.

Reasonable suspicion is defined to mean that the student’s instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the students from performing the essential functions of their role in the clinical activity or which poses a direct threat to the safety of others.

Other behavior which could lead to a reasonable suspicion drug or alcohol test includes but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

Health care facilities and Ivy Tech are obligated to document and follow-up with any student who appears to be under the influence of alcohol or drugs while participating in patient setting or in college campus activities.
Students bear the burden of proof and advise him/her to seek an alcohol test & drug screen immediately, but in no case more than 2 hours following removal from activity. A waiting period of 20 minutes must be observed between validation of reasonable suspicion and commencement of testing. Without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.

Disciplinary actions may include:

- Dismissal from the clinical site (which may impact progression in the program)
- Failure of the course
- Dismissal from the program
- Dismissal from the College

Ivy Tech and the affiliated institution will document the case and it will go in the student’s file.

If a student refuses to test, it is treated as if the test result is positive. If the drug or alcohol test is negative, the student must meet with the program chair, dean, or designee to discuss the circumstances surrounding the impaired clinical behavior before being allowed to participate in all clinical activities and make-up any missed assignments. **Non-Negative/Positive Test Result** - If the drug screening result is positive, the student will be removed from clinical pending investigation.

1. If the student insists the positive or non-negative result is due to prescription medication, the student will be required to obtain a prescription (drug, dose, frequency) and written statement (expected duration, effect, any contraindications to being in the clinical setting) from the medical provider stating that the medication was prescribed, the drug level is within prescribed limits, and there is no indication of abuse.
2. If the student insists the positive result is due to a medical condition, the student will be required to obtain a written statement from the medical provider indicating plan of care.
3. Students who are impaired from approved prescription medications or medical conditions will be evaluated for safety in the clinical setting and will be removed from the clinical setting until safety to practice can be established by a fit for duty exam at the student’s cost.
4. If the student’s healthcare provider validates medication and/or medical conditions, and safety to practice is established to ensure both student and patient safety, the student will be provided opportunities to make-up missed clinical assignments.

**Retesting of Drug Screen**

In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at a facility designated by the college. If students challenges a result, they must comply with the vendor’s appeal process.

Students involved in an on-campus or clinical site incident that causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test.
Students will be dismissed from the School of Health Sciences programs for positive drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. The reasonable suspicion for drug screening documentation and drug and/or alcohol screening results will be noted in the student’s record.

Students who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to positive drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester. To be considered for readmission to the same or different School of Health Sciences program, students will need to comply with additional criminal background checks and drug/alcohol screenings as required. Further positive results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

Procedures for Determining Eligibility for Clinical Placement

Eligibility for Clinical Experiences with Affiliating Clinical Agencies

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, students will be notified that they may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

Positive Drug Screen

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

Criminal Background Check

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:
1. Rape  
2. Criminal deviate conduct  
3. Exploitation of an endangered adult or a child  
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child  
5. Theft, if the person’s conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College  
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry  
7. Aggravated murder  
8. Murder  
9. Voluntary manslaughter  
10. Felonious assault  
11. Kidnapping  
12. Sexual Battery  
13. Aggravated arson  
14. Aggravated robbery  
15. Aggravated burglary  
16. Any misdemeanor or felony drug law conviction

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your clinical to identify health status and accommodation needs (see Appendix A). The student’s healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Surgical Technology Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Health Requirements (APPM 4.15; updated Fall 2018)

All Surgical Technology students must have a health exam completed prior to entering clinical courses. Documentation of immunity to communicable/infectious diseases and screening for tuberculosis prepares students to meet the requirements of health care facilities to allow for clinical placement. Physical examination to verify the student’s ability to meet program-specific essential functions assesses students’ ability to complete course objectives and provide safe patient care.
Documentation of immunity to communicable diseases and/or screening for tuberculosis may be required for all health science and nursing students enrolled in courses where clinical procedures are performed. This policy outlines minimum requirements for all students and is based on guidelines from the Centers for Disease Control, the Indiana State Department of Health, and local health departments. Individual clinical affiliating agencies may have additional, more stringent requirements. While students may choose to decline vaccination, the declination may result in refusal of the clinical affiliating agency to accept the student for clinical experiences. A student who declines vaccination accepts sole responsibility and releases the College from liability for communicable diseases acquired because of exposure to infected individuals.

Students are required to submit documentation of a physical examination and ability to perform essential functions as delineated by the specific health science. Students requiring accommodations to perform essential functions must work with disabilities support services staff to determine if reasonable accommodations are available to fulfill all course requirements.

All costs associated with vaccination, serologic immunity testing (titers), tuberculosis testing, and physical examination are the student’s responsibility.

Documentation may be completed before enrollment in specific professional/technical core courses prior to the first day of clinical, or as required by the clinical facility, and as specified by the Health Sciences. It is the student’s responsibility to adhere to documentation due dates set by the program. Failure to submit documents as required may result in a failure to be approved by clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the programs.

It is the student’s responsibility to provide documentation that immunity and tuberculosis status is kept current as required by the specific program, including annual updates for tuberculosis screening. Students who are not continuously enrolled in a program until completion may be required to submit updated documentation of health requirements upon re-entry to the program or admission to a different program in the School of Health Sciences or School of Nursing. A student will be required to provide updated documentation from a licensed healthcare provider of continued ability to perform essential functions following any serious health disruption in order to return to clinical coursework.

College personnel will take every reasonable precaution to maintain confidentiality of student health records. Some clinical agencies require the College to provide copies of the required health records, in which case students will be asked to provide consent for release of the records. Refusal to provide consent may result in refusal of the affiliating agency to allow the student’s participation in practice experiences.

1. Each student will be provided with program-specific requirements and required documentation forms by the program
2. Students will be responsible for making appointments with their own healthcare providers to fulfill requirements. Healthcare providers may include licensed physicians, advanced registered
nurse practitioners, and/or licensed physician assistants.

3. Immunity to communicable diseases listed below may include documentation of vaccinations as specified and/or serologic evidence of immunity.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Vaccine Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>3-dose series (dose #1, #2 in 1 month, #3 approximately 5 months after #2)</td>
</tr>
<tr>
<td>Influenza</td>
<td>1 dose of influenza vaccine annually</td>
</tr>
<tr>
<td>Measles, Mumps, &amp; Rubella (MMR)</td>
<td>2 doses of Measles and Mumps at least 4 weeks apart</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>2 doses of varicella vaccine at least 4 weeks apart</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis</td>
<td>1-time dose of Tdap, TD booster every 10 years</td>
</tr>
</tbody>
</table>

Students who decline vaccination will be required to complete an Immunization Declination form. Depending on specific clinical affiliating agency requirements, declining immunization may result in a failure to be approved for clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the programs.

Required documentation of Tuberculosis screening is defined as initial or annual.

A. **INITIAL screening** may be met by one of the following methods (1. or 2.) depending upon any previous testing:
   1. Individuals who have never been tested will complete one of the following:
      a. Two-Step Tuberculin Mantoux test: first step completed within 90 days prior to the clinical semester, followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray OR
      b. QuantiFERON®-TB Gold (QFT-G) Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)
   2. Individuals who have annual TB testing through employment may utilize proof of those results through either Two-Step Tuberculin Mantoux skin testing, proof of two consecutive annual Tuberculin Mantoux skin tests, or blood test results. Proof of a chest x-ray with negative results will be required if Mantoux or blood test results are positive or indeterminate.

B. **ANNUAL screening** may be met by proof of Tuberculin Mantoux skin testing or blood test within twelve months of last documented negative test result. Proof of a chest x-ray with negative results will be required if Mantoux or blood test results are positive or indeterminate.

The physical examination form requires that a licensed physician, advanced registered nurse practitioner, or licensed physician assistant, complete a physical examination and review of the student’s ability to perform program-specific essential functions. The form also requires the healthcare provider’s verification of immunity and tuberculosis screening requirements described above. It is the student’s responsibility to ensure that the health care provider completes all required sections of the form, including required signatures. The health form may be found in **Appendix A** of this handbook. All documentation must be submitted to the designated program
personnel by the specified due date. The program chair or their designee to ensure compliance with affiliating agency requirements will review documentation. Documentation forms will be securely maintained by the Surgical Technology Program Chair and/or the Castle Branch Tracker. Students will sign a release of information consent form prior to documentation being shared with clinical affiliating agencies.

Students who do not meet program-specific and/or agency-specific requirements will be advised by the program chair with regard to specific deficiencies, the impact of deficiencies on program/course enrollment, and if necessary, students will be provided advising related to withdrawal from the program and alternative academic options.

**Essential Functions**

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each term.** Essential Functions are listed in the Health Form (see Appendix A).

Included in this handbook is a complete list of essential functions required for the Surgical Technology Program. The student’s physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider. The list gives the potential Surgical Technology applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical hospital or clinical setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and to make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability.

Students with documented needs for accommodations are to meet with the campus Disabilities Support Service Representative.

The Surgical Technology Program requires agility and strength sufficient to move from room to room, lift and position patients, maneuver in small places, and perform clinical services. Students must possess gross and fine motor abilities as well as auditory, visual, and tactile acuity, which are required to assess health status and perform effective patient care. See the chart on the next page for specific physical requirements by the Surgical Technology program.

**Standard Precautions**

According to the Universal Precautions Rule 410 IAC 1-4-7.1: "Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration’s blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration’s blood
borne pathogens standards (as found in 29 CFR 1910.1030)." This training must include instruction in the "Universal Precautions" procedures adopted by the Indiana State Department of Health. Because students in the Surgical Technology Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

**Bloodborne and Airborne Pathogens Exposure Protocol**

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient’s blood or through contact of the eye, nose, mouth, or skin with a patient’s blood.

If you experience a contaminated needle stick, a cut from sharps, or exposure to the blood or other body fluid of a patient during the course of your work, follow these steps immediately:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility’s policy, as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury that requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. Time of day and facility capability may affect where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.

Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly at https://www.ivytech.edu/risk/

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first does should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Instructions for follow-up testing will come from the healthcare provider. It will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider’s follow-up testing and recommendations.

