College of The Albemarle

Surgical Technology Student Handbook

Effective
August 2024

Revised

08/16 BMW	6/17 BMW	7/18 BMW	7/19 BMW	7/22 BW/RH	8/24 BW		

Docusign Envelope ID: E6493D91-1B2F-4D60-9EFB-5ED4938F7451

COLLEGE OF THE ALBEMARLE
DIVISION OF HEALTH SCIENCES & WELLNESS PROGRAMS
DEPARTMENT OF ALLIED HEALTH
SURGICAL TECHNOLOGY

SURGICAL TECHNOLOGY STUDENT HANDBOOK

Approved:

DocuSigned by: 8/26/2024
Dr. Jack Bagwell Date
President

DocuSigned by: Jennifer Lopes 8/23/2024
Dr. Jennifer Lopes Date
Vice President of Learning

DocuSigned by: Robin Harris 8/21/2024
Robin Harris Date
Dean
Health Sciences & Wellness Programs

DocuSigned by: Brandy Wooten 8/19/2024
Brandy Wooten Date
Program Coordinator
Surgical Technology Program

DocuSigned by: 8/21/2024
Jeffrey Carter Date
Department Chair
Allied Health Programs

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I. INTRODUCTION

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

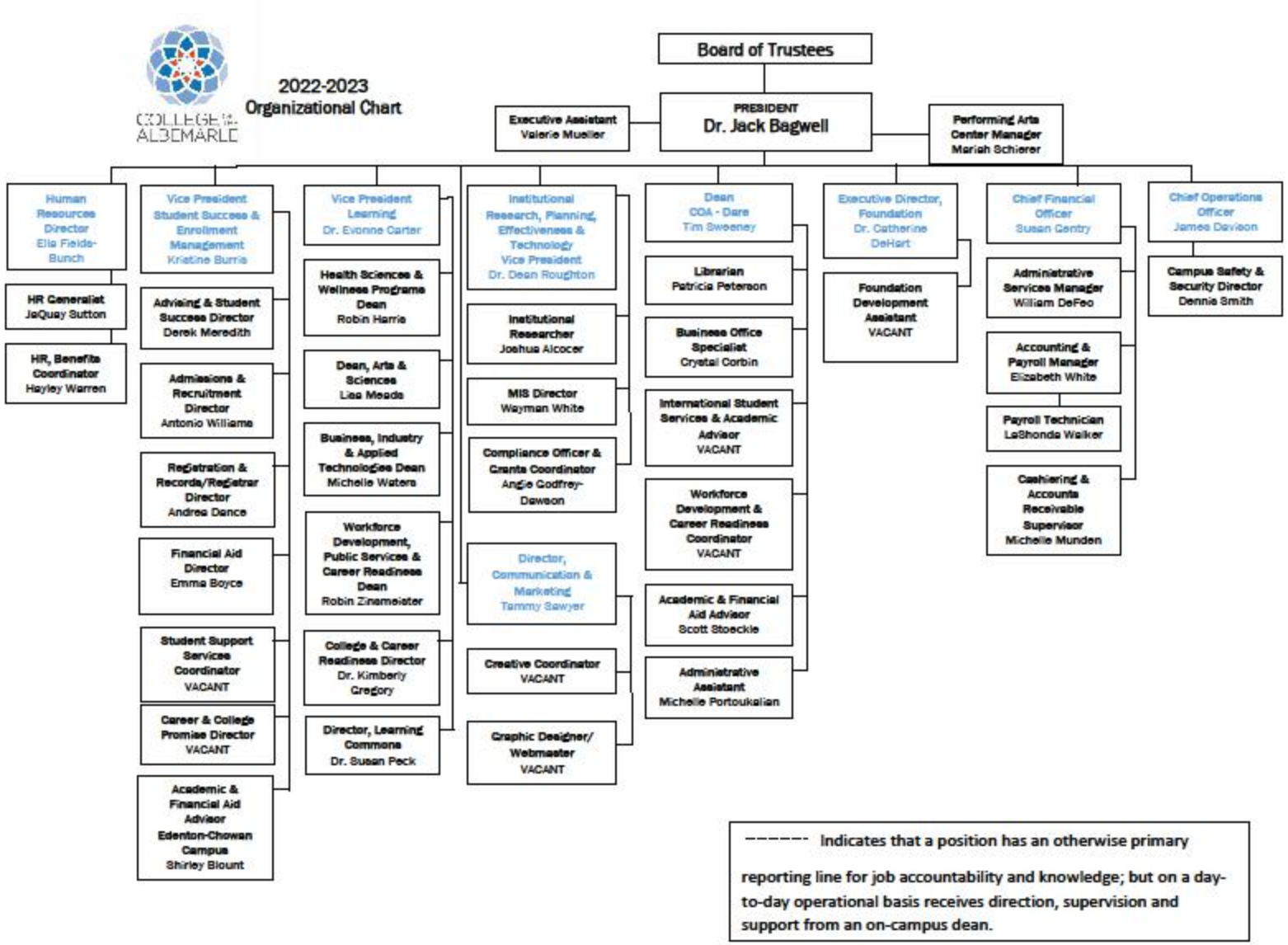
It is the responsibility of each student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to this program.

