IVY TECH COMMUNITY COLLEGE
NORTHWEST REGION

HEALTH SCIENCES DIVISION

Surgical Technology Program
Student Handbook

Fall 2018
Ivy Tech Community College Mission Statement

“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.”

ALL POLICIES ARE SUBJECT TO CHANGE

WITH DUE NOTICE,

AT THE DISCRETION OF THE PROGRAM CHAIRPERSON

Revised: August 2018
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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>APHY 101</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1XX</td>
<td>Mathematics Elective (Math 123 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HLHS 101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>IVYT 1XX</td>
<td>Life Skills Elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>APHY 102</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 211</td>
<td>General Microbiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Biology of Microorganisms</td>
<td>4</td>
</tr>
<tr>
<td>HLHS 105</td>
<td>Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SURG 203</td>
<td>Surgical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>COMM 102</td>
<td>Intro to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester III (1st 8 week session)</strong></td>
<td></td>
</tr>
<tr>
<td>SURG 111</td>
<td>Fundamentals of Surgical Technology</td>
<td>4</td>
</tr>
<tr>
<td>SURG 112</td>
<td>Application of Surgical Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Semester III (2nd 8 week session)</strong></td>
<td></td>
</tr>
<tr>
<td>SURG 113</td>
<td>Surgical Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>SURG 114</td>
<td>Clinical Applications I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester IV</strong></td>
<td></td>
</tr>
<tr>
<td>SURG 211</td>
<td>Surgical Procedures II</td>
<td>6</td>
</tr>
<tr>
<td>SURG 212</td>
<td>Clinical Applications II</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Semester V</strong></td>
<td></td>
</tr>
<tr>
<td>SURG 213</td>
<td>Surgical Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>SURG 214</td>
<td>Clinical Applications III</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits:</strong></td>
<td>67 / 68</td>
</tr>
</tbody>
</table>
## Fall Semester

### Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day, No Classes</td>
</tr>
<tr>
<td>October 13</td>
<td>First Eight Week Session Ends</td>
</tr>
<tr>
<td>October 15</td>
<td>Second Eight Week Session Begins</td>
</tr>
<tr>
<td>November 20-26</td>
<td>Fall (Thanksgiving) Break, no classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Second Eight Week Session Ends</td>
</tr>
</tbody>
</table>

## Spring Semester

### Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 21</td>
<td>Dr. M. L. King Jr. Day, No Classes</td>
</tr>
<tr>
<td>March 10– March 17</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 11</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 12</td>
<td>Graduation ceremony</td>
</tr>
</tbody>
</table>

## Summer Semester

### Summer 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day, No Classes</td>
</tr>
<tr>
<td>August 3</td>
<td>Classes end</td>
</tr>
</tbody>
</table>

## Schedule Subject To Change
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG111</td>
<td>Fundamentals of Surgical Technology</td>
<td>Weeks 1-8 8:00 a.m. – 11:45 a.m.</td>
<td>MT</td>
<td>M. Eriks</td>
<td>D249</td>
</tr>
<tr>
<td>SURG112</td>
<td>Application of Surgical Fundamentals</td>
<td>Weeks 1-8 8:00 a.m. – 11:45 a.m. OR 1:00 p.m. – 5:00 p.m.</td>
<td>WR</td>
<td>A. Davis</td>
<td>TBA</td>
</tr>
<tr>
<td>SURG113</td>
<td>Surgical Procedures I</td>
<td>Weeks 9-16 9:00 a.m. – 11:45 a.m. p.m.</td>
<td>MT</td>
<td>M. Eriks</td>
<td>D249</td>
</tr>
<tr>
<td>SURG114</td>
<td>Clinical Applications I</td>
<td>Weeks 9-16 7:00 a.m. – 4:00 p.m.* OR 7:00 a.m. – 4:00 p.m.*</td>
<td>WR</td>
<td>A. Davis</td>
<td>HOSP</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER SCHEDULE**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG211</td>
<td>Surgical Procedures II</td>
<td>9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.</td>
<td>M</td>
<td>M. Eriks</td>
<td>D249</td>
</tr>
<tr>
<td>SURG212</td>
<td>Clinical Applications II</td>
<td>7:00 a.m. – 4:00 p.m.* TWR or WRF</td>
<td>A. Davis</td>
<td>HOSP</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER SCHEDULE**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG213</td>
<td>Surgical Procedures III</td>
<td>9:00 a.m. – 4:00 p.m.</td>
<td>M</td>
<td>M. Eriks</td>
<td>D249</td>
</tr>
<tr>
<td>SURG214</td>
<td>Clinical Applications III</td>
<td>7:00 a.m. – 4:00 p.m.* TWRF</td>
<td>A. Davis</td>
<td>HOSP</td>
<td></td>
</tr>
</tbody>
</table>

*Some clinical sites begin at 6:00 a.m. and end at 3:00 p.m.
A 9 hour day is expected, this includes 1 hour in lunch and breaks.
### 1st Year

**Fall Semester** (16 credits)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$2190.40</td>
</tr>
<tr>
<td>Books**</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td>$2,690.40</td>
</tr>
</tbody>
</table>

**Spring Semester** (15 credits)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$2057.25</td>
</tr>
<tr>
<td>Books**</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td>$2,557.25</td>
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</tbody>
</table>

### 2nd Year

**Fall Semester** (12 credits)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$1,687.32</td>
</tr>
<tr>
<td>Books**</td>
<td>$600.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lab Pack</td>
<td>$310.00</td>
</tr>
<tr>
<td>Physical Exam with Lab Work, Immunization</td>
<td>$150.00</td>
</tr>
<tr>
<td>Laser Eye Screening</td>
<td>$40.00</td>
</tr>
<tr>
<td>Hepatitis B Vaccine</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Drug Screen and Background Check</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td>$3,272.32</td>
</tr>
</tbody>
</table>

**Spring Semester** (15 credits)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$2109.15</td>
</tr>
<tr>
<td>Books</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td>$2,189.15</td>
</tr>
</tbody>
</table>

**Summer Semester** (10 credits)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$1406.10</td>
</tr>
<tr>
<td>Consumable Fee (CAAP)</td>
<td>$18.35</td>
</tr>
<tr>
<td>Certification Exam Gold Package, including AST membership</td>
<td>$247.00</td>
</tr>
<tr>
<td><strong>Total Semester</strong></td>
<td>$1,671.45</td>
</tr>
</tbody>
</table>

**Total Estimated Cost**                                                   $12,380.57

* These fees are subject to change without notice.

** These prices are estimates only based on the previous year’s costs.

APPROXIMATE PROGRAM COST MAY VARY BY REGION AND CLINICAL SITE.
STATEWIDE PROGRAM PHILOSOPHY

Consistent with the mission of Ivy Tech Community College, the philosophy of the Surgical Technology Program is based upon meeting the needs of the community. As a member of the allied health profession, the surgical technologist facilitates and promotes health and quality of life. The Surgical Technologist is a multi-skilled professional in clinical, administrative, and laboratory procedures. Having chosen the profession, students assume responsibility for the standards and ethics of the profession. Students should develop excellent interpersonal skills and a positive, cooperative attitude.