Airborne Pathogens are infectious microorganisms that are transmitted through air and cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets. Tuberculosis (TB) is an airborne pathogen of concern. TB is spread through the air from one person to another. Bacteria is put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

Confidentiality

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information. All information, which is learned about a patient, is considered confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats. Written information pertaining to a patient or any written information must be guarded as confidential. Any written information should never contain any of the patient’s name or other identifying information. DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places.
or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times. Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient, patient information or clinical situation is strictly prohibited. **Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.**

**Estimated Surgical Technology Program Costs and Fees 2019-2020**

The following is an estimate of the total cost for the Surgical Technology program based on in-state fees. The total cost may vary from one campus to another. Fees may vary and are subjective to change without notice. See next page for detailed breakdown.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>SEMESTERS/TERMS</th>
<th>TUITION</th>
<th>ITEM</th>
<th>COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLCU</td>
<td>Fall - Terms 1 &amp; 2</td>
<td>12 credits</td>
<td>Varies @ $145.01/cr.</td>
<td>$ 1687.32</td>
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<td>Technology Fee</td>
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<td></td>
<td>Spring - Terms 1 &amp; 2</td>
<td>15 credits</td>
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<td>Summer - Term 1</td>
<td>If accepted:</td>
<td>American Heart Association CPR Certification</td>
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<td></td>
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<td>Prices are estimated</td>
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<td></td>
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<td>Clinical Badge</td>
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<td>Scrub Suit &amp; Shoes</td>
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<td>Health &amp; Immunizations</td>
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<td></td>
<td></td>
<td></td>
<td>Criminal Background Check &amp; Drug Screen</td>
<td>$ 99.00</td>
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<td>Castle Branch Health Tracker</td>
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<td>Graduation Cap &amp; Gown</td>
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<td>Technology Fee</td>
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<td>Fall – Term 2</td>
<td>SURG 113</td>
<td>3 credits @ $145.01/cr.</td>
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<td></td>
<td>SURG 114</td>
<td>3 credits @ $145.01/cr.</td>
<td>$ 420.48</td>
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<td></td>
<td>Spring - Terms 1 &amp; 2</td>
<td>SURG 211</td>
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<td>Graduation Cap &amp; Gown</td>
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<td></td>
<td>Technology Fee</td>
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<td>Distance Ed Fee (optional)</td>
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<td>Graduation Cap &amp; Gown</td>
<td>$ 40.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Distance Ed Fee (optional)</td>
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<td></td>
<td>Gold Package for CST Exam</td>
<td>$ 262.00</td>
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</tr>
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**SURGICAL TECHNOLOGY PROGRAM TOTAL** | $ 1016.29

---

Estimate of textbook cost is $2,000 but varies per campus

*Tuition and fees are subject to change without prior notification*

To see all tuition rates please follow the following link: [http://www.ivytech.edu/tuition/](http://www.ivytech.edu/tuition/) Out-of-state tuition is $170.06 per credit hour.
Distance education, out-of-state tuition is an extra $20.00 per credit hour more. International rate $1,750 per semester

**College-wide Curriculum of Record**

SCHOOL OF HEALTH SCIENCES  
SURGICAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
PROGRAM CODE: SURG  
INTERESTED PROGRAM CODE: HLCU  
2019-2020  
"LOCATIONS: Columbus - Evansville - Indianapolis - Kokomo - Lafayette - Muncie - Terre Haute - Valparaiso"

### GENERAL EDUCATION

<table>
<thead>
<tr>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>APHY 101</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>#</td>
<td>APHY 102</td>
<td>Anatomy and Physiology II</td>
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</tr>
<tr>
<td>#</td>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>#</td>
<td>MATH 123</td>
<td>Quantitative Reasoning</td>
<td>3</td>
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Choose one of the following:

<table>
<thead>
<tr>
<th>#</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>COMM 101</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
| #   | COMM 102    | Introduction to Interpersonal Communication | 3  
| #   | PSYC 101    | Introduction to Psychology     | 3       |
| #   | SOCI 111    | Introduction to Sociology      | 3       |

### OTHER INSTITUTIONAL REQUIREMENTS

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>Student Success in Healthcare</td>
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</tr>
<tr>
<td>^</td>
<td>SURG 213</td>
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### PROFESSIONAL-TECHNICAL

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<tr>
<td>#</td>
<td>HLHS 105</td>
<td>Medical Law and Ethics</td>
<td>3</td>
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<td>Fundamentals of Surgical Technology</td>
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<td>Surgical Procedures I</td>
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<td>Clinical Applications I</td>
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**REQUIREMENT TOTAL: 68**
# Suggested Sequence: Pre-requisite Courses

## FALL SEMESTER (May be 8 or 16 week Terms)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hour</th>
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<th>Total Hours</th>
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</thead>
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<tr>
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<td>3</td>
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<td>MATH 123</td>
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<tr>
<td>ENGL 111</td>
<td>English Composition</td>
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<td>3</td>
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<td>3</td>
<td>48</td>
</tr>
<tr>
<td>HLHS 105</td>
<td>Medical Law &amp; Ethics</td>
<td>3</td>
<td>3</td>
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<td><strong>16</strong></td>
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## SPRING SEMESTER (May be 8 or 16 week terms)

<table>
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<th>Course Title</th>
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<th>Contact Hour</th>
<th>Total Hours</th>
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<tbody>
<tr>
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<td>Anatomy &amp; Physiology II</td>
<td>3</td>
<td>4</td>
<td>64</td>
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<tr>
<td>COMM 101</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Interpersonal Communications</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>COMM 102</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Intro to Psychology</td>
<td>3</td>
<td>3</td>
<td>48</td>
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<tr>
<td>or</td>
<td>Intro to Sociology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURG 203</td>
<td>Surgical Pharmacology</td>
<td>3</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>BIOL 211</td>
<td>General Microbiology</td>
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<td>4</td>
<td>64</td>
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Suggested Sequence: Surgical Technology Courses

YEAR TWO: Required full-time

<table>
<thead>
<tr>
<th>FALL SEMESTER (16 weeks)</th>
<th>8-week Term</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hour</th>
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<td>1</td>
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<td>Application of Surgical Fundamentals</td>
<td>2</td>
<td>4</td>
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<td>SURG 113</td>
<td>Surgical Procedures I</td>
<td>3</td>
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<td></td>
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<td>SURG 114</td>
<td>Clinical Applications I</td>
<td>3</td>
<td>9</td>
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| SEMESTER TOTALS          |             |               |                                      | 12          | 20           | 320         |

<table>
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<tr>
<th>SPRING SEMESTER (16 week term)</th>
<th>16 Week Term</th>
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<tr>
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<td>SURG 211</td>
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<td>96</td>
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<tr>
<td></td>
<td>1</td>
<td>SURG 212</td>
<td>Clinical Applications II</td>
<td>9</td>
<td>27</td>
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| SEMESTER TOTALS             |             |               |                          | 15          | 33           | 528         |

<table>
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<th>SUMMER SEMESTER (8 weeks)</th>
<th>8-Week Term</th>
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| SEMESTER TOTALS             |             |               |                          | 10          | 38.5         | 384         |

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<th>SURGICAL TECHNOLOGY PROGRAM TOTALS</th>
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<th>Contact Hour</th>
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<td></td>
<td></td>
<td>68</td>
<td>124.5</td>
<td>1776</td>
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Surgical Technology Specific Information

Program Information
The facilities and resources of Ivy Tech Community College are available to all Surgical Technology students. Students may use any Ivy Tech Community College library, open computer lab, Learning Resource Center, Student Services and other academic services. Faculty with advanced degrees in the appropriate fields of study teaches all courses.

Clinical experience is an integral part of the educational experience for all Surgical Technology students. In clinical, you are there for the educational experience, and will not be considered as part of the hospital staff. When attending clinical, students will be dressed in appropriate uniform and wear a clinical ID badge. The programs have affiliation agreements with their local hospitals, clinics, etc., to provide student-learning experiences. Please see your local Surgical Technology Program for more specific details on what clinical sites are used at that specific campus.

While at the various clinical sites, students are supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.

Resources provided by the College and cooperating community hospitals are utilized in the Surgical Technology Program. Qualified students are provided with educational opportunities in a College environment, and share the intellectual and social responsibilities, privileges, and experiences with college students in other disciplines. The cooperating community hospitals offer clinical experiences for our students and several of the hospitals may also provide equipment. If a student is applying to more than one Ivy Tech Surgical Technology Program, he/she must attend that campus’ information session. Contact information for each program is listed below.

Program Overview
Successful completion of the two-year (five-semester) program leads to an Associate of Applied Science Degree in Surgical Technology. This provides eligibility for the graduate to take the National Certifying Exam in Surgical Technology administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). 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 by re-testing every four years. Employers and/or local and national professional associations provide continuing education units.

Surgical Technology Program courses are presented in a lecture/laboratory/clinical format. Lecture presents didactic principles of surgical practices, instrumentation and equipment, and surgical procedures. Laboratory course provides hands-on experience with surgical techniques and instrumentation in simulation while clinical course provide hands-on experience in a hospital, clinic, or surgery center.
The academic portion of the Surgical Technology Program consists of five (5) semesters starting in the fall semester of each year. The pre-requisite courses can be taken on a full- or part-time basis. All pre-requisite courses, including Pharmacology (SURG 203), must be completed before beginning the clinical phase. Surgical Technology Program 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. Courses may be repeated as the College offering allows. Successful completion is defined by a “D” or higher in all curriculum courses. SURG courses (second year) must be taken in a full-time status. Successful completion (a "D" or higher) in each course is required before advancing to upper level Surgical Technology courses. A cumulative grade point average of 2.0 is required for graduation. Per College policy, the Surgical Technology program will award the following grades: A, B, C, D and F. Should a student earn a grade of “F” in a Surgical Technology course, he or she will need to repeat that class. Since the Surgical Tech (SURG) courses are sequenced ensuring prerequisite course requirements are followed, failing a SURG course will result in the student not being able to progress.

The Surgical Technology Program clinical sequence has a limited enrollment. If there are more applicants than the program has clinical seats, an application selection process will be implemented that involves the ranking of applicants. These applicants will be offered admission into the Surgical Tech Program (SURG) sequence of courses in the Surgical Technology Program. A list of alternate students will be compiled in the event that more than the limited number of students apply.