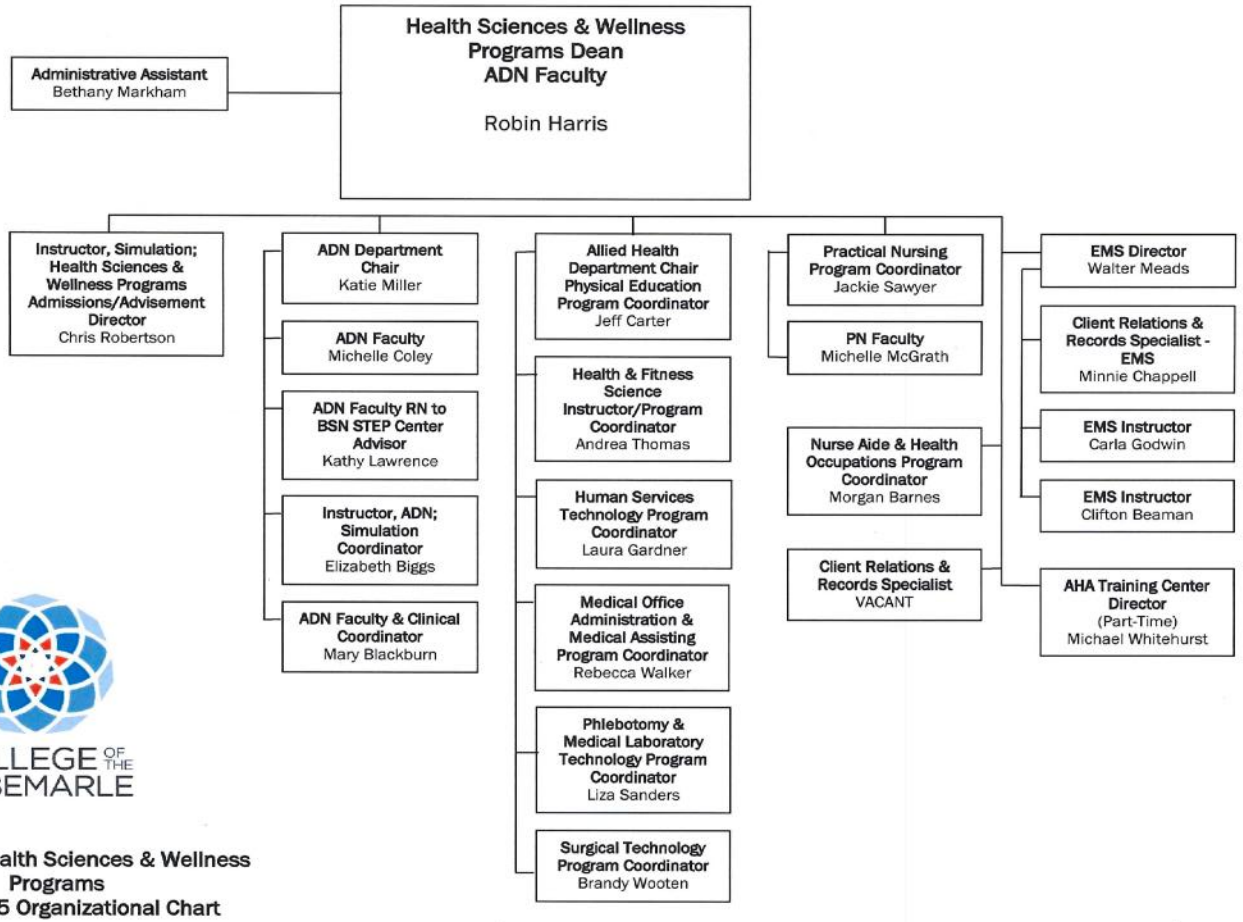
This Handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy provision of this handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rule or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

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

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

III. Organizational Charts





COLLEGE OF THE ALBEMARLE

Division of Health Sciences & Wellness Programs
2024-2025 Organizational Chart

II. FACULTY

	Phone	Ext.	Office
Brandy M. Wooten Surgical Technology Instructor/Program Coordinator brandy_wooten@albemarle.edu	252-335-0821	2995	OC 208
Marsha Vanture Surgical Technology Lab/Clinical Instructor marsha_vanture@albemarle.edu			
Suzanne Stonikinis Surgical Technology Instructor/Clinical Instructor suzanne_stonikinis67@albemarle.edu			
Stephanie Zaller Surgical Technology Lab/Clinical Instructor stephanie_zaller98@albemarle.edu			

III. STAFF

Bethany Markham Administrative Assistant, Health Sciences bethany_markham70@albemarle.edu	252-335-0821	2283	OC 102
Chris Robertson Director, Health Sciences and Wellness Programs Admissions/Advisement chris_robertson37@albemarle.edu	252-335-0821	2304	OC 107

IV. COLLEGE OF THE ALBEMARLE SURGICAL TECHNOLOGY PROGRAM PHILOSOPHY

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

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

The purpose of the Surgical Technology program is “To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.” Graduates will achieve this through didactic and classroom theory, hands-on laboratory training, and clinical experiences. The philosophy, purpose and goals of the program are consistent with the COA mission.