Because the role of the Surgical Technologist is expanding, the faculty assumes the responsibility to develop curriculum to meet community needs, as well as to meet standards of accrediting agencies. Surgical Technologist educators assume the responsibility for graduating entry-level, skilled individuals.

With the changing trends in medical care and technology, the Surgical Technologist has become a focal point of the health care team. To meet these trends the students must make a commitment to continuing education. Both educators and students accept the challenge to share responsibility for growth and development of the profession with colleagues.

REGIONAL PROGRAM PHILOSOPHY

The faculty of the Surgical Technology Program of Ivy Tech Community College, Northwest Region, believe that surgical technology is the application of a knowledge base in meeting the physical, psychological, social and spiritual needs of patients in the health care setting.

The Certified Surgical Technologist is a uniquely qualified member of the health care team. Consistent with the philosophy of the Ivy Tech Community College, the faculty of the Ivy Tech-Northwest Surgical Technology Program accept the responsibility for the effective teaching of students through correlation of theory and practice in preparing competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The faculty define education as a teaching-learning process whereby the assimilation of appropriate knowledge, skills, behaviors, and attitudes is guided toward producing a professionally accountable graduate surgical technologist who will deliver optimum quality care in accordance with the Association of Surgical Technologists Standards of Practice meeting the needs of patients, physicians and the community.

The faculty view surgical technology as a process of assisting society to meet optimal health care needs. The surgical technologist contributes to the well-being of the patient by demonstrating professional competency in assisting the surgeon, registered nurse, and anesthesiologist in the care of the patient in any setting where invasive therapeutic or diagnostic procedures are performed.

The education of the surgical technologist through lectures, laboratory and clinical experience, provides the student with the opportunity to apply knowledge, skills, and attitudes in the giving of competent, safe care to patients within the limits for which the technologist has been prepared.

The faculty view the surgical technologist as an individual who is uniquely qualified to serve the patient in any setting where invasive therapeutic or diagnostic procedures are performed. Professional competence is evidenced by comprehension of principles of asepsis and patient care, demonstration of proficiency in the skills required to fulfill the role of surgical technologist and development of behaviors demonstrative of an adherence to the Code of Ethics of the Association of Surgical Technologists.
GENERAL PROGRAM OBJECTIVES

Upon successful completion of the Program, the graduate will be able to:

1. Apply the principles of asepsis in a knowledgeable manner to provide optimum patient care.

2. Identify the structure and function of body parts and relate this knowledge to the treatment of common disorders of the body.

3. Function skillfully in the care, preparation, and maintenance of supplies and equipment.

4. Prepare for and assist with surgical procedures.

5. Anticipate the needs of the surgeon in order to expedite the procedure, thus minimizing the patient's exposure to trauma.

6. Develop and improve skills in assisting the surgeon and in the organization of work by learning to use economy in time, motion, and materials.

7. Provide a safe, efficient environment for the surgical patient.

8. Respect the patient's inherent right to privacy, dignity, and safety.

9. Identify emergency situations and use sound judgment in instituting established procedures in a calm efficient manner.

10. Develop initiative in order to inquire, challenge, and explore new procedures relating to the operating room and to the surgical patient.

11. Recognize the importance of teamwork, consideration, and cooperation.

12. Recognize and clearly understand that each individual is totally responsible for his or her own actions.

13. Practice appropriate ethical and legal behavior.

14. Demonstrate employability attributes such as punctuality, dependability and adaptability.

15. Acquire and document clinical experience at the standard level of practice as defined in the Association of Surgical Technologists’ Core Curriculum for Surgical Technology.
CODE OF ETHICS

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to patient’s beliefs, all personal matters.
3. To respect and protect the patient’s legal and moral right to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to their care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

RULES OF CONDUCT

Students are to abide by the rules of conduct as stated in the College catalog, and of the affiliating agencies.

Any student or students altering any college document will be recommended for permanent dismissal from all health programs in the region.

Social Media policy: 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 the organizations they represent. Social media includes but is not limited to Facebook, LinkedIn, MySpace, Twitter, and other weblogs. You must be mindful that anything you post on a social media site may be seen by anyone else. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions could be the basis for disciplinary action. 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 on-line is protected. False, defamatory, harassing or intimidating postings are not protected free speech.

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, sex, physical or mental disability, age or veteran status. The College also provides opportunity 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, Director of Human Resources, or Dean of Student Affairs.

Ivy Tech Community College is an accredited, equal opportunity/affirmative action institution.

All applicants to the Surgical Technology Program must be physically able to perform independently all of the Essential Functions set out previously in this handbook.
DISABILITY ACCOMMODATIONS

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 persons with disabilities. Disability Support Services also will 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 Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Request 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.

For more information please contact Ronda Craig, Associate Director Student Services at the Valparaiso campus, rcraig21@ivytech.edu.

ACADEMIC SKILLS ADVANCEMENT

Academic Skills Advancement (ASA) comes under the direction of General Education. This program is designed to provide assessment and academic support for the Ivy Tech student.

ASA offers basic skills classes in reading, writing, and mathematics. In addition, instructors and lab technicians provide individualized study plans and tutoring on a long-term or short-term basis with no added expense for the student. ASA helps students build good study habits including the areas of retention, time management, loss of test anxiety, and note taking.

Financial aid counseling is available. Career counselors give occupational and academic counseling.

For more information telephone the Center Coordinators in Gary, in Valparaiso, in East Chicago or in Michigan City.

ADVISING

Advisors for students will arrange for conferences as the need arises. Conferences are with involved instructors.

Faculty advisors are appointed for students at the beginning of the College year. However, students are free to seek a conference with any instructor and/or program-clinical director, if they so desire.

LIBRARY

Ivy Tech Community College, Health Sciences Division books and audiovisual materials are available in the Learning Resource Center to help you with your studies. Some volumes are on reserve in faculty offices.

EMERGENCY INFORMATION

Any change of address, telephone number, or other pertinent information is to be reported to the Student Services office and the Surgical Technology chairperson while the student is in attendance so student files are current in case of an emergency.
CRIMINAL HISTORY CHECK/DRUG SCREENING

In compliance with clinical facility affiliation agreement requirements, you will be required by to submit to drug screening and a criminal history check. While College policy does not require drug screenings or criminal history checks of its Health Sciences Division students, unless required by law to do so, the College cannot control or influence the requirements placed on students by independent clinical sites. Consequently, your ability to successfully complete your program of study may be affected by your ability to pass a drug screening test or criminal history check. You will have to bear the cost of the test/check.