The following suggested sequence includes all course requirements for this degree. I encourage you to consult with your academic advisor to determine which electives best meet your career goals.

**Curriculum for Associate Degree in Applied Science**

First year courses may be taken in full-time or part-time status. Courses may be repeated as the College offering allows. Successful completion is defined by a “D” or higher in all curriculum courses. SURG courses (second year) must be taken in a full-time status. Successful completion (a "D" or higher) in each course is required before advancing to upper level Surgical Technology courses. A cumulative grade point average of 2.0 is required for graduation. Per College policy, the Surgical Technology program will award the following grades: A, B, C, D and F. Should a student earn a grade of “F” in a Surgical Technology course, he or she will need to repeat that class. Since the Surgical Tech (SURG) courses are sequenced ensuring prerequisite course requirements are followed, failing a SURG course will result in the student not being able to progress.

Progression through the Surgical Technology curriculum is sequential (see suggested sequence). The student must successfully complete course prerequisites before proceeding to upper level courses. Successful completion of each Surgical Technology course is required before advancing to upper level Surgical Technology courses.
Surgical Case Requirements

Upon successful completion of the Surgical Technology Program, the student will have fulfilled the clinical case requirements as established by the 6th edition of the *Core Curriculum for Surgical Technology* published by the Association of Surgical Technologists.

- In general surgery, each student must scrub a minimum of 30 total surgical procedures cases with 20 first scrubs and 10-second scrubs.
- In specialty surgery, each student must scrub a minimum of 90 surgical cases with 60 first scrubs and 30 second scrubs. Specialties procedures include orthopedics, otorhinolaryngology, genitourinary, obstetrics, gynecology, ophthalmic, oral/maxillofacial, plastic & reconstructive, cardiothoracic, peripheral vascular, pediatrics, & neurosurgical.
- The total number of surgical procedure cases scrubbed for the duration of the entire Surgical Technology Program must exceed 120 with 80 of the cases being first scrubs & 40 cases being second scrubs.

Continuing Education

Certified Surgical Technologists are required to be life-long learners. Nationally, to maintain the Certified Surgical Technology professional credential, CSTs must document 30 continuing education units per a two-year period. In the state of Indiana, CSTs must document 15 continuing education units every year.

Keeping life-long learning in mind, as a graduate of an accredited Associate Degree of Applied Science program, students have the opportunity to transfer to related baccalaureate degrees after graduation to study in a related field. Students should talk with their SURG program chairs and individual institutions for additional requirements.

Application Procedures

Application to the College

**STEP 1:** Complete the Admissions Application on-line at [www.ivytech.edu/apply-now/](http://www.ivytech.edu/apply-now/). Complete all the steps to become an Ivy Tech student. Select that you are interested in the Surgical Technology Program. Ivy Tech codes all applicants with a Surgical Technology Interest as HLCU. This coding will enable you to continue as a degree-seeking student.

**STEP 2:** Obtain transcript request forms from the Office of Admissions if you have previously attended an accredited college(s). Complete and submit forms with any applicable fees, to the college(s) that he or she attended.

**STEP 3:** Complete the College’s admission process. This may include taking Accuplacer placement testing, a required student orientation, and an initial advising session for course placement.

Application to the Surgical Tech Program

Acceptance to the Surgical Technology program is separate from admission to the College. Students must apply to the Surgical Technology Program for considered for admission into the Surgical Technology Program.
STEP 1: Contact an academic/program advisor to check into campus-specific information about application requirements. This may include an applicant information sheet, unofficial transcripts from all colleges.

STEP 2: It is highly recommended that you seek detailed information about the Surgical Technology Program at your local campus. This may require making an appointment with your local campus’ Surgical Technology Program Chair/Faculty and/or attending a Surgical Technology information session.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Name of Program Chair</th>
<th>Email Address</th>
<th>Telephone number</th>
<th>For Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus</td>
<td>Eddy Wenzel, RN, BSN, CNOR, CST</td>
<td><a href="mailto:ewentzel@ivytech.edu">ewentzel@ivytech.edu</a></td>
<td>812-374-5185</td>
<td>Call for Individual Appointment</td>
</tr>
<tr>
<td>Evansville</td>
<td>Julia Hinkle, RN, MHS, CNOR</td>
<td><a href="mailto:jhinkle@ivytech.edu">jhinkle@ivytech.edu</a></td>
<td>812-429-1490 or 812-429-1494</td>
<td>Call for Individual Appointment</td>
</tr>
<tr>
<td>Kokomo</td>
<td>Jia Hardimon-Eddington, MS, CST</td>
<td><a href="mailto:jhardimon@ivytech.edu">jhardimon@ivytech.edu</a></td>
<td>800-459-0561 or 765-459-0561 ext. 301</td>
<td>Call for Individual Appointment</td>
</tr>
<tr>
<td>Valparaiso</td>
<td>Marsha Eriks, BS, CST</td>
<td><a href="mailto:meriks@ivytech.edu">meriks@ivytech.edu</a></td>
<td>219-476-4702</td>
<td>Call for Individual Appointment</td>
</tr>
<tr>
<td>Lafayette</td>
<td>Dotty McClannen, RN, MSN, CST</td>
<td><a href="mailto:dmcclannen@ivytech.edu">dmcclannen@ivytech.edu</a></td>
<td>765-269-5208</td>
<td>Call 765-269-5720 for an individual appointment Online@ <a href="https://www.ivytech.edu/surgical-technology/">https://www.ivytech.edu/surgical-technology/</a> Scroll to “Locations”&gt;Lafayette</td>
</tr>
<tr>
<td>Indianapolis</td>
<td>Jeanne Rieger, CST, MSEd</td>
<td><a href="mailto:jrieger@ivytech.edu">jrieger@ivytech.edu</a></td>
<td>317-921-4404</td>
<td>Call for individual appointments Attend a group Information Session, see times &amp; dates at: <a href="https://www.ivytech.edu/surgical-technology/">https://www.ivytech.edu/surgical-technology/</a> Scroll to “Locations”&gt;Indianapolis</td>
</tr>
<tr>
<td>Muncie</td>
<td>Melissa Binford, BS, AAS, CST</td>
<td><a href="mailto:mbinford@ivytech.edu">mbinford@ivytech.edu</a></td>
<td>765-289-2291, ext.1771</td>
<td>Call for Individual Appointment</td>
</tr>
<tr>
<td>Terre Haute</td>
<td>Lora Hofmann, CST, BS</td>
<td><a href="mailto:lhofmann1@ivytech.edu">lhofmann1@ivytech.edu</a></td>
<td>1-812-298-2254</td>
<td>Call for Individual Appointment; <a href="http://www.ivytech.edu/surgical-technology/index.html">http://www.ivytech.edu/surgical-technology/index.html</a></td>
</tr>
</tbody>
</table>

STEP 3: Take the PSB-HOAE exam by the date designated at your campus. Testing after the deadline is not permitted. Testing in March is recommended which is two months prior to most application deadlines.

Information about the PSB-HOAE

The *Psychological Services Bureau Health Occupations Aptitude Examination* (PSB-HOAE) is designed to predict an individual’s readiness and capability for successful completion of the Surgical Technology Program. The examination is comprised five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice. The PSB-HOAE is selectively normed on applicants for admission to all of the various health care career choices. The five separate tests include:

- **Part I - Academic Aptitude**: Academic aptitude as measured by the total (combined subtests), might be thought of as a type of ability to learn. The test content is specifically adapted for appraising the combination of innate and acquired abilities that are needed for work of an academic nature. The academic aptitude total emphasizes familiar experiences and concepts while requiring careful reasoning and the capacity to comprehend and draw conclusions.
  - **Verbal**: The Verbal aspect consists of 30 vocabulary-related test questions. Empirical evidence has shown this type of test item to be highly related to academic success.
- **Arithmetic:** The numerical aspect consists of 30 items drawing largely from arithmetic. To some degree, it involves skill with arithmetical concepts along with computational speed. The content of the numerical items is that to which practically all eighth grade students have been exposed.

- **Nonverbal:** The nonverbal aspect consists of 30 test items calling for a comprehension of form relationships. Measurement is in terms of the ability to manipulate "things" mentally, to reason out differences in pictured objects, and to deal with concrete materials through visualization. Recognition of relationships and of differences has been shown by research to be basic to learning aptitude.

- **Part II – Spelling:** The spelling test measures skill with a tool essential to written expression or communication. It also reflects educational achievement in basic tools of learning.

- **Part III - Reading Comprehension:** This test measures ability to understand direct statements, interpret written content, see the authors intent, observe organization of ideas, and to extract information from written material with respect to ideas and purposes; thus to read and comprehend what is read.

- **Part IV - Information in the Natural Sciences:** Measurement with this test concerns accumulation of information in the natural sciences, i.e., biology, chemistry, health, safety, etc., at a fundamental level. The relationship of knowledge in the area of the natural sciences to the course of study of the allied health educational program is an obvious one.

- **Part V - Vocational Adjustment Index:** The person's characteristic life style is reflected in his or her distinctive educational and occupational adjustment. Feelings, attitudes, opinions, and other personality characteristics and behavioral traits, which may be quite acceptable in many situations, may not be those desirable for the prospective healthcare professional either as a student or as a practitioner.

**To sign up to take the PSB-HOAE:**
Pay the $40.00 testing fee. Schedule an appointment in the campus testing/assessment center online at [www.ivytech.edu/testing](http://www.ivytech.edu/testing). Scroll down on the area marked “Contact your Local Center.” Select the campus where you plan to take the test. Click on the provided link titled “IvyTech.edu/schedulenow.” If you do not show for your appointment, you are required to pay again to take the exam another day.

**To prepare for the exam:**
Visit the PSB-HOAE website and read, “Prepare for the test.” The address is www.psbtests.com. Click on the “Health Occupations Aptitude Examination” portion and browse the web site. Sample questions and various study guides are available.