A. STATEMENTS OF APPROVAL BY AGENCIES

The College of the Albemarle Associate Degree Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Accreditation Review Committee - Surgical Technology/Surgical Assisting (ARC-ST/SA).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
www.caahep.org

V. ADMISSIONS

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

	NC-DAP	COMPASS	ASSET	ACCUPLACER	SAT	ACT
Reading	151	81	41	80	500*	22*
Eng/Writing	151	70	41	86	500*	18*
Math	7 (DMA 010 thru 060)	47 Pre-Algebra	41 Numeric	55 Arithmetic	500	22
Math	7 (DMA 010 thru 060)	66 Beginning Algebra	41 Intermediate Algebra	75 Elementary Algebra	500	22

***SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

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

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

A. Admission Requirements/Process

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

1. Complete and submit a written COA Application for Admission.
2. Bring or send an official high school transcript and official post-secondary transcripts. Student must be a high school graduate or equivalent recipient.
3. Achieve minimum English, Math, and Reading competencies.
4. Achieve the required minimum cumulative grade point average of 2.0.
5. Completed one unit of biology in high school or the equivalent at a post-secondary institution (BIO 090 or higher).
6. Achieve at or above all the set scores for the TEAS test for the Surgical Technology Program within a single test administration.
7. Submit the completed health sciences ADMISSION APPLICATION by 5:00 p.m. on the deadline date indicating application to the Surgical Technology program.

a. Number of Applicants per Program

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

b. Competitive Ranking

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

c. Pre-Admission Meeting

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

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

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

d. **Information Shared During Pre-Admission Meeting**

1. Question/Answer Session on Admission Requirements/Process/Competitive ranking
2. Applicant reviews/validates individual admission data as related to placement test scores, GPA, and academic performance
3. Applicant's readiness for the Surgical Technology program
4. Contingencies related to acceptance status: Completed Student Health Form and CPR Certification
5. Program Content for required Surgical Technology Orientation Meeting
6. Master Curriculum Plan for Program (Graduation check sheet)
7. Criteria for progression as related to academic courses
8. Clinical Facilities utilized (travel involved)
9. Criminal background check and/or drug testing required by clinical agencies

e. **Notification of Admission Status**

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

B. Admission Requirements for Contingently Accepted Applicants

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

1. Health Requirements

a. <u>Physical Health</u>

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

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

See also Section C, “Americans with Disabilities Act.

b. Emotional Health

Emotional health is defined as reacting appropriately to stressful situations, coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary.
See also Section C, “Americans with Disabilities Act.

c. Health Problems and Admission

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

See also Section C, “Americans with Disabilities Act.

d. Immunizations and Health Requirements

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

Update of Health and Other Requirements

Students are accountable to monitor and maintain compliance with all health screening requirements. Student records will be assessed for expiration dates of CPR, PPD and required vaccines. Failure to comply will result in inability of the student to attend clinical until their file is complete. Students unable to attend clinical due to incomplete health records will be counted as absent.

e. Hepatitis Status

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

2. Uniforms

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

3. Basic Cardiac Life Support

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

American Heart Association – HeartCode Basic Life Support (BLS)

American Red Cross – CPR/AED for Professional Rescuers & Health Care Providers

Each student must maintain current training throughout their educational experience.

4. Liability Insurance

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

5. Surgical Technology Program Orientation Session

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

6. Bloodborne Pathogens

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

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

7. **A Criminal Background Check and Drug Screen**

Surgical Technology students must successfully complete rotations at clinical sites as part of their program requirements. Surgical Technology students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. By applying for admission to any health sciences program, a student consents to drug and alcohol screening and criminal background checks and sex offender checks as required by the contracted clinical affiliate and may be responsible for payment. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided to any hospital or other clinical facility prior to clinical rotations upon request.

Clinical Access

COA does not guarantee the admission of any student to any clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.

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

SUMMARY

Contingently Accepted Applicants Complete And Return By Designated Date:

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

Orientation Session Is Required Of Contingently Accepted Applicants.

Orientation Session Agenda:

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

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

- All above requirements/processes must be completed by the designated date. The Program Coordinator of the program is responsible for validating that all requirements have been met and for notifying the applicants that all contingencies have been met and that he/she is eligible for registration and enrollment.

Enrollment in First Course:

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

C. Americans with Disabilities Act

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

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

1. **Physical and Emotional Standards**

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

   a. Visually observe the patient in order to assess the patient's needs and protect the patient from potential hazards.
   b. Read labels on medication vials, etc.
   c. Identify by sight needlepoints, needle eyes, and be able to thread needles.
   d. See sutures as fine as human hair in order to cut and load on a needle holder.
   e. Recognize by sight different instruments used in surgical procedures.
   f. See hand signal requests by the surgeon or first assistant.
   g. Respond to verbal requests without the benefit of visual cues.
   h. Hear and react to audible alarms used in the OR.
   i. Exchange verbal communication with patients, surgeons, staff and instructors.
   j. Speak in a manner, which establishes a clear and concise communication with patients, surgeons, staff and instructors.
   k. Document significant medical data on patient records.
   l. Understand and apply clinical instructions both written and verbal.
   m. Order supplies and equipment by filling out a request form.
   n. Stand in one area in excess of 6 hours without possibility of relief.
   o. Lift instrument trays and equipment up to 30 lbs.
   p. Lift extremities of patients and hold securely to insure patient safety.
   q. Respond quickly to requests by surgeon for instruments and equipment using manual dexterity to retrieve and pass items.
   r. Push and manipulate large and heavy equipment from storage to operating room.
   s. Move patients both awake and asleep from stretcher to OR table and to recovery room bed with assistance, without injury to self or patient.
   t. Work efficiently, in a limited or confined area to adequately expose the operative field, without causing contamination of the operative field, or gowns and gloves of self and other sterile personnel.

2. **The above examples are illustrative only and are not all inclusive!**

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

3. **Discrimination Policy**

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

E. Special Admission Circumstances

1. Readmission

A re-admission applicant is defined as an individual who withdrew or was dismissed from his/her most recently enrolled Surgical Technology program and is seeking admission to the Surgical Technology program at COA. Re-admission is limited to one time.