STUDENT HEALTH

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

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

All students of health technologies will be required to have Hepatitis B Vaccination in process before entering the clinical component of the Program. This is an OSHA mandated immunization for at risk health workers and students. Clinical experience in some of the health programs begins within 8 weeks. The vaccine is given in a series of three injections with the initial dose of vaccine, another injection one month later, and the final dose injected 6 months from the initial injection. Students will not be allowed to start clinical experience until the vaccine schedule is in process. Since most clinical sites require students to be protected, non-adherence to this policy may prevent continuance in the program.

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

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

Students may be required to complete drug screening and a criminal background check.

Students are also required to have a completed physical examination before clinical experience. The examination form may be obtained from the Surgical Technology Program faculty. Routine immunizations must be current. If not given, the physician must write a comment as to the reason they were not given potentially jeopardizing admission into a clinical site.

In addition, Surgical Technology students must have written proof of a laser eye screening examination prior to clinical experience. Surgical Technology students must be CPR trained before clinical experience.

Pregnancy Policy

Policy Statement: It is essential that the faculty be informed of pregnancy to insure the safety of the student and fetus. The expectations for the pregnant student will be the same as for other students with the exception of allowing exemption from potential hazards such as x-ray, radium, and bone cement or other agents known to have deleterious fetal effects. Other exceptions will be reliant upon the judgment of the clinical instructor with consultation from the program director, clinical coordinator and the student’s physician, considering institutional policy. Written verification of any limitations placed upon the student by her physician should be presented to the clinical instructor with a copy to the program director.
Bloodborne Pathogen Exposure Policy

Workers in many different occupations are at risk of exposure to bloodborne pathogens and other potentially infectious materials. Operating room personnel are included in the group of workers who are at high risk of environmental exposure.

“Bloodborne pathogens” means pathogenic microorganisms that are present in human blood, human blood components and products made from human blood. Bloodborne pathogens can cause disease in humans including hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

“Other potentially infectious materials” includes, but is not limited to, the following: human bodily fluids, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva in dental procedures; any mix of body fluids where it is impossible to differentiate between fluids; any unfixed human tissue or organ.

“Environmental exposure” means reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from exposure during the student’s clinical experience.

A variety of controls are in place to effectively minimize the risk of infection, including hepatitis B vaccination, education, standard precautions, and use of personal protective equipment (PPE). The hepatitis B vaccination series is strongly recommended for all students. Any student who declines the vaccination must sign a declination statement that will be maintained in student’s file.

In 1991, OSHA issued the Bloodborne Pathogens Standard to protect workers from the risk of transmission of bloodborne diseases. Each clinical affiliate has an established exposure control plan in compliance with OSHA requirements. On the first day of clinical assignment the student will research and document the specific exposure control plan in place at the clinical site to which he/she is assigned. The student’s documentation will be maintained permanently in the student’s file. If stuck by a needle or other sharp object or exposed to blood or other potentially infectious materials in the eyes, nose, mouth, or on broken skin, immediately cleanse the exposed area with soap and water or a skin disinfectant. Report the exposure immediately to the superior at the clinical facility and seek medical attention as directed by the clinical affiliate exposure policy. Any charges for medical care will be incurred in the student’s name. Report the exposure to the Clinical Coordinator immediately upon return to campus at the next class session. You will be required to complete a Student Injury Report. All charges received by the student will be submitted to the Clinical Coordinator to be forwarded to the Human Resources Department for payment by the College insurance carrier.

ADMISSIONS PROCEDURE

Admission/Selection

The Surgical Technology Program has a two-step admission process as described below.

Step 1 – Admission to the College

1. Follow standard college admission requirements.

Step 2 – Admission to the Program

1. Take the PSB Test for Surgical Technology by the regional program deadline: May 1st for the upcoming fall semester program start date.
ADMISSIONS PROCEDURE (CONTINUED)

2. The student must successfully complete all of the prerequisite courses before beginning Fundamentals of Surgical Technology (SURG111):

All applicants to the Surgical Technology Program must be physically able to perform all of the

3. Essential Functions Required for the Surgical Technology Program (attached).

4. At the time of acceptance to the Surgical Technology Program, students will receive notification by letter of a mandatory information session. Students must reply indicating intent to attend the mandatory information session by the date stated in the letter. Failure to attend the information session may result in forfeiture of a clinical slot for the current year.

5. Prospective students will be awarded points for each course completed by the regionally determined deadline based on the following outlined schedule.

Points awarded for the student's grade for courses required in the Surgical Technology program as listed below, including coursework completed at other institutions, is worth 75% of the rank score.

<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 points</td>
<td>Anatomy and Physiology I</td>
<td>A = 3 points</td>
<td>Mathematics Elective (1XX)</td>
</tr>
<tr>
<td>B = 4 points</td>
<td>Anatomy and Physiology II</td>
<td>B = 2 points</td>
<td>Intro to Psychology OR</td>
</tr>
<tr>
<td>C = 2 points</td>
<td>Microbiology</td>
<td>C = 1 point</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>D = 0 points</td>
<td>Medical Terminology</td>
<td>D = 0 points</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>Surgical Pharmacology</td>
<td></td>
<td>Fundamentals of Public Speaking OR</td>
</tr>
<tr>
<td></td>
<td>Medical Law and Ethics</td>
<td></td>
<td>Intro to Interpersonal Communications</td>
</tr>
<tr>
<td>A, B or C = 2 points</td>
<td></td>
<td></td>
<td>IVY1XX</td>
</tr>
<tr>
<td>D = 0 points</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Points awarded for the PSB Health Occupations Aptitude Exam (PSB-HO) test are worth 25% of the rank score.

Points for the PSB-HO test will be awarded based on a sum of the five category percentile scores divided by 10. Students must have a percentile score of twenty-five (25) or higher in each category or a composite score of 200 to be considered for admission to the program. PSB-HO scores will be valid for one (1) year.

7. Admission to the Surgical Technology Program is by selecting those students with the highest rank score. However, the number of students admitted shall not exceed the number of clinical externships available.

8. In the event that multiple students have equal points, those students will receive ranking by the sum of the percentile scores from the PSB-HO exam.

9. Students who are not admitted to the program must reapply and are not given preferential consideration.
### SURGICAL TECHNOLOGY PROGRAM ESSENTIAL FUNCTIONS