**Instructions from the Testing Center:**
On the day of the exam, arrive 15 minutes before your scheduled time. Present your non-expired, government issued ID, and your current Ivy Tech student ID with C # on it. You will have three hours to take the test; each part will be timed separately. No food, drink, or personal items are allowed in the testing centers. You will be given a place to secure personal items. Non-testing guests are not permitted to wait within the Testing Center should a guest need to wait for you. Anyone under 18 must be accompanied by an adult while waiting.
After completing the PSB-HOAE:
Plan to wait for 30 minutes after completion of the exam to get copy of your results. For information on the Understanding your Test Record and Profile Chart for the PSB-Health Occupations Aptitude Examination go to http://psbtests.com/wp-content/uploads/HealthOccupationsResults.pdf or see Appendix B at the back of this handbook. Schedule an appointment with your SURG Program Chair to discuss the results and give them a copy of your results. It is recommended that students score a minimum of 25% in each of the five parts or above a minimum of 200 to succeed in the Surgical Technology Program.

Re-testing
Students may retest once to raise their score. The higher of the two scores will be used in the selection process. Different portions of each test will not be compiled for a PSB score. If students needs or wants to retest, they must wait 30 days between test attempts. Students must pay again to retest.

STEP 4: Submit a program application on-line at www.ivytech.edu/ on or before the established deadline. The deadline for submitting application material is May 18. Fall admission: May 18. Preference is given to program applications submitted by the stated deadline. If necessary, the deadline may be extended to fill class seats.

Selection Process
If a Surgical Technology Program receives more qualified applicants than the number of seats available, a point system is used to determine admission to the program. Students meeting the application deadline are ranked utilizing this point system. The selection process is based on a rank score. Total points determine the rank of applicants. Seats are offered to the highest rank on down until all seats are filled. The number of seats available is based on clinical site availability and differs per campus. When implementing the selection process, the following admission criteria will be used to select applicants for acceptance to the program.

The selection process consists of two primary items: PSB-HOAE scores and completion of pre-requisite courses.

PSB-HOAE
All Surgical Technology students must take the PSB-HOAE test prior to acceptance into the Surgical Technology Program. It is worth 25% of the rank score. Points for the PSB will be awarded based on a sum of the five-category percentile scores (AA, SP, RC, INS, and VAI) divided by 10. (See Appendix B). PSB-HOAE scores will be valid from one (1) year. For more information about the PSB-HOAE, visit psbtests.com.

Completion of Pre-Requisite Courses
Points are awarded based on the courses completed and the grades received for those completed courses. If the student transfers in courses from another college, those grades will also be entered. This portion is worth 75% of the rank score. The table below is used to calculate the number of points. All pre-requisite courses must be completed prior to starting the Surgical Tech Program in the fall semester.
### Points Awarded and Completed Courses

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Completed Courses</th>
<th>Points Awarded</th>
<th>Completed Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 6</td>
<td>APHY 101 Anatomy and Physiology I</td>
<td>A = 3</td>
<td>MATH 123 Quantitative Reasoning</td>
</tr>
<tr>
<td>B = 4</td>
<td>APHY 102 Anatomy and Physiology II</td>
<td>B = 2</td>
<td>PSYC 101 Intro to Psychology OR</td>
</tr>
<tr>
<td>C = 2</td>
<td>BIOL 211 Microbiology</td>
<td>C = 1</td>
<td>SOCI 111 Intro to Sociology</td>
</tr>
<tr>
<td>D = 0</td>
<td>HLHS 101 Medical Terminology</td>
<td>D = 0</td>
<td>ENGL 111 English Composition</td>
</tr>
<tr>
<td></td>
<td>SURG 203 Surgical Pharmacology</td>
<td></td>
<td>COMM 101 Fundamentals of Public Speaking OR</td>
</tr>
<tr>
<td></td>
<td>HLHS 105 Medical Law and Ethics</td>
<td></td>
<td>COMM 102 Intro to Interpersonal Communications</td>
</tr>
</tbody>
</table>

Upon completion of the IVYT 112 course, you will receive 2 points.

### Special circumstances

- If multiple students have equal points, those students will receive ranking by the sum of the percentile scores from the PSB-HOAE aptitude test.
- If a student receives Verified Proficiency ("V") for one of the course used in selection, he or she will receive the point’s equivalent to a “C” in that course. This includes Dantes, CLEP, Internal Test-outs, Military Credit, etc.
- If a campus does not have the maximum number of qualified applicants to fill the cohort class, consideration may be given to students scoring below the recommendation for the PSB-HOE.
- If students transfer in a pre-requisite course, the grade for that course will have points assigned according to the table. The GPA from transfer institutions is NOT considered.
- Pre-requisite courses must be completed by the end of the spring semester to count in the point system. If a pre-requisite course must be taken after application to the program, a zero will be awarded for that course (s).
- All pre-requisite courses must be completed prior to start of the Surgical Tech Program in the fall. If a pre-requisite course is not completed with a “D” or better, the student will not be permitted to begin the program.

### Notification of Acceptance and Non-Acceptance

Notification letters will be sent to student email addresses based per each campuses. This letter will inform the student of their application status. Either the student will be conditionally accepted or denied.

### Conditional Acceptance

When a student is “accepted” into the Surgical Technology Program, it is conditional. The student may need to perform a list of further criteria. If listed criteria are NOT successfully completed, the conditional acceptance may be revoked. For example, students with a positive drug screen, a felony conviction, or incomplete pre-requisite courses may have their acceptance revoked. The clinical affiliates control the clinical settings and may deny a student. In that case, the clinical spot may be offered to another student. All accepted students will have a campus specific Surgical Technology Orientation before beginning Surgical Tech Program. Their specific campus will notify students as to these requirements and deadlines.

### Non-acceptance
If students are not accepted, they may not start the Surgical Tech program for that academic year. Students should contact the Surgical Technology Program Chair to consider alternatives. Students may reapply the following year to the Surgical Tech Program. In this even, the student may need to complete courses or retake courses to raise their total points in the selection process. Students must also repeat the PSB-HOAE Exam.

Re-application Process

Application materials such as the College application and Accuplacer scores are valid for two years. If the applicant is interested in re-applying for the Surgical Tech Program the following year, the applicant must meet with the program chair to familiarize themselves with any changes that have occurred in the admission process. The applicant must meet all current admission requirements and application deadlines.

Movement within Ivy Tech

All courses taken at Ivy Tech are accepted statewide at other Ivy Tech campuses. It is not necessary to “transfer” Ivy Tech credits from one campus to another.

When students are accepted into a Surgical Technology program at one campus, it is strongly recommended that they remain at that campus. Exceptions may be made due to extenuating circumstances, however this is rare. If movement to a different campus is requested by a student, it may be approved on a space-available basis and after case-by-case consideration. If the Surgical Technology student is not in good academic standing (failed a SURG course) or they have sat out a semester, and wish to move to a different campus, they must follow the College’s progression ASOM policy (ASOM 4.19; access online at www.ivytech.edu/policies).

If documentation has been received supporting the extenuating circumstances, the faculty from both campuses will communicate with one another about the student. The purpose of this communication will ensure the receiving campus can meet the transfer student’s needs in an effort to achieve student success and provide a seamless process.

Students moving from one Ivy Tech campus to another Ivy Tech campus must document the change. The most convenient way to change your address, telephone number, personal email address, or emergency contact information is online. Log in to My Ivy and click the “Update Address or Phone” icon on the home page. Students may also fill out a Change of Information form. It is found at www.ivytech.edu/files/Change-of-Info.pdf. After printing and completing the form, submit it to the Office of the Registrar at your campus. Your advisor can assist you if needed.

Work Policy

Students enrolled in the Surgical Technology Program find it difficult to work full-time while going to school. Frequently Surgical Technology students will state that they are spending approximately 12 – 16 hours a week studying in order to be successful in the program. Surgical Technology Student activities associated with the curriculum, especially while students are completing clinical rotations, will be
educational in nature. Student will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist. Surgical Technology students may not be compensated for their services at clinical affiliate sites.

**Curriculum Delivery Methods**

Courses in the SURG curriculum are available in a variety of teaching delivery options. All specialty core courses and general education courses are available totally and/or in part via distance education. The student may select to take the course via traditional classroom or a variety of distance education alternatives.

The Surgical Technology Program courses (SURG), with the exception of SURG 203-Pharmacology, are *not offered* entirely via distance education. Most SURG courses are not offered 100% via distance education, but components of technical courses may require the use of Distance Learning powered by Canvas. Ivy Learn is the name of the online learning management system used at Ivy Tech. Students may use the Ivy Tech computer labs or their personal devices to access the computer components of their course work; computer usage is required and considered an integral component of the technical courses. Students taking a distance education course must visit the Ivy Tech distance education web site at http://www.ivytech.edu/lafayette/distanceEd/to print a copy of the “Distance Education Student Handbook”. If questions or unresolved distance education problems remain, the Ivy Tech Instructional Design Department at Ivy Tech can help students.

**Assessment/Remediation/Tutoring**

**Essential Functions**

Essential functions for the program are assessed at the beginning of the clinical phase of the program utilizing the Health and Physical Examination Form. All health immunizations and CPR must be current throughout the entire program. See Appendix A for Health Form and Essential Functions.

**Denial of Clinical Placement**

Clinical sites have the right to refuse any student for clinical placement. If the student’s performance or behavior results in being denied placement, the student will receive zero points and a grade of “F” for that assigned rotation. A professional conduct hearing will be scheduled. The severity of the offense will determine if further sanctions will be issued, such as probation, dismissal, grade of “F” for the course. If denial of clinical placement affects the student’s ability to meet the program competency requirements, the student will be dismissed from the program.

**Statement on Assessment**

It is the mission of Ivy Tech Community College 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 college wide 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 Ivy Tech College’s educational program. What Ivy Tech discovers through the assessment program is used in making decisions regarding campus procedures--from curriculum planning, to student activities, to support services.
From the time students apply to Ivy Tech Community 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 Ivy Tech College courses, programs and services
- measure academic gains made and competencies achieved by students while at Ivy Tech College
- 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; the technical outcomes assessment and a 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 Ivy Tech Community 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.

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program.