The opportunity to be considered for re-admission to the Surgical Technology program is very limited. Programs are not required to take any readmission applicants and the numbers of slots, if any, filled by readmitted students is at the Program Coordinators discretion each semester.

Readmission applicants are considered separately and on an individual basis. Applicants seeking re-admission will be considered on a space available basis, as well as other multiple considerations, with the final decision for readmission at the discretion of the Program Coordinator.

Any former student from COA's Surgical Technology program or any other Surgical Technology program desiring re-admission to the COA program must complete the following items that will be used in consideration of their re-admission application:

a. Meet the current admission fact sheet requirements and procedures required of all Surgical Technology applicants by the designated date.

b. Submit a detailed, professionally written letter with their application to the Surgical Technology Program Coordinator stating:
   - the reasons for previous withdrawal or dismissal from the program;
   - the reasons he/she desires to be re-admitted;
   - the circumstances that have changed to indicate that the applicant would successfully complete his/her Surgical Technology education at this time.

c. Applicants seeking re-admission will be required to:
   - Have a conference with Program Coordinator on request.
   - Demonstrate competency of certain knowledge, skills, and medication Calculations appropriate for the point of re-entry to the program at the Program Coordinator’s request.

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

2. Transfer of Credit

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

a. Follow the same procedure required by the College for all transfer students as outlined in the College catalog.

b. Meet the same admission criteria required of all Surgical Technology students.

c. Request the following items from his/her former school and have them mailed to the Program Coordinator:

- course outlines of those courses for which one is seeking to receive transfer credit,
- scores from any standardized tests taken at former schools;
- letter of recommendation from clinical instructor who most recently supervised applicant.

d. Have been enrolled in a CAAHEP accredited Surgical Technology program within one year immediately preceding transfer to COA's Surgical Technology program.

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

- Space available to accommodate the applicant.

- The Program Coordinator for Surgical Technology Program, in consultation with appropriate faculty, recommends acceptance of the specific Surgical Technology course(s).

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

F. SPECIAL ADMISSION CIRCUMSTANCES – "DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)" AND "UNDOCUMENTED IMMIGRANT" STUDENTS

COA Health Sciences and Wellness programs will allow the admission of students with DACA classification. However, DACA students should be aware of the following:

a. Neither federal law, nor North Carolina law permits individuals with DACA classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). Ability to obtain other certifications may also be limited.
b. It is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

COA Health Sciences programs will allow the admission of students with "undocumented immigrant" classification. However, undocumented immigrant students should be aware of the following:

a. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States.
b. An undocumented immigrant admitted shall not be considered a North Carolina resident for tuition purposes.
c. Federal law prohibits states from granting professional licenses to undocumented immigrants. Ability to obtain other certifications may also be limited.
d. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

VI. PROGRESSION

A. College Advisement System

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

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

B. Academic

1. Sequence of Courses

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

2. Grading System for Surgical Technology Courses

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

Letter	Numerical Equivalent
A	100-93
B	92-85
C	84-78
D	77-70
F	69-Below
I	Incomplete
W	Withdrawal
A	Audit

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

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

3. Clinical Evaluation Form

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

C. Learning Experiences in Labs/Clinicals

Students will utilize allotted time for labs to learn specific skills/procedures as well as have observation experiences in clinical settings per the course syllabus. The lab may be utilized for additional learning/practice time. Competency testing of certain skills is required for selective courses and must be successfully completed in order to complete designated courses.

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

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

D. Attendance

The general attendance policy for College of The Albemarle as stated in the College catalog will apply to all courses. Surgical Technology students are expected to meet all scheduled classes, labs, and clinical learning experiences. Excessive absences are defined as in excess of ten percent (10%) of total class hours, ten percent (10%) of total lab hours, or ten percent (10%) of total clinical hours. Excessive absences may result in disenrollment from the program.

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

Tardy is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. Three (3) tardies = 1 hour of absence. Not being present during any time of an instructional hour is counted as an hour of absence. Excessive absences or habitual tardiness may be cause for dismissal.

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

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

E. Religious Observance Policy

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days and must be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program. Students must submit a "Request to be Excused For Religious Observance Form" to the Vice President of Student Success and Enrollment Management within the first two weeks of the semester in which the absence will occur.

F. Health Status

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

The College may take a number of steps and precautions at all campuses providing additional information and resources related to COVID 19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should understand that COVID-19 and other communicable diseases are a public health risk; that COA and clinical facilities cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in health science programs related activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

1. <u>Physical Health</u>

As a student progresses through the Surgical Technology Program, if a physical condition threatens to prevent or prevents satisfactory classroom, lab, or clinical performance, the student will be counseled and referred to an appropriate professional. The recommendation of this professional is used in advising the student regarding continued enrollment in the Surgical Technology Program. If the health problem

necessitates medical or surgical intervention over a period of time, an individual conference with the course and/or clinical instructor will be held to determine the feasibility of the student being able to meet the course objectives. If it is determined that the student can achieve the objectives, a plan and schedule to accomplish this will be established and agreed to by both parties. Failure on the student's part to complete the plan will result in a "W" in the course.

Whenever such a health problem occurs, the student must have a physician's written documentation as to the problem, the necessary intervention, and the date the student can safely resume his/her activities in the Surgical Technology Program.