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodation</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
</table>
| **GROSS MOTOR SKILLS** | • visually identify differences between instruments  
• regulate equipment, including electrocautery, lasers, & endoscopy  
• perform patient assessment                                                                                                                                         | F         | F                      | O                            |
| **FINE MOTOR SKILLS**  | • manipulate needles, blades, sutures, & instrumentation with both hands  
• possess eye-hand coordination with both hands  
• evaluate size of suture by feel                                                                                                                                 | F         | F                      | O                            |
| **PHYSICAL ENDURANCE** | • present the following documents:  
  - head-to-toe physical examination  
  - rubella screen  
  - tuberculosis testing  
  - influenza  
  - tetanus immunization  
  - hepatitis B immunization or declination form  
  - Laser eye examination  
  - CPR certification  
  - possess stamina for long periods of standing  
  - wear full sterile surgical attire including personal protective equipment  
  - withstand exposure to irritating soaps and solutions  
  - weight lifting ability (lift & carry 50 pounds)  
  - adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift & emergency call | C         | C                      |                              |
| **MOBILITY**           | • bend, reach, pull, push, stand, stoop & walk during all aspects of the educational experience  
• fasten masks & protective gowns, lift, position & move heavy clients & equipment  
• respond quickly to a surgeon’s request for instrumentation  
• scrub all aspects of fingers, hands and arms  
• perform hand hygiene                                                                                                                                                 | C         | O                      |                              |
| **HEARING**            | • demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise                                                                                     | C         |                        |                              |
| **VISUAL**             | • demonstrate visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print & function visually in a semi-dark room  
• demonstrate ability to focus intently on the task at hand without distraction                                                                                           | C         |                        |                              |
<p>| <strong>SMELL</strong>              | • withstand unusual smells such as cauterized, infected or necrotic tissue                                                                                                                                                   | O         |                        |                              |
| <strong>READING</strong>            | • read surgeon’s preference cards, medication labels, orders (typed &amp; handwritten), policies, procedures, instructions                                                                                                       | C         |                        |                              |
| <strong>ARITHMETIC COMPETENCE</strong> | • calculate dosages to prepare &amp; mix medication correctly                                                                                                                                                | O         |                        |                              |</p>
<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodation</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMOTIONAL STABILITY</strong></td>
<td>• accept responsibility for total patient care</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• respond in an emotionally controlled manner in all situations</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• utilize acceptable coping mechanisms in a high stress environment</td>
<td>O</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• plan &amp; implement execution of duties independently</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• avoid demonstrating personal stress or frustration when interacting with clients &amp; all others</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td><strong>ANALYTICAL THINKING</strong></td>
<td>• be aware of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc.</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• take appropriate safety precautions to prevent injury to self or others</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• analyze situations involving a potential break in aseptic technique</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• recognize &amp; initiate interventions for patient status changes</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• prepare in advance for clinical &amp; integrates general information to specific tasks &amp; procedures</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td><strong>CRITICAL THINKING</strong></td>
<td>• anticipate the needs of surgical team for instrumentation &amp; supplies in routine &amp; unexpected situations</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• reason what instruments will be needed per procedure</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>• prioritize the surgeon’s needs in all situations</td>
<td>C</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td><strong>INTERPERSONAL COMMUNICA TION</strong></td>
<td>• interact with client &amp; others in a positive manner without demonstrating personal stress or frustration</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• provide emotional support to surgical team members &amp; the client</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• interact professionally with clients &amp; others</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
<td>• speak effectively with patients, families, health care team members</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• identify &amp; interpret non-verbal communication</td>
<td>C</td>
<td>C</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>• demonstrate knowledge of items &amp; events that must be documented such as counts, implants, equipment use, etc.</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>• accurately, objectively, concisely &amp; legibly document information on the patient’s chart</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• label specimens &amp; other written documentation</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>• communicate in a rational &amp; coherent manner both orally &amp; in writing</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

**PSB TESTING POLICY**

1. Students must take the PSB Health Occupations Aptitude Exam (PSB-HO).
2. Students must have a percentile score of twenty-five (25) or higher in each category or a composite score of 200 to be considered for admission to the program.
3. A set of PSB-HO scores will be considered in its entirety. Multiple testings may not be combined to compile a single set of PSB-HO scores.
4. PSB-HO scores will be valid for one (1) year. If PSB-HO scores are more than one (1) year old, the applicant must retest.
5. A maximum of one (1) retake of the PSB-HO is permitted during the period of time that the scores are valid. Once the PSB-HO scores are invalid, a student may retest following steps one through four above.
GRADING POLICY

It is the responsibility of the student to be aware of his or her course grade. Any student in danger of not passing the courses academically must contact the course instructor and set up a conference time to discuss study habits and areas of concern.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86 – 92</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>80 – 85</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>75 – 79</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 – 74</td>
<td></td>
</tr>
</tbody>
</table>

Make-up Policy

Two make-up assignments (any assigned materials, including tests and quizzes) will be accepted with a 7% grade reduction. The student is responsible for making arrangements to make up the test or assignment the first day he or she returns to class after an absence, or at the instructor's convenience; otherwise, a zero (0) will be assigned for the grade. At the instructor’s discretion assignments not completed at the designated time MAY differ from the original presentation. A zero (0) will be given for any late assignments in excess of two (2).

All assignments must be turned in. Non-adherence to this policy will result in a 5% reduction in your final grade.

ACADEMIC HONESTY POLICY

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.

Any student or students caught talking and/or cheating during a test will forfeit their grades and will receive a zero (0) for that test. Any incidents regarding cheating will be grounds for disciplinary attention and/or dismissal from the Program.

Copyright Policy

Students shall adhere to the laws governing the used of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

EMPLOYMENT

Outside employment will not allow a student adequate study time or sufficient rest. The faculty does not recommend employment as it may jeopardize the student's achievement.
TRANSFER

Transfer students must complete regional and program admission processes and must meet all the admission criteria. Admission is on a space-available basis only. After transcript evaluation the student may receive credit for completed courses in accordance with college policy.

Evaluations of the transfer of technical credits from a regionally accredited institution are based upon mandatory student participation in an assessment of theoretical knowledge and/or clinical skill proficiency. The assessment will include exams, skill demonstration, and/or documentation of related work activities. Failure of the student to pass the required assessments will result in denial of the transfer of technical credits.

MOVEMENT WITHIN THE IVY TECH SYSTEM

Movement within the Ivy Tech system is sequential and on a space-available basis. The student must complete courses within successive semesters. The reentry policy previously stated will apply.

PROGRESSION

Progression through the Surgical Technology curriculum is sequential. 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.

GRADUATION

The College awards the Associate of Applied Science Degree to students who meet graduation eligibility requirements. Graduation ceremonies are held each May. Graduating students are charged a fee to cover the cost of the ceremonial cap and gown.

Each student entering the final semester prior to graduation must complete an application for graduation. The application will be certified by the student’s program advisor and forwarded to the Registrar. Graduating students participate in outcome assessments.

WITHDRAWAL PROCEDURE

A student may voluntarily withdraw from the program. It is the student’s responsibility to request withdrawal. If the student does not initiate this procedure, the final grade for all classes currently enrolled in may be reported as an “F”.

Upon termination or withdrawal from the program, a student should have an exit interview with the program chair. The student will receive consideration for reentry consistent with the reentry process described above.

REFUND POLICY

Students choosing to drop or withdraw from a course or courses must complete the change of enrollment form. If this form is not submitted during the appropriate refund period, the refund will be forfeited. The College will refund assessed tuition, according to the date the form is received in the Student Affairs Office during regular business hours, on a schedule computed as follows:

16 week semesters:
   When a course is dropped by the date published in the college schedule, 100% of the tuition will be refunded. When a course is withdrawn after the drop deadline, no tuition refund will be issued.