**General Education Outcome Assessment**

Graduates’ skills in several general education areas are assessed to determine whether they meet the learning outcomes defined for general education and whether their performance with respect to these outcomes has improved during their period of enrollment at the College. These may include but are not limited to Math, English, Scientific Inquiry and Critical Thinking. Tests may be given in the capstone course as a representation of the culminating experiences in the student’s program. The College places a strong emphasis on student learning outcomes as a focus for planning and institutional improvement.

**Suspension/Dismissal from the College**

Please see Code of Student Rights and Responsibilities found on campus connect for further information. ([https://www.ivytech.edu/studentcode/](https://www.ivytech.edu/studentcode/))

**Dismissed for Failure to Meet and Maintain Academic Standards:**

Students who fail to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such times as they restores satisfactory progress. If repeated unsatisfactory progress occurs, they may be is dismissed from the Surgical Technology program.

- A student who is dismissed from the Surgical Technology program for unsatisfactory academic progress faces one term of non-enrollment as a degree declared student prior to resuming progress toward that certificate or degree.
- Students who are dismissed twice for unsatisfactory academic progress may be terminated for up to five years as a degree declared student unless they choose to participate in an extensive
Academic Skills Advancement program to correct academic deficiencies.

- A student who was dismissed/withdrawn from the program must re-apply and follow the guidelines listed below: (ASOM 4.19.1)
  a. All returning students must abide by the current program curriculum and policies in effect at the time of readmission
  b. There must be space available or the returning student cannot enroll
  c. Returning students must document knowledge in the current semester’s coursework before allowed to re-enter the following semester. For example, a student successfully completed the fall semester, but left during the spring semester. This particular student must demonstrate both current knowledge in theory and skill at the beginning of the fall semester course before being allowed to re-enroll into the spring semester. If the student does not have current knowledge (documented by an oral/written exam), they will be instructed to retake the fall semester course. Likewise, if the student cannot demonstrate current patient care skills to the instructor, the student will be instructed to retake the fall semester course. This process will be repeated for each semester until the student has been streamlined back into the SURG courses.

Use of Electronic Devices

Cell phones may be allowed in class but only for use as approved by the faculty members. Electronic devices may not be used in class during tests, even for math calculations. Cell phones are NEVER appropriate in the clinical setting. If you are observed using your cell other than the approved times listed above, disciplinary actions may be taken.

Awards & Recognition

Phi Theta Kappa is an international honor society for two-year colleges. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

In order to join Phi Theta Kappa Honor Society, students must meet the eligibility criteria. The eligibility criteria consist of having earned at least 12 program-level or college-level credit hours, having and maintaining a 3.5 cumulative grade point average (GPA), and being currently enrolled in the term they choose to join.

- **Phi Theta Kappa membership** is an honor and is by invitation only. Students meeting the eligibility criteria are notified via Ivy Tech email with instructions on how to join. These invitations are sent once in the fall semester and once in the spring semester.

Becoming a member of Phi Theta Kappa Honor Society comes with many benefits. First, membership opens the door to many scholarships available to students while they complete their Associate’s degree as well as scholarships for transfer. Phi Theta Kappa membership also provides
leadership, service and professional development opportunities while involved in the local chapter. The local chapter, known as Alpha Upsilon Tau, offers students the opportunity to become an officer, travel to conferences around the state and country, compete in academic competitions, and make a difference on campus and in the community. Lastly, members may wear the gold Phi Theta Kappa stole during graduation. This may be purchased at the online PTK store at http://recognitions.ptk.org. Students will need their PTK member ID, which is on their PTK membership card from headquarters. The stoles usually cost approximately $20. Students should order early so they have them before commencement.

Selected students will receive an invitation to attend an orientation meeting in the fall or spring semester after meeting the above criteria. Information regarding the organization will be presented. A lifetime membership fee of $60.00 will be due. Members who join may attend meetings twice a month, attend international meetings and be involved in local service projects. Members will be eligible to graduate wearing a gold stole on their gowns.

- **The Dean’s List** recognizes students who have completed 12 credit hours or more and have received a 3.5 grade point average or higher. The 12 credit hours may not include Academic Skills Advancement (ASA) courses. The student must be enrolled in a degree-seeking program and have received no "F"s. A Chancellor’s List is compiled each semester after eligibility is determined. Letters of recognition will be mailed to the home of each recipient. **The Dean’s Award** is presented annually to the graduating student in Surgical Technology Program with the highest grade point average (GPA). The recipient of the Dean's Award is notified by letter. The Award is a plaque and will be presented to the recipient by the Chancellor of Ivy Tech Community College of Indiana at the graduation ceremony.

- **The Association of Surgical Technologists National Honor Society** recognizes the achievement of students. The student must have completed 75% of the requirements at a CAAHEP-accredited Surgical Technology Program, maintain and have no less than a 3.75 GPA, have a 95% attendance rate, be a good citizen and have no past or present disciplinary actions, project qualities of integrity and leadership in academics and extracurricular activities, and be a member of the Association of Surgical Technologists. Interested students that meet all requirements for membership must meet with the program chair and submit a nomination 60 days prior to graduation.

In Lafayette only-

1. **The Surgery Award** is presented annually to the graduating student in Surgical Technology Program with the best overall clinical skills. The first Surgery Award was given in 1964 and each year the recipient is chosen for qualities representing a well-rounded Student Surgical Technologist. These qualities include good manual dexterity, initiative and a willingness to learn acceptance of responsibility, acceptance of criticism and instruction, effective interpersonal communication skills, professional attitude, and good aseptic technique. The recipient will receive a commemorative pin.

**Responsibility of Faculty and Students**

**Faculty Responsibility**
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 responsibilities are to create an environment conducive to learning and to promote opportunities for student learning, while respecting the diversity of the student body. Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives. They must also clearly outline their expectations. The program must ensure that course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for each student regardless of where that experience was acquired.

Within this framework, the program faculty assumes responsibility for planning, supervising, and evaluating selected learning experiences in both the classroom and clinical setting. These experiences are developed to meet established objectives set forth by Ivy Tech Community College, The Commission on Accreditation of Surgical Technologists and Surgical Assistants in order for graduates to meet the eligibility requirements to take their national certification exam.

The program faculty believes Surgical Technology is a health service, shared with other health disciplines, which has a basic responsibility for promoting health and conserving life. As a member of the multidisciplinary, patient-oriented team, the faculty utilizes basic knowledge and skills to contribute to patient care. This includes, but is not limited to:

A. Ensuring all activities associated with the program must be non-discriminatory and in accord with federal and state statutes, rules and regulations.
B. Ensuring the health, privacy, and safety of patients, students, and faculty associated with the educational activities and learning environment of the students must be adequately safeguarded;
C. Evaluating student work in a fair, objective, timely manner;
D. Respecting opinions without demeaning the student;
E. Giving help and clarification when needed;
F. Being accessible and approachable to students (i.e. maintain posted office hours and arranged appointments);
G. Having a positive, caring attitude toward teaching and learning;
H. Presenting facts and skills in an organized manner that respects various learning styles;
I. Assures appropriate supervision for students in all locations where instruction occurs;
J. Ensure learning experiences and access to learning materials are substantially equivalent for each student regardless of location;
K. Ensure guidance is available to assist students in understanding and abiding by program policies and practices;
L. Ensure that students have timely access to faculty for assistance and counseling regarding their academic concerns and problems.

**Student Responsibility**

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 educational opportunities available. Students must conduct themselves in such a matter as not to interfere with the learning of others. The following list, not meant to be inclusive, further defines the student role:

1. Come to all class sessions prepared and on time;
2. Display interest in the subject matter through participation, questions, etc.;
3. Bring forth concerns to appropriate individuals;
4. Seek help and clarification when necessary (i.e. tutoring, study groups, questions);
5. Engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance;
6. Understand the instructor’s expectations and methods of assessment;
7. Initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.

Ivy Tech Student Success Commitments

Student success is a shared responsibility between students, faculty, staff and other college community members. A campus culture of student success is fostered when all actively see to improve on their following behaviors.

Students

- **Attend** class, learn the names of your instructors, and work to develop a relationship of trust with them
- **Complete** what you start
- **Attempt** and **complete** each assignments
- **Develop** will-organized and disciplined study habits
- **Ask** questions and be prepared to use campus support resources, such as tutoring, Disabilities Support Services, when needed

Faculty

- **Interact** with student by name by first class/end of first week
- **Monitor** student behavior and progress closely and **intervene** immediately, including providing timely feedback on assignments/exams so student can make changes to their learning practices
- **Initiate** one-on-one and frequent communications with students early in the semester, and maintain communication throughout the semester
- **Conduct** highly structured courses with penalties for missed exams and assignments but be flexible when appropriate
- **Know** your campus resources and **direct** student to them when needed

Staff

- **Make** eye contact, smile, and say hello to everyone on campus
- **Celebrate** positive student behavior and intervene when vulnerable behavior is noticed
- **Engage** with students, staff, and faculty – **establish** a personal connection
- **Establish** clear and coherent practices and processes for students – **eliminate** barriers and make others aware when needed
- **Know** your campus resources and direct students to them when needed
At the Lafayette Campus

Fit Testing

Ivy Tech will facilitate Fit Testing the first week of fall classes on campus. It will cost approximately $25.00 per student. It is required by the clinical affiliates for all students and faculty. DO NOT PAY for it until instructed by the Program Chair. It will likely be AFTER the fit testing has occurred. If you already have a current fit testing card, give it to the Program Chair and you will not need to repeat.

Pregnancy

Students whose delivery due 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 the courses needed is offered. Upon returning to the Surgical Technology Program, the student shall be required to demonstrate proficiency in clinical and didactic prerequisite SURG courses. Re-entry is based on availability of space in the program.

Pregnant students must inform the program chair in writing as soon as possible. The student must sign an Acknowledgment of Radiation Risk during Pregnancy Form to continue in clinical. Expectations for a pregnant student are the same as for other students. Pregnant students are exempt from agents known to have detrimental fetal effects for which no protection is possible. This includes radioactive agents and bone cement. Students are expected to scrub on surgeries using x-ray but are required to wear a lead apron for protection. Other exceptions will be reliant upon the judgment of the clinical instructor/professor after consultation with the program chair, clinical coordinator, and the student’s physician, considering institutional policy. Written verification of limitations placed upon the student by her physician should be presented to the program chair. A student may not be permitted readmission until a minimum of 6 weeks post-delivery, or upon written permission of her physician.