2. **Emotional Health**

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

3. **Infectious Disease**

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

Update of Health and Other Requirements

Students are accountable to monitor and maintain compliance with all health screening requirements. Student records will be assessed for expiration dates of CPR, PPD and all required vaccines. Failure to comply will result in inability of the student to attend practicum until their file is complete. Students unable to attend practicum due to incomplete health records will be counted as absent.

VII. NON-PROGRESSION

A. Withdrawal

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

1. Confer with both his/her faculty advisor and course instructor;

2. Submit a letter of resignation to the Program Coordinator stating the reason(s) for withdrawal;

3. Complete the necessary withdrawal forms

4. Confer with Director of Financial Aid, if applicable, in his/her case.

5 Return to the Program Coordinator all forms of identification which may have been issued by a clinical site.

Withdrawal from Class

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

B. Dismissal

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

Causes for Dismissal

The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the surgical technology program. The following reasons, though not intended to be all-inclusive, also constitute cause for a student to be dismissed from the Surgical Technology Program.

1. **Failure to meet the academic standards as set forth in the College Catalog and the Surgical Technology Student Handbook.**

2. **Health problems and disabling conditions.** A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems which result in excessive absences or non-completion of clinical competencies may be grounds for dismissal from the Program. It is the philosophy of the Surgical Technology faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.

3. **Excessive absences or habitual tardiness.**

4. **Student performance in the clinical setting which (1) indicates difficulty in making clinical judgments or (2) conflicts with patient safety essential to safe ST practice leading to unsatisfactory clinical performance and failure**. Such behavior is defined as a failure to assess or act appropriately on information other students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of an instructor's time in the clinical setting because of concerns related to poor judgment, poor decision-making skills, or safety violations will be subject to failure and dismissal from the Program.

5. **Intentional Falsification of information in any form – verbal, non-verbal, or written.** Any student who submits false, misleading, incorrect, and/or incomplete information as part of the Surgical Technology Program Admission Process or while enrolled in the program may be dismissed from the program.

6. **Cheating** Health professions hold the public trust. Academic dishonesty by Surgical Technology students calls that trust into question; therefore, the Surgical Technology program at College of The Albemarle expects academic integrity. It is expected that all Surgical Technology students will be honest in their dealing with members of the faculty and staff at COA as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will ensure that the matter is fully investigated. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved. If the Program Coordinator concurs that cheating has occurred, the student will be dismissed from the program and will receive a grade of "F" for the course grade.
   - Cheating in any form will not be tolerated and could result in automatic, immediate dismissal from the program with the student receiving a grade of “F” for the course.

   - Students that are discovered making or receiving notes of any kind that contain information covered in any testing situation will be found guilty of cheating.

- Students who are found in possession of any information on test content in advance of all students taking the test, during a test administration, or during/after a test review may also be found guilty of cheating.

7. **Plagiarism.** Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The use of Artificial Intelligence (AI) to create or assist in the completion of writing assignments, papers, reports, or other academic work without properly documenting or acknowledging sources will be considered plagiarism. All papers and assignments may be subject to screening via plagiarism and AI detection software.
The instructor who detects plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the Surgical Technology Program will be considered cheating and treated as such. **Refer to Policy 4-18 as printed in the College Catalog on Plagiarism and Cheating.**

8. **Infraction of health agency policies while on affiliation in that agency.** Each student is to review a copy of the Contractual Agreement between the College and the clinical agency as well as the policy regulations of the affiliating clinical agency at the beginning of a clinical course. It is the student's responsibility to understand and abide by these policies.

9. **Violation of the patient's right to confidentiality.** The Surgical Technology student is legally (Privilege Doctrine and HIPAA Regulations) and ethically (AST's Code of Ethics) obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment which is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission. It is appropriate to discuss patient condition or care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting. The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.

10. **Negligent acts resulting in harm to patient.**

11. **Drug/Alcohol Use.** The substance abuse policy set forth in the College of The Albemarle Policy and Procedure Manual shall apply.

    a. The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at

clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.

b. Any student who diverts any controlled substance from a clinical facility will be dismissed from the Surgical Technology Program and may face criminal prosecution.

c. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications in violation of subparagraph (a) of this section - may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Surgical Technology faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for disciplinary action up to and including dismissal from the program. A positive test indicating use or being under the influence during class, labs, meetings or clinical rotations of controlled substances, mind-altering chemicals or alcoholic beverages will be grounds for dismissal from the program and all program courses.

C. The Dismissal Process

Any student who is recommended for dismissal from the Surgical Technology Program will have a conference with the Instructor to discuss the reason(s) for the dismissal. Then the student, the Instructor, and the Program Coordinator will discuss the reasons(s) for the dismissal. The student will receive a letter stating the reason(s) for dismissal.

Students dismissed from the program related to item number 1 will receive the grade as earned per the course syllabus and program academic policies. Dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

Students dismissed from the program related to item number 2 will receive a grade of "W." The program dismissal will take effect immediately and the student will not be allowed to return to class, lab or clinical and will be immediately withdrawn from all program courses specific to progression within the program.

Students dismissed from the program related to item number 3 will receive a final course grade of "F"; and the dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical

for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

Students dismissed from the program related to items numbered 4, 5, 6, 7, 8, 9, 10, and 11, involving a program course will receive a final course grade of "F"; and the program dismissal will take effect immediately. The student will not be allowed to return to class, lab or clinical for any program courses and will be immediately withdrawn from all other program courses specific to progression within the program.