8 week semesters:
   The 100% refund period is from the first through the fourth day of the course.
REENTRY TO THE PROGRAM

Students who withdraw from, or do not successfully complete one or more of the program’s technical courses must request reentry to the program. This request must be in writing to the Program Chair at least 60 days before the selection of the next class. Students who have not attended the College for two (2) years must apply for readmission to the college as well as the program in accordance with college policy.

To apply for reentry, the student must comply with regional requirements. Reentry to the program is contingent on the following criteria:

1. The student must notify in writing the Program Chairperson or Designee by the regionally determined deadline.

2. Students may repeat any general education course or technical course in the curriculum only one time. Students who do not successfully complete or withdraw from a course on the second attempt may repeat the course only in accordance with college policy.

3. Students who reenter the program will enter into the curriculum currently in effect. Curriculum revisions may require the student to repeat certain content or experiences.

4. Students applying for reentry may not replace other students in the current technical sequence. Reentry is only possible if there is an externship position available.

5. Students will be required to participate in an assessment of theoretical knowledge and/or clinical skill proficiency upon applying for reentry to the program. The assessment may include exams, skill demonstration, and/or documentation of related work activities during the time the student has been out of the program.

If the student does not pass the required assessments, he or she will be required to complete one of the following at the discretion of the Program Chair: completion of an SUR special topics course; auditing or repeating courses previously completed.

For reentry to the program, the student must successfully pass any required course(s) taken for theoretical knowledge and/or clinical skill proficiency. Failure to successfully complete any required course(s) will result in permanent dismissal of the student from the program.

U.S. Immigration and Nationality Act

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

(A) IN GENERAL
Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].
(b) Qualified alien:
For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—
(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],
(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],
(3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],
(4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,
(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208).

(6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980;

(7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

**STUDENT GRIEVANCE AND DISCIPLINE**

The Surgical Technology program endorses college policy regarding student rights and responsibilities. Additionally, the following are sufficient causes for recommendation to the Student Status Committee for dismissal from the Surgical Technology Program:

1. Failure to make up course deficiencies.
2. Persistent absences or tardiness from clinical resulting in a loss of accurate evaluation of student skills.
3. Failure to comply with any of the rules and policies of affiliating agencies, the College, and the program.
4. Proven dishonesty, cheating, or negligence.
5. Falsifying written or oral communications.
6. Leaving the clinical area without permission.
7. Unsafe practice or failure to perform procedures according to established terminal performance objectives.
8. Being under the influence of illicit drugs while on duty, attending class, or college functions.
10. Being dismissed from a clinical facility.

**ATTENDANCE POLICY**

A student may miss a maximum of two (2) days from SURG112 – Application of Surgical Fundamentals and SURG114 – Clinical Applications I and a maximum of three (3) days from SURG212 – Clinical Applications II and SURG214 – Clinical Applications III. The student must make up any absences in excess of one (1) day in any semester before receiving a passing grade for the course. However, making up absences does not increase the maximum number of absences allowed as stated above. The student may not accumulate absences from one semester to another. A tardy of greater than 10 minutes is excessive. Two episodes of tardiness of more than 10 minutes will constitute an absence and will be included in the maximum time allowance. Leaving early from any clinical or laboratory course will be counted as a tardy. Any absence from the clinical site of sixty (60) minutes or more, including any incidence of tardiness or leaving early without permission, will be counted as a full absence. When absences exceed the maximum number of days, the student is subject to dismissal from the clinical or laboratory courses.

If the student leaves the clinical site without permission from program faculty, it constitutes abandonment and may result in recommendation for termination from the program per college policy.

Students may not come to class or to externship with their children.

**REPORTING CLASS DAY ABSENCES**

Call the Ivy Tech Valparaiso Campus at (219) 464-8514 and leave a message with the instructor.
INCLEMENT WEATHER POLICY FOR CANCELING CLASS

Ivy Tech College closings are announced on the following radio stations:

Ivy Tech text alerts are recommended

WJOY (104 FM) – Crown Point
WWCA (1270 AM) – Gary
WLTH (1320 AM) – Gary
WJOB (1230 AM) – Hammond
WLOI (1540 AM) – LaPorte
WZYN (107 FM) – Merrillville

WIMS (1420 AM) – Michigan City
WEFM (96 FM) – Michigan City
WNWI (1080 AM) – Valparaiso
WAKE (1500 AM) – Valparaiso
WLJE (105.5 FM) – Valparaiso
WNDU (92.9 FM) – South Bend

CLINICAL EXTERNALSHIP

1. Clinical assignments are scheduled so that a student spends a specific number of hours working in a variety of clinical areas of the hospital.

2. The rotation in clinical areas is required so that the students will have the opportunity to apply didactic knowledge to the clinical settings, as well as become familiar with the total hospital environment.

3. The exact hours that each student spends in each are recorded, so that equality is maintained.

4. The student is expected to complete all clinical assignments at the direction of the clinical instructor.

5. Students assigned to other special units (i.e., Emergency Room and Obstetrics) as well as the Operating Room, must notify the supervisor of that area when they must be out of the area for meals, breaks, and classes, when they will return, and where they may be reached. The clinical coordinator and/or instructor must also be notified of any assignment out of the Operating Room.

6. Students are entitled to breaks and meal times in conformance with the departmental policy.

7. Questions related to clinical assignments should be directed to the clinical coordinator and/or clinical instructor.

8. Final clinical grades are determined by attendance, procedures journals, patient care studies, periodic clinical evaluations by the clinical instructor and/or preceptors, and any other projects as assigned. Failure to turn in all assigned work, including but not limited to procedures journals, clinical portfolio, patient care study and evaluations, will result in a grade reduction of twenty percent (20%).

   Attendance 5%
   Procedures journal 5%
   Assignments, patient care study 20%
   Performance evaluations and observation 70%

9. Refer to the attendance policy as previously stated in this handbook.
REPORTING CLINICAL ABSENCES

Any absence must be reported to your clinical instructor by 6:30 a.m. At your assigned hospital, leave a message with the designated person in the Surgery Department. Obtain the name of the person with whom you leave the message. An absence without notification may result in recommendation for dismissal from the program.