Pregnant students must wear 2 dosimetry badges – 1 at the neck and 1 at the waist. The pregnant student will be required to pay the extra badge fee ($100) to the Ivy Tech Cashier. Pregnant students must review the monthly fetal report regarding the student’s radiation exposure with SURG Program Chair.

Cardiopulmonary Resuscitation/Automated External Defibrillator

An electronic copy of proof of completion of American Heart Association Heartsaver CPR and AED is due to the SURG Program Chair by 8/15/2019. The certification is valid for 2 years after receipt. Students may obtain CPR certification at any location.

Ivy Tech Workforce Development offers American Heart Association Heartsaver CPR and AED classes prior to the beginning of each fall semester. You may contact Kathy Dimmick to register at kdimmick@ivytech.edu or call at 765-269-5871. The cost will be $85.00 per person. The written portion is online; the classroom portion is a 2-hour hands-on portion on campus.
Extracurricular Activities

The Surgical Technology Society is a club available to all Ivy Tech Students. Members may include students in the clinical phase of their education, students taking pre-requisites to enter the clinical phase, and students with an undecided major. Students have an opportunity to elect officers, take leadership roles, and plan activities. All clinical students must become a member and attend a minimum of 3 meetings throughout the clinical year. Only clinical students may serve as officers. Committees are formed to address special events. Monthly meetings are held. A faculty advisor facilitates the society. Election of officers will be held 8/25/19 at 1:00 pm the first week of classes fall semester in the Surgical Tech Lab in IH 2252. Please plan to attend.

Disruptive Behavior

Class discussion should benefit the entire class; if a personal issue needs to be discussed with the professor, please do so before/after lecture or schedule an individual appointment. Students are expected to raise their hand when asking a question and listen when others are speaking. Talking between students is not allowed during class. If talking occurs, the student may be asked to leave the classroom for that class session. If asked to leave the classroom, you will not receive points for required work from that day and it will be counted as an absence. If required, assigned seating will be developed. Language must be professional and free from swearing, sexual content, racial content, or other derogatory comments.

Any student whose behavior is disruptive will be asked to leave the classroom, lab, or clinical site. Should a disagreement arise, abusive language or an argumentative discussion will not be allowed. Students are expected to be courteous & polite to all peers and instructors/professors whether in or out of lecture, lab, or clinical. Security will be called to escort the student out of the facility. Unresolved, inappropriate behavior may constitute dismissal from the program.

Weather and Urgent Notification

As part of Ivy Tech Community College's ongoing effort to keep students informed, the College has implemented an urgent information messaging system called Ivy Alert. You may enroll in this service at https://www.ivytech.edu/alert/. It allows students to receive time-sensitive messages in the form of text messages. Everyone who has an e-mail address is eligible to receive alerts. In order to also receive text message alerts, members of the College will be asked to provide phone contact information. There is no charge for this service, other than any charges you may incur from your cell phone carrier. While participation in the text messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will not be shared or used for other purposes. You will be contacted through the system for:

- **Emergency**: Weather-related emergency, campus emergency, campus closure or lockdown, etc
- **Outreach**: Important college reminders, campus event information, and more
College closings are posted on the Internet at [www.cancellations.com](http://www.cancellations.com). When the Lafayette campus closes, the outgoing message at the switchboard (269-5000) will announce the closure.

Depending on emergency conditions, the Crawfordsville, Frankfort, or Monticello campuses may remain open when the Lafayette site is closed, and vice versa. Announcements will be specific on which campus(s) are closed or delayed. Please be attentive to the EXACT Ivy Tech campus that is closing.

Urgent messages will also be made on television (WLFI – Channel 18) and radio stations within the Lafayette region. Early closings are announced on campus TVs and announcement systems, as well as the media outlets listed below. Students are requested to monitor local radio and television stations for emergency closing of campus or delayed start of classes. The following radio stations are notified:

<table>
<thead>
<tr>
<th>Lafayette</th>
<th>Crawfordsville</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASK-AM (1450)</td>
<td>WCVL-AM (1550)</td>
</tr>
<tr>
<td>WASK-FM (98.7)</td>
<td>WIMC-FM (103.9)</td>
</tr>
<tr>
<td>WAZY-FM (96.5)</td>
<td>WVXI-FM (106.3)</td>
</tr>
<tr>
<td>WBAA-AM (920)</td>
<td></td>
</tr>
<tr>
<td>WBAA-FM (101.3)</td>
<td>Frankfort</td>
</tr>
<tr>
<td>WGLM-FM (106.7)</td>
<td>WILO-AM (1570)</td>
</tr>
<tr>
<td>WKHY-FM (93.5)</td>
<td>WSHW-FM (99.7)</td>
</tr>
<tr>
<td>WKO-A-FM (105.3)</td>
<td></td>
</tr>
<tr>
<td>WLFF-FM (95.3)</td>
<td>Rensselaer</td>
</tr>
<tr>
<td>WSHP-FM (95.7)</td>
<td>WLQI-RM (97.7)</td>
</tr>
<tr>
<td>WXXB-FM (102.9)</td>
<td>WRIN-AM (1560)</td>
</tr>
</tbody>
</table>

**Miscellaneous Academic Policies**

- Students experiencing academic difficulty should contact the course professor. Best results are obtained when assistance is sought early and time for improvement is possible.
- Each professor reserves the right to establish additional policies related to their specific course requirements. These are documented within the course syllabus.
- It is the prerogative of individual instructor/professor to accept or refuse late papers or assignments. Accepted late papers will lose points at the rate of 5% off per day late. For example, if a 100-point paper is turned in 2 days late, the total possible points for that student to receive is 90 points.
- SURG exams, including on-line tests, are the property of the program. Written exams are reviewed during lecture and returned to the professor. SURG exams may not be copied, scanned, or photographed.
- The SURG program adheres to the 6th edition of the American Psychological Association (APA) format for all written assignments. Points will be deducted if APA format is not followed.
- Recording devices are permitted only with the permission of the professor.
- Homework is due at the beginning of the class period. Students handing it in at the end of lecture will receive 0 points. Likewise, students should not be working on other class assignments during any lecture.
- Assignments and papers may be submitted by FAX and/or emailed only upon permission of the professor.
• Students may challenge exam questions by submitting the question in writing. Include the scored correct answer and an explanation of the alternate correct answer with a source to support the explanation. Submit the challenge within 7 days after the test was returned to students. The instructor/professor will consider the student’s complaint and notify the student within 7 days from receiving the challenge.
• Although not required, students find a laptop or tablet very convenient during this year. Reference to Ivy Learn is heavily used and apps are used for journaling/logging your experiences. You may use the computer in the Ivy Tech open computer labs, but it is less convenient. Time management will become of critical importance this year.

Extracurricular Activities
The Surgical Technology Society is a club available to all Ivy Tech Students. Members may include students in the clinical phase of their education, students taking pre-requisites to enter the clinical phase, and students with an undecided major. Students have an opportunity to elect officers, take leadership roles, and plan activities. All clinical students must become a member and attend a minimum of three meetings throughout the clinical year. Only clinical students may serve as officers. Committees are formed to address special events. The membership fee is $10.00. Monthly meetings are held. A faculty advisor facilitates the society. Election of officers will be held 8/25/19 at 1:00 pm the first week of classes fall semester in the Surgical Tech Lab in IH 2252. Please plan to attend.

Association of Surgical Technology Membership
Membership into the national and state assembly of the Association of Surgical Technologists is required. It is included in a discounted package when students sign up to take the National Certifying Exam for Surgical Technology during spring semester. This will cost $247.00 and be included in the summer tuition.

Background Check and Drug Screen
Background checks and drug screens must be performed by the contracted Ivy Tech company Castle Branch. Students must perform their Background Check and Drug Screen before August 1, 2019. Please follow these step-by-step instructions to complete your criminal background check and drug screens.
• Step 1: Log-on to www.castlebranch.com.
  o Click on “Place Order” in the box to purchase the criminal background check & drug screen package.
  o Enter:
    ▪ iv02n if you are a first time user to the Castle Branch. This will cost $99.90.
    ▪ Print &/or save the confirmation received from the Castle Branch.
    ▪ iv02nre if you have had a criminal background check by Castle Branch BUT it is over 1 year old. This will cost $38.00
    ▪ iv02dt if you have had a drug test by Castle Branch BUT it is over 1 year old. This will cost $34.20.
  o Log-on to www.labcorps.com within 30 days to schedule an appointment for your drug screen. After you schedule the appointment, an email will be sent giving you directions and information. Take the electronic chain of custody form and a photo ID (driver’s license preferred) to Lab Corp.
  o You may use any Lab Corps facility but In Lafayette, Lab Corps is located at 3554 Promenade
Parkway, Suite E, Lafayette, IN 47909. The phone number is (765) 477-5580. Their hours are M-F 7:00-11:30 am & 1-3:30 pm. Plan for one hour and do not bring children.

- **Step 2:** Approximately 72 hours later, you should be able to view your results by going to the website mentioned above. Click on “organizations”, then to “retrieve online order results”. Enter your username and password. Click on “view results in PDF format”. DO NOT print results for your program chair; she will have access to them online.

**Documentation of Health and Wellness**

Surgical Technology students are required to submit an Ivy Tech Surgical Tech *Physical Examination & Immunity Documentation Form* prior to attending clinical. The form is available for download in the Medical Document Manager of the Castle Branch. A physical exam is required with documentation of vaccinations. The person performing the physical exam may be a physician, nurse practitioner, or licensed physician’s assistant. A list of “Essential Functions” is attached to the health form. The form and/or the information on it may be released to the clinical sites. Clinical sites reserve the right to accept or deny any student based on meeting the institution’s health standards. Fit testing for a respiratory mask is likewise required. It is commonly performed the first week of classes during fall semester; the date and time will be announced. The cost is approximately $25.00 and must be paid AFTER the fit testing has been performed.

To document your health information and vaccinations follow the steps below:

Enter [www.castlebranch.com](http://www.castlebranch.com).