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

D. Appeals Process

The Grade Appeal policy set forth in the COA Catalog shall apply to all students in the surgical technology program. Students dismissed from the program related to items 1,2,3, and 4 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the COA Policy on Grading, Grade reporting, and Grade Appeal. The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the surgical technology program. Students dismissed from the program related to items 5,6,7,8,9,10, and 11, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy on Student Code of Conduct.

VIII. GRADUATION

A. Graduation Requirements

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

1. progress satisfactorily through the Surgical Technology curriculum as defined in the Progression Policy;

2. maintain a minimum grade point average of 2.0 and earn a grade of "C" or better in all the required courses of the curriculum in which they are graduating;

3. demonstrate physical and emotional health which indicates their ability to provide safe care to the public;

4. apply and complete the certification exam in the last semester of the program.

B. Application for Certification

Upon satisfactory completion of all courses in the Surgical Technology curriculum and verification by the Program Coordinator, graduates of this program will be eligible to apply to take the National Board of Surgical Technologists and Surgical Assistants certification exam. All students are required, **at student expense**, to take the certification exam in the last semester of the Surgical Technology program. Currently the exam cost $247 per student. A passing score on the certification exam is *not* a requirement for graduation from the program. Students are at all times responsible for determining and maintaining their own eligibility for taking the CST Exam.

IX. GENERAL POLICY INFORMATION

General Guidelines

Students should be constantly aware that they represent the health science program and the College to the public when dressed in the COA program uniform and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA health science program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing COA that tends to portray the student, the program or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

A. Surgical Technology Student's Professional Behavior

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

To maintain professional conduct, the Surgical Technology student:

1. Refrains from loudness, profanity, sneering, rudeness, and sleeping in class or clinical
2. Is truthful
3. Listens receptively and respectfully
4. Takes advantage of self-learning opportunities
5. Assumes responsibility for course preparation and participation
6. Approaches individuals with kindness, gentleness, helpfulness and respect
7. Offers companionship without becoming involved in a non-therapeutic manner
8. Accepts constructive criticism
9. Is neat, clean and appropriately attired, wears make-up in moderation.
10. Is consistently punctual
11. Accepts assignments and willingly assists others
12. Recognizes and performs within own limitations

13. Uses break time appropriately
14. Uses correct spelling and grammar
15. Communicates in a medical professional manner
16. Cooperates with agency policies
17. Observes legal and ethical standards of practice
18. Refrains from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding COA, the Surgical Technology program, any member of the COA campus community or affiliated internship sites and their employees. Criticisms of or concerns regarding these issues should be expressed through the COA chain of command so that the concerns may be addressed, and not in a manner which could disrupt the clinical program or operations at practicum sites. Students are also prohibited from disclosing confidential information through such media or from discussing confidential information in any other manner that may reach third parties outside of COA staff or clinical site personnel. COA Health Sciences and Wellness Programs Social Media Policy does not allow students in clinical/practicum/internship related activities to post ANY pictures or information depicting or while engaged in activities relating to hospital, practicum, and/or internship activities, facilities, staff, volunteers and/or patients without express, written consent from the College and the facility. This includes, but is not limited to, “selfies” taken while at these facilities and social media posts about facility events or staff. Such actions have the tendency to disrupt program activities, to portray the student and COA staff in a negative and/or unprofessional light, to potentially violate the rights of facility staff, volunteers or patients, and to otherwise negatively impact COA’s programs and reputation.

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

B. Classroom/LAB/Clinical/Conferences etc. Behaviors

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

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

3. Students are expected to adhere to the College's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the College Student Code of Conduct are allowed in college vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a COA health science program uniform.

   Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a COA nursing uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical,

consequently an "F" in the surgical technology course, and immediate dismissal from the Program and all program courses.

Students may not smoke while in a COA surgical technology uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a “noxious odor”. The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.

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

5. If evidence of violation of confidentiality is discovered after completion of a course, the student is subject to dismissal from the Program.

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

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

8. Students shall not make or receive any personal phone calls while on duty in a clinical facility unless it is an absolute emergency and the instructor has given permission. No texting or social networking access should occur while on duty at a clinical site. Use of cell phones or electronic devices (such as tape recorders, pagers, Blackberries, etc.) is not allowed in the classroom during testing or test reviews, and all such devices are to be turned off during class, lab, and clinical.

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

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

11. Upon leaving the clinical area, each student must report to the clinical instructor and their preceptor.

12. Students are prohibited from secretly recording classroom, lab or clinical activities; and any conversations, meetings, or conferences or other interactions with faculty, COA employees, patients, or anyone in any setting/facility associated with the program's activities. Use of personal recording devices to record lectures in class, lab or clinical is prohibited. Students with documented accommodations that request recording capability must meet with the nursing department to determine appropriate means and parameters of making recordings.

C. Personal Appearance - Dress Code

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

Clinical/lab attire will be addressed in each clinical course. Each student is required to have the school's designated uniform the first clinical day or as designated by the program coordinator. The uniform must be neat, clean, well-pressed/ironed and well fitted throughout the student's participation in the program. Uniforms and physical appearance must meet the guidelines developed by the Program faculty and worn properly at all times while in uniform. Students will not be allowed to deliver patient care if the uniform guidelines are not met and any missed time from clinical will count as attendance hours missed.

The COA health program uniform may only be worn when engaged in the role of a COA program student for an approved program activity. Students shall <u>not</u> visit units in assigned or unassigned health care agencies in a visitor role while wearing the nursing student uniform. Students should not wear the uniform in public places such as grocery stores, malls, etc. before, during, or after clinical experiences.