Clinical Site | Switchboard | Operating Room
--- | --- | ---
Chandana Surgery Center, Valparaiso, IN |  | 219-467-0404
Community Hospital, Munster, IN | 219-513-1148 | 
Elkhart General Hospital, Elkhart, IN | 219-294-2621 | 219-523-3334
Goshen General Hospital, Goshen, IN | 574-533-2141 | 
Kosciusco Community | 574-372-7827 | 
Lakeland Hospitals …… Main Campus | 269-983-8300 | 269-983-8828
………………………… Surgicenter | 269-556-2800 | 269-556-2804
………………………… Niles | 269-683-5510 | 
LaPorte Hospital, LaPorte, IN | 219-326-1234 | 219-326-2551
LaPorte Medical Group Surgery Center | 219-324-1670 | 
Memorial Hospital, South Bend, IN | 219-234-9041 | 219-284-7214
Methodist Hospital, Northlake, Gary, IN | 219-886-4000 | 219-886-4792
Methodist Hospital, Southlake, Merrillville, IN | 219-738-5500 | 219-738-5576
Porter Hospital, Valparaiso, IN | 219-465-4600 | 219-465-4741
Shoreline Surgicenter, Portage IN | 219-364-3023 | 
South Bend Clinic | 574-237-9372 | 
St. Anthony Hospital, Michigan City, IN | 219-879-8511 | 219-877-1575
St. Catherine Hospital, East Chicago, IN | 219-392-1700 | 219-392-7425
St. Joseph Medical Center, Mishawaka, IN | 219-237-7111 | 219-237-7310
St. Joseph Community Hospital, Mishawaka, IN | 219-259-2431 | 219-258-1260
Franciscan Alliance-North Campus, Hammond, IN | 219-932-2300 | 219-933-2071
Franciscan Alliance-South Campus, Dyer, IN | 219-865-2141 | 219-864-2022
St. Mary Medical Center, Hobart, IN | 219-942-0551 | 219-947-6425

CLASSROOM ATTIRE

Good personal hygiene is expected. Attire while in class, but out of uniform, is expected to be in good taste.

UNIFORM REGULATIONS

1. At the hospital, the prescribed uniform for the clinical setting must be worn at all times. Uniform policy may vary depending on specific hospital policies. All students are required to wear white, soft-soled shoes.

2. Neat, clean daytime clothing should be worn into the hospital. Do not wear shorts, halters, or tube tops. Women must wear bras, underpants and stockings. Men must wear undershorts and socks.

3. Gum chewing is not permitted.

4. Nails should be clipped so they cannot be seen from the palm side to avoid scratching patients, and also for reasons of cleanliness. Nail polish is not permitted. Artificial nails are not permitted.

5. Cosmetics should be used in moderation. Perfume is not worn while in uniform. Highly-scented hand lotions, powders, and aftershave lotions may be offensive to patients.

6. Exposed jewelry is not permitted including, but not limited to rings, watches, necklaces, bracelets, and earrings.
7. Cell phones are not permitted, they may be left in lockers.

8. The Surgical Technology Program student name badge will be obtained during the first semester of classes.

Street clothes are to be worn to and from affiliating agencies, some agencies enforce a dress code.

Any infringement of the above policies will entail a Student Status Report being written on the student.

CLASSROOM SITE REGULATIONS

Address:
Ivy Tech Community College
Health Sciences Division
3100 Ivy Tech Drive
Valparaiso, IN 46383

Telephone:
The telephone number at the Ivy Tech Valparaiso Campus is (219) 464-8514.

Non-emergency personal telephone calls may not be placed to the operator or from College telephones.

Emergency messages will be taken by the switchboard operator and delivered to the student by the Program Chairperson or a designee. Please instruct family members and other responsible individuals in this matter.

Cell phones and pagers are not permitted in the classroom.

Parking:
The parking policies are as follows:

1. There is no parking in the handicapped spaces without a handicapped license plate or sticker prominently displayed.

2. Permits for parking are not required.

3. There is no parking in the walkways, in the reserved parking spaces, or under the front canopy. There is to be no parking on the street.

4. There is no parking on the grass. All car tires should be on the blacktopped surface.

5. Cars should be parked front end first in all parking spaces.

6. Cars will be ticketed for parking offenses. After three tickets, cars may be towed at the discretion of the Campus Vice-Chancellor. Also, non-handicapped cars parked in handicapped spaces, cars blocking entrances or parked hazardously may be towed at the Campus Vice-Chancellor’s discretion.

7. Bicycles should not be parked on the sidewalks, chained to the building, trees, etc.

8. Smoking: A "no smoking" policy is in effect in the entire building.

9. Food Service: Food service is available from the cafeteria vending machines and at nearby local restaurants. Students also may bring their own lunches. No food or drinks are allowed in the classroom.

10. Fines: No student will be able to register for the next semester or be eligible for graduation until all fees and fines have been paid.
AFFILIATING AGENCY REGULATIONS

Rules of Conduct:

Students are to abide by the rules of conduct as stated in the policy manual of affiliating agencies. The following are examples, which, if disregarded, may lead to disciplinary action and/or termination from the program.

1. Theft or misappropriation of property of employees, patients, or the agency.
2. Refusal to follow the instructions of the supervisor or authorized person.
3. Failure to respect the confidential nature of records and information about patients.
4. Altering, removing, or destroying patient records and reports without authorization.
5. Misstatement of facts on hospital records or other required forms.
6. Falsification or misstatement of facts on documentation required by the College, including but not limited to journals and attendance forms.
7. Smoking in unauthorized areas.
8. Clocking an employee's timecard or allowing another person to falsify your attendance records.
9. Malicious gossip and derogatory attacks on any employee, patient, physician, or other office employee.
10. Conduct outside the hospital that would bring adverse publicity to the hospital.
11. Negligence in the performance of one's work assignment.
12. Failure to report damaged equipment or other hazardous conditions.
13. Reporting for work or attempting to work under the influence of alcohol or other mind-altering substances.
14. Unauthorized absence from your assigned duty station.
15. Violation of fire or safety regulations.
16. Careless handling of materials resulting in damage to office property or property entrusted to the agency.
17. Defacing doors, walls, elevators, or other areas.
18. Discourteous or disorderly conduct, use of profane language, or the use of personal violence.
19. Hazardous housekeeping in your work area.
20. Eating of food or drinking of beverages for and made available for patients.
22. Violation of rules or regulations of the agency.
23. Soliciting gratuities from patients or their families.
24. Receiving or making non-emergency personal telephone calls during working hours.
25. Leaving your post without the explicit approval of the immediate supervisor.
26. Dishonesty, deception, fraud, or immoral conduct.
27. Sleeping while on the facility premises.

28. Carrying a concealed weapon.

29. Violation of any law of the State of Indiana or of the United States of America.

30. Conduct and/or language in the hospital that is non-professional or lascivious in nature.

**Non-employment:** Students of the College shall not be deemed to be employees of the Hospital (Clinical Affiliate Site) for purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose because of participation in the Affiliate Program.

**Visiting:** Visiting patients while on duty is not permitted.

**Telephones:** Personal telephone calls should be made from pay telephones only. Cell phones and pagers are not permitted at the clinical site.

**Smoking:** Smoking is allowed only in designated areas.

**Chapel:** Agency chapels are available to all individuals.

**Parking:** Park only in areas designated.
1. At the completion of the program, the student will be proficient in preparing the patient for surgery according to the following criteria. The student will:
   a) Identify duties of the members of the health care team.
   b) Identify patients with special needs.
   c) Identify the methods used to transport the surgical patient.
   d) Assist with the safe transfer of the patient to or from the transport vehicle.
   e) Assist with the safe transport of the patient.
   f) Demonstrate awareness of precautions to observe when moving incapacitated or unconscious patients.
   g) Assist with preparation of preoperative patients.
   h) Verify records, including authorization forms for completeness and accuracy.