- Click on “Place Order” in the box to purchase the Medical Document Manager.
- Enter iv02IM as the Ivy Tech Surgical Tech package code for the Medical Document Manager. This will cost $20.00. This must be done no later than 8/1/19. **Print &/or save the confirmation received from the Castle Branch.**
- Print a hard copy of the Ivy Tech Surgical Technology Health Form and take it to the doctor/healthcare professional when you go for your examination. As you receive your health documentation, upload it to the Medical Document Manager.
- All medical information must be entered by **October 1, 2019** or you will not be permitted to attend clinical experiences.

**Clinical Experience**

Clinical sites include Franciscan Health Lafayette East and Indiana University Health Arnett. Surgery centers may include IU Ambulatory Surgery Center and Unity Surgery Center. Additional clinical sites may include Indiana University White Memorial, St. Vincent - Williamsport, Indiana University - Frankfort, Franciscan Health Crawondsville, Witham in Lebanon and Franciscan Health Rensselaer. A clinical rotation will be provided to all students at the beginning of each semester. Special scheduling requests will be considered but not be guaranteed.

The surgery rotation will include at least 3 weeks of evening hours per semester. The rotations in obstetrics and the emergency department may likewise include an evening shift. Late shifts typically are 4 p.m. to 9 p.m. in the spring semester and 11a-7p or 3-1130 pm in the summer semester. A lunch period will be scheduled by the clinical instructor/professor according to the surgery schedule during the summer semester. Mealtime is not to exceed 30 minutes. Lunch break time does not count toward clinical time. Students may not leave the hospital premises during breaks or lunch.
Call
Each student’s surgery rotation will include one week of call each semester. During the assigned call hours, the student must be within 30 minutes from the hospital surgery department. If a student lives more than 30 minutes from the hospital, arrangements may be made to stay with a friend or rent a hotel room for their call shifts. If it is necessary to rent a hotel room, the expense is the responsibility of the student.

Tardy
Being tardy is not acceptable. The student must report late arrivals by calling/texting the responsible instructor/professor. If a clinical course, the assigned clinical site must also be notified of the tardy. Arriving late will be considered a minimum of a 30-minute absence. Mandatory make-up of lab and clinical hours applies as it does for other absences. Hours lost from leaving early from lecture, lab, or clinical will adhere to the same policy. Chronic tardiness of more than six times per semester per course will constitute dismissal from the program.

Textbooks
Textbooks are available for purchase from Barnes and Noble Bookstore on the first floor of Ivy Hall. All textbooks required for the clinical year are purchased prior to the fall semester, but used during fall, spring, and summer semesters. A book list is in Appendix C at the back of this handbook. Although textbooks may be available for rental, it may not prove a savings since you use them for 3 semesters. In addition to the listed textbooks, you need an anatomy and physiology book. Preferably the book you used in your APHY 101 & 102 course, but any college-level anatomy & physiology book will be adequate.

Radiation Safety Monitoring Policy
Surgical Tech students must wear a personal radiation monitoring device while in the clinical settings. Radiation monitoring is performed in accordance with state and federal regulations, which requires that the student wear it in areas where potential radiation exposure may occur. The radiation monitor is a small clip-on device that is worn “on the trunk of your body near your neck in areas where potential radiation exposure may occur.” It is purchased by each student for $55.00 annually. Students must pay by 8/15/2019 & email a receipt to the SURG Program Chair at dmcclannen@ivytech.edu or text a picture of the receipt to 765-491-8092.

The badge is changed & submitted quarterly to Mirion for processing. Quarterly Reports (FORM 5) regarding the student’s exposure are part of the student’s permanent record and kept in the SURG Program Chair office. An individual quarterly radiation exposure report will be provided to each student for review and analysis. If students’ monthly reading is > 10% of the Dose Limits, they must complete the Radiation Dosimetry Report form with the SURG Program Chair.

Students will be responsible for making the quarterly exchanges in radiation monitoring badges on the dates provided by the SURG Program Chair. This information will be sent via email and/or posted on the course calendar.
Care of your Dosimetry Badge
- always wear your monitor when assigned to clinical
- be sure you are wearing a current monitor
- protect your monitor from moisture
- don’t wear your monitor when you’re being radiographed for personal medical reasons (including dental x-rays)
- don’t intentionally expose the monitor to ionizing radiation; don’t put your badge near a microwave
- never wear a monitor that does not belong to you or allow someone to wear your monitor
- never leave your monitor in the car, especially on a hot day
- return your monitor & the holder upon termination or completion of the program so that a final reading can be compiled & recorded; failure to do so will lead to an incomplete in course
- report immediately to faculty if you misplace your badge or leave it in questionable areas
- Do not lose your monitor; attach it firmly to your clothing or ID badge. If lost, a replacement badge must be purchased. A fee of $25.00 must be paid by the student to the Ivy Tech Cashier

Basic Principles of Radiation Protection
Students are to read & abide by the regulations of Ivy Tech Community College, the clinical facilities, & the Basic Principles of Radiation Protection for students in any SURG clinical course.
- Stand behind a radiation protective barrier during radiation exposure when possible during surgery.
- If not behind a radiation protective barrier, wear protective aprons, gloves, or other protective aids during use of x-rays, fluoroscopy, or other use of radiation.
- Verify lead aprons, gloves, or other protective aids are intact; report cracks.
- Stand facing the source being x-rayed when using a protective apron.
- Apply the principles of radiation control: minimized time, maximized distance, & maximized shielding (Time, Distance, and Shielding).
- Do not allow familiarity to result in false security.
- Never stand in the primary beam.
- Limit holding a patient during radiographic procedures; if necessary, use aprons & gloves to the person who holds the patient during radiation exposure.
- Use gonadal shields on all persons, including the patient, of childbearing age when not contraindicated.
- Question female patients of childbearing age about the possibility of being pregnant prior to performing any procedure.
- Remain back when not caring for the patient & do not turn your back to the source.
- Remember that the patient is the source of radiation during fluoroscopy therefore,
- Close doors to radiographic rooms prior to making exposures.
- Remove visitors from a radiographic room prior to exposure unless required to hold the patient.
- Never allow a pregnant mother to hold a child for an exposure.
- Operation of radiological equipment by Surgical Technology Students is prohibited.
**Pregnant Students**

Notify the Surgical Technology Program Chair if you become pregnancy ASAP. Discuss radiation safety with your personal physician; ask about any restrictions for your clinical education. If you are provided with specific restrictions, it will be your responsibility to follow his/her instructions and report this to the SURG Program Chair. Complete *Acknowledgement of Radiation Risk During Pregnancy* form. Review Report Measures for the Pregnant Student. Wear 2 badges – 1 at the neck over the apron and 1 at the waist under the apron. The fetal badge measures doses to the mother’s pelvis, the fetal dose will be 25-50% of this value. The pregnant student will be required to pay the extra badge fee. **Pay $100 to the cashier’s office.** Since the badge must be changed monthly rather than quarterly, it costs more. Always be aware of radiation exposure. When in fluoroscopy, you may wish to wear two aprons, although it is not required. When using mobile equipment in surgery, ER, or other departments, always wear an apron and stand as far back as possible. Remember that you are the only one who can protect your baby.
Appendix A

Surgical Technology Health Form

Ivy Tech Community College of Indiana
School of Health Sciences – Surgical Technology
Vaccination and Physical Examination Form

Instructions:
• This form must be completed, signed and submitted at least four (4) weeks prior to starting any clinical course. Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform the Essential Functions of Surgical Technology students must be included.
• The health care provider must complete and sign all sections as indicated.
• It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the Surgical Technology Program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: ___________________________ Student ID: C _____________ Date of Birth ___/___/___

Address: _________________________________________________________________

Phone: Home _____ - _____ - ______ Work _____ - _____ - ______ Cell _____ - _____ - ______

Email: ____________________________________________________________________@ivytech.edu____________

• I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
• Qualified applicants to the School of Health Sciences must meet all admission criteria as well as the Essential Functions of the Surgical Technology Program. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
• By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations that would prevent me from performing the essential functions described below.

____________________________________________________________________________
Name of Student (PRINT) Student Signature Date
**SECTION I: IMMUNITY STATUS**

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student & health care provider. Forms are available from the Health of Science Office.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date of Vaccination(s)</th>
<th>Date of Titer(s) Showing Immunity if No Vaccination</th>
<th>If Titer Negative for Immunity, Date of Vaccination(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2 (1 mo. following #1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza (1 dose annually)</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Measles (2 doses, <em>at least</em> 4 weeks apart)</td>
<td>MMR 1:</td>
<td></td>
<td>MMR 1:</td>
</tr>
<tr>
<td>Mumps (2 doses, <em>at least</em> 4 weeks apart)</td>
<td>MMR 2:</td>
<td></td>
<td>MMR 2:</td>
</tr>
<tr>
<td>Rubella (1 dose)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (2 doses, <em>at least</em> 4 weeks apart)</td>
<td>1:</td>
<td></td>
<td>1:</td>
</tr>
<tr>
<td></td>
<td>2:</td>
<td></td>
<td>2:</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, &amp; Pertussis (Tdap) – (1 dose)</td>
<td></td>
<td></td>
<td><em>Date of Titer(s) Below</em></td>
</tr>
<tr>
<td>Tetanus (Td) Booster (every 10 years after Tdap)</td>
<td></td>
<td></td>
<td><em>Date of Titer(s) Below</em></td>
</tr>
<tr>
<td>Tetanus</td>
<td></td>
<td></td>
<td>Date of Vaccination above</td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
<td></td>
<td>Date of Vaccination above</td>
</tr>
<tr>
<td>Pertussis</td>
<td></td>
<td></td>
<td>Date of Vaccination above</td>
</tr>
</tbody>
</table>

SECTION II: TUBERCULOSIS SCREENING

- Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.
- **TUBERCULOSIS SCREENING** may include a tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay

TUBERCULIN SKIN (MANTOUX) TEST:

- For students **with** a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test & the current test must be recorded for second test. Students will be required to show proof of the original Mantoux.
- For students **without** a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.
- Tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.*

*Exception: the second-step Tuberculin skin test for students in the SURG program may be given no earlier than 30 days prior to the first day of clinical.