<u>The College Student Code of Conduct applies to students at all times they are in a COA uniform</u> – whether on or off campus; and whether or not they are actively engaged in a college sponsored event.

While in uniform the student will:

- 1. Have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward. Beards, mustaches, and sideburns are to be neatly trimmed and groomed. Hair should be of natural color. External artificial cosmetic enhancements (i.e. eye lashes, hair pieces, etc.) are not to be worn.

2. Wear clean, solid (no holes), leather or leather-like shoes and white above the ankle socks.

3. Limit visible jewelry to two pairs of post-earrings (in ear lobes only) one watch and one smooth surface ring on either left or right third finger. All visible jewelry is to be removed before beginning a Surgical scrub. Ear gauges are not allowed in the clinical setting.

4. Have clean, short, manicured fingernails; nail polish and artificial nails are prohibited.

5. Address instructors and staff respectfully (by Dr. Mr., Mrs., Ms. and Miss) and the surname unless otherwise directed.

6. Wear only white lab coat or facility provided jacket with uniform in the clinical area.

7. Wear photo identification badge. ID badge must be worn conspicuously with picture facing out so that it may be easily read. Failure to wear appropriate ID will result in a clinical absence.

8. Have no visible body piercing jewelry (with the exception of ear lobes) and tattoos must be covered.

9. No chewing gum allowed while in uniform

D. Student Injury in Clinical Area

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

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

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

E. Transportation to Clinical Agencies

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

F. Sexual Harassment

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

G. Complaint Policy

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the college catalog.

Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the college catalog of the current year or any written complaints filed with agencies that have governance over the Surgical Technology program.

A record of the student complaint and its resolution will be placed in the program's student file and a copy kept in a Complaint file located in the locked file cabinet that serves the Surgical Technology program.

H. Preceptorships

The clinical preceptorship is a clinical experience where the student is paired with a qualified professional surgical technologist on the job for a focused care experience that will allow the student to apply and synthesize the knowledge gained throughout the surgical technology program and facilitate the transition of the student into the world of work as an entry level surgical technologist upon graduation. Students will be paired and work with a designated "preceptor" who is a qualified professional with specific clinical expertise in the area of surgical technology where they work.

The preceptorship is an unpaid experience for both student and preceptor. Students should not receive compensation/payment, monetary or otherwise, from the facility or preceptor. The clinical preceptorship requires attendance by the student at all assigned clinical experiences without tardiness. The student must satisfactorily complete all case requirements and evaluation requirements and objectives of the preceptorship to be eligible to pass the course. Students are expected to complete the preceptorship while also meeting all other requirements and objectives of the didactic portion of the course.

The Surgical Technology Case requirements are as follows:

- Total Case Number **120**
  - General Surgery
    - **30** cases **(20 must be in the 1st** Scrub Role (S1)
  - Various Surgical Specialties
    - **90** Cases (**60 must be in the 1st Scrub Role (S1)**
    - **(These various cases must be between at least 4 surgical specialties)**

X. STUDENT ACTIVITIES/RESPONSIBILITIES

A. Class Organization

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

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

B. Pinning Ceremony

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

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

C. Student Senate Association

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

D. Student Responsibilities

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

XI. PROGRAM OUTCOMES

College of The Albemarle's Surgical Technology Program uses the following criteria as outcome measures of the effectiveness of the program.

Programmatic Retention	70% of students that are admitted to the program taking core course must graduate/complete.
CST Exam	CST: 100% participation rate and 70% pass rate.
Job Placement (employment)	80% of graduates seeking employment must be employed in a field related to surgical technology.
Employer Satisfaction	50% return rate for surveys and 85% of the return surveys rating the employee at a 3 or higher on a 5 point scale
Graduate Satisfaction	50% return rate for surveys and 85% of the returned surveys rating the program at a 3 of higher on a 5 point scale.

A. Program Outcomes

Program Outcomes Information

Retention - Class of:	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**
New Admits	6 of 10= 60%	9 of 11= 81%	9 of 12= 75%	8 of 15= 53%	5 of 19= 26%	8 of 12= 66%	10 of 20= 50%	6 of 17= 35%	4 of 12= 33%
Readmits	none	none	none	none	None	None	1	4	1
ARC/STSA Retention Threshold:	70%	60%	60%	60%	60%	60%	60%	60%	60%
Total Retention % by class	**60%**	**81%**	**75%**	**53%**	**26%**	**66%**	**50%**	**35%**	**33%**

CST Exam Rates - Class of:			**2020**					**2022**	**2023**
ARC/STSA 1st time pass rate Threshold:	70%	70%	70%	70%	70%	70%	70%	70%	70%
COA CST Exam 1st time Pass Rates	**66%**	**78%**	**100 %**	**75%**	**80%**	**38%**	**60%**	**67%**	**75%**
ARC/STSA Exam Participation Rate Threshold	100%	100%	100%	100%	100%	100%	100%	100%	100%

COA Exam Participation Rate	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**