2. At the completion of the program, the student will be proficient in preparing the operating room, instrumentation, equipment and supplies according to the following criteria. The student will:
   a) Discuss potential hazards and appropriate safety measures in the surgical environment.
   b) Recognize department use of policy and procedure manuals and reference materials.
   c) Review surgeon’s preferences and operative procedure notes prior to surgery.
   d) Assemble, set out, and open sterile sponge packs, instrument sets, linen packs, basins, solutions, and other supplies according established procedures.
   e) Obtain additional sterile supplies as requested during surgery.
   f) Dispense water, sterile preparations, and other solutions as needed before and during surgery.
   g) Identify the location of emergency equipment.
   h) Prepare and maintain anesthesia equipment as required.
   i) Clean and restock supply shelves and containers according to established procedures.
   j) Clean and check working parts of all operating room equipment.
   k) Report defective or misplaced equipment to supervisors.
   l) Follow procedure in maintaining, caring for, testing and manipulating surgical instruments, equipment, and supplies.
   m) Follow prescribed procedures for sterilizing equipment and supplies, demonstrating ability to identify sterilization time and method considering material to be sterilized and principles of microbiology.
   n) Understand the definition of terms used in relation to sterilization and disinfection.
   o) Follow specifically prescribed procedure or arrange for cleaning and disinfecting walls, floors, storage cupboards, tables, stands, lights, and all equipment standing in or used in the operating room.
Follow specifically prescribed procedures in cleaning, and sterilizing, trays, basins, and other equipment to be used in the operating room.

Store clean, unsterile, and sterile equipment separately in prescribed locations.

Safely load and operate autoclave according to procedures, with attention to placement of items and packs, use of process monitors and determination of pressure, temperature and time for type of load.

Interpret and prevent problems arising in autoclaving such as stained instruments, brittle or sticky tubing, damp linens, etc.

Describe the use of high vacuum sterilizers and operate these according to procedure.

Describe the use of ethylene oxide gas sterilizers for anesthesia equipment, endoscopes, cardiac catheters, and other equipment or supplies that could be damaged by heat or liquid disinfection.

Describe the use of ultrasonic equipment and operate according to procedure for cleaning delicate instruments such as those used for eye surgery.

Assemble, lubricate, connect, adjust, and disconnect drills, suction and other specialized surgical equipment needed during surgery.

List and/or discuss types of microorganisms, classifications of bacteria, characteristics of bacteria and those organisms that present the greatest danger in the operating room.

Check expiration dates and indicators of sterile shelf life of supplies, and separate, resterilize or discard expired supplies according to established procedures.

Follow hospital procedure for decontamination of operating room and all instruments, linens, and supplies used during surgical procedure.

Be aware of and alert to the special fire and explosion hazards in the operating room.

Be aware of the importance of maintenance of optimum temperature and humidity.

Abide by CDC (Center for Disease Control) standard precaution guidelines when coming in contact with body fluids such as blood, urine, feces, and saliva by always wearing gloves, goggles, and gowns.

At the completion of the program, the student will be proficient in patient care procedures by meeting the following criteria. The student will:

Transfer the patient to the operating room table.

Correctly operate and adjust positions of the operating table and other such equipment used in the facility.

Describe location and use of accessory equipment for safe positioning of the patient.

Identify injuries related to positioning.

Be adept at positioning patient to allow optimum exposure of operative area, maintain adequate airway and circulation, and avoid potential injury.

Assist anesthesia personnel.

Apply electrosurgical grounding pads, tourniquet, monitors, etc., using appropriate safety measures.

Assist in skin preparation of patient.

Verify prior to commencement of surgery that all needed equipment and instruments are available.

Identify proper principles and practices of aseptic technique.
k) Identify and demonstrate proper aseptic technique in scrubbing, gowning and gloving in preparation for surgical procedures.
l) Assist other sterile team members in gowning and gloving.
m) Identify various types of drapes and draping materials.
n) Drape the patient according to prescribed procedure.
o) Set up tables and stands, basins, and linen prior to commencement of surgery, according to predicted needs and convenience of surgeons and assistants.
p) Receive additional supplies, solutions, or instruments from circulating nurse or technologist.
q) Demonstrate proper procedure in the performance of accurate sponge, instrument, and needle counts with a circulating nurse.
r) Recognize instruments and identify them by the correct name.
s) Identify the classifications and function categories of surgical instruments.
t) Safety use, handle and deliver surgical instruments and other appropriate items to the surgeon and assistants during procedures.
u) Prepare and arrange sutures.
v) Moisten and/or arrange sponges in preparation for use by surgeon.
w) Maintain the highest standard of aseptic technique during procedures.
x) Immediately report breaks in aseptic technique.
y) Assist the surgeon and/or first assistant during the operative procedure by holding retractors or instruments as directed, sponging or suctioning the operative site, applying electrocautery to clamps on bleeders, cutting suture material as directed, connecting drains to the suction apparatus, and applying dressings to closed wounds.
z) Anticipate needs and request additional supplies, solutions, or instruments from circulating nurse or technologist.
aa) Anticipate needs and distribute additional supplies, solutions, or instruments to other team members as needed.
bb) Fill syringes as directed by physician or circulating nurse.
cc) Identify various methods of hemostasis, hemostatic agents and safety factors involved.
dd) Be alert to importance of specimens for pathological studies.
ee) Discuss and demonstrate proper identification, care and handling of tissue specimens obtained during surgery.
ff) Prepare, apply and secure sterile dressings.
gg) Assist with accurate maintenance of records throughout the procedure.
hh) Assist with transport of the patient post-operatively.
ii) Identify responsibilities of the surgical technologist in various emergency situations in the operating room.

4. At the completion of the program, the student will be proficient in patient care procedures of the postoperative patient by meeting the following criteria. The student will:
a) Be able to state the expected postoperative effects of patients receiving general, spinal and local anesthesia.
b) Assist nurse in care of patient in recovery room observing, reporting, and recording signs, symptoms, condition, and level of consciousness according to individual orders and needs.

c) Recognize the steps necessary to assist a patient who is vomiting.

d) Demonstrate accuracy in checking and reporting vital signs: temperature, pulse, respirations, and blood pressure.

e) Recognize and promptly report changes in patient's condition.

f) Demonstrate basic understanding of fever, temperature regulation, and reduction of temperature.

g) Describe important factors which influence changes in normal rate and rhythm of pulse.

h) Describe important factors which influence changes in character and rate of respirations.

i) Describe important factors which influence changes in blood pressure.

j) Demonstrate understanding and skill in disinfection and care of patient assessment equipment.

k) Assist in restraining patient.

l) Connect drainage tube or catheter to collection bag, and check for drainage.

m) Check position of drainage tube or catheter.

n) Recognize cardiac arrest and the steps necessary to institute and perform cardiopulmonary resuscitation, according to hospital policy.