**FIRST TEST:**

Date given: ____/____/____ time: ___ Date Read: ____/____/____ time: ___ Results: _____ mm
- □ Negative  □ Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** ________________________

**PROVIDER SIGNATURE:** ________________________ DATE: ______________

**SECOND TEST:**

Date given: ____/____/____ time: ___ Date Read: ____/____/____ time: ___ Results: _____ mm
- □ Negative  □ Positive (chest x-ray required)

**PROVIDER NAME (Printed):** ________________________

**PROVIDER SIGNATURE:** ________________________ DATE: ______________

**QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST:**

Results: Date of test: ____/____/____
- □ Negative  □ Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** ________________________

**PROVIDER SIGNATURE:** ________________________ DATE: ______________
**CHEST X-RAY:** (Required if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is **POSITIVE**)

<table>
<thead>
<tr>
<th>Date of chest x-ray: <strong><strong>/</strong></strong>/____</th>
<th>□ Normal  □ Abnormal</th>
</tr>
</thead>
</table>

**PROVIDER PRINTED NAME:** ____________________________________________________________

**PROVIDER SIGNATURE:** _______________________________ **DATE:** ______________________

Section III:
Physical Exam and Essential Function of Surgical Technology

To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills:

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Specific Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROSS MOTOR SKILLS</strong></td>
<td>• visually identify differences between instruments&lt;br&gt;• regulate equipment, including electrocautery, lasers, &amp; endoscopy&lt;br&gt;• perform patient assessment</td>
<td></td>
</tr>
<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td>• manipulate needles, blades, sutures, &amp; instrumentation with both hands&lt;br&gt;• possess eye-hand coordination with both hands&lt;br&gt;• evaluate size of suture by feel</td>
<td></td>
</tr>
<tr>
<td><strong>PHYSICAL ENDURANCE</strong></td>
<td>• present the following documents:&lt;br&gt;  • head-to-toe physical examination&lt;br&gt;  • rubella screen&lt;br&gt;  • tuberculosis testing&lt;br&gt;  • influenza&lt;br&gt;  • tetanus immunization&lt;br&gt;  • hepatitis B immunization or declination form&lt;br&gt;  • CPR certification&lt;br&gt;  • possess stamina for long periods of standing&lt;br&gt;  • wear full sterile surgical attire including personal protective equipment&lt;br&gt;  • withstand exposure to irritating soaps and solutions&lt;br&gt;  • weight lifting ability (lift &amp; carry 50 pounds)&lt;br&gt;  • adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift &amp; emergency call</td>
<td></td>
</tr>
<tr>
<td><strong>MOBILITY</strong></td>
<td>• bend, reach, pull, push, stand, stoop &amp; walk during all aspects of the educational experience&lt;br&gt;• fasten masks &amp; protective gowns, lift, position &amp; move heavy clients &amp; equipment&lt;br&gt;• respond quickly to a surgeon’s request for instrumentation&lt;br&gt;• scrub all aspects of fingers, hands and arms&lt;br&gt;• perform hand hygiene</td>
<td></td>
</tr>
<tr>
<td><strong>HEARING</strong></td>
<td>• demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise</td>
<td></td>
</tr>
<tr>
<td><strong>VISUAL</strong></td>
<td>• demonstrate visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print &amp; function visually in a semi-dark room&lt;br&gt;• demonstrate ability to focus intently on the task at hand without distraction</td>
<td></td>
</tr>
<tr>
<td><strong>SMELL</strong></td>
<td>• withstand unusual smells such as cauterized, infected or necrotic tissue</td>
<td></td>
</tr>
<tr>
<td><strong>READING</strong></td>
<td>• read surgeon’s preference cards, medication labels, orders (typed &amp; handwritten), policies, procedures, instructions</td>
<td></td>
</tr>
<tr>
<td><strong>ARITHMETIC COMPETENCE</strong></td>
<td>• calculate dosages to prepare &amp; mix medication correctly</td>
<td></td>
</tr>
</tbody>
</table>
To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills:

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Specific Accommodations</th>
</tr>
</thead>
</table>
| **EMOTIONAL STABILITY**         | • accept responsibility for total patient care  
• respond in an emotionally controlled manner in all situations  
• utilize acceptable coping mechanisms in a high stress environment  
• plan & implement execution of duties independently  
• avoid demonstrating personal stress or frustration when interacting with clients & all others                                                                                                                                                                                                                                             |                         |
| **ANALYTICAL THINKING**         | • be aware of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc.  
• take appropriate safety precautions to prevent injury to self or others  
• analyze situations involving a potential break in aseptic technique  
• recognize & initiate interventions for patient status changes  
• prepare in advance for clinical & integrates general information to specific tasks & procedures                                                                                                                                                                                                  |                         |
| **CRITICAL THINKING**           | • anticipate the needs of surgical team for instrumentation & supplies in routine & unexpected situations  
• reason what instruments will be needed per procedure  
• prioritize the surgeon’s needs in all situations                                                                                                                                                                                                                                                                                                       |                         |
| **INTERPERSONAL COMMUNICATION** | • interact with client & others in a positive manner without demonstrating personal stress or frustration  
• provide emotional support to surgical team members & the client  
• interact professionally with clients & others                                                                                                                                                                                                                                                                 |                         |
| **COMMUNICATION SKILLS**        | • speak effectively with patients, families, health care team members  
• identify & interpret non-verbal communication  
• demonstrate knowledge of items & events that must be documented such as counts, implants, equipment use, etc.  
• accurately, objectively, concisely & legibly document information on the patient’s chart  
• label specimens & other written documentation  
• communicate in a rational & coherent manner both orally & in writing                                                                                                                                                                                                                              |                         |
This section must be completed by a physician, licensed physician assistant, doctor of osteopathic medicine, or licensed registered nurse practitioner

Physical Exam and Essential Functions of Surgical Technology

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 □

I have reviewed the Essential Functions for Surgical Technology requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations that would prevent the student from performing the essential functions described above.

Yes □  No □

PROVIDER PRINTED NAME/CREDS: ______________________________________
(MD, DO, NP, PA)

PROVIDER SIGNATURE: ________________________________________________

PROVIDER PHONE: (______) _______ - _________  DATE: _____________________
Appendix B

Interpretation of PSB- Health Occupations Aptitude Exam

Directions: To calculate your PSB-HOAE score for the selection process, add the 5 shaded numbers, divide by 5, then multiple by .25. This is your total PSB score. For the example below: 82 + 53 + 68 + 20 + 77 = 300; divide by 10 = 30; multiple by .25 = 7.5. Total points possible is 12.375.
APPENDIX C

Book list for the clinical phase of the Surgical Technology Program

Required Texts for Fall Semester


Recommended

JOMI Subscription. ISSN 2373-6003

Recommended Books for CST Exam Review


Recommended Apps for CST Exam Review

CST Surgical Technology Review by Lange

Official NBSTSA CST Exam Prep
Appendix D

Assumption of Risk and Consent

It is my decision to participate in the Surgical Technology Program of the School of Health Sciences at Ivy Tech Community College. I understand that my role as a Surgical Technology Student, I am required to practice and be evaluated on psychomotor skills. There will be handling of sharps and non-sterile surgical supplies. I recognize the importance of practice in the learning laboratory and am aware of the dangers inherent with performing procedures in simulation. These skills may carry risks that may include but are not limited to:

1. Allergic reaction to OR attire, antiseptic solutions, disinfectants, latex, glove powder, etc.
2. Traumatic injury to:
   a. extremities and digits caused by transporting patients, manipulating the operating room table, handling instruments, etc.
   b. eyes due to splashing
   c. unexpected accidents related to maneuvering around the operating room and OR table
   d. falls due to wearing shoe covers.
3. Open wound caused by needle punctures, surgical instruments, trocars, staples, etc.
4. Burn from sterilizer, electrosurgical unit, laser, etc.

You will be required to participate as a “patient” when learning vital signs. If a pre-existing health condition should prevent you from performing such activities, please notify your instructor immediately. Validation of a health condition may be required by your medical provider. You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile technique
3. Handling syringes, surgical instruments, scalpels, and other sharp equipment only as instructed.
4. Practicing in the laboratory setting
5. Asking questions of the instructor if uncertain of proper and safe procedures
6. Safely handling lab and hospital supplies, instruments, furniture, equipment, etc.

I acknowledge my understanding and accept the risks, benefits and responsibilities described herein. I have had the opportunity to ask questions and those questions have been answered. I agree to hold harmless Ivy Tech Community College and its faculty from any injury related to my voluntary participation. It is understood that the College agrees to exercise reasonable care in performing the activities as part of this program.

___________________________________________________________  __________________________
Signature  Date

___________________________________________________________  __________________________
Witness  Date
APPENDIX E

Surgical Technology Program Handbook Receipt

I have read the Surgical Technology handbook and have had an opportunity to ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Surgical Technology Program. I understand that I must contact my local campus for dates, times, and location of the mandatory information session. At that time, I will receive the program application forms.

Student Name ________________________________________________ C# ___________________

Student Signature____________________________________________________ Date__________
APPENDIX F
Authorization to Release Information

In accordance with the Federal Education Provisions Act of 1975, program faculty may release the following information concerning a student or graduate:

• dates of attendance
• degree or certificate awarded
• content of course work completed

To provide additional information concerning a student or graduate to a potential employer or educational institution, a signed release is required. Please read the agreement below and sign if you desire.

I ______________________________ (print name) authorize the Surgical Technology Program faculty at Ivy Tech Community College of Indiana to release information concerning my academic and clinical performance, demeanor, and attendance. I understand that if I sign above, the faculty may make this information available to potential employers, professional organizations (such as the ARC-STSA) or to other educational institutions in writing and/or orally. This information may include release of the social security number to professional organizations such as the NBRC for outcome testing assessment. Furthermore, I understand that if I choose to change this authorization I must do so in writing. This authorization is valid indefinitely.

___________________________________  ________________________________________
Printed Name of Student                                           Student C#

___________________________________  ________________________________________
Signature of Student                                                 Surgical Technology Program

___________________________________
Campus