Employment Information Class of:	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**
ARC/STSA Graduate Placement Threshold	85%	80%	80%	80%	80%	80%	80%	80%	80%
COA Graduate Placement within 1 year (assess once)	**66%**	**88%**	**100%**	**75%**	**100%**	**87.5%**	**80%**	**100%**	**100%**
ARC/STSA Employer Survey return Rate Threshold (sent 9 mo after employment)	50%	50%	50%	50%	50%	50%	50%	50%	50%
COA Employer Survey Return Rate	**100 %**	**66%**	**50%**	**83%**	**80%**	**57%**	**57%**	**100%**	**Pending**
ARC/STSA Employer Survey Satisfaction Rate Threshold	85%	85%	70%	70%	70%	70%	70%	70%	70%
COA Employer Survey Satisfaction Rate	**75%**	**100%**	**100 %**	**100%**	**80%**	**100%**	**100%**	**100%**	**Pending**

Graduate Information Class of:	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**
ARC/STSA Graduate Survey return Rate Threshold (sent 6 months after grad)	50%	50%	50%	50%	50%	50%	50%	50%	50%
COA Graduate Survey Return Rate	**50%**	**78%**	**100 %**	**100%**	**40%**	**100%**	**100%**	**100%**	
ARC/STSA Graduate Survey Satisfaction Rate Threshold	85%	85%	70%	70%	70%	70%	70%	70%	70%
COA Graduate Survey Satisfaction Rate	**100 %**	**100%**	**100 %**	**100%**	**100%**	**75%**	**80%**	**83%**	

B. Surgical Technology Student Learning Outcomes

1. Values the professional attributes and acquires an understanding of the ethical/legal/moral/and medical values of the surgical technologist role.

2. Demonstrate and integrate principles of surgical asepsis as part of the preoperative, perioperative and postoperative experience.

3. Demonstrate the ability to work collaboratively as a surgical technologist with interdisciplinary health care team.

4. Correlate the elements, action, and use of medication and anesthetic agents used during the preoperative, perioperative and postoperative setting/experience.

5. Demonstrates a safe level of practice and knowledge in the scrub and non-scrub roles of the surgical technologist.

6. Correlates the knowledge of anatomy, physiology, pathophysiology, and microbiology to the role of the surgical technologist.

XII. ASSOCIATE DEGREE SURGICAL TECHNOLOGY CURRICULUM SCHEMA

FIRST YEAR

FALL SEMESTER			**SPRING SEMESTER**	
SUR 110 Intro. to Surgical Technology	3		SUR 122 Surgical Procedures I	6
SUR 111 Periop. Patient Care	7		SUR 123 Surgical Clinical Practice	7
BIO 163 Basic Anatomy & Physiology	5		BIO 275 Microbiology	4
MED 121 Medical Terminology I	3		MED 122 Medical Terminology II	3
ACA 111 College Student Success or ACA 122	1		**********	*
TOTAL Semester Hours	**19**		**Total Semester Hours**	**20**

SECOND YEAR

SUMMER SEMESTER			FALL SEMESTER	
SUR 134 Surgical Procedures II	5		SUR 137 Professional Success Prep.	1
SUR 135 Surgical Clinical Practice II	4		SUR 210 Advanced Surg. Clinical Practice	2
ENG 111 Writing and Inquiry	3		SUR 211 Advanced Theoretical Concepts	2
**********	*		SUR 212 Clinical Supplement	4
**********	*		ENG 112 Argument Based Research (recommended) OR ENG 113 Literature Based Research	3
**********	*		HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	3
**********	*		PSY 150 General Psychology	3
TOTAL Semester Hours	**12**		**TOTAL Semester Hours**	**18**

Total Credit Hours Required for Graduation = 69 Semester Hours

XIII. CLINICAL AGENCIES, ADDRESSES AND PHONE NUMBERS

1.	Sentara Albemarle Medical Center P.O. Box 1587 1144 N Road ST Elizabeth City, NC 27906	(252) 335-0531
2.	ECU Health Chowan Hospital P.O. Box 629 211 Virginia Road Edenton, NC 27932	(252) 482-8451
3.	Sentara Obici Hospital 2800 Godwin Blvd Suffolk, Va. 23439	(757) 934-4622
4	The Outer Banks Hospital 4800 S Croatan Highway Nags Head, N.C. 27959	(252) 449-5860
5	Chesapeake Regional Medical Center P.O. Box 2028 736 Battlefield Blvd, North Chesapeake, VA 23320	(757) 547-6151
6	Sentara Obici Ambulatory Surgery 2750 Godwin Blvd Suffolk, Va 23439	(757) 983-2022
7	ECU Health Roanoke-Chowan Hospital 500 South Academy Street Ahoskie, NC 27910	(252) 209-3000
8	Sentara Norfolk General Hospital 600 Gresham Dr. Norfolk, VA. 23507	(757) 388-3000
9	Sentara Princess Anne Surgery Center 1975 Glenn Mitchell Dr. Suite 300 Virginia Beach, VA 23456	(757) 507-0197
10	Bon Secours Maryview Medical Center 3636 High St. Portsmouth, VA 23707	(757) 398-2200
11	Sentara Virginia Beach General Hospital 1060 First Colonial Road Virginia Beach, VA 23454	(757) 395-8000

XIV. COLLEGE OF THE ALBEMARLE
DEPARTMENT OF ALLIED HEALTH
SURGICAL TECHNOLOGY PROGRAM
STUDENT ACKNOWLEDGEMENT

I, the undersigned, have

(1) received a copy of;

(2) read;

(3) received an explanation of;

(4) and have had the opportunity to have questions answered regarding the policies and guidelines as stated in the Surgical Technology Student Handbook and Health Sciences Exposure Control Plan for Bloodborne Pathogens.

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

_____
Signature

_____
Student ID #

_____
Date

_____
Signature of Surgical Technology Program Coordinator

_____
Date