5. At the completion of the program, the student will be proficient in related nursing procedures. The student will:

a) Be able to perform urinary catheterization.

b) Care for patient with indwelling catheter.

c) Apply an external urinary drain for male patient.

d) Have sufficient understanding of the nature of communicable diseases, how they are spread, and protective techniques to understand special procedures in caring for isolated patients.

e) Follow special procedures in use of masks, gowns, caps and gloves, and handwashing in caring for isolated patients or patients in protective care.

f) Follow special procedures for safe disposal of used instruments, equipment, waste, linen, etc.

g) Have a basic knowledge of drugs most commonly used in surgical and obstetrical departments.

h) Use modifications of the bed to adapt to patients needs and comfort such as trapeze, bed boards, foot board, cradle, crib sides, lifting sheet, protective draw sheets.

i) Have sufficient understanding of excretory system to develop understanding of patient needs and care and to understand reason and importance of specimen collecting and measurement of intake and output.

j) Recognize and report normal and abnormal flow and appearance of urine.

k) Measure and report fluid intake and output using the metric system.

l) Assist patient in placing and removing bedpan or urinal or assist patient into bathroom promptly upon request.
6. At the completion of the program, the student will be proficient in the classroom and have beginning proficiency in the Emergency Room. The student will:
   a) Obtain and prepare casting materials.
   b) Assist with cast application.
   c) Assist with cast removal.
   d) Setup bone fracture equipment.
   e) Apply ace bandage.
   f) Apply arm slings.
   g) Assist in trauma management.
   h) Assist in preparing the patient for transport to the Operating Room.
   i) Assist with a physical examination.
   j) Assist with minor procedures done in the Emergency Department.
   k) Recognize the classifications of burns and be able to estimate the extent of burns.
   l) Recognize the complications to burn victims of loss of body fluid, pain, psychological distress, and infection.

7. At the completion of the program, the student will be proficient in the obstetrical department to meet the following criteria. The student will:
   a) Be able to assist in the admission of the obstetrical patient to department.
   b) Be able to assist in the use of the fetal monitor.
   c) Be able to observe, feel, and time uterine contractions.
   d) Provide emotional support to the patient throughout labor and delivery.
   e) Be able to prepare the patient ready to deliver.
   f) Be able to prepare the back table with instruments.
   g) Be able to drape the patient in the delivery room.
   h) Observe and assist in APGAR scoring of the newborn infant.
   i) Assist in identification of the mother and baby.
   j) Assist in positioning the patient for delivery.
   k) Assist in the postpartum care of the mother.
   l) Observe massaging of the uterus.
   m) Assist in preparing the obstetric patient for a Cesarean section and transporting her to the operating room.
CLINICAL COMPONENT COMPLETION

1. Accumulated from SURG 114, 212 and 214.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. Cases will be documented through the Clinical Tracking Program to verify student's progressing on First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
6. Observation cases must be documented, but do not count towards the 120 required cases.
7. Counting Cases
   a. Cases will be counted according to surgical specialty. Ex:
      i. Trauma patient requires a splenectomy and repair of a Lefort 1 fracture. Two cases can be counted and documented since the splenectomy is general surgery and repair of Lefort 1 is oral-maxillofacial surgical specialty.
      ii. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure-one case.

First Scrub Role

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication (s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but activity participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, by must be documented by the program.

ARC/STSA Thresholds

Reaffirmation of ARC/STSA Outcomes Thresholds - The ARC/STSA-approved outcomes thresholds for CAAHEP accredited programs in surgical technology, effective August 1, 2011, remain unchanged and are as follows:
1. Retention - 70%

Retention is calculated by the number of students completing the program on a completion date divided by the number of students (enrolled, transferred in, changed on-time cohort completion date due to failed course, leave of absence, etc.) assigned an original or revised (if applicable) on time cohort completion date (anticipated graduation date).

2. Approved Outcomes Assessment Exam

- For CAAHEP-accredited programs: NBSTSA Certified Surgical Technologist (CST) Exam-100% participation rate; 70% pass rate on the CST Exam
- For applicant programs seeking CAAHEP Initial Accreditation: NBSTSA Comprehensive (Secure) CST Practice Exam-100% participation rate

3. Graduate Placement - 80% (positive placement)

- placed in the field of surgical technology, a directly related field, or an Active Duty Military placement
- continuing their education
- placed in field of surgical technology, a directly related field or an Active Duty Military placement AND continuing their education in a related field

4. Employer Surveys

- use of the standardized ARC/STSA Employer Survey tool administered no sooner than 9 months after employment
- 50% Employer Survey return rate
- 85% Employer Survey satisfaction (24 of 28 areas rated 3 or higher on the 5 point Likert scale.)

5. Graduate Surveys

- use of the standardized ARC/STSA Graduate Survey tool administered no sooner than 6 months after graduation
- 50% Graduate Survey return rate
- 85% Graduate Survey satisfaction (7 of 8 areas rated 3 or higher on the 5 point Likert scale.)

Current outcomes for 2018 Annual report are:

1. Retention 91% in 2017, 88% in 2016
2. NBSTSA Certified Surgical Technologist (CST) Exam-100% participation rate; 100% pass rate on the CST Exam in 2017 and 2016
3. Graduate Placement - 93% in 2017, 95% in 2016 (positive placement)
100% Employer Survey satisfaction (overall ranking 4.56 on the 5 point Likert scale.)

1. Graduate Surveys 97% Graduate Survey return rate in 2017, 67% in 2016
100% Graduate Survey satisfaction (overall ranking 4.81 on the 5 point Likert scale.)

PROGRAM ASSESSMENT PASSRATES

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In compliance with the 2018 CAAHEP-ARC/STSA Standards, Ivy Tech Community College Surgical Technology Program of Valparaiso, IN is required to publish the Outcome Assessment Exam pass-rate on their website. The Outcome Assessment Exam for the Surgical Technology Program is called the Certified Surgical Technologist Exam. The pass rate reported for the last 4 years of the Valparaiso Surgical Technology program was as follows:

- 2015 graduates - 100%
- 2016 graduates - 100%
- 2017 graduates - 100%
- 2018 graduates - 95%
Surgical Technology Program Faculty

Marsha Eriks, B.S., C.S.T.
Program Chairperson

Angela Davis C.S.T.
Clinical Coordinator

Lori Schroeder, C. S. T.
Surgical Technology Program
Instructor

IVY TECH COMMUNITY COLLEGE
NORTHWEST REGION
HEALTH SCIENCES DIVISION

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Advisory Committee Members
2018-2019

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Nicholas Elliot  
Center of Workforce Innovations  
Regional one Manager  
2804 Boilermaker Court,  
Valparaiso In 46383 Public Representative
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Surgical Technology Program
Clinical Coordinator

Lori Schroeder, C. S. T.
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Surgical Technology Program Faculty

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Student Representative 2017
Amra Guzman

Nicholas Retson, M.D.
Medical Director